



# Kingston University

## 2012-2013 General Catalog

Effective September 2012 through August 2013

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## ***Welcome to Kingston University***

### *A Message from the President*



Congratulations on your decision to pursue higher education at Kingston University. We provide quality programs in the fields of Traditional Oriental Medicine, Business Administration and English language training and Massage Therapy,. Our purpose is to mold and motivate you to become quality practitioners and masters of integrative medical arts, ethical business practices and valuable leaders in our modern, competitive world.

The Traditional Oriental Medicine program is multidisciplinary in design. Students will master the thousands year old proven healing arts as practiced in the Orient, as well as well as becoming proficient in Western clinical scientific methods. As Traditional Oriental Medicine gains ever widening acceptance in the insurance and natural health care industries, our graduates will become highly valuable members of the health care profession.

Our Bachelor of Arts and Master of Arts programs in Business Administration will prepare you to focus on emerging business trends and effective management techniques for today and the future. Our diverse business faculty have the extensive academic and real world experience that enable them to empower you to develop the leadership skills and acquire the technical tools to operate as successful managers and entrepreneurs in our global world economy.

To complement our medical practice program, Kingston University also offers a comprehensive program in Massage Therapy. Here we prepare you to offer highly effective therapeutic care that is a vital addition to any medical treatment process.

To prepare international students for their future careers, Kingston University offers English as a Second Language program. Beyond developing your English communication skills, we will assist you in your adaptation to a new environment and culture, as well as help you with your boarding needs. You will experience the confidence and poise of knowing your way in the world, as your language skills rapidly advance because of your classes.

Our faculty and staff are dedicated to providing you with the values, knowledge, and expertise that will allow you to advance professionally for your entire career. You will experience the liberating power of higher education. Your ability to show care and concern for others will increase along with your intellectual growth as you learn to internalize ethical and moral medical and business values into your world view. In short, you will become a better person, with the increased confidence that comes from possessing a professional degree.

I personally and sincerely welcome you to our University and look forward to the time when I can congratulate you on your day of graduation. I promise that you will find your experience here both challenging and gratifying. May you achieve great success as you pursue your dreams for a life-time.

Stephen Atchley  
President

## **ABOUT THE CATALOG OF CLASSES, SCHEDULES AND POLICIES**

Kingston University has prepared and produced this catalog, including revisions and/or addendums, to assist the enrolled as well as the prospective student to make decisions regarding the fulfillment of their scholastic and academic goals. The catalog in no way constitutes, establishes or creates a contract, but instead serves as an announcement of current classes, schedules and policies of Kingston University. Within, however, every enrolled students matriculation plan, there are a set of rules and regulations which Kingston University may modify or alter at any time, to reflect its educational responsibility. Although every effort has been taken to ensure the accuracy of the information contained within this catalog, students, enrolled or prospective, are advised that all information is subject to change without notice thus the appropriate instructional departments, Deans, or Kingston University administration should be consulted for updates and catalog supplements, revisions and addendums.

This catalog remains available at the Kingston University library for reference. Additional copies are available on our web site. Hard copies can be purchased at the administration office accordingly, this publication is effective as printed as of September 01, 2012.

## **PROGRAM REQUIREMENT CONFIRMATION BASED ON THE CATALOG OF RECORD**

Prior to graduation, Kingston University will confirm that the student [graduate candidate] has satisfied all subject matter requirements in accordance with the subject matter undertaken as stated within the Catalog of Record effective at the time of matriculation. In the instance a material change occurred within the subject matter requirement which subjects the graduate candidate to additional course work, it is the intent of Kingston University to keep any such additional course work to a minimum. Kingston University will make every effort to balance subject matter and required credits with the availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

## **CUSTODIAN OF RECORDS**

Kingston University maintains all student records in accordance with the Bureau of Private Postsecondary Education in the State of California. (BPPE) The Registrar of Kingston University acts as the Custodian of Records. Student records such as personal information, financial records, and transcripts are maintained by the Custodian in a locked, fireproof cabinet. Note that academic records are kept for an indefinite period of time but other files may be purged after five (5) years.

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## ACADEMIC CALENDAR 2012-2013<sup>1,2</sup>

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### BUSINESS ADMINISTRATION PROGRAMS

#### Fall Semester, 2012

First day of classes, instruction begins	Aug 27
Academic Holiday – Labor Day	Sep 03
Last day to add/drop class or register late	Sep 10
Student registration/orientation for Spring 2013	Nov 17 – Dec. 16
Academic Holiday – Thanksgiving Day	Nov. 24 - 26
Final examination	Dec. 05 - Dec. 09
Last day of classes	Dec. 9
All grades report due to Registrar	Dec. 15
University Closed	Dec. 23 - 26, 31 Jan. 1&2, 2012

#### Spring Semester, 2013

First day of classes, Instruction begins	Jan 14
Academic Holiday – Martin Luther King’s Birthday	Jan 21
Last day to add/drop class or register late	Jan 25
Academic Holiday – President’s Day	Feb 18
Spring Recess	Mar 12- Mar 17
Student registration/orientation for Summer 2013	Apr 04 –May 09
Final examination	May 6- May 11
Last day of classes	May 11
All grades report due to Registrar	May 13

#### Summer Semester, 2013

First day of classes, Instruction begins	May 13
Academic Holiday – Memorial Day	May 27
Last day to add/drop class or register late	May 24
Academic Holiday – Independence Day	July 04
Student registration/orientation for Fall 2013	Jul 10 – Aug 21
Final examination	Aug 12- Aug 16
Last day of classes	Aug 16
All grades report due to Registrar	Aug 20

**Note:**

1. For purposes of degree evaluation, the academic year is defined as: Fall, Spring and Summer Semester. This is not to be construed as an employee work calendar
2. The Calendar Dates are subject to change. Please refer to the Schedule of Classes of the current semester for recent changes related to holiday observances and registration deadlines.

## ACADEMIC CALENDAR 2012-2013<sup>1,2</sup>

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### MASTER OF SCIENCE IN ORIENTAL MEDICINE PROGRAM ENGLISH AS SECOND LANGUAGE PROGRAM MASSAGE THERAPY TRAINING PROGRAM<sup>3</sup>

#### Fall Quarter, 2012

First day of classes, Instruction begins	Oct. 01
Last day to add/drop class or register late	Oct. 12
Registration for Winter 2013	Nov 21 – Dec 12
Academic Holiday – Thanksgiving Day	Nov. 22 & 23
Final examination	Dec. 3 - Dec. 8
Last day of classes	Dec. 8
All grades report due to Registrar	Dec. 15
University Closed	Dec. 24 - 25, 31 Jan. 1, 2013

#### Spring Quarter, 2013

First day of classes, Instruction begins	Apr. 01
Last day to add/drop class or register late	Apr. 12
Registration for Summer 2013	May 13 –Jun 07
Academic Holiday – Memorial day	May 27
Final examination	Jun 03- Jun 8
Last day of classes	Jun 8
All grades report due to Registrar	Jun 15
Spring Quarter Break	Jun 10 – Jun 29

#### Winter Quarter, 2013

First day of classes, Instruction begins	Jan. 02
Last day to add/drop class or register late	Jan. 11
Academic Holiday – Presidents' Day	Feb. 18
Registration for Spring 2013	Feb 19 – Mar 15
Final examination	Mar. 04- Mar 9
Last day of classes	Mar. 9
All grades report due to Registrar	Mar. 16
Winter Quarter Break	Mar 11 – Mar 30

#### Summer Quarter, 2013

First day of classes, Instruction begins	July 01
Last day to add/drop class or register late	July 12
Registration for Fall 2013	Aug 12 – Sep 06
Academic Holiday – Indep Day	July 04
Academic Holiday – Labor day	Sep 02
Final examination	Sep. 03- Sep. 9
Last day of classes	Sep. 9
All grades report due to Registrar	Sep. 14
Summer Quarter Break	Sep 10 – Sep 28

**Note:**

1. For purposes of degree evaluation, the academic year is defined as: Fall, Winter, Spring and Summer Quarter. This is not to be construed as an employee work calendar
2. The Calendar Dates are subject to change. Please refer to the Schedule of Classes of the current quarter for recent changes related to holiday observances and registration deadlines.
3. The final exam dates for Massage Therapy/Technician programs are subject to adjustment by instructors.

## **MISSION STATEMENT**

Kingston University fosters a career establishing and supporting quality education for local and global students alike. From studies of Oriental Medicine, Advance massage techniques and through our Business Administration programs, our mission focuses on cultivating business professionals who play crucial roles in their chosen fields, with high ethical and professional standards. Ultimately, a Kingston University education provides the keys to the door upon which opportunity knocks!

## **EDUCATIONAL OBJECTIVES**

### **Healthcare Programs**

Upon successful completion of our healthcare program, students graduating from Kingston University will be prepared to:

- Competently apply state-of-art health care practices learned from their respective education programs within the scope of practice defined by the local, state and/or national authority.
- Promptly determine and formulate an effective health care program by employing theories and principles learned from the respective health care education programs.
- Effectively communicate with other healthcare professionals so that an appropriate and informed referral of the patient to other healthcare professionals can be made promptly when necessary.
- Perform and display the highest ethical standard and professional conduct in their career practice.
- Appreciate and practice humility by treating all life with respect, compassion and dignity at all times.
- Promptly enhance the wellbeing of the community with quality care service both clinically and educationally.
- Persistently continue professional education development and practice enhancement as a lifelong career commitment.

### **Business Administration Programs**

Upon successful completion of our programs, Kingston University graduates will be able to:

- Competently apply state-of-art business practices learned from our business education programs with high ethical and professional standards.
- Promptly develop creative business solutions and effectively communicate with other business professionals to achieve business goals.
- Persistently continue professional education development and practice enhancement as a lifelong career commitment.

## APPROVALS AND PROFESSIONAL ASSOCIATIONS

Kingston University is approved and/or recognized by the following agencies:

- Bureau for Private Postsecondary Education (BPPE) of the State of California ([www.bppe.ca.gov](http://www.bppe.ca.gov))
- Acupuncture Board, State of California ([www.acupuncture.ca.gov](http://www.acupuncture.ca.gov))
- California Massage Therapy Council (CAMTC, [www.camtc.org](http://www.camtc.org))
- National Certification Board of Therapeutic Massage and Bodyworks (NCBTMB, [www.ncbtmb.org](http://www.ncbtmb.org)).
- California Association of Private Postsecondary schools. (CAPPS <http://www.cappsonline.org/>)
- American Massage Therapy Association (AMTC, [www.amtamassage.org](http://www.amtamassage.org))

Accordingly, Kingston University complies with and operates under the rules and regulations set forth by the agencies and have maintained good standing since respective approval/recognition was granted.

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**

Physical Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Mailing Address: P.O. Box 980818  
West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Main Fax: (916) 263-1897

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

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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.

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 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## PROGRAM APPROVALS

### 1. Master of Science in Oriental Medicine

The Master of Science in Oriental Medicine offered by Kingston University is approved by the Acupuncture Board, State of California. Contact information of the Acupuncture Boards is as follows:

#### **Acupuncture Board**

1747 N. Market Blvd, Suite 180

Sacramento, CA 95834

Main Phone: (916) 515-5200

Fax: (916) 928-2204

Website: [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)  
Email: [acupuncture@dca.ca.gov](mailto:acupuncture@dca.ca.gov)

## **2. Massage Therapy Programs**

Kingston University's Massage Therapy Programs have been approved by California Massage Therapy Council, and the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Contact information of the Council and Board is as follows:

### **California Massage Therapy Council**

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
Phone: (916) 669-5336  
Fax: (916) 444-7462  
Website: [www.camtc.org](http://www.camtc.org)

### **National Certification Board for Therapeutic Massage and Bodyworks**

1901 South Meyers Road, Suite 240  
Oakbrook Terrace, IL 60181  
Phone: (630) 627-8000  
Website: [www.ncbtmb.org](http://www.ncbtmb.org)  
Email: [info@ncbtmb.org](mailto:info@ncbtmb.org)

The University is affiliated with American Massage Association (AMTA) as a member of its Council of Schools (COS) and adheres to AMTA's national standards for Massage Therapists established by the association. AMTA's contact information is as follows:

### **American Massage Therapy Association**

500 Davis Street  
Evanston, IL 60201  
Phone: 1-877-905-0577  
Website: [www.amtamassage.org](http://www.amtamassage.org)

## **PROFESSIONAL ASSOCIATIONS**

Kingston University is affiliated with the following associations:

- California Association of Private Postsecondary Schools ([www.capps.org](http://www.capps.org)), as its founding member
- American Massage Therapy Association ([www.amtamassage.org](http://www.amtamassage.org)), as a member of its Council of Schools (COS)

## **STATEMENT OF OWNERSHIP**

Kingston University was incorporated as a for-profit private corporation under the laws of the State of California. The governing Board of Directors consists of Dr. Hui Hong Hsieh, President, Secretary and Treasurer.

## **UNIVERSITY HISTORY**

In 2002, Kingston University was established in Los Angeles County after receiving conditional approval from the Bureau for Private Postsecondary and Vocational Education as a degree granting postsecondary educational institution.

In 2006, the University received full institutional approval from the Bureau for Private Postsecondary and Vocational Education. Programs approved included Masters of Science in Oriental Medicine, Massage Therapy training programs and English as Second Language. The University subsequently expanded its educational programs to include Masters of Business Administration Bachelor of Science in Business Administration, both of which were approved by the Bureau in 2007 and 2011, respectively.

Kingston University was incorporated as a for-profit private corporation under the laws of the State of California in October, 2008.

The Master of Science in Oriental Medicine program was approved by the Acupuncture Board, State of California in 2009. It is a major milestone to qualify graduates of Kingston University's Master of Science in Oriental Medicine to become licensed acupuncturists in the state of California.

From our inception, we have worked to improve our programs and instructors to further enhance the learning experience for our students. Celebrating 10 years of providing quality education [August 2012] our commitment to grow our school under a methodical and well thought out plan allows Kingston to keep our mission statement promise of providing our students the keys to the door upon which opportunity knocks.

## **STATEMENT OF ACADEMIC FREEDOM**

Kingston University adheres to an academic freedom policy that allows professors to teach any viewpoint in their class so long as it is supported by reasonable and accurate findings within the general academic field. Viewpoints that have no basis in credibility will be scrutinized by the institution's administration and if found to be in violation of credible evidence and findings could be subject to censure and faculty dismissal. Faculty is free to express political views of their choosing as long as those views are not contradictory of the institution's mission and objectives. Faculty is encouraged to engage in dialogue and discussion with colleagues and students as long as it is respectful and tolerant. Faculty must provide instruction to meeting institution and course objectives at all times.

## **CAMPUS AND FACILITIES**

The University is conveniently situated on a quiet campus with facilities and appropriate resources, along with well trained, talented, friendly and experienced professors, instructors, administration and staff.

### **Location & Environment**

The University campus is located in Norwalk, California, the geographical center of Greater Los Angeles, or 17 miles southeast of downtown Los Angeles. The campus is only 200 yards from the Los Angeles County Clerk Building. It can be easily accessed by driving directly or through public transportation. Norwalk Transit Bus line 2 and 4 as well as the Metro Bus Line 221, 362 stop at the front gate of the University campus. The bus stop of Norwalk Transit line 1 stops only a half block to the east of the campus at Norwalk Boulevard/Imperial Highway. The end terminal of Metro Rail Green Line eastbound is approximately two miles west of the University campus.

The community environment is rich in both western and eastern culture. Shops, restaurants, US Post Office, banks, movie theaters and even a court house are all within short walking distance to aid student's living convenience.

More information about Norwalk found in the Appendix section of this catalog.

### **Teaching Clinic**

The University has an on-campus teaching clinic that offers clinical opportunities for students, faculty and practitioners. Students in clinical trainings are supervised by clinical faculty to ensure the quality and suitability of treatments students administer to patients. The clinic serves the local communities with acupuncture, massage therapy, and oriental herbs. The clinic is operated daily from morning hours through early evening hours at a low cost rate schedule. Students and their family are privileged to enjoy clinic services at discount rates.

### **Herb Pharmacy**

The University's herbal pharmacy has a great variety of Chinese herbs and many commonly used herbal formulas. A California licensed acupuncturist and experienced herbalist supervises student interns in preparing formulas for patients and assists student interns to become proficient in the use of herbs and herbal formulas. Students and their family are privileged to enjoy discount rates for purchasing herbs from the herb pharmacy.

### **Library**

The University library provides resources for teaching and learning effectiveness. In an effort to keep students and faculty updated with the latest knowledge of related study areas, the University acquires newly released publications to enhance academic excellence. In addition to book items and audio/visual collections, the University subscribes to journals, magazines and newspapers related to the programs offered by the University. Students may check with the librarian for the current operation hours.

Students may also find additional resources from the Public Library of Los Angeles County, Norwalk Branch which is only 200 yards east of the campus.

### **Computer Facilities**

The University offers computers and auxiliary facilities on campus for use by the student and faculty. In addition, wireless internet access is provided throughout the entire campus.

## ADMINISTRATIVE STAFF

### Administration

Stephen Atchley .....President

Rosalia Lin-Mei Hsieh.....Administrator  
Student Affairs

G. Anthony Sanchez Jr. ....Dean of Academic Affairs,  
Student Affairs

Seong Soo Han..... Dean and Clinical Director, School of Oriental Medicine  
Student Affairs

Deborah Ebersold ..... English as Second Language Program

Ming-Hua Hsiao..... Director, Massage Therapy Training Programs

## ADMISSION INFORMATION

### ADMISSION PHILOSOPHY

The university admits and welcomes students of any race, color, creed, and sex, regardless of national or ethnic origin or physical handicap.

Admission decisions are based upon both objective and subjective criteria. For applications to degreed programs, the applicants' previous academic record is an important predictor of their ability to succeed at the study level. Previous work experience in the selected field of study may also be taken into consideration. Personal and/or professional letters of recommendation are included in the admission process for entrance into the master program. Finally, a personal interview with a college administrator is required of all applicants.

For Certificate & Training programs, applicants are more evaluated on their true interests and understanding of the goal of the programs they wish to enroll.

### UNDERGRADUATE ADMISSIONS

#### - Bachelor of Science in Business Administration

##### Admission Requirements

Students desiring admission to the Bachelor's program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.3 or better.
2. Completed not less than 45 semester units or the equivalent in General Education courses covering various academic disciplines, such as English writing and communication, mathematics, natural science, social science, and history, or be enrolled, concurrently, in General Education courses, which must be completed prior to completion of the BSBA program. The minimum G.P.A. attained must be of 2.0 or better.

##### Admission Procedures

Students applying for admission to the Bachelor of Science in Business Administration program are required to follow the procedures below:

1. Submit their copy of high school diploma
2. Submit their official high school transcripts or G.E.D.
3. Submit their official transcript(s) from previous college(s) attended showing completion of a minimum of 45 semester units or its equivalent in General Education courses, or be in compliance with item 2 of Admission Requirements above
4. Submit their completed application form obtained from Kingston University Admission
5. Submit \$100 of non-refundable application fee

##### Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended

subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

## **GRADUATE ADMISSIONS**

### **- Master of Business Administration**

#### **Admission Requirements**

Students desiring admission to the Master of Business Administration program must meet the following requirements:

1. Have completed a bachelor degree related to the business area from a recognized school. Students whose bachelor degrees are non-business related may qualify for admission to the program if they meet one of the following condition:
  - i. Have taken undergraduate introductory or survey courses completed in business management, economics, accounting and business statistics, each with at least 3 semester or equivalent units and earned a minimal grade of C or above
  - ii. Will enroll in Kingston University's MBA pre-requisite courses, refer to "Pre-MBA Courses" section in MBA Program) after they are admitted.
2. Applicants must have a cumulative GPA of at least 2.50 in their undergraduate course work completed

#### **Admission Procedures**

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a copy of the bachelor degree diploma
2. Submit a sealed official transcript(s) for all undergraduate course works completed directly from the corresponding undergraduate institution(s) to Kingston University Admissions Office.
3. Submit a completed application form obtained from Kingston University Admission Office
4. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
5. Submit \$100 of non-refundable application fee

The GRE or GMAT is not required for admission to Kingston University. Students are conditionally admitted to the graduate program as "probationary students" upon completion of all admission requirements. Students are advanced to candidacy status after successfully completing 9 credit hours of graduate credit with grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average

#### **Admission Evaluation Process**

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is

granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

- **Master of Science in Oriental Medicine**

**Admission Requirements**

Students desiring admission to the Master of Science in Oriental Medicine program must meet the following requirements:

1. Have completed at least 90 quarter or 60 semester units of undergraduate course work from an approved or accredited institution, or an equivalent foreign academic institution.
2. The undergraduate course work completed must have a cumulative GPA of at least 2.50

**Admission Procedures**

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a sealed official transcript(s) from previous college(s) attended showing completion of a minimum of 90 quarter or 60 semester units of undergraduate course work
2. Submit a completed application form obtained from Kingston University Admission Office
3. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
4. Submit \$100 of non-refundable application fee

**Admission Evaluation Process**

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

**CERTIFICATE AND TRAINING PROGRAM ADMISSIONS**

- **English as Second Language Program**

### **Admission Requirements**

Students desiring admission to English as Second Language programs must meet the following requirements:

1. Possession of a high school diploma or education background equivalent to postsecondary level or above.
2. Applicants must be 18 years of age or older.

### **Admission Procedures**

Students applying for admission to the English as Second Language programs are required to follow the procedures below:

1. Submit a completed application form obtained from Kingston University Admission
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a copy of high school diploma Submit \$100 of non-refundable application fee.

### **Admission Evaluation Process**

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Admission is granted to applicants on an individual basis. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 10 days of receiving all required documentation.

## – **Massage Therapy Program**

### **Admission Requirements**

Students desiring admission to Massage Therapy programs must meet the following requirements:

1. Possession of a high school diploma or education background equivalent to postsecondary level or above.
2. Applicants must be 18 years of age or older.

### **Admission Procedures**

Students applying for admission to the Massage Therapy programs are required to follow the procedures below:

1. Submit a completed application form obtained from Kingston University Admission
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a copy of high school diploma Submit \$100 of non-refundable application fee.

### **Admission Evaluation Process**

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Admission is granted to applicants who demonstrate true interest, understanding of the goals of the training, and the ability to undertake the successful training and study, while meeting the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 10 days of receiving all required documentation.

## **FOREIGN CREDENTIAL EVALUATION**

For non-U.S. institution transcripts, the transcripts are sent to an outside evaluating agency that has expertise in evaluating international transcripts. The agency completes the translation and sends the translated document to the admissions office along with the equivalent courses completed in U.S. colleges. This procedure allows the admissions office and the registrar to evaluate the transcripts in a clear and precise manner as they do with transcripts from American universities and colleges. Kingston University will utilize the services of three Academic Credential Evaluators: Educational Credential Evaluators ([www.ece.org](http://www.ece.org)) of Milwaukee, WI; International Education Research Foundation, Inc. ([www.ierf.org](http://www.ierf.org)) of Los Angeles, CA; and Evaluation Services, Inc., ([www.evaluationservice.net](http://www.evaluationservice.net)) of Hopewell Junction, NY. Students may inquire the Admission Office for foreign transcript evaluation assistance. Fees required for evaluation are indicated in the Financial Information section of the catalog.

## **INTERNATIONAL STUDENT ADMISSION**

International students wishing to pursue education in the United States must obtain and maintain a valid foreign student status. Kingston University is authorized under the Federal Law to enroll nonimmigrant students and issue Certificate of Eligibility (Form I-20) to international students who meet the Students and Exchange Visitors Program (SEVP) and the University's admission requirements. International students may subsequently obtain a student visa, F-1 or M-1, to enter the US for study.

International students are welcome to contact Kingston University's Admission staff for information and questions related to applying for Form I-20 from the University.

### **Form I-20 Application Procedures**

In addition to satisfying the admission requirements and procedures for the program desired for admission, international students requiring I-20 must follow the procedures below:

1. Submit photocopies of a valid passport, I-94 card and US visa, if any
2. Submit an Affidavit of Financial Support signed by a guarantor
3. A bank letter proving sufficient funding is available for supporting the applicant's living expense and tuition and fee required for studying one year at Kingston University.
4. Applicants who are currently foreign students at other educational institutions should also fill out Transfer I-20 Form and submit copies of their visa and the last I-20 issued by the last school attended
5. Submit evidence of English proficiency meeting the requirement of the program desiring for admission (refer to English Proficiency Requirement section below), which may be ONE of the followings:
  - i. A TOEFL score report
  - ii. A TOEIC score report
  - iii. A IELTS score report
  - iv. Official transcript(s) of having taken at least 2 years of education in a program where English was the language of instruction, or
  - v. Proof of concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score as required by the program desired for admission
6. Photocopy of dependent's passport, if dependent I-20 is required

### **Application Schedule**

Applicants who require an F-1 visa are suggested to submit all documents at least six weeks before scheduled program starting date as shown in the following schedule:

Program	Session	Submit by
Master of Science in Oriental Medicine	Fall Quarter	August 15
	Winter Quarter	November 15
	Spring Quarter	January 15
	Summer Quarter	May 15
Master of Business Administration	Fall Semester	June 15
	Spring Semester	November 15
	Summer Semester	March 15
Bachelor of Science in Business Administration	Fall Semester	June 15
	Spring Semester	November 15
	Summer Semester	March 15
Massage Therapy Training Program	Fall Quarter	August 15
	Winter Quarter	November 15
	Spring Quarter	January 15
	Summer Quarter	May 15
English as Second Language	Fall Quarter	August 15
	Winter Quarter	November 15
	Spring Quarter	January 15
	Summer Quarter	May 15

### **Residency Requirements**

International students are expected to comply with the regulations of the U.S. Immigration and Naturalization Service (INS) and policies of Kingston University.

Upon arriving in the US with the support of Form I-20 issued by Kingston University, students must report to Kingston in person within seven (7) days or the I-20 will be void. F-1 students must satisfy the residency requirement by maintaining full-time attendance at Kingston University for a minimum of two quarters or one semester before transferring to another school. A student wishing to transfer at the end of the residency term must apply during that term since the USCIS requires sixty (60) days approval before the transfer.

### **English Proficiency Requirement**

Unless a graduate from a US high school, or having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the academic program desired:

#### 1. BSBA Program

Applicants may submit either ONE of the following:

- (i) A TOEFL score of at least 450 PBT, 133 CBT, or 45 iBT,
- (ii) A TOEIC score of 480

- (iii) A IELTS score of 4
- (iv) Proof of concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score stated in (i), (ii) or (iii), respectively

## 2. MBA Program

Applicants may submit either ONE of the following

- (i) A TOEFL score of at least 500 PBT, 173 CBT, or 61 iBT,
- (ii) A TOEIC score of 600
- (iii) A IELTS score of 5
- (iv) concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score stated in (i), (ii) or (iii), respectively

## 3. MSOM Program

Applicants may submit either ONE of the following:

- (i) A TOEFL score of at least 45 iBT (450 PBT or 133 CBT if the TOEFL test was taken before 2010),
- (ii) concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL with a minimum score stated in (i)

Applicants wishing to enroll in Massage Therapy Training Program or English as Second Language Program are not required to meet English Proficiency Requirement

## **TRANSFER STUDENT ADMISSIONS**

Students wish to transfer from other higher education institutions are required to file application for admission as described for the desired program above. Upon admission, the credits students earned from other institution previously attended will be evaluated. Appropriate credits will be granted if they are equivalent to courses offered at Kingston University. For detail information on transferring credits from other higher education institutions, applicants are referred to review Transfer Credit Policy section in the Academic Policy.

## **READMISSION**

If an applicant does not accept their admission or fails to matriculate after one year of acceptance, the applicant must go through the admission process again as a new student. This means that the applicant must submit a new non-refundable registration fee and an application including all required documentation, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

## FINANCIAL INFORMATION

(subject to annual revision)

### TUITION AND FEE SCHEDULE

All tuition and fees must be paid in U.S. dollars (\$).

Application Fee (Non-refundable) \$100

#### I. Degree Programs

Master of Science in Oriental Medicine Program:	\$128.00 per Quarter Unit
Master in Business Administration	\$365.00 per Semester Unit
Bachelor of Science in Business Administration	\$250.00 per Semester Unit

#### Fees Information

Registration Fee (Per Quarter)	
U.S. Resident	\$ 30
Non U.S. Resident	\$ 45
Transfer Credit Evaluation/Processing Fee	\$ 50
Auditing Course (not for credit) per unit	50% of regular tuition
Malpractice Insurance (per Quarter) when enrolled in clinical training courses	\$ 50
Graduation fee:	\$200

\*Students enrolled in MSOM program are responsible for individual licensing costs.

#### II. Certificate and Training Programs:

Massage Therapist: 1000 Clock Hours	\$8,000
Massage Therapist: 600 Clock Hours	\$5,500
Massage Technician: 300 Clock Hours	\$3,500
English as Second Language (per Level, 180 hours/Level)	\$1,000

\*Students enrolled in Massage Therapy training programs are responsible for individual licensing costs.

#### III Non Refundable Charges

Student ID Fee:	\$12.00
Transcript Fee (per original copy)	\$10.00
Certificate of Enrollment fee: single issue (complimentary for the first issuance of each academic year enrolled)	\$10.00
Foreign Student Fee (one-time charge due with admission application fee)	\$150.00
Foreign Credential Evaluation - General Evaluation	\$150.00
- Course-by-Course Evaluation	\$200.00
Returned Check Fee:	\$25.00
Diploma Replacement Fee:	\$50.00
Course Drop/Add/Change Fee	\$20.00
Late Registration Fee:	\$100.00

**Tuition Payment Policy**

Tuition is due and payable IN FULL at the time of registration. A student’s registration is finalized by the payment of tuition. Tuition is paid on a quarterly basis for degree program students and at the beginning of the training program for diploma & training program students. Tuition paid during late registration will include a late registration charge of \$100.00.

Students may arrange a payment scheme with a committed installment schedule with the Administrator prior to the registration.

**FEDERAL AND STATE FINANCIAL AID PROGRAMS**

Kingston University does not currently participate in any federal or state financial assistance programs.

**STUDENT’S RIGHT TO CANCEL**

Students have the right to cancel their enrollment and obtain a refund by providing a written notice to the Registrar at 12100 Imperial Hwy, Suite 101, Norwalk, CA 90650 by hand delivery or mail. The written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid. No verbal or phone requests will be accepted. No refund will be issued unless the student’s account has credit balance. Refunds will be process within ten (10) working days from receipt of the student’s written request to the Registrar.

**Tuition and Fee Refund Policy**

Students have the right to a full refund of tuitions if they cancel the enrollment by midnight of the first business day following the first day of class instruction. The institutional refund policy for students who have paid in full of tuition for the class or classes they are enrolled in and completed 60 percent or less of the course of instruction shall be calculated on a pro-rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units X total weeks in the term) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units X total weeks in the term) for which the student has paid.

The student will not get a refund after more than 60% of the instruction of the term has been presented. For example, if the student completes only 15 hours of a 3 unit (45 hours) course in the Bachelor of Science in Business Administration program and paid \$750.00 tuition, the student would receive a refund of \$500.

$$\$750 - (\$750 \times \frac{15 \text{ hours (hours of instruction received)}}{45 \text{ hours (total hours of instruction paid)}})$$

**Students should take note that all fees charged and paid for to the University are non-refundable in the event of registration cancellation and dropping of classes and clinical trainings.** Non-refundable fees include Application Fee, Registration Fee, Transcript fee, Certificate fee, Student ID Card fee, Graduation fee, Course Drop/Add/Change fee, Late Registration Fee and Diploma Replacement Fee. The Matriculation Fee is not refundable for students who fail to matriculate after one year of admission acceptance.

### **Student Tuition Recovery Fund Rights**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, the student must be a “California resident” and reside in California at the time the enrollment agreement is signed or when he/she receives lessons at a California address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818, West Sacramento, CA 95798-0818; website: [www.bppe.ca.gov](http://www.bppe.ca.gov); phone number: (916) 431-6959 and fax number: (916) 263-1897.

## **STUDENT RIGHTS**

### **CLASSROOM RIGHTS AND PRIVILEGES**

The classroom (including laboratories, field trips, independent study, etc.) is an essential part of any university where freedom to learn should flourish. The instructor has the responsibility for the manner of instruction and the conduct of the classroom. The instructor should not act in any way that denies the rights of students as set forth below:

Students are free to take reasoned exception to the data or views offered in courses. It is the responsibility of the instructor to take every precaution to ensure that what is presented is factual. If the instructor's presentation is in the area of opinion, belief, or debatable fact, it is the instructor's responsibility to make this clear to the students. Students may be required to know thoroughly the particulars set forth by the instructor, but they are free to reserve personal judgment as to that which is presented in the classroom.

The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet or prepare for classes, which results in incompetent performance, is a legitimate ground for student complaints against the instructor.

The student has the right to a statement at the beginning of each quarter providing: instructor's name, office location, office telephone number, and office hours; texts and supplementary materials required for the course; purpose of the course; prerequisites; requirements for grading; frequency and types of tests; and other information to assure student's understanding of the nature and requirement of the course.

### **NON-DISCRIMINATION POLICY**

Kingston University does not discriminate on the basis of race, color, age, gender, creed, marital status, sexual preference, regardless of national or ethnic origin or physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other programs and activities administered by the University.

### **STUDENT RECORD POLICY**

#### **– Family Educational Rights and Privacy Act (FERPA)**

All information regarding student records will be protected under the Federal Right to Privacy Act. The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order or in an emergency in order to protect the health or safety of a student or other persons.

The student's academic file is the sole property of the University. The University commits to full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and will not release copies of documents of course work from other institutions attended.

#### **– Right to Access**

With a few exceptions provided by law, students at Kingston University may review their educational records within 15 working days after a written request from the student is received by the Registrar's office. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

– **I-20 Exceptions for FERPA/File Access and Release of Student Information**

In accordance with the I-20 documentation, item 11 and under the “Authority for Collection”, as supported by 8 U.S.C. 1101 and 1184, each I-20 student has irrevocably granted Kingston University the authority to release information upon request or as otherwise required, to the United States Immigration & Naturalization Service regarding immigration status, name, country of birth, current address and any other information on a regular basis or upon request. “Other” information includes but may not be limited to, item 12 of the I-20 document which states in pertinent part; “to maintain ... student status, you must be enrolled as a full-time....”

## **RIGHT TO FILE A COMPLAINT**

In case a student, the parent of a student or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, S.W.  
Washington, D.C.20202-5920  
Phone: (202) 260-3887

## **DISABILITIES POLICY**

Kingston University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Upon presenting medical certification of their disability, disabled students may make any request for reasonable accommodations to the Academic Dean and for early registration.

## **ACADEMIC GRIEVANCES**

Students have a right to submit grievances and complaints any time they desire and to submit them to any administrative, staff person or faculty member at any time. Students who have a complaint are encouraged to talk to any member of the institutions administrative staff. If a complaint/ grievance is submitted in writing, it must be submitted to the President’s office and the President’s office will respond in writing within 10 days concerning the complaint or how the complaint will be addressed.

If a student has a grievance concerning their grades, the student is required to comply with the following policy:

1. First, the student must address the dispute or grievance with the appropriate instructor no later than 3 weeks after grades are posted concerning a final grade or within 3 days after a student receives a grade for an exam or term paper or assignment. If the student is not satisfied with the instructor’s resolution of their grade, the student has a right to submit a written request concerning the grade to the Academic Dean’s office.
2. The submission of a grievance concerning a grade must be in writing to the Academic Dean’s office. The Academic Dean will review the grievance and investigate the grievance using their discretion to interview sources as needed. The Academic Dean will notify the student within 10 days concerning the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Dean and the instructor within 7 days. Any decision resulting from this interview shall be deemed as final.
4. The student will be notified again of their right to file a grievance with the BPPE.

All other grievances shall be handled as follows:

1. If the student wishes to file a formal grievance for any matter, excluding grades, the student must file a written grievance with the Academic Dean's office within 10 days of being notified by the school of any action taken against the student.
2. The Academic Dean shall review the grievance and notify the student of a decision within 7 days.
3. If the student is not satisfied, the student can request an interview with the Academic Dean and a faculty/administrator of their choice within 10 days. Any decision resulting from this interview shall be deemed as final. The student will be reminded of their right to file a grievance with the BPPE.

Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the Bureau for Private Postsecondary Education :

Bureau for Private Postsecondary Education (BPPE)  
P.O. Box 980818,  
West Sacramento, CA 95798-0818  
Contact Phone: 916-431-6959

## **STUDENT EVALUATION**

Kingston University values students' comments as an important element in maintaining a high quality education. The University invites students' feedback of class they are enrolled and the respective instructors. Towards the end of each term, the Administration office distributes evaluation forms to students. Students are expected to complete the evaluation forms anonymously, return the forms to a designated student who in turn submits all forms collected to the Administration office. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Dean and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

## **GENERAL DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join Kingston University. When an individual is in a position to influence the education, employment, or participation in a University activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status or acceptance in a program, study group, within an academic decision, for employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for a group, scholastic or academic decision or employment decision.
3. Such conduct has the purpose or effect of "unreasonable interfering" with a student or employee's study or work or a student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to actions by supervisors or co-workers, but can include actions by instructors, professors, students.

## **STUDENT RESPONSIBILITIES AND CODE OF CONDUCT**

### **CHEATING AND PLAGIARISM POLICIES**

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate general, personable or professional ethics. At the discretion of the Academic Standards Committee, a student may be dismissed from the University for behavior disruptive to the educational mission of the University, such as, but not limited to, those stated below:

- \* Cheating, bribery, or plagiarism including copyright infringement, in connection with any Kingston University program;
- \* Forgery, alteration or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
- \* Misrepresentation of oneself or of an organization to be an agent of the University;
- \* Obstruction or disruption on or off-campus property, of the campus educational process administrative process, or other campus function;
- \* Physical, mental or verbal abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical, mental or verbal abuse;
- \* Theft of or non-accidental damage to University property or property in the possession of or owned by a member of the University community;
- \* Unauthorized entry into, unauthorized use, or misuse of University property;
- \* Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, also known as controlled substances, as those terms are used in California statues and Federal laws, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- \* Lewd, indecent, or obscene behavior on University property or at a University function;
- \* Abusive behavior directed toward a member of the University community;
- \* Violation of any order of the University President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- \* Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- \* Practicing acupuncture without a license. The administration will refer any indication of such activity to the California Acupuncture Board for investigation and, if substantiated, for prosecution.

The President of the University, at his discretion and prior to recommendations or actions of the Academic Standards Committee, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

### **SEXUAL HARASSMENT AND ASSAULT POLICY**

Sexual harassment, assault, sexual assault or battery of any type will not be tolerated by the University. Any person who perceives that they have been a victim of sexual harassment, assault, sexual assault or battery, must contact the Academic Dean's office. The Academic Dean will investigate the allegations and take appropriate action to first protect the person who has claimed victim status and to then to discipline the

offender where proven. Offenders will be terminated from employment if an employee, dropped or dismissed from school if a student, replaced if a faculty member.

### **WEAPON-FREE, DRUG-FREE, ALCOHOL-FREE POLICY**

KINGSTON University has a strict Weapons, Drugs and Alcohol free campus policy in accordance with local, state and federal laws and guidelines. Employees and students are expressly prohibited from carrying, any weapons and from selling, possessing or using controlled substances unless for appropriate medicinal use as prescribed by authorized medical practitioners, or as related to any weapon, exception is made for any duly sworn police officer attending enrolled as a student here at Kingston University. Further, no person shall enter or remain on campus while impaired or otherwise under the influence of any controlled substance, duly prescribed or otherwise. The sale of any controlled substance on campus or at any University function by a student is strictly prohibited.

It is the policy of the school that the learning environment be free of addictive substances. Specifically, all members of the University community, which includes administrators, faculty, staff, students and guests, will abstain from the consumption or use of alcohol, narcotics, and /or misuse of prescription drugs while on University property and on any trips or projects sponsored by the school.

The specific rules and guidelines are:

1. All employees and students are forbidden to use, possess, transfer or sell illegal drugs or alcohol beverages on school premises or during any such time while on school-sponsored field trips or projects.
2. All employees and students are prohibited from being under the influence of any drug or alcohol while on school premises. If an employee or student is taking a prescription or non-prescription drug that may affect job performance and/or safety, the administrator, or any person in charge, may make transportation available for the employee or student to his/her home or the home of a relative at the expense of the person under said influence.
3. Any off duty employee or student who is arrested and charged with the possession, use, or being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dis-enrolled if subsequently convicted of a drug-related crime.
4. Illegal use and /or possession of drugs are subject to criminal legal sanctions under local, state and federal law. Such use or possession is not welcome on campus or at any University function.

## **STUDENT SERVICES**

### **STUDENT ACADEMIC SERVICES**

Kingston University provides students with a broad range of advising and academic counseling assistance, including career advising. Students may arrange appointments with faculty during their regular business hours for consultation on the followings:

- Determining the most suitable educational program for the student based on the student's personal interests, background training and future career goal
- Developing an academic plan that integrates both the needs of program requirements and personal non-academic considerations
- Planning a career pathway with suggested milestone achievement
- Choosing courses and suggesting extracurricular activities that maximize opportunities and student potential
- Suggestions and guidance for succeeding college life

### **NEW STUDENT ORIENTATION**

Kingston University provides orientation services to first-time students and those transferring from other institutions before they start the first term of study at the University. Students will be acquainted with school policies and procedures, educational opportunities on campus, campus facilities, faculty, administrators and staff. The orientation may be offered to the student on an individual basis during the admissions process or arranged in a session to a group of students with a prior announcement of schedule.

### **STUDY AREAS AND LAB PRACTICE**

Students may use the library and any classrooms when they are not in class session as study areas and for study groups. Students of the Massage Therapy and Technician programs are encouraged to team up with other students in pairs or by group for practicing skills learned from the supervised lab practice classes. Students may arrange with the Administrator office for using the laboratory practice rooms while the rooms are not in use by a class.

### **LIVING AND HOUSING**

The University does not offer on-campus housing. The city of Norwalk and the neighboring communities of Downey, Bellflower, Cerritos, Artesia and Whittier have rental apartments and housing in various price ranges. Students requiring housing assistance may contact the office of Student Affairs for further information.

### **STUDENT HEALTHCARE SERVICES**

The Kingston University Alternative Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatment and herbal prescriptions.

## **INTERNATIONAL STUDENT SERVICES**

With faculty consisting of diversified cultural and language backgrounds, international students will be provided with advice on adjusting to the local culture to help them appreciate a rewarding living experience while staying in the United States.

- International Student Visa Application Assistance

Kingston University is authorized under the Federal Law to enroll nonimmigrant students and issue I-20 to international students who meet the Students and Exchange Visitors Program (SEVP) and the University's admission requirements. International students may refer to International Student Admission section for detail information on applying for the I-20 or contact the University's Admission Office for more assistance.

## **ENGLISH ASSISTANCE**

The University welcomes students of different cultural and language backgrounds. The University's faculty and staff are friendly and enthusiastic in assisting students of various academic and living needs. Students whose native language is not English may seek English assistance at the office of Student Affairs. Charges may be required for elaborate services such as translation of documents.

## **CAREER PLACEMENT ASSISTANCE**

Kingston University offers placement assistance to students both within the University and through its networking with alumni, professional practitioners, firms and organizations in various industries. Job opportunities are posted on the bulletin board promptly to ensure equal access to update information by all interested students. Opportunities of interview for prospective job offerings may be arranged on campus.

The University also provides students assistance in preparing a resume and job interviews upon student request. Alumni and students may also provide their resumes to the University for career or job referral.

## **LIBRARY**

The University library provides resources for teaching and learning effectiveness. In an effort to keep students and faculty updated with the latest knowledge of related study areas, the University acquires newly released publications to enhance academic excellence. In addition to book items and audio/visual collections, the University subscribes to journals, magazines and newspapers related to the programs offered by the University.

The University also provides research assistance to students, faculty and staff. Lists of website addresses related to courses and topics of class interests are available to aid on-line researches through the University's free wireless internet services.

Students may also find additional resources from the Public Library of Norwalk City which is only 200 yards east of the campus.

## **COMPUTER FACILITIES**

The University offers computers and auxiliary facilities on campus for use by the student and faculty. Students, faculty and staff are provided with free wireless internet access throughout the University campus.

## ACADEMIC POLICIES

### POLICY AND UPDATES

Kingston University complies with laws and regulations promulgated by the Bureau for Private Post Secondary Education (BPPE) at all time. When BPPE implements new policies and procedures, the University makes every effort to inform and update students of such new changes through the following ways:

- updating university catalog
- posting such announcements on the bulletin boards
- printing of flyer announcements available for students' pick up at the Administration office
- announcement by instructors or administrative staff to students in classes when necessary
- the University's website

### CLASSIFICATION OF STUDENTS

Degree:

Seeking a Bachelor or Masters degree upon completion of a study program enrolled at the institution.

Degree Program:

Full-time: a student is considered a full-time status if he/she is enrolled for:

- (i) 12 or more semester units at undergraduate level each semester
- (ii) 9 semester units at graduate level each semester
- (iii) 8 quarter units at graduate level each quarter

Part-time: a student enrolls for less than any of the above full-time unit criteria

Certificate & Training Program: not seeking a degree but for vocational training, such as Message Therapy, and English as Second Language (ESL) programs.

### ENROLLMENT AND REGISTRATION

Kingston University admits students each term the programs are offered. Students are recommended to meet with their academic advisor before they register for classes each term. Students should also note that registration for classes are required in order to keep up with their academic plan for which they were approved for enrollment and meet prerequisite requirements. Students may obtain registration forms and information at the Registrar's office.

#### **Enrollment Agreement**

The University makes all efforts to encourage students to visit the University prior to enrolling in any classes for a tour of the campus and facilities, and clarifying any questions they may have. Upon confirming their understanding of the program, the University's performance and other relevant information, students are required to sign an Enrollment Agreement with the University. The Enrollment Agreement is a written contract between a student and the University concerning an educational program the student desires to study and complete. After the agreement is signed, both the student and the University keep one original copy for record.

### **Add and Drop Policy**

Students may add or drop classes at no charge during the registration period of each term. After the normal registration period, students are required to submit an Add/Drop form for any changes to their schedule and are subjected to Add/Drop charge as listed in the current Tuition and Fee schedule.

Students may add classes by the end of the first week of instruction of each quarter or the end of the second week if the program is operated in the semester system. Any Adds made after the Add/Drop period must be approved by the instructor and the Academic Dean. An Add application cannot be completed until the required charge(s) are paid.

Drop applications must be filed with the Registrar prior to the 7<sup>th</sup> week of the quarter or the 10<sup>th</sup> week of the semester. Prorated refunds for dropped classes will be calculated from the date of the request.

Add and Drop Policy is not applicable to students enrolled in Diploma & Training Programs.

### **Attendance**

Students of Kingston University are expected to attend all scheduled class sessions, and are required to arrive on time, and to stay for the entire scheduled class. To receive credit for any single course, the student must attend no less than 20% of the objective lecture hours unless excused. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Unless excused by the instructor, any student arriving twenty (20) minutes after the scheduled class start time may be subjected to a deduction in class time credit. Unexcused tardy arrival sixty (60) minutes after scheduled class start time will be treated as an absence.

Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

### **Absences**

Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible when they are certain of imminent absence, and give an estimate of the duration of the absence. Excessive absence will adversely affect class credit hours.

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course.

Instructors may, at their own option, arrange for made-up examinations, in cases of excused absence (see section on make-up examinations for details). Instructors are not required to provide make-ups for examinations missed due to unexcused absence or lateness, and will normally assign a failing grade for that examination.

Excessive absence is defined as absence in excess of 20% of scheduled classroom hours in didactic courses, or absence in excess of 10% of scheduled clinic training course hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee and the instructor. Failure to appear at the meeting may result in a failing grade, and may also result in suspension or dismissal.

If the excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class with no penalty grade assigned.

If the excessive absences are not classified as excused, the Committee may:

1. Place the student on probation, giving provisions for return to good standing;
2. Suspend the student for the remainder of the class meetings with no penalty grade assigned. Any tuition refund due shall be that provided for in the university's refund policies. The date of notice of termination of study, as required for all tuition refunds, shall be the date of the Committee's decision.
3. Suspend the student for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the President that the student be dismissed from the university.

Students enrolled in the Master of Science in Oriental Medicine must also observe the Absence in Clinical Training requirements (see Master of Science in Oriental Medicine program for information)

### **Audit Courses**

Students who wish to audit a class may do so if they have previously taken and passed a course at KINGSTON. Audit and other non-credit courses are not included in fulfilling the requirements for Satisfactory Academic Progress (SAP). Students are required to pay 50% of the course tuition, registration fee and material fee. An AU, Audit Grade, will be recorded in the student's official transcript.

### **Class Schedule**

Class schedules are filed with the Registrar's office and available to students in time for student registration before the beginning of each term. The schedule may be revised after the term has begun before the Add/Drop deadline and such changes are filed with the Registrar's office. Both the initial class schedule and revisions are approved by the Academic Dean.

### **Refusal of Service**

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse a student who has left matriculation with financial obligations uncleared.

## **GRADING SYSTEM**

Instructors of Kingston University may give grades based on various evaluation components such as class attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each term, the University posts students' grades for every course undertaken.

Standard letter grades (A, B, C, D, and F) are used for both undergraduate and graduate degree programs. Instructors may use plus (+) or minus (-) which are also accounted for in computing grade point averages (GPA). Both the letter grades and GPA are shown on students' transcript.

Students of the English as a Second Language (ESL) program courses will receive letter grades which are not included in the GPA calculation. Students enrolled in massage therapy programs will receive only P (pass) or NP (no pass) as the evaluation result for each course of works.

The conversion equivalents of the University grades are shown in the following table:

<u>Grade</u>	<u>Description</u>	<u>Grade Point</u>	<u>Grade Point Average</u>
A	Excellent	94%+	4.00
A-		90 – 93%	3.75
B+		87 – 89%	3.50
B	Good	84 – 86%	3.00
B-		80 – 83%	2.75
C+		77 – 79%	2.50
C	Average	74 – 76%	2.00
C-		70 – 73%	1.75
D+		67 – 69%	1.50
D	Below Average	64 – 66%	1.00
D-		60 – 63%	0.75
F	Failure	0 – 59%	0.00
I	Incomplete	-	-
CR	Credit	-	-
NC	No Credit	-	-
W	Withdrawal	-	-
P	Pass	-	-
NP	No Pass	-	-
AU	Audit	-	-

Any student receiving an incomplete grade will be given up to six weeks to complete the assignment. Any student receiving a “D” grade or below, is responsible for arranging with the instructor a plan for improving his/her grade. Student performance is evaluated by examination, attendance, classroom participation, special projects, seminars, and research work

### **Unit of Credit**

Kingston University programs are operated in two credit unit systems. The School of Business programs are offered in the semester system, the Spring and Fall Semester, with Summer session being optional. One semester unit is defined as the satisfactory completion of fifteen (15) clock hours of didactic works (lecture hours). One (1) clock hour equals 50-60 minutes.

The School of Oriental Medicine academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); or at least twenty (20) clock hours of laboratory or supervised work as determined by the University. One (1) clock hour equals 50-60 minutes.

Certificate and Training programs are credited by contact hours only.

### **Incomplete Grade (I)**

An incomplete must be converted to a passing grade in the next term or it will be converted to a failure (F) and counted as 0 units in terms of satisfactory academic progress.

### **Credit (CR)**

The grade of CR is used to denote "pass with credit" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduates and a grade of B or better for graduate students. The CR grade is not included in the GPA.

### **No Credit (NC)**

"NC" is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

### **Audit (AU)**

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.

### **Withdrawal (W)**

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend final three weeks of class without being excused. Withdrawal grades are not included in the GPA. Refund of Tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

### **Maintaining Satisfactory Academic Progress (SAP) for Degreed Program Students**

Full time students enrolled in the MSOM program must complete at least 36 units per academic year (9 months) with no less than a C (2.0) average to maintain satisfactory progress; however, to complete the program in four academic years (36 months) students must successfully complete 54 units per academic year.

Students in MSOM program taking classes on a part-time basis must complete a minimum of 21 units per academic year (9 months) with no less than a C (2.0) average to maintain satisfactory academic progress.

MBA program students are only advanced to candidacy status after successfully completing 9 credit hours of graduate credit with a grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average

Satisfactory academic progress is a cumulative measurement. A student who has not maintained SAP for an academic year will be put on academic probation. The student is then required to meet with the Dean to discuss options for re-establishing SAP. Students have the following academic year to re-establish their SAP.

### **Grade Report**

At the end of each quarter, notification of the student's academic standing and report of grades achieved while in attendance at the university are mailed or otherwise delivered to each student. Grades are normally provided within one week following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld until arrangements have been made in advance with the administration.

Grades submitted by instructors after completion of courses are considered final. Any petition for grade changes due to special circumstances must come from instructors and will be considered on case-by-case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

### **Examination Procedures**

Requirements for midterms and other examinations during the term (written and oral), term papers, reports, projects and other student activities are assigned by each instructor. Make-up examinations, re-tests, late submission of reports or other special arrangements are made only by the instructor, and only at the instructor's option. Either the instructor or the University can administer a make-up examination or re-test, after the student has received approval from the Academic Standards Committee.

No instructor is required to offer make-ups, re-tests, or to accept late submissions of work. It is fully within the instructor's authority to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

### **Failing an Examination**

An instructor may recommend that a re-test be permitted. The instructor must indicate, in writing, on the Grade Report to the Academic Standards Committee, that a re-test is recommended based on compelling evidence that the student failed the examination due to extenuating circumstances. The re-test, if approved by the Academic Standards Committee, shall be scheduled in agreement with, and at the convenience of, the instructor. The Registrar will notify the student in writing of the decisions of the Academic Standards Committee. The examination must be completed before the end of the fourth week of the next quarter.

In the interim, a grade of Incomplete (I) will be recorded for the course. The student must take the test as scheduled on the re-test. If a student fails to appear for the examination on time, the right to retest will be forfeited. The student may reapply for permission to be re-tested.

### **Failure to Attend an Examination**

Without prior authorization by the Academic Standards Committee or without an excuse approved by the Committee, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course, paying full tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situations acceptable to the Academic Standards Committee. Students must apply for a make-up examination on an EXAMINATION REQUEST FORM.

The request must be endorsed by the instructor and approved by the Committee. The student will usually be required to submit acceptable proof of inability to attend the examination.

### **Approved Leave of Absence**

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

### **Withdrawal without Approved Leave of Absence**

Students who wish to withdraw or take a leave of absence must complete a Leave of Absence/Withdrawal Request Form. Students who withdraw from the University, or discontinue their studies without filing a Leave of Absence/Withdrawal Request shall receive a grade of "F" in each course not completed, and they may be required to re-apply for admissions before being allowed to return to the program. Re-admission applications are subject to the terms of admission and graduation requirements as stated in the catalog current at the time of re-admission.

### **CHANGE OF ACADEMIC PROGRAMS**

A student requesting a change of study program must articulate his/her reason for the change in a statement submitted with said request. A student requesting the change in his/her program must be in satisfactory academic standing. Failure in one program is not an acceptable reason for a change in program request. The credits earned with a grade of "C" and higher in the current undergraduate program or "B" and higher in the graduate program which are relevant to the student's new program will be considered for transfer to the new program.

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar
- b. Consult with Academic Dean or Program Director.
- c. Request a review of transfer credits if needed.

### **GRADUATION WITH HONORS**

Candidates for graduation whose work has been of superior quality are honored at the commencement exercise as indicated below:

With Honor

For candidates who have an average of 3.00 to 3.49

With Salutatorian Honor

For candidates who have an average of 3.50 to 3.79

With Valedictorian Honor

For candidates who have an average of 3.80 to 4.00

### **TRANSFER OF CREDIT POLICY**

#### **1. Bachelor of Science in Business Administration**

Students may transfer a maximum of 15 semester units. Only courses with G.P.A. of 2.0 or better can be evaluated for transfer. Units must be earned from an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must submit an official copy of their transcript(s) of all previous graduate level work to the Academic Dean. Copies of catalogs will also be requested for schools attended if at the discretion of the Academic Dean, the catalog is needed to determine

equivalency of graduate level course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum g.p.a. of 2.0 in all course work taken at Kingston.

## **2. Master in Business Administration**

Applicants may transfer up to six (6) semester units to Kingston University's MBA program if the credits were earned from a MBA program offered by a state-approved or regionally or nationally accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work sent directly from the issuing institution(s) to the Academic Dean. Copies of catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

## **3. Master of Science in Oriental Medicine program**

Students may transfer coursework and clinical instruction completed successfully in other schools into MSOM program at KINGSTON as stated in the following:

1. For coursework completed successfully at other acupuncture school or college which is approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
  - (i) Up to 100% transfer credit may be awarded for courses completed successfully in General Sciences, Practice Management and Clinical Science.
  - (ii) For courses in Acupuncture, Oriental Medicine, Herbology and Clinical Training, the evaluation of the transfer credits may require students taking an examination administered and retained by KINGSTON in the subject(s) in which transfer credit may be awarded.
2. For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
  - (i) For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by the Board, students are required to take an examination administered and retained by Kingston in the subject(s) in which transfer credit may be awarded.

- (ii) Up to 50% credit, by transfer or challenge exam for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures, completed successfully at a school which is not approved by the board may be awarded, provided that at least 50% of the course hours in individual subjects are completed successfully at a school approved by the Board.

- 3. For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section). Units must be equivalent to units offered at Kingston. The transfer of credits for coursework and clinical instruction shall follow the procedures in 2 above.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work be sent directly from the issuing institution(s) to the Academic Dean. Copies of Academic Policies of catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals are similar to courses offered by KINGSTON will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum g.p.a. of 2.0 in all course work taken at KINGSTON.

### **Credit Transferability**

Students may transfer from one program to another within Kingston upon approval of the Academic Dean who may approve credits transferred from the previous program to the new one.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT KINGSTON UNIVERSITY**

The transferability of credits you earned at Kingston University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of Kingston University programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma or certificate that you earn at Kingston University 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 Kingston University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kingston University to determine if your credits or degree, diploma or certificate will transfer.

Kingston University makes no representation whatsoever concerning the transferability of any credits earned at Kingston to any institution other than those with whom Kingston maintain valid articulation agreements.

It is therefore the student's responsibility to verify transferability of credits earned at Kingston by contacting the desired receiving school's Registrar.

California Education Code (CEC) §94897(p) requires Kingston University to disclose to prospective students prior to enrollment that Kingston University is unaccredited, and any known limitations of the degree, including all of the following:

- 1) A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states. At Kingston University, graduates who successfully complete the program are eligible to sit for the California Acupuncture Board Licensure Examination administered by the California Acupuncture Board, State of California.
- 2) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.”
- 3) A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **ACADEMIC PROBATION AND SUSPENSION**

Scholastic probation is an identification of students whose scholastic performance is below university students. Academic suspension is an identification of students whose scholastic performance remains below university standards for two consecutive quarters. Below is a general classification of students based on credit hours with the standard grade point average the quarter indicated.

1. A student who fails to meet these minimum standards for one quarter is placed on academic probation.
2. If he/she fails to meet these minimum standards for two consecutive quarters/semesters, he/she is placed on academic suspension.

On Academic Probation:

A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension:

A student is required to remain out of university for one regular quarter. His/her record will be stamped academic suspension.

### **ACADEMIC DISHONESTY**

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Standards Committee for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another's examination paper, using unauthorized notes in an exam, going to a restroom during an exam and consulting notes or references. Cheating includes plagiarism.

Plagiarism is the presentation or representation of another's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence Kingston University represents and will be dealt with vigorously.

### **INTERIM SUSPENSION**

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for an academic hearing within ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

## **ACADEMIC PROGRAMS**

## **SCHOOL OF BUSINESS ADMINISTRATION**

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

The Bachelor of Science in Business Administration program at Kingston University is designed to provide students with a diverse learning environment and to equip students with the basic knowledge and skills necessary for succeeding in the business community. The program also develops students' potential to become future leaders and managers in a dynamic, globally integrated business world.

#### **Program Objectives:**

Upon completion of the program, the student should be able to:

1. understand fundamental business theories and models;
2. develop skills for leadership and management within business environments;
3. develop a system of ethics for business leadership;
4. develop the ability to articulate business theories and models within various cultural and international environments.

#### **Graduation Requirement**

To receive the Bachelor of Science in Business Administration, students must meet the following academic requirements:

- complete 57 units in Business Foundation and Core Courses
- complete 18 units in elective courses
- maintain a minimum G.P.A. of 2.0 or better

#### **CURRICULUM**

Students may be admitted to the BSBA program after they have completed General Education courses or be enrolled, concurrently, in General Education courses, which must be completed prior to completion of the BSBA program, and with a minimum G.P.A. attained must be of 2.0 or better. General Education courses are designed to give each student a breadth of experience in various academic disciplines. These learning experiences provide an introductory base to different fields of study and discuss how each discipline conducts its research, thus adding to general knowledge. GE courses are offered at community/city colleges.

To meet the graduation unit requirements, students are required to complete 57 units in Business Foundation and Core Courses and 18 units in elective courses. Students may choose to concentrate on one of the three emphases, Entrepreneurship Schema, Marketing Schema and Finance Schema, or combinations of elective courses meeting their career interest.

The courses are listed below:

## Business Foundation and Core Courses Required: 57 Semester Units

Foundation Courses: 21 Semester Units

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 2000	Introduction to Business Management	40	5	45	3
EC 2410	Principles of Microeconomics	40	5	45	3
EC 2420	Principles of Macroeconomics	40	5	45	3
BU 2400	Business Statistics	40	5	45	3
BU 2050	Business Law	40	5	45	3
AT 2110	Accounting Principles I	40	5	45	3
AT 2120	Accounting Principles II	40	5	45	3
<b>TOTAL</b>		<b>280</b>	<b>35</b>	<b>315</b>	<b>21</b>

Required Core Courses: 36 Semester Units

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 2010	Computer Information Systems	40	5	45	3
BU 3010	Business Communication	40	5	45	3
BU 3000	Management Theory and Practice	40	5	45	3
AT 3100	Fundamentals of Managerial Accounting	40	5	45	3
FN 3300	Introduction to Finance	40	5	45	3
MK 3200	Principles of Marketing	40	5	45	3
BU 3600	Organizational Behavior	40	5	45	3
BU 3050	Business Ethics	40	5	45	3
BU 3020	Human Resources Management	40	5	45	3
FN 3350	Financial Institutions	40	5	45	3
BU 4000	Operations Management	40	5	45	3
BU 4500	Business Policy and Strategy	40	5	45	3
<b>TOTAL</b>		<b>480</b>	<b>60</b>	<b>540</b>	<b>36</b>

Electives: 18 Semester Units

### i) Entrepreneurship Schema

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 3040	Small Business Management	40	5	45	3
BU 3220	E-commerce Business Fundamentals	40	5	45	3
MK 4200	Marketing Research	40	5	45	3
MK 4220	Sales Management	40	5	45	3
BU 3025	Human Relations for Business	40	5	45	3
FN 4410	Investments	40	5	45	3
<b>Total Of 6 Electives Required</b>		<b>240</b>	<b>30</b>	<b>270</b>	<b>18</b>

**ii) Marketing Schema**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 3030	Survey of International Business	40	5	45	3
BU 3040	Small Business Management	40	5	45	3
BU 3220	E-commerce Business Fundamentals	40	5	45	3
MK 4200	Marketing Research	40	5	45	3
MK 4220	Sales Management	40	5	45	3
BU 3025	Human Relations for Business	40	5	45	3
<b>Total of 6 Electives Required</b>		<b>240</b>	<b>30</b>	<b>270</b>	<b>18</b>

**iii) Finance Schema**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
FN 3310	Principles of Finance Management	40	5	45	3
FN 3330	Money and Banking	40	5	45	3
FN 4310	International Finance	40	5	45	3
FN 4410	Investments	40	5	45	3
FN 4420	Introduction to Investment Banking	40	5	45	3
EC 4400	Managerial Economics	40	5	45	3
<b>Total of 6 Electives Required</b>		<b>240</b>	<b>30</b>	<b>270</b>	<b>18</b>

**Total Program Requirements:**

	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
Total Core Course Requirements	760	95	855	57
Total Elective Course Requirements	240	30	270	18
<b>TOTAL</b>	<b>1000</b>	<b>125</b>	<b>1125</b>	<b>75</b>

## **MASTER OF BUSINESS ADMINISTRATION**

The Master's Degree program prepares students with the necessary skills and knowledge to understand, manage or create financial, business and leadership careers at the mid to upper level of management. Students with background trainings from various fields and disciplines are highly welcome to join the MBA program at Kingston University to enhance their management skills and knowledge.

The program provides the tools for career success, for business and leadership professionals to develop knowledge, attitudes and skill sets that will equip them to perform effectively, ethically and creatively in the corporate or entrepreneurial environment. Students may choose to concentrate on one of the three emphases, Entrepreneurship Schema, International Business Schema and Healthcare Management Schema, or combinations of elective courses meeting their career interest.

### **Program Objectives:**

Upon completion of the program, students should be able to:

1. Demonstrate competence in applying business knowledge and skills in a real-life business setting;
2. Analyze business environments and determine effective solutions to related problems;
3. Apply personal development skills to the arena of leadership development and management behavior;
4. Articulate and implement ethical solutions to business ethics environments;
5. Provide clear and specific leadership direction to a variety of business environments.

### **Graduation Requirements:**

The student must complete the degree program with minimum GPA of 3.0 and must also satisfy all tuition obligations prior to graduation. Students must complete a total of 36 semester units of course study, including 24 semester units in core courses and 12 units of elective courses, in order to fulfill the graduation requirements.

Although the GRE or GMAT is not required for admission to MBA program, students are only advanced to candidacy status after successfully completing 9 credit hours of graduate credit with grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average

### **Curriculum**

The Master of Business Administration program is delivered as a Hybrid in which students take courses in a combination of in-resident and online mode. Students have the advantage of both online flexibility and live interaction with classmates and faculty. The in-residence portion meets one time per week at the University's campus for three hours. Students are required to spend an additional five hours per course online.

To meet the graduation unit requirements, students are required to complete 24 units in core courses and 12 units in elective courses, which may be from either one of the three emphases, Entrepreneurship Scheme, International Business Scheme or Healthcare Management Scheme, or a combination of elective courses meeting their career interest.

Students who have had no prior academic trainings in accounting, finance, marketing, economics or general management theories are required to enroll in pre-MBA survey courses to help them gain an overview of the subject(s) in which the students are inadequate. By completing the pre-MBA course(s), which are one credit unit each, students will be equipped with essential basic concepts that are required to comprehend the graduate level of the subject course(s). Pre-MBA course(s) are recommended to students by the department advisor upon admission evaluation.

The MBA courses are listed below:

**Core Courses Required: 24 Semester Units**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
AT 5100	Managerial Accounting	40	5	45	3
BU 5000	Operations Management	40	5	45	3
BU 5010	Management Information Systems	40	5	45	3
BU 5020	Human Resources Management	40	5	45	3
BU 5050	Business Law and Contracts	40	5	45	3
BU 5600	Organizational Behavior	40	5	45	3
BU 5040	Managerial Communication	40	5	45	3
MK 5200	Marketing Management and Planning	40	5	45	3
<b>TOTAL</b>		<b>320</b>	<b>40</b>	<b>360</b>	<b>24</b>

**Elective Courses: 12 Semester Units to be selected from the following courses**

**i) Entrepreneurship Schema**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 5000	Leadership Theories and Concepts	40	5	45	3
BU 5550	Integrated Decision Making	40	5	45	3
BU 5600	Entrepreneurship	40	5	45	3
FN 5300	Managerial Finance	40	5	45	3
<b>Total of 4 Electives Required</b>		<b>160</b>	<b>20</b>	<b>180</b>	<b>12</b>

**ii) International Business Schema**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
MK 5210	International Marketing	40	5	45	3
BU 5030	International Business Management	40	5	45	3
FN 5310	International Finance	40	5	45	3
BU 5055	International Business Law/Contracts	40	5	45	3
<b>Total of 4 Electives Required</b>		<b>160</b>	<b>20</b>	<b>180</b>	<b>12</b>

**iii) Healthcare Management Schema**

<u>Course No.</u>	<u>Course Title</u>	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
HC 5500	Management and Leadership in Healthcare Services	40	5	45	3

HC 5021	Healthcare Ethics and Law	40	5	45	3
HC 5551	Healthcare Policy and Managed Care	40	5	45	3
HC 5552	Healthcare Strategic Management and Policy	40	5	45	3
<b>Total of 4 Electives Required</b>		<b>160</b>	<b>20</b>	<b>180</b>	<b>12</b>

**Total Program Requirement: 36 semester units**

	LECTURE CONTACT HOURS	Lab/Online CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
Total Core Course Requirements	320	40	360	24
Total Elective Course Requirements	160	20	180	12
<b>Total Program Requirement</b>	<b>480</b>	<b>60</b>	<b>540</b>	<b>36</b>

## COURSE DESCRIPTION

### Course Numbering System in School of Business Administration

- Course Code Identification System

Code	Course Classification
AT	Accounting
BU	Business
EC	Economics
FN	Finance
HC	Healthcare
MK	Marketing

- Course Numbering System

Course Number	Description
0010–0990	Non-credit and/or institutional credit courses
1000–2990	Introductory courses
3000–3990	Advanced courses
4000–4990	Intermediate courses
5000–6990	Graduate courses
7000–9990	Doctoral courses

– First Digit Denotation

Number	Level
1	Freshman Level
2	Sophomore Level
3	Junior Level
4	Senior Level
5 - 6	Graduate Level
7 - 9	Doctoral Level

## UNDERGRADUATE COURSES

### **AT 2110 Accounting Principles I** – 3 units

Accounting principles and concepts. Fundamentals of analyzing business transactions and financial statements. Complete accounting cycle; emphasis on methods of sole proprietorships and corporations  
Pre-requisite: Mathematics for Business or equivalent

### **AT 2120 Accounting Principles II** - 3 units

This second part of the two-part series course on Accounting covers procedures for corporations; preparation and analysis of financial statements; managerial accounting and decision making; manufacturing accounting.  
Pre-requisite: BUS 2110

### **AT 3100 Fundamentals of Managerial Accounting** – 3 units

Topics include applied accounting, data gathering methods; decision making by data evaluation; reports, statements, budgets. Student will learn how accounting reports help managers achieve business objectives through control and planning; how to achieve financial control of a business by measuring its performance; to plan a typical budget involved in running a business; prepare and analyze accounting reports according to generally accepted accounting principles; how to compare the cost-volume-profit relationship of a sample business.

Pre-requisite: AT 2120 and BU 2400.

### **BU 2000 Introduction of Business Management** – 3 units

Survey of business stressing fundamental concepts in the areas of production, marketing, advertising, accounting and finance, human resources, decision making, legal and regulatory environment, ethics, international business, computers and robotics, career opportunities..

Pre-requisite: none.

### **BU 2010 Computer Information System** – 3 units

This is a survey of business computer technology, business software environments, and commonly used business software applications, including word processing, spreadsheets, graphics and database management.

Pre-requisite: none

### **BU 2050 Business Law** – 3 units

This course covers development and functions of common law; definitions and classification of law, court systems and procedures; Law of torts: intentional torts, negligence, defenses, strict liability; Law of intellectual property and cyberlaw. Criminal law and procedures; Law of Contracts: requirement for

enforceable agreements, defenses, third parties, performance and remedies; Law of sales and lease contracts: formation, title, risk, insurable interest, performance, remedies and warranties.

Pre-requisite: none.

**BU 2400 Business Statistics – 3 units**

This course is a statistics course as applied to business data and data analysis; descriptive and inferential statistics. Collection, analysis and presentation of business and economic data using frequency distributions, charts, number summaries and other graphic methods: measures of central tendency, deviation and distribution shape; basic probability theory and operations. Discrete and continuous distributions: Normal, binomial, hypergeometric, Poisson, chi square and F. Sampling theory, point and interval estimation, hypothesis testing

(large and small samples,) analysis of variance, covariance, correlation, regression, and non-parametric methods using calculators and computers

Pre-requisite: introductory calculus

**BU 3000 Management Theory and Practice – 3 units**

This course introduces students to the development of theories of management through analysis and integration of fundamental relationships and principles; current and past practice analyzed in planning, organizing, directing and controlling.

Pre-requisite: BU 2000

**BU 3010 Business Communication – 3 units**

Students in this course will learn application of the theories and techniques involved in expository writing of such business communications as inquiry, request, adjustment, and claim letters and memorandums; persuasive claim, refusal, credit and collection, and sales letters; employment-related correspondence, approaches to argumentative writing.

Pre-requisite: college writing

**BU 3020 Human Resource Management – 3 units**

Students will learn human resource administration of public and private organizations including personnel administration, supervision and training. Emphasis on actual personnel problems; principles and methods involved in recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes.

Pre-requisite: none.

**BU 3025 Human Relations for Business – 3 units**

Students are introduced to the principles of human behavior with emphasis on the development of those personality and character traits needed to succeed in the business world.

Pre-requisite: none

**BU 3030 Survey of International Business – 3 units**

This is an introduction to international business management principles with an overview of multinational and global organizations, international law, international human resource problems, operational issues, marketing, decisions, strategic planning and competitiveness, and cross-cultural problems.

Pre-requisite: none.

**BU 3040 Small Business Management – 3 units**

Introduction of management principles applied to starting and operating a small business. Includes franchising; market research; site selection; sales and advertising; pricing and credit policies; managing human resources; financial planning, accounting and budgeting.

Pre-requisite: BU 3000.

**BU 3050 Business Ethics – 3 units**

This course will serve as a general introduction to business and professional ethics. Discussions include the most fundamental issues in business ethics, as well as considering ethical issues that pertain to the specific professions of accounting and finance, journalism, medicine, and law. For most topics, moral arguments for and against various practices will be considered; students will be encouraged to draw their own conclusions regarding the moral permissibility of these practices.

Pre-requisite: none

**BU 3220 E-Commerce Business Fundamentals – 3 units**

Survey of business stressing fundamental concepts in the areas of marketing, advertising, and Decision making relating to E-Commerce. Principles and applications of rules of law relating to business organizations are also covered.

Pre-requisite: MK 3200.

**BU 3600 Organizational Behavior – 3 units**

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement.

Pre-requisite: none

**BU 4000 Operations Management – 3 units**

Comprehensive perspectives of managing business operations are covered. Topics include nature of operations, business strategy and competitiveness, quality management, business process design, produce/service design, transformation system design, forecasting, capacity/location planning, schedule management, supply chain management, inventory management, material requirement management, just-in-time system, and project management.

Pre-requisite: BU 3000.

**BU 4500 Business Policy and Strategy- 3 units**

This course introduces students to how firms integrate functional areas such as marketing, finance, accounting, human resources, engineering R&D, production and global considerations into a comprehensive business strategy and policy. Students will also learn to analyze cases in class.

Pre-requisite: All introductory courses on management theory, accounting, marketing and BU 4000.

**EC 2410 Principles of Microeconomics – 3 units**

Students are introduced to price analysis, income distribution, comparative economic systems, international trade and economic problems of public utilities, transportation and agriculture.

Pre-requisite: none.

**EC 2420 Principles of Macroeconomics – 3 units**

This is an introduction to concepts and tools of economic analysis; economic principles, problems and policies; nature and characteristics of economic systems, business organizations; aggregative economics, including national income, monetary and fiscal policy and international trade.

Pre-requisite: BU 2410.

**EC 4400 Managerial Economics – 3 units**

This course emphasizes on real-world issues for business decision-making. Applied subjects include empirical analysis of sales and costs, pricing practices, non-price competition, and government intervention.

Pre-requisite: EC 2410, EC 2420.

**FN 3300 Introduction to Finance – 3 units**

This introductory course in Finance has three parts: Financing the business enterprise: source of funds, short and long-term funding, fixed and circulating capital, solvency, legal elements. Investments: liquidity, short and long-term, return and risk, leverage and financial controls.

Pre-requisite: none

**FN 3310 Principles of Finance Management – 3 units**

Topics covered include consumer and family money management: maintaining financial records and budgets; purchasing housing, automobiles and other consumer goods; managing credit; buying insurance; planning and managing investments.

Pre-requisite: FN 3300.

**FN 3330 Money and Banking – 3 units**

Students will be introduced to money functions, financial intermediaries, structure of the commercial banking system; bank management, reserves and liquidity; Federal Reserve system, treasury market operations and international monetary system.

Pre-requisite: FN 3300.

**FN 3350 Financial Institutions – 3 units**

Bank risk management, using asset liability approach; hedging tools including interest rate swaps and other derivatives; deregulation and its impact on the industry.

Pre-requisite: FN 3310

**FN 4310 International Finance – 3 units**

This course focuses on the techniques and strategies employed by firms operating in the international environment Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

Pre-requisite: FN 3300, FN 3310, BU 3030.

**FN 4410 Investments – 3 units**

Principles of investments; types of investment programs and securities; analysis of financial statements.

Pre-requisite: FN 3310.

**FN 4420 Introduction to Investment Banking – 3 units**

This course introduces students to the field of investment banking, with emphasis on perspective of global markets, types of tools, approaches and trends.

Pre-requisite: EC 2410, EC 2420,

**MK 3200 Principles of Marketing – 3 units**

This is an introductory course to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, marketing research.

Pre-requisite: none

**MK 4200 Marketing Research – 3 units**

This course examines the various techniques and analysis tools of marketing research. Marketing research in traditional, contemporary and emerging applications are also covered.

Pre-requisite: BU 2400, MK 3200.

**MK 4210 International Marketing – 3 units**

An introduction to concepts and principles of international marketing through the use of realistic examples and actual case studies of international marketing organizations, both U.S. and foreign. Studies include international marketing position of the U.S., market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion and sales.

Pre-requisite: MK 3200

**MK 4220 Sales Management – 3 units**

This course deals with the personal selling function, development of a sales force and salespeople related managerial and activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation and evaluation.

Pre-requisite: BU 3010, BU 3025, BU 3020.

## **PRE-MBA COURSES**

**AT 4101 Survey of Accounting – 1 credit unit (Pre-MBA Course)**

This course covers the material necessary to interpret financial reporting and make useful lending and investment decisions. Accounting for inventory, plant, property and equipment, intangible assets, tangible assets, investments, cash flow statements, cost accounting, and cost-volume analysis are included.

**BU 4001 Survey of Management – 1 credit unit (Pre-MBA course)**

This course provides students with a comprehensive knowledge and understanding of the dynamics involved in managing in the modern organization. The history of management and its impact on the modern manager will be explored. In addition, the functions and elements of management will be examined, along with such issues as motivation, diversity, quality, ethics and the global environment.

**FN 4301 Survey of Finance – 1 credit unit (Pre-MBA course)**

This course is designed to give students a basic understanding of financial planning in the business world. This course provides an analytical understanding of financial management. It builds upon the fundamental principles of elementary accounting and economic principles. Topics covered include financial analysis and planning, working capital management, capital budgeting process and long-term financing.

Prerequisite: AT 4101

**MK 4201 Survey of Marketing - 1 credit unit (Pre-MBA course)**

This course presents a comprehensive introduction to the concepts and techniques of modern-day marketing. It explores the importance of marketing in the economy and in business management as the student is introduced to key elements of marketing, such as product, place, price and promotion.

**EC 4401 Survey of Economics – 1 credit unit (Pre-MBA course)**

This course introduces economic theory and specifically the economic system affecting the economy as a whole. It includes international and national policy and decision-making. The course also introduces the student to the effect this system has on business and individuals, especially in the making of decisions. The foundations of economic reasoning and central key terms, laws and concepts of economic analysis are components of this course. (1 credit hours)

**BU 4501 Program Completion Strategies – 3 credit unit (Pre-MBA course)**

This course assists students to develop and use effective and efficient study strategies on a consistent basis. Students will examine their academic goals and implement study strategies to help achieve those goals. Topics included are goal-setting and self-monitoring, learning styles, test preparation and test-taking, lecture

and textbook note taking, time management and concentration, and general strategies for learning.

## **GRADUATE COURSES**

### **AT 5100 Managerial Accounting - 3 credit hours**

This course introduces economic theory and practice, specifically the economic system affecting the economy as a whole. It includes international and national policy and decision-making. It also introduces the foundations of economic reasoning and central key terms, income, trade, laws and concepts of economic analysis and understanding. This course offers financial accounting as an essential part of the decision-making process in the business organization.

Prerequisite: AT4101

### **BU 5000 Operations Management - 3 credit hours**

This course presents an introduction to the scientific methods used to investigate problems concerned with the designing, planning and conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes.

Prerequisite: BU 4001 and AT 5100

### **BU 5010 Management Information Systems – 3 credit units**

Managing information systems has become a task for all levels of managers and all functional areas of the business. In today's digital firms there is no escaping the opportunities (as well as the challenges) that technology brings. This course focuses on understanding the nature of the digital firm and the key issues in organizing and managing IT resources in a global environment. Managers of digital firms need to identify the challenges facing their firms; understand the technologies that will help them meet these challenges; design business processes to take advantage of the technologies; and create management procedures and policies to implement the required changes.

Pre-requisite: Basic computer software application knowledge and experience.

### **BU 5020 Human Resource Management – 3 credit units**

This course provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Based upon classical and contemporary theory and empirical research, this course forms a humanistic and legal analysis of organizations, focusing on the role of human resource management in the creation of organizational strategy. This course examines managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria. Human resource divisions are articulated in this course into six broad areas of thematic emphasis.

### **BU 5030 International Business Management – 3 credit units**

This course is a study of international management focusing on the role of executive, middle, and front-line management in directing and improving organizational performance in a global environment. Major topics include strategic, cultural, behavioral, legal, socio-ethical issues, and functional aspects of international management. Concepts covered include the management of various types of international risk, strategic planning, operations, communications, negotiations, legal and socio-ethical issues facing modern institutions. Development of management systems, as well as, the functions, strategies, and structures of management will be discussed. This course will, integrate the management of the international firm with the implications of international business.

Additionally, the functional areas of international business such as human resources, manufacturing, marketing, finance, and management information systems (MIS) will be examined from a managerial

perspective. This principles and functions of management will be integrated, resulting in a model for developing and building businesses in the global community. Students will be exposed to the tools of management used in the international environment - techniques that will be further developed through the balance of the core curriculum.

Pre-requisite: none.

**BU 5040 Managerial Communication – 3 credit units**

This course provides the student with the basics of effective business writing and speaking communication skills. Students will learn to communicate concisely and quickly under various business situations and will become familiar with the tools of general visual, verbal and written business communication. This course teaches the student to use communication as a tool to achieve business success in promoting, funding, marketing or defending their business image. Topics may include but are not limited to visual, written and verbal communication including public speaking.

Pre-requisite: none.

**BU 5050 Business Law and Contract – 3 credit units**

This course provides the basic theory of contracts and the law the covers offerees and offerors. Students will learn to evaluate types of contracts, and will become familiar with the concepts of verbal and written contracts and contract damages. The course also addresses common contract nomenclature. The course ends with a focus on the student's ability to read and decipher not only the validity of a contract, but also its value as it relates to business progress.

Pre-requisite: none

**BU 5055 International Business Law/Contracts– 3 credit units**

This course examines laws regulating international activities, including managerial issues, trade, licensing and investment from an international managerial perspective. Students will study the function and importance of public international law, as well as the role of public and private international organizations in setting standards and guidelines for international business. This course also examines the legal aspects of establishing an overseas operation; joint venturing abroad; using a foreign distributor and exporting technology. Emphasizing practical application and theory of international business law, this course examines how firms conduct business among the countries of the world.

Prerequisite: BU 5050

**BU 5100 Marketing Management – 3 credit units**

This course provides a strategic framework for organizational marketing decisions. From this managerial perspective, the student will explore the marketing process, concepts and customer focused processes. The course will also analyze marketing tools and understand their importance to managers. These tools include market research, competitor analysis, and consumer analysis. This course offers a combination of marketing principles and marketing management within a study of the relationship between the marketing mix, the changing business environment, and the overall corporate strategy.

Prerequisite: MK 4201

**BU 5150 Organizational Behavior - 3 credit hours**

Organizational behavior is the study of what people think, feel, and do in and around organizations. This course allows the student to systematically study individual, team, and structural characteristics that influence behavior in organizations. The topics covered in this course enlighten the student on the complex relationships that are present among individuals, groups, organizations, and society. This course emphasizes a dynamic systems approach to the understanding and facilitation of work relationships through the study of the interaction of individual needs, abilities, and traits with organizational goals, structure, and the long term creation and addition of value to the individual, the group, and the organization.

**MK 5210 International Marketing** – 3 credit units

This course will provide thorough coverage of international marketing, with a strong subject emphasis on the planning and strategic problems confronting companies that market across cultural boundaries. The use of the Internet will be stressed throughout the entire course because of its importance to global marketers when penetrating and exploring new markets. Finally, the course will discuss international marketing from a global perspective, with real-life examples to illustrate salient issues that will be continually discussed within and outside of the text.

Prerequisite: MK 5200

**BU 5250 Managerial Economics** – 3 credit units

This course focuses on the problem of business decisions, making extensive use of cases. Topics include basic supply-demand theory and marginal analysis, the structure of decision problems, the impact of the market setting (i.e., competitive, oligopolistic or monopolistic structures), and strategic interactions among firms using Game Theory. The emphasis is on the use of economic reasoning to solve actual business decision problems.

Prerequisite: EC 4401

**BU 5300 Managerial Finance** – 3 credit units

This course introduces the theory of corporate finance and the application of this theory to realistic problems in corporate financial management. The course integrates the various aspects of corporate finance including production, marketing, management, accounting and finance. This course also presents an overview of finance and legal perspectives as the student learns from the efficient capital markets hypothesis, capital structure, and dividends.

Prerequisites: EC 4401, FN 4301 and AT 5100

**BU 5500 Leadership Theories and Concepts** – 3 credit units

This course examines leadership from a holistic practical point of view by looking at different ways to help the leader become more effective in different leadership situations. The concepts and theories covered in this course shed light into the complexity of the challenges that face leaders today. In order to become effective, leaders need the skills to build high-performing work teams and to assure that these teams are outcome focused and integrated into organizational goals. This course explores leadership development, the use of power and influence, leadership values, behavior, and traits, situational characteristics, methods of team building, leadership skills, and organizational change.

Prerequisites:

**BUS 5550 Integrated Decision Making** – 3 credit units

This course is designed to provide a deeper understanding of strategic management principles, theories, and concepts. During this course, students will examine the basic concepts in problem analysis and decision making in corporate strategy. Students will learn how to develop mission statements, and assess both the external and internal environments to determine organizational strengths and weaknesses. This course will include analyses of various methods for formulating and implementing strategy, as well as the numerous issues associated with technology and innovation, entrepreneurial ventures and small businesses, and not-for-profit organizations. The MBA capstone course is broad in scope and integrative of all other required courses. The focus is on the strategic analysis, formulation, and implementation issues facing top management. The project will include topics such as competition, core competencies, gaining and sustaining a competitive advantage at the business, corporate, and international levels, and corporate governance, structure, and entrepreneurship.

Pre-requisite: BU 5010, BU 5020, BU 5050, MK 5200, BU 5600, AT 5100 and FN 5300

**BU 5600 Entrepreneurship – 3 credit units**

This course is a primer for aspiring small business owners. Students will explore step-by-step procedures necessary to set up and manage a small business. Topics include the development of the business plan, market entry strategies, organization and financing, and critical factors for small business owners and entrepreneurs. The course provides students with the skills to build, work for, invest in, advise or consult to social ventures at any point in their career path.

Prerequisites: AT4101, FN 4301 and BU 4001

**FN 5310 International Finance – 3 credit units**

This course explores balance of payments, adjustment mechanisms, international monetary system and international interdependence. Topics also include determinants of exchange rate policy, the relationship between domestic monetary and exchange rate policies, and international policy coordination. The course presents arbitrage and arbitrage-like transactions, and how these bind together distinguishable financial instruments to play a key role in financial contracts. The finance methodologies of multinational corporations, foreign exchange, and bankers acceptances are included.

Prerequisite: FN 5300

**HC 5500 Management and Leadership in Healthcare Services - 3 credit units**

This course is the pragmatic extension of the theoretical frameworks. Today, management in the increasingly competitive healthcare sector is more than just the analysis of organizational effectiveness. It involves establishing a basic framework of leadership competency. This shift in operating focus demands that today's healthcare manager develop an enhanced understanding of, and ability to implement, organizational change through personal processes of leadership. This course is designed to help managers diagnose and develop their own skills in the critical managerial arenas of leadership of change, communications, conflict and its negotiation, productivity management, and the management of others. It provides a grounding of competency-based learning within a solid framework of carefully articulated management theory.

Prerequisite: none

**HC 5021 Healthcare Ethics and Law- 3 credit units**

This course will address ethical and legal issues of major importance to leaders in the health services sector such as health rationing, life supports, fraud and abuse, professional liability, issues of death and dying, and the legislative and regulatory process. Students will be challenged to interpret the ethical characteristics and legal issues of various healthcare situations, and be able either to address these problems directly or define the issues in a way which will enable effective utilization of legal counsel.

Prerequisite: none

**HC 5551 Healthcare Policy and Managed Care - 3 credit units**

Health is determined by many variables, influenced primarily by policies played out across a broad array of fronts. Federal, State and Local governments formulate, implement and constantly modify health policies through an intricately choreographed policymaking process. This course utilizes a comprehensive model of health policymaking to analyze these variables and creates a framework, which puts the process in perspective with 21st century healthcare initiatives. Throughout the course, students examine the history of health policymaking and the restrictions and limitations that influence the delivery of healthcare to a diverse U.S. population. Additionally, students analyze the managed care environment emerging from the 1980s and progressing through the 21st century, while comparing the effectiveness of U.S. delivery strategies with those of other countries.

Prerequisite: none

**HC 5552 Healthcare Strategic Management and Policy- 3 credit units**

This capstone course is the final course requirement for all M.B.A. in Healthcare Management candidates. It provides a theoretical and an applied exposure to the conceptual and analytic skills required by general management. Students will learn an in-depth analysis of changes in the industry environments, issues concerning consumer demand and market dynamics, together with the internal alignment of the strategy and policy of the firm. Specific issues examined are setting organizational direction and creating the structure, culture, and resources required for success through measuring and controlling organizational performance. Emphasis is placed on the integration of prior course work in functional management and the application of that knowledge to organizational problems. Delivery will be accomplished through a combination of simulation and case studies.

Prerequisite: none

**FACULTY**

**Atchley, Stephen**

MA, Economics, University of Southern California, Los Angeles, CA  
BA Economics, *magna cum laude*, University of La Verne, La Verne, CA.

Mr. Atchley has more than 31 years of experience in teaching math, social science and business classes to all level of students. He has attained lifetime community college credential in economics. As a dedicate educator, Mr. Atchley shares his entrepreneurship in private practices, community services and international business experience with students to enhance their readiness for entering the business world. Mr. Atchley has been serving as the second President of Kingston University since 2012.

**Davidson, Joshua**

MBA, University of Phoenix, Phoenix, AZ,  
BA in Communication/Journalism, Harding University, Searcy, AR

Mr. Davison has excellent training background in both communication and business management skills. With his experience in managing business in large corporations such as Hilton Hotels Corporation and Walt Disney Company, as well as small business of his own, recruiting and managing teams and proven successful records in multi-departmental communication and coordination to achieve company goals, students are given the opportunity to explore the insight of management and communication both internally and externally in business conglomerates.

**Gayer, Richard, Ph.D**

Ph.D. in Organization and Management, Capella University, Minneapolis, MN,  
MBA in Financial Management, National University, La Jolla, CA  
MPA in Planning and Pub Admin, Pepperdine University, Malibu, CA  
Bachelor, General Studies/History, Chaminade College of Honolulu, Honolulu, Hawaii,  
Dip., Dept of Defense, Defense Systems Management College, Ft. Belvoir, VA  
Dip., US Marine Corps Command and Staff College, Quantico, VA

Dr. Gayer has over twenty years of experience in teaching at community colleges and various universities. With his specialties in Finance, Accounting and management, both for the private sector and military services, Dr. Gayer has been active in providing professional management consultation to

global corporations as well as the Department of Defense and the US Marine Corps for over twenty years, which are invaluable experience that he shares with students in enhancing their readiness to practice business management in the real business world.

**Franco, Joseph**

MBA, University of Southern California, Los Angeles, CA  
BA in Business Economics, University of California, Santa Barbara, CA

With background training in Business Economics and Italian Studies during his undergraduate study and in finance during his master degree study at the Marshall School of Business at USC, Mr. Franco is also a Certified Professional Accountant. He is a valuable faculty who enthusiastically shares his expertise in business administration especially in the field of accounting, economics and finance to students.

**Langvardt, Guy, Ph.D.**

Ph.D. in Organization and Management, Minneapolis, MN  
MBA, International Management, School of Global Management, Thunderbird, Glendale, AZ  
BA in Psychology, Valparaiso University, Valparaiso, IN

As a scholar practitioner, in global organization and management, Dr. Langvardt has extensive experience in the real world global business and academic settings.. He has shared his expertise with students at various colleges and universities worldwide/. As a featured speaker he has presented his ideas to the leading business conglomerates.

**Quimpo, Evangeline P.**

MPM, Development Academy of the Philippines, Pasig City, Metro Manila, 1994-1995  
MA in Christian Education majored in Educational Management, Philippine Association of Christian Education Graduate School of Christian Education, Quezon City, Philippines,  
BA in Psychology, Philippine Normal College, Philippines

Mrs. Quimpo has years of experience in teaching courses at graduate level related to business, management, psychology and counseling specialties. Mrs. Quimpo shares her extensive background and experiences in business management with the class to facilitate students understanding of the real business world.

**Sanchez, G. Anthony Jr.**

Juris Doctorate, Irvine University College of Law, Cerritos, CA  
Bachelor in Law, Irvine University College of Law, Westminster, CA  
United States Army Volunteer Award in support of service men and women - legal issues.

Mr. Sanchez has over 20 years of teaching experience and currently teaches law related courses of various levels at both professional law schools and other colleges, and under the MBA program at Kingston University. Since 1985, Mr. Sanchez has worked in the both the legal and business communities providing risk management services within businesses, law firms and for in house legal departments for businesses including Ford Motor Company, General Motors, Toyota, Nissan, Hyundai, Kia Motors and various commercial land development interests. Currently Mr. Sanchez serves as the Dean of Academic Affairs of Kingston University.

**Young, Stephen, Ph.D.**

Ph.D. in Applied Management and Decision Sciences, Walden University, Minneapolis, MN  
MBA, West Coast University, Los Angeles, CA  
BS Engineering, Western Michigan University, Kalamazoo, MI

Dr. Young has expertise in the fields of human resource management, organizational behavior, leadership management and strategic planning and management. He has extensive teaching experience since 1995.

## SCHOOL OF ORIENTAL MEDICINE

### MASTER OF SCIENCE IN ORIENTAL MEDICINE

The Master of Science in Oriental Medicine (MSOM) program provides a strong background in Oriental Medicine, Western Sciences, Traditional theories, technical skills, and business management skills for the students who plan to work in the medical industry. Upon completion of the program, students are qualified to sit for the California Acupuncture Board Licensure Exam (CALE). It also offers students who have not yet decided on a doctoral program the opportunity to determine whether they have the interest and skill required for this degree.

#### Program Objectives:

Students graduating from the MSOM program at Kingston University will be able to:

- Competently apply state-of-art medical practices developed and based on Traditional Oriental Medicine philosophy and thousands of years of successful and modern clinical applications within the scope of practice for a Licensed Acupuncturist in California.
- Determine an appropriate diagnosis by employing theories and principles of Traditional Oriental Medicine and promptly formulate an effective treatment program.
- Understand and communicate with other healthcare professionals so that an appropriate and informed referral for patients to other healthcare professionals can be made promptly when necessary.
- Perform to the highest ethical standards and professional conduct.
- Treat patients with respect, compassion and dignity and observe strict patient confidentiality at all time.
- Explain and educate patients and the public in a professional and friendly language and gesture manner in order to effectively enhance community wellbeing with a high standard of quality and care services.
- Continuing professional education development and practice enhancement as a lifelong career commitment

#### Graduation Requirements:

The student must complete the degree program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students must complete the **268 Quarter Units, or 2170 hours of didactic and 950 hours of clinical training, a total of 3,120 hours of course works.**

#### - Residency Requirements for MSOM Program

To receive the MSOM degree from Kingston University, a student must fulfill the following residency requirements at the University:

- 1) Enroll for a minimum time period of three (3) quarters or one (1) academic year at the University
- 2) Successfully complete a minimum of forty-five (45) didactic quarter units at the University

Clinical internship hours and clinical qualitative and quantitative requirements may also be required in addition to didactic requirements.

#### Attendance Requirement for Clinical Training Courses

Students enrolled in clinical training courses must attend all training hours. Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the

Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible when they are certain of imminent absence, and give an estimate of the duration of the absence.

Unexcused absence from, or lateness to, a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

1. Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesies to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Academic Dean or with the Program Director before returning to clinic duty. The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the scheduled time. A telephone answering machine will take calls before the office opens.
2. Students are reminded that all clinical training is enrolled by specific course registration, for a specific number of academic units, and not, as in some trade and technical schools, by the clock hour.
3. Time missed due to an excused absence may be rescheduled at the convenience of the clinic by the Dean of Clinical Education. No tuition penalty shall be applied.
4. Time missed due to unexcused absences up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinical Education. No tuition penalty shall be applied, but the faculty will consider the absences in assigning a final grade to the course.
5. Time missed due to unexcused absences in excess of 10% of the hours assigned to the course may be rescheduled with the approval of the Academic Standards Committee, and at the convenience of the clinic by the Academic Dean. The Committee may take those same actions as are provided for as stated above excessive classroom course absences or late arrivals.
6. Excessive late arrival to the clinic, whether at the beginning of the day or after a break, shall be dealt with the same as unexcused absences. The third unexcused lateness shall be considered to be excessive.
7. All make-up time must be completed before the first day of the following quarter, unless another date has been set by the Academic Standards Committee. Make-ups may be scheduled during the week of final examinations and recess.

Failure to complete the make-up clinic hours as scheduled may result in the following penalties to be determined by the Academic Standards Committee:

- A. Credit towards licensure only for hours actually completed, with a grade of Incomplete for the course.
- B. No hours of clinic credit to be reported for that course, with a failing course grade.

Additional policies and procedures are covered in the CLINICAL TRAINING STUDENT MANUAL. A copy is given to each student during CT6021 Clinical Observation. Interim changes will be posted on the clinic bulletin boards and discussed during clinic registration period of each quarter. All students are subject to all policies, regulations and procedures contained in the MANUAL.

## **Licensing Requirement**

### California Acupuncture Board Examination

According to California Acupuncture Board requirements, individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board.

In order to obtain a license to practice acupuncture in California, one must qualify for and then take a written examination administered by the Board. Exam applicants may qualify to take the acupuncture examination by satisfying ONE of the following:

- Complete a minimum of 3,000 hours of theoretical and clinical training at an approved acupuncture and Oriental medicine training program pursuant to [California Code of Regulations, section 1399.434](#).
- Complete a tutorial program approved by the Board (consisting of a minimum of 2,850 hours of theoretical and clinical training), which is approved by the Board per [Business and Professions Code section 4938\(b\)\(2\)](#) and [California Code of Regulations, section 1399.420-432](#);
- Completed education and training outside the United States and Canada, documented educational training and clinical experience that meets the standards established pursuant to [Business and Professions Code sections 4939 and 4941](#).

The Acupuncture Board administers the [California Acupuncture Licensing Examination \(CALE\)](#) and offers the examination in Mandarin, Korean and English. The CALE is based on and validated by an occupational analysis. The passing score on the examination is determined by subject matter experts (SMEs) who use a criterion-referenced scoring method.

Applications for examination must be received in the Sacramento office at least 120 days prior to the date of the examination for which the application is made. The application requires personal and demographic information, including relevant transcripts/diplomas, be submitted to the Board's office. Diplomas and transcripts must be original documents. All foreign language documents must be accompanied by an English translation certified by a translator who can attest to the accuracy. All original documents will be returned upon submitting a "Request for Return of Original Documents" and payment of the required fee.

California does not recognize out-of-state licensing for practice in this state. Licensees from out-of-state may not practice in California until they have taken and passed the California exam and received their California license. Therefore, licensees from other states or those individuals who have passed NCCAOM's examination (administered by the [National Certification Commission for Acupuncture and Oriental Medicine \(NCCAOM\)](#)), may not practice until they have qualified for, taken and passed the California examination.

Individuals may obtain further information by contacting California Acupuncture Board through the following means:

Acupuncture Board

1747 N. Market Blvd, Suite 180  
Sacramento, CA 95834

Website: [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

Email: [acupuncture@dca.ca.gov](mailto:acupuncture@dca.ca.gov)

Main Phone: (916) 515-5200

Fax: **916-928-2204**

## Curriculum of MSOM Program

### I. MSOM course numbering system:

1. Courses Department designation is identified by the first two capital letters.

AC	Department of Acupuncture,
BS	Department of Basic Science,
CS	Department of Clinical Science and Clinical Medicine
CT	Department of Clinical Practice Training
HB	Department of Herbology,
OM	Department of Oriental Medicine.

2. The first digit after the 2 capital letters indicates the term in which the course is offered in the representative program schedule model.
3. The second digit indicates the courses requirement of the Acupuncture licensing program designate by California Acupuncture Board 2004.
4. The last two digits indicate the course sequence in each courses department.

### II. Departmental Curriculum Structure of MSOM Program

#### A. Basic Science – Total 37 Quarter Units / 370 Credit hours

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
BS1111	Human Biology	3	30	-
BS1131	Chemistry/Organic and Biochemistry	3*	30	-
BS3151	Introductory Microbiology/Immunology	3	30	-
BS2121	General Physics	3*	30	-
BS5161	Psychology in Primary Care	3	30	
BS1171	Topographic Anatomy	2	20	-
BS2181	Anatomy and Physiology I	3	30	BS1111
BS3182	Anatomy and Physiology II	3	30	BS2181
BS4183	Anatomy and Physiology III	3	30	BS3182
BS6191	Patho-physiology I	3	30	BS3182
BS7192	Patho-physiology II	3	30	BS6191
BS8193	Patho-physiology III	3	30	BS7192
BS8141	Nutrition in Primary Care	2	20	-

\* Basic Science course, maybe taken at other institutions for transfer credit

**B. Acupuncture and Oriental Medicine Principles, Theories and Treatment  
- Total 132 Quarter Units/ 1,320 Credits hours**

i). Department of Acupuncture – 36 Quarter Units / 360 Credit hours

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
AC1221	Introduction to Acupuncture I	3	30	-
AC2222	Introduction to Acupuncture II	3	30	AC1221
AC1223	Acupuncture Anatomy/Physiology	3	30	-
AC3231	Dynamics of Acupuncture Points	3	30	AC1221
AC4281	Acupuncture Techniques I	3	30	AC1221
AC5282	Acupuncture Techniques II	3	30	AC4281
AC6261	Acupuncture Therapeutics I	3	30	AC2222
AC7262	Acupuncture Therapeutics II	3	30	AC6261
AC7272	Microsystems of Acupuncture/Auricular & Scalp Therapy	3	30	AC1221
AC8211	Acupuncture Meridian Theories	2	20	-
AC8291	Public Hygiene/ Clean Needle Technique	1	10	-
AC8284	Acupuncture Orthopedics/Traumatology	3	30	AC5282
AC0291	Acupressure & Tuina Therapy	3	30	-

ii). Department of Oriental Medicine – 50 Quarter Units / 500 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
OM1351	Fundamental Theories of Chinese Medicine	3	30	-
OM2352	Fundamental Theories of Chinese Medicine	2	20	OM1351
OM2321	Qi Gong Theory and Technique	2	20	-
OM3311	History & Philosophy of Oriental Medicine	2	20	-
OM2341	Chinese Medical Terminology/Literature	2	20	-
OM3322	Tai Chi Exercise	2	20	-
OM3371	Zangfu Syndromes I	3	30	OM1351
OM4372	Zangfu Syndromes II	3	30	OM3371
OM2373	Chinese Medical Diagnosis	3	30	OM1351
OM3381	Chinese Internal Medicine I	3	30	OM1351
OM4382	Chinese Internal Medicine II	3	30	OM3381
OM5383	Chinese Internal Medicine III	3	30	OM4382
OM5352	Chinese Medical Classics I Nei Jing	2	20	OM2352
OM6381	Treatise of Shang Han Lun	3	30	OM2352
OM7384	Family Medicine & Emergency Care in OM	2	20	OM4382
OM7385	Gynecology / Obstetrics in OM	3	30	OM4382
OM8283	Ophthalmology/Otolaryngology in OM	2	20	OM4382
OM8286	Pediatrics in OM	2	20	OM4382
OM8386	Syndromes of Wen Bing	2	20	OM2352
OM9382	Synopsis of Jin Gui	3	30	OM2352

**iii). Department of Herbology – 46 Quarter Units / 460 Credit hours**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
HB1411	Botany and Introduction to Herbology	3	30	-
HB2421	Chinese Herbology I	4	40	HB1411
HB3422	Chinese Herbology II	4	40	HB1411
HB4423	Chinese Herbology III	4	40	HB1411
HB5424	Chinese Herbology IV	4	40	HB1411
HB9431	Herbal Nutrition & Geriatrics	4	40	HB1411
HB9461	Herbal Pharmacy	3	30	HB5424
HB5431	Herbal Prescriptions I	4	40	HB5424
HB6432	Herbal Prescriptions II	4	40	HB5424
HB7433	Herbal Prescriptions III	4	40	HB5424
HB8434	Herbal Prescriptions IV	4	40	HB5424
HB9435	Herbal Formulas Compound and Synthesis	2	20	HB6432
HB0535	Herbal Dermatology & Topical Formulae	2	20	HB6432

**C. Department of Clinical Medicine and Patient Assessment – 26 Quarter Units / 260 Credit hours**

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
CS1511	Western Medical Terminology	2	20	-
CS1531	Pharmacology	3	30	BS1131
CS3541	Survey of Clinical Medicine	3	30	-
CS4521	Medical Assessment/Physical Examination	3	30	-
CS5561	Clinical Aspects of Western Medicine I	3	30	BS3182
CS6562	Clinical Aspects of Western Medicine II	3	30	CS5561
CS7563	Clinical Aspects of Western Medicine III	3	30	CS6562
CS8564	Clinical Aspects of Western Medicine IV	3	30	CS7563
CS0571	Diagnostic Imaging & Laboratory Data	3	30	BS8193

**D Case Management – 9 Quarter Units – 90 Credit hours**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM2631	Evaluation of Signs and Symptoms /ICD-9	3	30	CS8563
PM0611	Case Management I	3	30	-
PM0612	Case Management II	3	30	PM0611

**E. Practice Management – 6 Quarter Units / 60 Credit hours**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM9721	Management for Clinic Practice I	2	20	-
PM0722	Management for Clinic Practice II	2	20	PM9721
PM9723	Ethics and Legal Professional Issues	2	20	-

**F. Public Health – 4 Quarter Units / 40 Credit hours**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM1811	Public Health	3	30	-
PM1821	CPR	1	10	-

**G. Professional Development – 3 Quarter Units / 30 Credit Units**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM1911	World History of Medicine and Professional Development	3	30	-

**H. Department of Clinical Practice – 51 Quarter Units / 950 Credit hours**

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
CT1011	Herbal Pharmacy Lab.	2	40	Conc with HB9461
CT6021	Clinical Observation I	2	40	AC2222 Passing COQT*I
CT7022	Clinical Observation I:	2	40	CT6021
CT8031	Clinical Observation IIA	2	40	CT7022 Passing COQT*II
CT9032	Clinical Observation IIB	2	40	CT8031
CT9041	Clinical Internship: Phase IA	4	80	CT9032, AC5282 Passing CIQT**I
CT0042	Clinical Internship: Phase IB	4	80	CT9041
CT0043	Clinical Seminar: Phase I	2	20	CT9041
CT1151	Clinical Internship: Phase IIA	4	80	CT0043 Passing CIQT**II
CT2252	Clinical Internship: Phase IIB	4	80	CT1151
CT2253	Clinical Seminar: Phase II	2	20	CT1151
CT3061	Supervised Practice: Phase IIIA	4	80	CT2253 Passing SPQT***
CT3062	Supervised Practice: Phase IIIB	4	80	CT3061
CT3063	Clinical Seminar: Phase III	3	30	CT3061
CT4071	Supervised Practice: Phase IVA	4	80	CT3063
CT4072	Supervised Practice: Phase IVB	4	80	CT4071
CT4081	Supervised Practice Evaluation	2	40	CT4071

\* Clinical Observation Qualification Test

\*\* Clinical Internship Qualification Test

\*\*\*Supervised Practice Qualification Test

## II. Quarterly Curriculum Structure for MSOM Program – Normal Progress Sample

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
1	AC1221	Introduction to Acupuncture I	3	30
	AC1223	Acupuncture Anatomy/Physiology	3	30
	OM1351	Fundamental Theories of Chinese Medicine I	3	30
	HB1411	Botany and Introduction to Herbology	3	30
	BS1171	Topographic Anatomy	2	20
	BS1111	Human Biology*	3	30
	BS1131	Chemistry/Organic and Biochemistry *	3	30
	CS1511	Western Medical Terminology	2	20
		<b>Subtotal</b>	<b>22</b>	<b>220</b>
2	AC2222	Introduction to Acupuncture II	3	30
	OM2352	Fundamental Theories of Chinese Medicine II	2	20
	OM2373	Chinese Medical Diagnosis	3	30
	OM2321	Qi Gong Theory and Technique	2	20
	HB2421	Chinese Herbology I	4	40
	BS2181	Anatomy and Physiology I	3	30
	BS2121	General Physics *	3	30
	BS3151	Introductory Microbiology/Immunology	3	30
		<b>Subtotal</b>	<b>23</b>	<b>230</b>
3	AC3231	Dynamics of Acupuncture Points	3	30
	OM3311	History & Philosophy of Oriental Medicine	2	20
	OM3371	Zangfu Syndromes I	3	30
	OM3381	Chinese Internal Medicine I	3	30
	OM3322	Tai Chi Exercise	2	20
	HB3422	Chinese Herbology II	4	40
	BS3182	Anatomy and Physiology II	3	30
	CS3541	Survey of Clinical Medicine	3	30
		<b>Subtotal</b>	<b>23</b>	<b>230</b>
4	AC4281	Acupuncture Techniques I	3	30
	OM4372	Zangfu Syndromes II	3	30
	HB4423	Chinese Herbology III	4	40
	OM4382	Chinese Internal Medicine II	3	30
	HB5431	Herbal Prescription I	4	40
	BS4183	Anatomy and Physiology III	3	30
	CS4521	Medical Assessment	2	20
		<b>Subtotal</b>	<b>22</b>	<b>220</b>

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>
5	AC5282	Acupuncture Techniques II	3	30
	OM5383	Chinese Internal Medicine III	3	30
	HB5424	Chinese Herbology IV	4	40
	HB6432	Herbal Prescriptions II	4	40
	CS5561	Clinical Aspects of Western Medicine I	3	30
	BS5161	Psychology in Primary Care	3	30
	CT6021	Clinical Observation I	2	40
		Subtotal	22	240
6	AC6261	Acupuncture Therapeutics I	3	30
	HB7433	Herbal Prescriptions III	4	40
	OM5352	Chinese Medical Classics: Nei Jing	2	20
	OM6381	Treatise of Shang Han Lun	3	30
	BS6191	Pathophysiology I	3	30
	OM7384	Family Medicine & Emergency Care in OM	2	20
	CS6562	Clinical Aspects of Western Medicine II	3	30
	CT7022	Clinical Observation I : Procedure	2	40
		Subtotal	22	240
7	AC7262	Acupuncture Therapeutics II	3	30
	AC7272	Microsystems of Acupuncture /Auricular & Scalp Therapy	3	30
	AC8291	Public Hygiene/Clean Needle Technique	1	10
	OM8283	Ophthalmology/Otolaryngology in OM	2	20
	HB8434	Herbal Prescriptions IV	4	40
	BS7192	Pathophysiology II	3	30
	CS7563	Clinical Aspects of Western Medicine III	3	30
	CT8031	Clinical Observation II A	2	40
		Subtotal	21	230
8	AC8211	Acupuncture Meridian Theories	2	20
	AC8284	Acupuncture Orthopedics/Traumatology	3	30
	OM8386	Syndromes of Wen Bing (Febrile Diseases)	2	20
	OM7385	Gynecology/Obstetrics in OM	3	30
	BS8193	Pathophysiology III	3	30
	CS8564	Clinical Aspects of Western Medicine IV	3	30
	BS8141	Nutrition in Primary Care	2	20
	CT9032	Clinical Observation IIB	2	40
		Subtotal	20	220

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
9	OM9382	Synopsis of Jin Gui	3	30
	HB9435	Herbal Formulae Compound and Synthesis	2	20
	HB9431	Herbal Nutrition & Geriatrics	4	40
	PM9721	Management for Clinic Practice I	2	20
	PM9723	Ethics and Legal Professional Issues	2	20
	OM8285	Pediatrics in OM	2	20
	CT9041	Clinical Internship Phase IA	4	80
		Subtotal	19	230
10	HB9461	Herbal Pharmacy	3	30
	HB0535	Herbal Dermatology & Topical Formulae	2	20
	PM0722	Management for Clinic Practice II	2	20
	PM1821	CPR	1	10
	CT0042	Clinical Internship Phase IB	4	80
	CT0043	Clinical Seminar Phase I	2	20
	CT1011	Herbal Pharmacy Lab.	2	40
		Subtotal	16	220
11	PM1911	World History of Medicine & Prof. Development	3	30
	PM0611	Case Management I	3	30
	PM2631	Evaluation of Signs and Symptoms and ICD-9 Coding	3	30
	CS0571	Diagnostic Imaging & Laboratory Data	3	30
	CS1531	Pharmacology	3	30
	CT1151	Clinical Internship Phase IIA	4	80
		Subtotal	19	230
12	PM0612	Case Management II	3	30
	OM2341	Chinese Medical Terminology/Literature	2	20
	AC0291	Acupressure & Tuina Therapy	3	30
	PM1811	Public Health	3	30
	CT2252	Clinical Internship: Phase IIB	4	80
	CT2253	Clinical Seminar: Phase II	2	20
		Subtotal	17	210
13	CT3061	Supervised Practice: Phase IIIA	4	80
	CT3062	Supervised Practice: Phase IIIB	4	80
	CT3063	Clinical Seminar: Phase III	3	30
		Subtotal	11	190
14	CT40711	Supervised Practice: Phase IVA	4	80
	CT4072	Supervised Practice: Phase IVB	4	80
	CT4081	Supervised Practice Evaluation	2	40
		Subtotal	10	200
<b>Total Quarter Units/Hours</b>			<b>268</b>	<b>3120</b>

## **COURSE DESCRIPTIONS**

### **Department of Acupuncture**

#### **AC1221 Introduction of Acupuncture I – 3 credits**

This course will introduce the science of Asian Acupuncture Medicine, the history of Acupuncture and development, systematical composition of the Twelve Meridians and Eight Extra Meridians, their collaterals and related Acupoints. Students will learn the nomenclature and anatomical location and Meridian relation of Acupuncture points, their properties with clinical application, study methods of locating points in the Meridians of Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Urinary bladder and Kidney, Pericardium, Triple Energizer Meridian, Gall bladder and Liver meridian.

Prerequisite: None

#### **AC2222 Introduction to Acupuncture II – 3 credits**

This course continues to introduce the science of Asian Acupuncture Medicine, the overview of Acupuncture and development, systematical composition of the Eight Extra Meridians, their collaterals and related Acupoints. Students will learn the nomenclature and anatomical location of Acupoints, their properties, with clinical application in related Acupoints, the course covered methods of locating points in the Eight Extra Meridians; Governor and Conception Vessels, and the Extraordinary acupoints, also introduce moxibustion, classification of materials, properties, indication and contraindication, management of Acupuncture and moxibustion.

Prerequisite: AC1221

#### **AC1223 Acupuncture Anatomy/Physiology – 3 credits**

A detailed study of Meridian pathway and regional anatomical distinction of the points on the Twelve Meridians and Eight Extra Vessels Acupuncture points, methods of its anatomical locating, relationship with bone, tendon, ligaments and muscle, nerves and blood vessels, and physiological function with Meridian and ZangFu, Qi Xue theories, along with an emphasis on Oriental medical channel and collateral theories and principles of treatment.

Prerequisite: none

#### **AC 3231 Dynamics of Acupuncture Points – 3 credits**

This course will study energetic and pathophysiological functions of the acupuncture points and extra-points, their interaction with the Twelve Meridians and the Eight Extra; Governor and Conception Vessels, various essential function of acupoints, five Shu, Back Shu and Parent-Son points, in relation with the Qi of the Zang-Fu organs through meridians, understand the energetic force of needling or Moxa application on Acupoint to promote Qi through Meridians, therapeutic strategies of enhancing body energy, improves homeostasis and treatment of disorders in acupuncture medicine.

Prerequisite: AC 1221

#### **AC 4281 Acupuncture Techniques I – 3 credits**

This course includes lecture and demonstrations with practice sessions to learn practical acupuncture techniques. Students will learn acupuncture procedure, insertion and removal of needles with various manipulation techniques including reinforcing and reducing methods, Qi promotion, and clean needle sterile technique, use of disposable needles, various forms of clinical use of needles and managing emergency situations. The course will also introduce non-invasive therapy, moxibustion, cupping, Guasha, and TENS device.

Prerequisite AC1221

#### **AC 5282 Acupuncture Techniques II – 3 credits**

A continuation of Acupuncture Techniques I, this course will demonstrate practical acupuncture techniques including cutaneous, intradermal transcutaneous, bleeding, cupping, dermal tacks, Guasha, magnets and beads. Emphases are acupuncture procedure, insertion and removal of needles with manipulation techniques including

reinforcing and reducing methods, Qi promotion, and various needling techniques, moxibustion and cupping method, indications and cautions, and managing possible accidents.

Prerequisite AC4281

### **AC6261 Acupuncture Therapeutics I – 3 credits**

This course will study general principles of acupuncture treatment in common syndromes, therapeutic strategies in various disorders with acupoints composition, the selection of manipulation techniques, understanding acupuncture treatment in Zangfu syndromes, internal medicine, application of meridian theories and Qi Xue transportation patterns. Students will also learn assessment, therapeutic indications and contraindications, acupuncture counseling.

Prerequisite: AC 2222

### **AC7262 Acupuncture Therapeutics II – 3 credits**

A continuation of Acupuncture Therapeutics I, students will study acupuncture treatment I common diseases, therapeutic strategies and differentiation in various disorders with therapeutic points composition; indications; understand pathological interaction in acupuncture treatment in symptoms and signs of internal medicine, orthopedics, pediatrics and geriatrics, disorders in external medicine and the eye, ear, nose and throat; managing possible therapeutic.

Prerequisite: AC 6261

### **AC7272 Microsystems of Acupuncture/Auricular & Scalp Therapy – 3 credits**

This course provides training to students for practicing auricular acupoints, scalp points needling, Hand therapy, Foot therapy, eye needling and facial therapy. Students will understand the anatomical location of scalp acupoints, pathological relationship with nervous systems, and neuromuscular syndromes, manipulation techniques of scalp needling, eye needling and facial therapy, indication and precautions, management of possible accidents.

Prerequisite: AC1221

### **AC8211 Acupuncture Meridian Theories – 2 credits**

Students are introduced to acupuncture classic theories and philosophy of traditional meridians; origin of meridians, formation and development, pathway and composition of the Twelve meridians and Eight Extra meridians, their collaterals, distribution of muscular and cutaneous regions. Students will understand Asian philosophical Ying-Yang aspects, the Gen Jie, Biao Ben, Qi Jie and four seasons of Acupuncture Meridians and application in selecting acupuncture points and composition.

Prerequisite: None

### **AC8284 Acupuncture Orthopedics & Traumatology – 3 credits**

The course include lectures and demonstrations, concept of assessment and TCM therapeutic techniques in orthopedic injury, and external disorders. Students will learn kinesiology and differentiation of various musculoskeletal disorders, skins and nervous system, and sports injury; enhancing acupuncture treatment in pain rehabilitation and post stokes disorders.

Prerequisite: AC 5282

### **AC 8291 Public Hygiene and Clean Needle Technique – 1 credits**

This course will train students to understanding hygienic principles and standards, disinfection and sterilization methods as applied to the practice of acupuncture. Students will be given an overview of infectious diseases, transmission, passage of infection and contamination. Emphases are placed on training students practicing disinfection, sterilization, and clean needle techniques and guidelines of CDC for hand hygiene and device disinfection in healthcare practices.

Prerequisite: None

### **AC0291 Acupressure & Tuina – 3 credits**

This course will train students in the traditional healing arts of Asian massage, acupressure and tuina techniques. Students will learn to master basic techniques by using hands, fist, elbows and body strokes applied to acupoints and lesions; application of meridian and meditation; inducing Qi promotion to acupoints to alleviate pain syndromes or neuromusculoskeletal disorders, sports injuries, to relieve tensions and improve somatic-visceral health.

Prerequisite: None

### **Department of Basic Sciences**

#### **BS1111 Human Biology - 3 credits**

A general study of human biology, life science, includes body structure and function, development, heredity and evolution, reproduction, also introducing an ecology and recombinant DNA research..

Prerequisite: None

#### **BS1131 Chemistry/Organic and Biochemistry - 3 credits**

This course will study overview of inorganic chemistry and organic chemistry. Also introduction to physiological chemistry, including basic cellular biology, metabolism, and the structure and function of carbohydrates, lipids, proteins and nucleic acids, emphasizes on basic knowledge to the study of nutrition. Prerequisites: None

#### **BS2121 General Physics - 3 credits**

This course will study basic physics, analytical and interest generating treatment of measurements, motion, static equilibrium and vector development, kinetic energy, momentum and impulse, solar and terrestrial radiations, fluid mechanics, mechanical waves, thermodynamics and electronics.

Prerequisite: None

#### **BS3151 Introductory Microbiology/Immunology -3 credits**

This course covers the study the roles of microorganisms in environment, characteristics of major bacteria fungi, protozoa and viral pathogens in diseases processes, concepts of immunity, the relationship to living things, their beneficial and detrimental effects on human beings. Prerequisite: None

#### **BS1171 Topographic Anatomy - 2 credits**

This course will learn the structure and functions of the human body, including skeleton, nomenclature of bones, joints and muscular system, nervous system and circulatory system, surface anatomical landmarks important to the study of acupuncture point location and meridians.

Prerequisite: None

#### **BS2181 Anatomy and Physiology I - 3 credits**

This course will study an overview all organs of the human body, basic genetics, discuss growth and development, the structure and function of skeletal and muscular systems include joints and facial kinesiology. Also covers hematopoietic and lymphatic systems, knowledge to immune mechanisms.

Prerequisite: BS1111

#### **BS3182 Anatomy and Physiology II - 3 credits**

This course will study the structure and physiological function of the cardiovascular systems, respiratory and gastrointestinal systems include liver and gallbladder. Also covers the genitourinary system; fluid and electrolyte balance.

Prerequisite: BS2181

#### **BS4183 Anatomy and Physiology III - 3 credits**

This course will study the structure and physiological function of the nervous systems. Also covers the reproductive and genitourinary system; fluid and electrolyte balance, and endocrine system.

Prerequisite: BS3182.

**BS5161 Psychology in Primary Care- 3 credits**

In this course student will understanding behavior science, and mental process, motivation and emotion, human development and personality across the life span, methods to improves the critical thinking, physiologic psychological research methods, emphasis on modalities of psychological disorders and psychotherapy, relationships between patients and therapists, behavior with social group.

Prerequisite: None

**BS6191 Pathophysiology I - 3 credits**

A study of basic pathology: cell pathology, inflammation and repair, environmental and genetic disorders, hemodynamic and hematological disorders, immuno-pathology and neoplasia. Prerequisites: BS3182

**BS7192 Pathophysiology II - 3 credits**

This course will continue to study of pathological and physiological aspects in the respiratory systems, digestive systems cardiovascular and urinary systems.

Prerequisites: BS6191

**BS8193 Pathophysiology III - 3 credits**

This course will continue to learn the pathological and physiological aspects of the endocrine, nervous, musculoskeletal, hematopoietic and lymphoid systems; also cover the disorders of sensory organs.

Prerequisites: BS7192

**BS8141 Nutrition in Primary Care - 2 credits**

A study of the biochemical aspects of nutrition, vitamins and minerals, proteins and carbohydrates and explains the relationship between diet and health, and practical advice for health promotion to disease management.

Prerequisite: None

**Department of Clinical Sciences**

**CS1511 Western Medical Terminology - 2 credits**

A study of the most common Western medical terms covers nomenclature of anatomical terms, signs and syndromes, medical procedures and assessment, including major prefixes roots and suffixes.

Prerequisite: None.

**CS1531 Pharmacology - 3 credits**

A survey of Western pharmacology, An emphasis on drug groups and prototypes, mechanism of action and toxicities of traditional and newer drugs, treatment strategies and drugs of choice for all major diseases, drugs of abuse, side-effects of commonly prescribed medications, including the nutritional supplements and herbal medications. Prerequisite: BS 1131

**CS3541 Survey of Clinical Medicine - 3 credits**

This course is designed to overview of Clinical medicine in current health care systems to enable effective communication with other primary care practitioners, including imaging and medical lab., also osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy, to familiarize practitioners with current other health care clinical procedures.

Prerequisite: None

**CS4521 Medical Assessment / Physical Examination - 3 credits**

A study of physical assessment, Patient preparation, clinical interview, diagnostic processes, emphasizing: history taking, Patient preparation, clinical interview, physical examination, and logical thinking. Include interview strategies, general physical examination and psychosomatic problems and modalities of referral procedure.

Prerequisites: None

**CS5561 Clinical Aspects of Western Medicine I - 3 credits**

This course will study general approach to the patient, health maintenance and disease prevention and common symptoms. Overview the diseases of respiratory systems, symptoms and signs of ear, nose and disorders of the airways, also includes digestive disorders, Insomnia; Heartburn and Indigestion; Liver, Biliary tract and pancreas disorders, Gastrointestinal diseases, also covered diabetes mellitus, obesity, diseases of thyroid gland and overview of general infectious diseases.

Prerequisite: BS3182

**CS6562 Clinical Aspects of Western Medicine II - 3 credits**

This course will study general approach to the motor impairment and sensory loss; Itching and other Skin disorders, common dermatoses and principles of dermatologic Therapy, Anemias, disorders of hemostasis and understanding blood transfusion. Also, covers renal diseases; acute and chronic renal diseases, Psychiatric Disorders; common genito-urinary disorders; discussing Psychiatric Disorders and assessment. Overview of the signs and symptoms of coronary heart diseases, congestive heart failure, pulmonary hypertension and heart diseases, management of systemic hypertension.

Prerequisite: CS 5561

**CS7563 Clinical Aspects of Western Medicine III - 3 credits**

This course will study general approach to pain control management includes physiological and pathophysiological mechanisms of common pain symptoms, disorder of musculo-skeletal systems, disorders in neurology, principles of differential diagnosis in headache; facial pain, earache and tinnitus, dizziness, vertigo; common muscle and joint pain; backache; and miscellaneous pain syndromes. Prerequisite: CS6562

**CS8564 Clinical Aspects of Western Medicine IV - 3 credits**

This course will study general approach to gynecology and obstetrics disorders, as abnormal premenopausal bleeding, post menopausal bleeding, premenstrual syndromes, dysmenorrhea, pelvic inflammatory diseases, ovarian tumors infertility, vomiting of pregnancy and hyperemesis, This course will also overview to allergic and immunologic disorders, atopic diseases, drug allergy, immunodeficiency disorders,.

Prerequisite: CS 7563

**CS0571 Diagnostic Imaging and Laboratory Data - 3 credits**

Introducing to diagnostic device, referral and examine procedures, basic knowledge in reading diagnostic report and interpreting medical images including X-ray, CT scan, MRI imaging and diagnostic ultrasound, data on common laboratory diagnostic tests.

Prerequisites: BS 8193

**Department of Herbology**

**HB1411 Botany and Introduction to Herbology - 3 credits**

Introduction and study of plant life, including plant morphology, the classification, and basic properties and actions. Student will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians.

Prerequisite: None

**HB2421 Chinese Herbology I - 4 credits**

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis on approximately 90 Chinese herbs, classification, name, taste, properties, entering channels, actions, and indications, contraindications and preparation. Chinese Herbal categories to be covered includes: Warm Acrid Herbs that Release the Exterior, Cool Acrid Herbs that Release the Exterior, Herbs that Clear Heat, and Down-ward Draining Herbs. Prerequisites: HB 1411

**HB3422 Chinese Herbology II - 4 credits**

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis are placed on Herbs that Drain Dampness, Herbs that Expel Wind-Dampness, Herbs that Cool and Transform Phlegm Heat, Warm Herbs that Transform Phlegm-Cold, Herbs that Relieve Coughing and Wheezing, Herbs that Expel Phlegm by Inducing Vomiting, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation, Herbs that regulate the Qi sequence. Prerequisites: HB 1411

**HB4423 Chinese Herbology III - 4 credits**

Students continue to learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis are placed on Herbs that Stop Bleeding, Herbs that Invigorate the Blood, herbs that Warm the Interior and Expel the Cold, Herbs that Tonicity the Qi, Herbs that improve the Blood, Herbs that advance the Yang. Prerequisites: HB 1411

**HB5424 Chinese Herbology IV - 4 credits**

Students continue to learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. the emphasis are placed on: Herbs that Tonicity the Yin, Herbs that Stabilize and Bind, Substances that Calm the Spirit, Aromatic Substances that Open the Orifices, Substances that Extinguish Wind and Stop Tremors, Herbs that Expel Parasites, and Herbs for External Application. Prerequisites: HB 1411

**HB9431 Herbal Nutrition & Geriatrics - 4 credits**

This course covers Chinese herbal products for health supplement to improve of health, dietary target in Oriental medicine, specific herbs for nutritional improvement in various syndromes and diseases, safety and allergy reactions and drug interaction. Study common herbal formulae eliciting diet effects, include for diabetes, hypertension, coronary heart disorders, digestive problems, obesity, osteoporosis, arthritis and rheumatism. Interaction Prerequisite: HB 1411

**HB5431 Herbal Prescriptions I - 4 credits**

This course will learn the concept of herbal formulation, introduction to formulae composition, methods of decocting, discussing the traditional formulae that relieving the syndromes of exterior, clearing away the heat, drain downward, formulae for warming the interior and harmonizing, corresponding indications and contraindications, also study to modifying formulae to eliciting therapeutic effects. Prerequisites: HB 5424

**HB6432 Herbal Prescription II-4 credits**

This course will continue to learn the composition of the herbal formulae, discussing the traditional formulae includes purgative, for eliminating fluid retention, that appropriate for the treatment of dryness, expel dampness, warm interior cold, and tonicity of the Qi, corresponding indications and contraindications, also study to modifying formulae to eliciting therapeutic effects. Prerequisites: HB5424

**HB7433 Herbal Prescriptions III - 4 credits**

This course will continue to learn the composition of the herbal formulae, discussing the traditional formula that nourishing the blood and the Qi, nourish and tonicity of Yin, warming Yang, regulate the Qi, invigorate the blood, to stop bleeding, and stabilize and bind, regulate perspiration and consolidating effects, corresponding indications and contraindications, also study to modifying formulae to eliciting therapeutic effects.

Prerequisites: HB5424

#### **HB8434 Herbal Prescriptions IV - 4 credits**

This course will continue to learn the composition of the herbal formulae, discussing the traditional formula that regulating the flow of Qi and blood circulation, anchor and settle the mind, nourish the heart to calm the mind, extinguish wind and stop tremors, eliminate phlegm, promoting digestion, expelling parasites and formulae for external application.

Prerequisites: HB5424

#### **HB9435 Herbal Formulas Compound and Synthesis - 2 credits**

Students will learn the structure and configuration of herbal formulae, composition and strategy of how to combine or synthesis for appropriate herbs, the methods of herbal processing, preparation of patent herbal products. Study the sequence of herbal processing, storage and administration, introduce processing equipments and devices.

Prerequisites: HB6432

#### **HB9461 Herbal Pharmacy – 3 credits**

This course covers the study dispensary methodology, preparation of herbal prescriptions and herbal products processing, herbal storage and package. Student will understand decoction, powdering, pills and dan preparation, methods of herbal extract, liquor, also include knowledge in ointment and plaster, liniment and a suppository preparation.

Review of FDA efficacy and safety regulation of supplements and herbal products.

Prerequisite: HB5424

#### **HB0535 Herbal Dermatology & Topical Formulae – 3 credits**

This course introduces principal types and function of skin lesion, principles of topical dermatologic herbal therapy, and common disorders of the skin, erysipelas, seborrhea, pimples, carbuncles, dermal fungal infections and chronic inflammatory congestion, Lyme disease, alopecia, psoriasis, insect bites, dermatitis; herbal preparation for cleansing, soothing and relief of skin rashes and itching, , and herb application in esthetic context. Students will also learn herbal therapy for allergic response and management, life style counseling and self-care recommendation. Preservatives and additives with herbal interaction is also covered.

Prerequisite: HB6432

### **Department of Oriental Medicine**

#### **OM1351 Fundamental Theories of Chinese Medicine I- 3 credits**

This course covers the concept of traditional Chinese medicine and introduction students to theories, etiology, physiology and pathological aspects of meridians, Ying-Yang theory, the Five Element patterns and basic body configuration substances; the functional relationship of Qi, blood and body fluid with Zang-Fu organs; understand the patterns and composition of the Twelve Meridians and Eight Extra Meridians, diseases progress and prognosis. Prerequisite: None

#### **OM2352 Fundamental Theories of Chinese Medicine II - 2 credits**

Students continue to learn physiology and pathological aspects of Meridians, Zang-Fu organs, interactions among Qi, blood and body fluid; understand configuration of the Twelve meridians and eight Extra meridians, related etiology and pathogenesis; known basic pathological mechanism, principles of treatment in seasons, geographical environment and prevention of diseases.

Prerequisites: OM 1351

**OM3311 History and Philosophy of Oriental Medicine– 2 units**

This is a study of the history and philosophy of Asian Medicine, origin and development of healing arts in Asian countries, with emphasis on fundamental classic theories and doctrine, traditional TCM health behaviors and modern development of Asian medicine in western countries; relationship of life in the universe environment and human life cultivation; herbal medicine science.

Prerequisite: None

**OM2321 Qi Gong Theory and Technique – 2 credits**

Students are introduced to training and practice of the unique pattern of Asian breathing exercise and spirit meditation with specific Chinese holistic breathing techniques, guiding with emphasis on Chinese philosophy and Qi promoting techniques, including external and internal Daoism and Yin-Yang aspects for enhancing physical and mental health activity and increase in energy and Qi circulation to promote somatic-visceral health.

Prerequisite: None

**OM2341 Chinese Medical Terminology/Literature - 2 credits**

This course covers Chinese medical terms, including acupuncture symptoms and signs in Chinese medical text. Lecture will also cover Chinese nomenclature and basic pronunciation symbols, comprehensive meanings and philosophic expression in Asian medical terms, and Chinese herbal and acupuncture canon terminology. Selective readings in the classic medicine and modern acupuncture literature is also discussed and given to students for study. Prerequisite: none

**OM2373 Chinese Medical Diagnosis-3 credits**

This course includes studies of the four traditional diagnostic methods and eight principles of differentiation in Oriental medical diagnosis, including patterns of four levels, six stages pathophysiology, Qi, Blood and body fluids factors and exogenous and emotional modalities, and emphasis on pulse and tongue analysis.

Prerequisite: OM 1351

**OM3322 Tai Chi Exercise- 2 credits**

Students will learn the pattern of essential physical exercise with specific Asian classic holistic meditation, guiding with emphasis on meridian theories and Chinese philosophy of Qi promoting body movement, including practice of self defense, subtle body energy, experiencing various styles of soft and powerful marshal arts in Daoism performance, and the promoting effect of Tai Chin exercise on somatic-visceral health life and longevity.

Prerequisite: none

**OM3371 Zangfu Syndromes I - 3 credits**

In-depth study of the pathogen factors, Zangfu organ system, patterns of disease include signs and symptoms, and Oriental medicine syndromes relating to the External and Internal factors, disharmony of Qi and Blood on Zangfu organ system, combination organ syndromes, also discuss the differentiation diagnosis and treatment principles.

Prerequisite: OM 1351

**OM4372 Zangfu Syndromes II - 3 credits**

This course includes studies the four traditional diagnostic methods and eight principles of differentiation in Oriental medical diagnosis, including patterns of four levels, six stages pathophysiology, Qi, Blood and body fluids factors and exogenous and emotional modalities, and emphasis on pulse and tongue analysis.

Prerequisite: OM 3371

**OM3381 Chinese Internal Medicine I - 3 credits**

Students will learn the comprehensive Chinese internal medicine, integrative assessment and differentiation in various patterns of diseases including seasonal and environmental, external and emotional pathology in common disorders, discuss principles of treatment methods with acupuncture and herbal formulae. Emphases are placed on

the respiratory system, headache, cough, asthma, cardiovascular diseases, hypertension, vertigo, anemia, palpitation, convulsion, and criteria for drugs and herbal interaction.

Prerequisites: OM 1351

### **OM4382 Chinese Internal Medicine II - 3 credits**

Students continue to study the various patterns of diseases and integrative assessment and differentiation in the common disorders and principles of herbal therapy. Emphases are placed on disorders of gastrointestinal, liver and gallbladder, renal and genitourinary, endocrine problems, impotence and infertility, musculoskeletal disorders, understand the Zang-Fu and Qi-ZXue relations with meridians and therapeutic counseling.

Prerequisites: OM 3381

### **OM5383 Chinese Internal Medicine III - 3 credits**

Students continue to study the differentiation and assessment of various patterns of internal medicine syndromes including Zang Fu and Zi-Xue syndromes, neurological and psychosocial problems, with principles of herbal and acupuncture therapy. Emphases are placed on integrated western and OM counseling, criteria for managing complications and preventive medicine, drugs and herbal therapy interaction.

Prerequisites: OM 4382

### **OM5352 Chinese Medicine Classics I: Nei Jing- 2 credits**

This course will study Classic Medicine Huangdi NeiJing, covered with etiology, classic physiology, syndromes and diagnosis, appropriate therapeutic methods and prevention of diseases. Also discuss the philosophical and psychological bases of health and diseases, concepts of lifestyle and natural rules, relationship of Universe and Human-being.

Prerequisite: OM 2352

### **OM6381 Treatise of Shang Han Lun - 3 credits**

A classic of traditional oriental medicine text written by Zhang Zhongjing consists of an analysis of the signs, symptoms and syndromes of febrile diseases caused by Cold pathogenic factors relating to the Six-Channel differentiation of disease. The course emphasis is on herbal preparation and clinical application in the six stages of disease development.

Prerequisite: OM2352, HB4423

### **OM7384 Family Medicine & Emergency Care in OM - 3 credits**

This course will provide an overview of assessment and treatment in common disorders in daily practice, including disorders in pulmonary, cardiovascular, digestive, endocrine, renal and urinary, musculoskeletal and neurologic symptoms and psychosocial problems. Criteria for professional care and ethical practice are also covered. Emphases are given on integrative critical cares, OM medicine in pain clinic, elder life cultivation, critical values of laboratory tests, referral procedure, emergency procedures, family counseling, drugs and herbal interaction.

Prerequisites: OM 4382

### **OM7385 Gynecology / Obstetrics in OM – 3 credits**

This course covers comprehensive gynecological diseases, integrative Asian medical differentiation of disorders of female reproductive systems and obstetric problems. Students will learn therapeutic principles of gynecological and obstetric problems, endometriosis, leucorrhea, prenatal care, lactation, amenorrhea and menopause, sterility and pregnancy, criteria for referral procedure and counseling; drugs and herbal interaction.

Prerequisites: OM4382

### **OM8283 Ophthalmology / Otolaryngology in OM – 2 credits**

Students will learn integrative assessment and differentiation of common syndromes of eyes, ears, nose and throat. Discussions will also be given on pathology, etiologym epidemiology and Wei, Qi, Ying Xue syndromes of the infectious and noninfectious diseases; analysis of pathogenic factors and transmission of diseases in the

Channels relating to San Jiao patterns; differentiation of conformations, and the treatment with appropriate herbal formulae.

Prerequisites: OM 4382

**OM8285 Pediatrics in OM - 2 credits**

This course is a comprehensive study of treatments for disorders of infants and child. Students will learn the screening procedures, preventive medicine, assessment in the common infantile disorders, specific acupoints composition with manipulation in infantile disorders, management of chronic child disability and mental retardation.

Prerequisite: OM 2352

**OM8386 Syndromes of Wen Bing – 2 credits**

A classic of traditional Oriental medicine text Wen Bing (Four Level Differentiation) treatise on febrile diseases, consists of an analysis of the signs, symptoms and syndromes of febrile diseases pathogenic factors and transmission of diseases of the Channels relating San Jiao differentiation, , along with appropriate herbal formulas treatment modalities.

Prerequisites: OM2352.

**OM9382 Synopsis of Jin Gui – 3 credits**

This is the lecture of the classic patho-physiology and herbal treatment of over seventy diseases in TCM recorded in the Essentials of the Golden Cabinet or Jin Gui Yaolue. In this course the original text are discussed, the student will gain an ultimate and conclusive insight into the recalcitrant and debilitating syndromes with the herbal formulae in the Jin Gui, including thirty six women's common disorders of the obstetrics and gynecology, dietary rules and differential Chinese medicine diagnosis, with in-depth discusses of the formulae as practiced by Zhang ZhongJing.

Prerequisite: OM2352

**Department of Practice Management**

**PM1811 Public Health - 3 credits**

This course introduces students to the concept of public health, with emphasis on epidemiology of communicable diseases, public and community participation in public health and disease control, chemical dependency treatment, public health education and training. Prerequisite: none

**PM1821 Cardio-Pulmonary Resuscitation - 1 credit**

A certification course in cardio-pulmonary resuscitation (CPR) for primary health care professionals, from the American Red Cross, American Heart Association. Class C; BLS Healthcare provider; level of CPR is required, which includes adults, infants and children.

Prerequisite: None

**PM1911 World History of Medicine and Professional Development- 3 credits**

A study of the history and development of medicine in all cultures and the divergence of professional development, instruction including integrative research methodology and evidence based medicine. Prerequisite: None

**PM2631 Evaluation of Signs and Symptoms and ICD-9 Coding - 3 credits**

This course will focus in differential diagnosis of the signs and symptoms in various diseases. Introduction and describes the signs and symptoms, discusses its significance and incidence and summarizes its possible causes. Training student's probable thinking when faced with patient's problems. Understand to using International classification of diseases coding numbers. Prerequisite: CS8563

**PM9721 Management for Clinic Practice I - 2 credits**

Discussion of the basic organization of the medical office and clinic, basic accounting and finance of the medical office and clinic, including setting up the business, physical office planning, basic accounting knowledge, front office management, general office management, human resources management and long term development plan.  
Prerequisite: none

**PM0722 Management for Clinic Practice II - 2 credits**

This course consists of two parts: regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor code, Health Insurance portability and Accountability Act of 1996, "HIPAA") and legal responsibilities; with emphasis on billing procedures, management of patient's health insurance, malpractice insurance coverage, and related topics. Prerequisite: PM9721

**PM9723 Ethics and Legal and Professional Issues - 2 credit**

This course will review acupuncture and medical related legal issues, Occupational Safety and Health Act (OSHA) and HIPAA Administrative Simplification rule and regulation, prevention of unethical medical fraud, and abuse protection, jurisprudence, knowledge of academic peer review process, professional liability, and related legal professional issues and health care. Protocol for Ethics and peer review is also covered.  
Prerequisite: none

**PM0611 Case Management I – 3 credits**

Students will learn in this course on patient file processing, understand privacy practices rules, including referral and collaboration, physician's finding and second opinion, specialty care responsibilities, therapeutic planning, psychosocial assessment, consulting with patient, also covers knowledge of research technology, follow up care and final review, and functional outcome measurements, prognosis and future medical care.  
Prerequisite: none.

**PM0612 Case Management II – 3 credits**

This course is emphasis on the worker's injury care and workers compensation/ labor codes and procedures and qualified medical evaluations, medical legal report writing, expert medical testimony, and independent medical review, seriously ill patient care, emergency care, procedure and assessment of Acupuncture needling emergency.  
Prerequisite: PM0611

**Department of Clinical Training**

**CT1011 Herbal Pharmacy Lab. - 2 credits**

This is a course of Clinical training on herbal dispensary, covered selecting and weighing raw herbs, preparation of herbal prescriptions, pharmacy procedure. Student will work on decoction, powdering, pills preparation, sequence of herbal extract, and packaging.  
Prerequisite: Concurrent with HB9461

**CT6021 Clinical Observation I - 2 credits**

Students will start experiencing clinical practice of oriental medicine by observing the practice by supervisors. Students will observe and learn preparing patients and treatment rooms, observe effective communication by supervisors with patients, how patient history is taken, including measurement of vital signs, as well as observe performance of clean needle techniques; understand patient's chief complaints, observe the conduct of physical examination and diagnosis, clinical practice of needling, including locating acupuncture points and other modalities. Students will also learn compliance of OSHA and HIPPA regulations and experience patient recruitment by attending scheduled health fairs and contacting patients for follow-up visits.  
Prerequisite: AC 2222 and passing Clinical Observation Qualification Test (COQT) I

**CT7022 Clinical Observation I: Procedures - 2 credits**

Students are focused on clinical assessment procedures, involved in preparing patients and treatment rooms; learn to communicate with patients and assist patients in completing necessary clinic forms and to take patient histories including measuring of vital signs; understand patient's chief complaints; observe performance of clean needles procedures, physical examination and diagnosis, clinical practice of needling by supervisors, including locating acupuncture points and other modalities; learn case presentation and participate in discussions. Students will also learn compliance of OSHA and HIPPA regulations and experience patient recruitment by attending scheduled health fairs and contacting patients for follow-up visits.

Prerequisite: CT 6021

**CT8031 Clinical Observation IIA - 2 credits**

Clinical Observation IIA involves students preparing the patient, assisting patients completing necessary clinic forms, regularly reviewing patient files to ensure complete understanding of the treatment protocol, progress and assessment plan; learning to communicate with patients and take patient histories, including measuring of vital signs, as well as understanding patient's chief complaints; observing clinical practice of clean needles procedures, performance of physical examination, Oriental medical diagnosis, clinical practice of needling by supervisors, including locating acupuncture points and other modalities participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations and experience patient recruitment by attending scheduled health fairs and contacting patients for follow-up visits.

Prerequisite: CT 7022 and passing Clinical Observation Qualification Test II

**CT9032 Clinical Observation IIB - 2 credits**

Students continue trainings as received in Clinical Observation IIA but with more responsibility in performing clinic routine activities such as preparing patients for treatments, taking patients' measurements of vital signs and ensure completeness of patient files and understanding of treatment, protocol, progress and assessment plan. Students continue to observe the clinical practice of clean needle procedures, physical examination, Oriental medical diagnosis, and clinical practice of needling performed by supervisors including locating acupuncture points and other modalities, participate in case study and discussions. Students will also learn compliance of OSHA and HIPPA regulations and experience patient recruitment by attending scheduled health fairs and contacting patients for follow-up visits..

Prerequisite: CT 8031

**CT9041 Clinical Internship: Phase IA - 4 credits**

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Other modalities including further laboratory tests and diagnostic imaging may also be recommended. Student interns will also learn insurance billing and application if ICD-9 coding..

Prerequisite: CT 9032 and AC5282, and passing Clinical Internship Qualification Test I

**CT0042 Clinical Internship: Phase IB - 4 credits**

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Other modalities including further laboratory tests and diagnostic imaging may also be recommended. Student interns will also learn insurance billing and application if ICD-9 coding...

Prerequisite: CT 9041

**CT 0043 Clinical Seminar: Phase I - 2 credits**

Students will learn to prepare and conduct case presentation, including review patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment and herbal formulae composition. Review diagnostic imaging and laboratory data report with Clinical Director.

Prerequisite: CT 9041

**CT1151 Clinical Internship: Phase IIA - 4 credits**

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Other modalities including further laboratory tests and diagnostic imaging may also be recommended. Student interns will also learn insurance billing and application if ICD-9 coding.

Prerequisite: CT 0043 and passing Clinical Internship Qualification Test II

**CT2252 Clinical Internship: Phase IIB - 4 credits**

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Other modalities including further laboratory tests and diagnostic imaging may also be recommended. Student interns will also learn insurance billing and application if ICD-9 coding.

Prerequisite: CT 1151

**CT2253 Clinical Seminar: Phase II - 2 credits**

Students will prepare and conduct case presentation, including review patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment and herbal formulae composition. Review diagnostic imaging and laboratory data report with Clinical Director and discuss ICD-9 coding classification, drug or prescription medicine interactions with herbs.

Prerequisite: CT 1151

**CT3061 Supervised Practice: Phase IIIA - 4 credits**

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis and be competent in developing treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases.

Prerequisite: CT 2253 and passing Supervised Practice Qualification Test (SPQT)

**CT3062 Supervised Practice: Phase IIIB - 4 credits**

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis and be competent in developing treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases.

Prerequisite: CT 3061

**CT3063 Clinical Seminar: Phase III - 3 credits**

Students will prepare and conduct case presentation, including review patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment and herbal formulae composition. Review diagnostic imaging and laboratory data report with Clinical Director and discuss ICD-9 coding classification, drug or prescription medicine interactions with herbs.

Prerequisite: CT 3061

**CT4071 Supervised Practice: Phase IVA - 4 credits**

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis and be competent in developing treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex

Prerequisite: CT 3063

**CT4072 Supervised Practice: Phase IVB - 4 credits**

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis and be competent in developing treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex

Prerequisite: CT 4071

**CT 4081 Supervised Practice Evaluation-2 credits**

The clinical supervisor shall conduct overall evaluation, review the clinical case history, signs and symptoms, western medical and Oriental medical physical findings with student's works, including acupuncture treatment and herbal prescription, clinical assessment, follow-up referrals modalities and intervention evaluation.

Prerequisite: CT4071

## **FACULTY**

**Bang, Sunil, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA  
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China

Mr. Bang has been focused on developing orthopaedic acupuncture and tuina treatment skills since he was studying in China in 2002. He is assigned as the instructor for acupuncture classes.

**Choi, Woo Hee, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA  
Bachelor of Medicine, Beijing University of Traditional Chinese Medicine, Beijing, China

Miss Choi is assigned as the instructor for fundamental theories in Oriental Medicine, Acupuncture and Herbology classes.

**Divina, Henry, Phd, NMD.**

Doctor of Natural Medicine, So. College of Naturopathic Medicine (Arkansas College), Waldron, Arkansas

Doctor of Naturopathy, Clayton College of Natural ealth, Birmingham, Alabama

Dr. Divina is appointed to teach nutrition related courses at Kingston University

**Han, Seong Soo, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University of Oriental Medicine, Anaheim, CA

Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China

BS, Dae-gu Traditional Korean Medicine University, Dae-Gu, Korea

Mr. Han has broad clinical experience acquired from China, Korea and US. He is assigned as an instructor for his specialty in Chinese herbs, herbal prescriptions and Chinese Internal Medicine courses. Mr. Han also serves as the Dean of Kingston University's Oriental Medicine program and the Herb Dispensary Manager at the University herbal pharmacy.

**Hsieh, Emily Lin-Lan**

MPH, Epidemiology, School of Public Health, University of California

B.S. in Biology, California State University, Los Angeles

Ms Hsieh lectured Public Health and Hygiene, and biological science at Taipei Medical University in Taiwan between 2000 and 2004, Labor and Safety Training Program at the Department of Labor in Taiwan between 1998 and 2000. She was also a research fellow at Sinica, Taiwan in 1994 and 1995. She is currently assigned to instruct Public and Hygiene, Human Biology, and Microbiology at Kingston University.

**Hsieh, H. Hong, L.Ac.**

Doctor of Acupuncture Medicine, Asian American Acupuncture Medical University, San Diego, CA

Doctor in Medicine, Universidad Central del Este, Santo Domingo, Dominican Republic

Bachelor of Science, School of Pharmacy, Taipei Medical University, Taiwan

Military Surgeon, Military Health Service College, Taiwan

Dr. Hsieh has been dedicating to the education of Acupuncture and Oriental Medicine since 1985. His advocate in education led him to establish Kingston University 2003 and served as the first Present of Kingston University. His teaching focus include western medicine related courses and clinical training.

**Kim, Myoungsu, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University of Oriental Medicine, Anaheim, CA

Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China

Mr. Kim is assigned to teach acupuncture, herbology and herbal prescription classes.

**Kim, Ah Hee, L.Ac.**

MS in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA

Bachelor of Medicine, Chungchun Traditional Chinese Medicine College, Chungchun, China

Miss Kim has keen interests in herbs herbal formulae, and the processing of herbs and formulae. She has been managing a herbal distribution company since she became a licensed acupuncturist in 2004. Miss Kim is assigned an instructor to teach herbology, herbal prescription and herbal synthesis classes.

**Ko, Jing Lih, L.Ac.**

Ph.D. in Oriental Medicine, Yulin University, Compton, CA  
M.S. in Oriental Medicine, South Baylo University, California  
M.A. in Asian Studies, California State University, Long Beach

Dr. Ko began her Acupuncturist in California since 2001. Dr. Ko has strong training in traditional Chinese literature and medicine. Her teaching assignments include fundamental theories in Oriental Medicine, Chinese Terminology and Literature, Herbology courses and clinical training courses .

**Liu, Lin Chih**

MS in Psychology, State University of New York at Buffalo, New York  
BS n Psychology, State University of New York at Buffalo, New York  
AA in English, Wen Tzao Junior College, Kaohsiung, Taiwan

Miss Liu is assigned to teach Psychology in Primary Care at Kingston University.

**Lee, Qiang, L.Ac.**

Ph.D in Oriental Medicine, Yulin University  
MS in Oriental Medicine, Samra University, California  
AATCM in Internal Medicine, GuangZhou Chinese Medicine University, China

Dr. Lee started his Acupuncturist and Oriental Medicine practitioner career since 1998 in China and 2004 in California.

**Pon, Cindy, L.Ac.**

MS in Oriental Medicine, Samra University of Oriental Medicine, California  
BS in Biology, University of California at Irvine

Ms Pon is assigned to help students at Kingston University from fundamental courses such as Fundamental Theories in Oriental Medicine to advanced level of clinical application courses such as clinical training.

**Shu, Abraham**

MS in Chemical Engineering, Steven's College,  
BS in Chemical Engineering, Taipei Institute of Technology, Taiwan

Mr. Shu was an instructor of physics and chemistry at the graduate level at Massachusetts Institute of Technology between 1983 and 1985. He has then been involved in research and industrial application of chemical engineering for more than twenty years. He has extensive experience on training professional engineers as well as research fellows through his career.

**Wang, Andrea, L. Ac.**

Ph.D in Oriental Medicine, Samra University, California  
MS in Oriental Medicine, Samra University, California  
BS in Oriental Medicine, Samra University, California  
BS in Pharmacy, Taipei Medical College, Taiwan

Dr. Wang has more than twenty years of clinical experience in practicing traditional Chinese Medicine. She had taught all courses designed for both MSOM and Massage Therapy Programs at Kingston University covering both the western and oriental medicine perspective of the programs.

**Wang, Hong, L.Ac.**

MS in Traditional Chinese Medicine, University of Tien Jin, Tien Jin, China

BS in Traditional Chinese Medicine, University of Shaan Xi, Shaan Xi, China

Author of oriental medicine books related to her specialty in gynecology and internal medicine, Dr. Wang has extensive clinical and teaching experience since she graduated. She has been a popular instructor at local universities specialized in Acupuncture and Oriental Medicine.

## **CERTIFICATE AND TRAINING COURSES**

### **ENGLISH AS A SECOND LANGUAGE PROGRAM**

#### **English as a Second Language – 1080 Clock Hours**

Kingston University presents its' ESL program to enhance the proficiency of individuals that possess pre-existing vocational knowledge, training, or skills, but cannot use that knowledge, training or skill because of an English speaking deficiency. Our program will provide the student with the opportunity to enhance their English skills and facilitate their goals of admission to degreed programs. Upon entry to the program and before exit, Kingston University will administer a nationally recognized exam of English comprehension such as a test of English as a Foreign Language or a Test of Spoken English.

Kingston University's program will provide assessment of English skills for non-English speaking students and then place the student into an appropriate level for development of their English abilities. Upon completion of the program the student should be prepared to take a TOEFL exam for admission to their appropriate program for further education. The program will prepare the student to do research, communicate concepts, participate in discussion groups and to achieve a level of English communication skills appropriate to their selected study level.

Upon completion the student should be able to:

1. Demonstrate an ability to do complex research projects using English as their secondary language
2. Demonstrate an ability to use verbal and auditory skills within an American college setting
3. Function within American culture using English as a supportive language to pursue further college or graduate training.
4. Understand areas for further development and refinement of English communication skills.
5. Take and pass a nationally recognized TOEFL exam for admission to their selected college or university.

Program Classes:

1. ESL Level 1- 180 Clock Hours

This beginning level of ESL class is designed for students with little English proficiency. Students will be working on building their vocabulary base and beginning reading, writing, grammar, listening and pronunciation skills leading to daily conversation ability.

2. ESL Level 2 – 180 hours

Students will expand vocabulary and increase conversation practice under a school setting and in the field.

3. ESL Level 3 – 180 hours

Students will continue on reading, writing and oral skill development and begin learning idiomatic expressions. Students will also be exposed to the American culture experience.

4. ESL Level 4 – 180 hours

This class will further develop students' grammar and fluency in various usages while continuing on expanding vocabulary and improving conversational skill. Students will also start preparing for the TOEFL exam.

5. ESL Level 5 – 180 hours

Students will start learning public speaking and writing in a business format while continuing on preparing for the TOEFL exam.

6. ESL Pre-College – 180 hours

This is an ESL level that is designed to help students preparing for college course work including academic lectures and study techniques for research.

## **FACULTY**

### **Doo, Richard**

M.A in History, California State University, Fullerton, CA  
B.S. in English, Cornell University, Ithaca, NY

Mr. Doo has extensive experience in teaching English of all levels to all ages of students both in the US and in China since 1993. He has been helping students achieve highly significant improvement in ESL skills by passing TOEFL with scores higher than meeting the students' own expectation.

### **Ebersold, Deborah**

M.A in TESOL, California State University, Los Angeles, CA  
B.A. in Liberal Studies, California State University, Los Angeles, CA

Ms. Ebersold has extensive experience in teaching English of all levels to all ages of students of diversified cultural and language background.

### **Paden, Allison**

MA in TESOL, Biola University, La Mirada, CA  
BA in Biblical Studies, Life Pacific Collage, San Dimas, CA

With her broad extracurricular background and interests, Ms Paden has unique teaching charisma that facilitates students learning English skills with proven significant improvements since she started her teaching career in 2000.

### **Sanchez Jr, G. Anthony**

TESOL Instructor Certification, Irvine University College of Liberal Arts, Cerritos, California  
Juris Doctorate, Irvine University College of Law, Cerritos, CA  
BS in Laws, Irvine University College of Law, Westminster, CA

Mr. Sanchez began teaching "legal" ESL within business entities in 1985 and recently received his TESOL certificate from his alma mater Irvine University. Mr. Sanchez will commence his MATESOL during the 2012 summer session.

## **MASSAGE THERAPY PROGRAMS**

Kingston University is approved to offer three program options in massage therapy training based on the total number of training clock hours required for completion of the options. The three program options are Massage Therapist 300-Hour Program, Massage Technician 600-Hour Program and Massage Technician 1000-Hour Program.

Students may choose a program with reference to meeting governmental licensing requirements. For example, the State of California has passed new legislation in 2008 for voluntary registration of qualified massage therapists. Effective September 1, 2009, students who complete a minimum of 500 hours of training from a state approved institution will be issued a Certified Massage Therapist Certificate by the California Massage Therapy Council (CAMTC). Although certification remains voluntary in California as of date, graduates may not be able to secure a job offering without presenting a proof of certification issued by the CAMTC.

Students who wish to develop a career in other states may be required to pass National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) administered by non-governmental NCBTMB which requires applicants to have completed a minimum of 500 hours of training from an approved school.

As the massage therapy industry and relevant authorities/agencies are moving towards requiring or in favor of candidates who have completed a minimum of 500 hours of training, the University currently focuses on offering the Massage Technician 600-Hour Program and the Massage Technician 1,000-Hour Program to help graduates securing career placement.

### **Program Approvals**

Kingston University is approved by both CAMTC and NCBTMB.

- California Massage Therapy Council (CAMTC) certifies graduates of Kingston University who completes massage therapy training programs of 600 hours or higher as California Certified Therapist. For information about certification, students may contact CAMTC at:

#### **California Massage Therapy Council**

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
Phone: (916) 669-5336  
Fax: (916) 444-7462  
Website: [www.camtc.org](http://www.camtc.org)

- National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) approves graduates of Kingston University who complete massage therapy training programs of 600 hours or higher for taking NCETMB. Upon passing the exam, students become NCBTMB Certified Massage Therapist. Students may obtain additional information from NCBTMB at:

#### **National Certification Board for Therapeutic Massage and Bodyworks**

1901 South Meyers Road, Suite 240  
Oakbrook Terrace, IL 60181  
Phone: (630) 627-8000  
Website: [www.ncbtmb.org](http://www.ncbtmb.org)  
Email: [info@ncbtmb.org](mailto:info@ncbtmb.org)

## **Professional Association**

Kingston University is affiliated with American Massage Association (AMTA) as a member of its Council of Schools (COS) and adheres to AMTA's national standards for Massage Therapists established by the association.

## **Career Options**

Upon completion of the courses, a student will be prepared to enter the massage therapist job market in the fields of, but not limited to, the following areas: chiropractic, physical therapy, orthopedic rehabilitation clinics, health spas, hotels, beauty salons, medical, private practice/free lancing, sports medicine, or education.

## **Program Objectives**

Graduates of the University's Massage Therapy Training Programs will achieve the followings:

- Be able to competently apply state-of-art therapeutic massage modules within the scope of practice defined by local, state or national authority.
- Be capable of designing an effective therapeutic massage program based on indications and contraindications of massage techniques.
- Treat patients with respect, compassion and dignity and observe strict patient confidentiality at all time.
- Explain and educate patients and the public in professional and friendly language and gesture in order to effectively enhance the community wellbeing with quality care and service.
- Understand and communicate with other healthcare professionals so that an appropriate and informed referral of patients to other healthcare professionals can be made promptly when necessary.
- Continuing professional education development and practice enhancement as a lifelong career commitment
- Perform to the highest ethical standards and professional conducts

## **Massage Technician 600 Hours Programs**

The program provides students with extensive training in a broad spectrum of massage skills and advanced knowledge needed to practice massage in most jurisdictions requiring a minimum of 500 hours of training for licensure as a massage therapist. Upon completion of the program, students will also meet the requirements to become a Certified Massage Therapist by the standard of California Massage Therapy Council, and for taking the National Certification Examination for Therapeutic Massage and Bodywork administered by the National Certification Board for Therapeutic Massage and Bodywork. The student may complete the program in six months.

### **- Program Outcome**

In this program, the student will build professional skills in Swedish Massage, Body Awareness, Sports Massage, Therapeutic Stretching skills, Deep Tissue Massage, Myofascial Trigger Points massage, Rotator Cuff solutions, Chair Massage, Reflexology, Lymph Drainage therapy and Oriental massage techniques. At the completion of the courses, the student should be able to:

1. Understand the human body system with knowledge of anatomy, physiology, kinesiology and pathology.
2. Know benefits of massage, and general massage indications and contraindications.
3. Know body awareness and demonstrate basic skills in a massage practicum.
4. Explain and use skills in Swedish massage, deep tissue massage, lymph drainage therapy and perform a full 60-minute body massage.
5. Perform myofascial release and trigger points technique
6. Know palpitation series
7. Demonstrate therapeutic stretching skills
8. Know rotator cuff solutions
9. Demonstrate skills of chair massage
10. Perform reflexology treatment on the foot
11. Demonstrate application of aromatherapy and chakra
12. Know basic business skills and management and professional ethics and standards.
13. Apply verbal and non-verbal communication skills
14. Know basic hygiene and nutrition
15. Demonstrate CPR and First Aid training
16. Know and perform other non-western massage techniques including acupressure and basic cupping technique

- **Completion Requirement**

1. Course and Training Hour Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Contact Clock Hour</u>
MT1030	Basic Hygiene and Nutrition	8
MT1040	CPR and First Aid Training*	8
MT1300	Business Management and Ethics	10
MT2000	Human Body System, Anatomy, Physiology and Kinesiology	140
MT2010	Pathology	50
MT2020	Assessment for Bodywork	20
MT2100	Massage Practicum	60
MT2110	Swedish Massage and Lymph Drainage	80
MT2120	Chair Massage	20
MT2130	Sports Massage and Therapeutic Stretching	70
MT2140	Reflexology	20
MT2150	Deep Tissue Massage and Applications	80
MT2180	Aromatherapy and Chakra	10
MT2190	Hydrotherapy and Heat/Cold Therapy	4
MT2200	Acupuncture Meridian Theories and Points	20
	<b>Total</b>	<b>600</b>

\*to be taken at other training/education institution

2. Examination Requirements

Students must satisfactorily pass the following tests:

- (i) a comprehensive written test covering MT1030, MT1300, MT2000, MT2010, MT2020 and MT2190
- (ii) a written test in MT2200
- (iii) performance tests to demonstrate competency in each massage skill module training
- (iv) all other tests as required by the instructors

### **Massage Technician 1,000-Hour Program**

This program will provide training for a student to become an advance massage therapist. The program will provide in-depth training in the human body system, physiology, pathology as well as various advance massage therapy techniques in both western and non-western massage therapy applications. Students will be exposed to extensive clinical studies of individual cases and be able to explain the theories of massage therapy and develop therapy plans tailoring to individual client's needs upon professional assessment of the clients. Students may complete the program in ten months on a full-time study basis.

#### **- Program Outcome**

At the completion of the program, the student should be able to demonstrate the followings skills and/or knowledge objectives:

1. Understand the human body system with knowledge of anatomy, physiology, kinesiology and pathology.
2. Know benefits of massage, and general massage indications and contraindications.
3. Know body awareness and demonstrate basic skills in a massage practicum.
4. Explain and use skills in Swedish massage, deep tissue massage, lymph drainage therapy and perform a full 120-minute body massage.
5. Perform myofascial release and trigger points technique
6. Know palpitation series
7. Demonstrate therapeutic stretching skills
8. Know rotator cuff solutions
9. Demonstrate skills of chair massage
10. Perform reflexology treatment on the foot
11. Demonstrate application of aromatherapy and chakra
12. Know basic business skills and management and professional ethics and standards.
13. Apply verbal and non-verbal communication skills
14. Know basic hygiene and nutrition
15. Demonstrate CPR and First Aid training
16. Know and perform other non-western massage techniques including acupressure and basic cupping technique
17. Be able to perform self care exercises for promoting healthy and prolong professional career
18. Know basic business management and professional ethics and standards.
19. Use verbal and non-verbal communication skills.
20. Know basic hygiene and nutrition.
21. Demonstrate CPR and First-Aid skills.
22. Provide a broad scope of massage therapy treatments including palliative care to benefits the needed

23. Perform facial rejuvenating massage
24. Demonstrate skills in performing Oriental massage techniques such as Thai massage, Tuina, and the seven major chakras.
25. Competent in explaining theories of massage therapies and develop therapy plans for clients tailoring to the needs of individual clients.

- **Completion Requirements**

1. Course and Training Hour Requirements

<u>Course No</u>	<u>Course Title</u>	<u>Contact Clock Hour</u>
MT1030	Basic Hygiene and Nutrition	8
MT1040	CPR and First Aid Training*	8
MT2000	Human Body System, Anatomy, Physiology and Kinesiology	140
MT2010	Pathology	50
MT2020	Assessment for Bodywork	20
MT2100	Massage Practicum	60
MT2110	Swedish Massage and Lymph Drainage	80
MT2120	Chair Massage	20
MT2130	Sports Massage and Therapeutic Stretching	70
MT2140	Reflexology	20
MT2150	Deep Tissue Massage and Applications	80
MT2180	Aromatherapy and Chakra	10
MT2190	Hydrotherapy and Heat/Cold Therapy	4
MT2200	Acupuncture Meridian Theories and Points	20
MT1300	Basic Business Management and Ethics	10
MT3110	Facial Rejuvenating Massage	40
MT3120	Herbology and Essential Oils	10
MT3130	Massage for Sports Injury	40
MT3150	Massage for Pregnancy and Baby	30
MT3170	Lomi Lomi Massage	20
MT3210	Acupressure and Tuina	40
MT3220	Energy Work for Massage Therapist	30
MT3230	Thai Massage	40
MT3250	Chakra and Hot Stone Massage	20
MT3300	Massage and Spa Industry	20
MT3140	Massage for Palliative Care	30
MT3100	Advance Massage Practicum	80
<b>Total</b>		<b>1,000</b>

\*to be taken at other training/education institution

2. Examination Requirements

Students must satisfactorily pass the following tests:

- (i) a comprehensive written test covering MT1030, MT1300, MT2000, MT2010, MT2020 and MT2190
- (ii) a written test in MT2200
- (iii) performance tests to demonstrate competency in each massage skill module training
- (iv) all other tests as required by the instructors

### 3. Course Descriptions

#### Course Numbering System in Massage Therapy Programs

- Course Code Identification System

Code	Course Classification
MT	Massage Therapy

- Course Numbering System

Course Number	Description
1000–2990	600-Hour Program Courses
3000–3990	1000-Hour Program Courses

#### **MT1030 Basic Hygiene and Nutrition - 10 Hours**

This course will train student to understand hygienic standards. Students will also discuss basic elements of nutrition and the digestive system, including an overview of food components, and the impact on and prevention of disease through nutrition.

Prerequisite: none.

#### **MT1300 Basic Business Management and Ethics – 10 Hours**

This interactive class covers a wide range of topics including getting licensed, producing advertisements, creating a business plan, developing a business identity, building and maintaining a client base, and guidance for long-range planning for the self-employed. It also covers the practical aspects of bookkeeping, creating a personal and business budget, professionalism, taxes, insurance billing, and the new privacy acts in the health care profession.

Students also learn the professional standards of the field in practice. In Ethics, students will learn legal, ethical, client confidentiality and personal conduct issues connected with massage therapy as a profession while observing professional standards in practice.

Prerequisite: none.

#### **MT2000 Human Body System and Anatomy, Physiology and Kinesiology - 140 Hours**

This is a course that covers in-depth anatomy and physiology with detail knowledge in the complete body system, including the Skeletal, Muscular, Nervous, Integument, Circulatory, Respiratory, Endocrine, Immune system, Digestive, Urinary and the Reproductive System. Pathological considerations, interrelationships of systems, pain and injury are also introduced. Students also gain advance knowledge in kinesiology/body mechanics such as the actions of individual muscles/muscle groups, types of muscle contractions, joint movements, movement patterns and proprioception. Students also learn to palpate bones, muscles and ligaments introduced in the course.

Prerequisite: none.

#### **MT2010 Pathology - 50 Hours**

Students are introduced to diseases of the body systems medical terminology involved in pathological context, modes of contagious disease transmission, signs and symptoms of disease, psychological and emotional states, effects of life stages, effects of physical and emotional abuse and trauma, factors that aggravate or alleviate disease, physiological healing process, indication and contraindication of massage therapy related to the pathological symptoms, principles of acute versus chronic conditions, stages/aspects of

serious/terminal illness, basic pharmacology concepts, approaches used in Western medicine and Asian medicine by other health professionals. Pathological conditions of human body systems and related indications and contraindications of massage therapy are discussed.  
Prerequisite: Concurrent study with MT2000.

**MT2020 Assessment for Bodywork – 20 Hours**

Students learn assessment methods and areas for assessment as therapeutic massage professionals. Topics of study also include range of motion assessment, somatic holding patterns, posture analysis, structural and functional integration, ergonomic factors, effects of gravity, proprioception of position and movement. Students also learn various ways to keep assessment records including writing SOAP notes.  
Prerequisite: none, concurrent study with MT2000 and MT2010.

**MT2100 Massage Practicum – 60 Hours**

This is a massage internship course which provides students opportunities to apply knowledge they learn from the MT2000's series courses and perform massage skills on customers or patients who visit Kingston University clinic. By exposing to the clinic environment, students get the first hand experience of carrying out the entire routine process in a professional setting, from customer/patient communication and consultation, write up of SOAP notes, performing massage treatment, to keeping clinical records and maintaining treatment room ready for subsequent treatment session.

While enhancing their hands-on massage skills learned from the MT2000's series courses during the practicum training, students also gain experience in working with a variety of body types and physical conditions. Through the entire course of therapy, they build up their confidence and competency in working with the general public.

Supervised practice hours for fulfilling massage practicum training at clinic are unpaid.

Prerequisite: Completed specific skill training module(s) required for performing the massage techniques at the clinic

**MT2110 Swedish Massage and Lymph Drainage – 80 Hours**

As the first course to start the skill training in the Massage Technician 600-hour program, the class will begin with an introduction to students on the history and benefits of massage therapy as the natural healing technique; contradictions of massage therapy; professional boundry and code of ethics; and communication skill training.

During the skill training, students will start by learning hygiene precautions and technique, self-care warm-up and stretching exercises such as yoga practice, the setup of rooms and table, draping of client during massage; bolstering technique; classic and fundamental strokes in Swedish Massage which covers effleurage, petrissage, friction, tapotement, and vibrations. Students will also learn the functions of the lymphatic and immune systems, and their roles in maintaining optimal health. It will introduce a treatment protocol for the front of the body, starting with hands-on therapy, to enhance the immune system functions, leading to tissue regeneration.

Prerequisite: MT2000 or its equivalent.

**MT2120 Chair Massage – 20 hours**

In addition to basic chair massage techniques for alleviating counter-productive tension found frequently in office and high stress situations, this class includes discussion of the benefits and the business of chair massage, selection of massage chairs, developing chair massage programs meeting time constraint and budget of clients, and proper body mechanics to satisfy the needs of the client without tiring the therapist.

Prerequisite: MT2000 and MT2010.

**MT2130 Sports Massage and Therapeutic Stretching – 70 Hours**

Students will learn to use the knowledge and skill of massage therapy to prepare an athlete for competition with invigorating, stimulating massage and stretching techniques, and also to help improving an athlete's performance. Subsequently, students will learn the best methods for jumpstarting the recovery of a post-event athlete, including breaking down lactic acid and cramp release. Techniques to help alleviate pain and discomfort of muscles group in rotator cuff are also covered.

Students will also learn various methods of facilitating stretching and self stretching techniques, assessment of tight muscles and restricting connective tissues. This is gentle, pain relieving work for the body. These stretching techniques may be incorporated in a Swedish/Deep Tissue massage and other massage modules.  
Prerequisite: MT2000, MT2110.

**MT2140 Reflexology – 20 Hours**

This class covers the history, principles and contraindications of Reflexology, and the theory of reflexes and zones. Students will study the anatomy of the foot, and learn thumb and finger techniques. Students will learn a relaxation technique and the practical application of the most important parts of the body found on the feet.

Prerequisite: MT2000 and MT2010.

**MT2150 Deep Tissue Massage and Applications – 80 Hours**

Students are introduced to massage techniques that work on deeper layers of muscles in this course. Techniques to cover include Deep Tissue Massage, Myofascial Therapy and Trigger Points Release. Students will also learn methods of locating tender spots in tight muscles, which are often reasons related to headaches; aching shoulders, arms and legs; and certain autonomic phenomena so that proper massage techniques can be applied to help alleviate the pain.

Prerequisite: MT2110.

**MT2180 Aromatherapy and Chakra – 10 Hours**

This is an introductory course on aromatherapy and Chakra. Students will learn the history and production of essential oils, how they are used today, contraindications, buying and storing, and a beginner's guide to selecting and blending. The seven major Chakra will also be introduced in conjunction with application of aromatherapy.

Prerequisite: MT2000 and MT2010.

**MT2190 Hydrotherapy and heat/cold therapy – 4 Hours**

Water, in its various forms, continues to be employed to enhance the health and well-being of individuals and can be used to add therapeutic value to massage therapy. This course concentrates on the external therapeutic use of water and the application of heated or cooled water for use in specific indications. Contraindications are also introduced in the discussion.

Prerequisite: MT2000 and MT2010.

**MT2200 Acupuncture Meridian Theories and Points - 20 Hours**

This is an introductory course of theories of Traditional Acupuncture Meridians. Topics cover the origin of Meridians, formation and development, pathway and composition of the Twelve Meridians and Eight Extra Meridians, their collaterals, distribution of muscular and cutaneous regions. Students will understand Asian philosophical Ying-Yang aspects, the Gen Jie, Biao Ben, Qi Jie and Four seasons of Acupuncture Meridians and physiological functions, the principles of application in traditional Acupuncture medicine.

Prerequisite: MT2000 and MT2010.

**MT3100 Advance Massage Practicum – 70 Hours**

In this advanced level of supervised practice training, students will integrate skills learned in the advanced massage courses in the 300's series in providing massage therapy to clients. Students will be enhanced in skills for developing psychological and physical dynamics of practitioner/client relationship, educating

clients, design and planning of therapy programs involving multiple sessions, communication with other healthcare professionals and business skill practices. Case study approach is integrated in the class along with group review and discussion as part of the training to prepare students for independent research and professional development. Students may also learn additional massage therapy techniques.

Supervised practice hours are unpaid.

Prerequisite: all MT3000's series courses

### **MT3110 Facial Rejuvenating Massage – 40 Hours**

The course introduces students to a precise healthcare modality working systematically on the face by following meridian theory and lymphatic system. The facial rejuvenating massage releases deep tension in the face and free layers of muscles and connective tissue so that there is space for muscles to relax and the microcirculation to be opened, which helps the tissue glide smoothly over deeper layers of muscle. Consequently, it helps prevent new tension lines and wrinkles from appearing, as well as diminishing the existing ones and hence slow down the aging process. With the gentle massage to the face, headache, anxiety, and fatigue are also released.

Students will begin with a review of bones and muscles of the face and functions of facial muscles. Students will learn delicate massage techniques which involve Swedish massage strokes, lymph drainage techniques, acupressure points and meridian knowledge. These techniques will rejuvenate the face with muscle tone and skin complexion, and boost energy. Precaution measures for performing facial massage are also covered in the training.

Prerequisite: MT2000, MT2010, MT2110, MT2200.

### **MT3120 Herbology and Essential Oils – 10 Hours**

Students are introduced to the classification and identification of herbs followed by cultivation and application of herbs in natural healing contexts such as Oriental Medicine and Massage Therapy. This course also introduces students to chemical properties of oils and trains students in techniques of blending essential oils which are selected based on the needs of treatment and chemical characteristics of the oils.

Prerequisite: MT2000 and MT2010.

### **MT3130 Massage for Sports Injury – 40 Hours**

Students will learn to induce a change in the structure and function of the neuromusculoskeletal soft tissue to promote healing of the whole person. Students will understand the structure, function, dysfunction and injury of soft tissues involved in most pain and disability in the body in order to reach specific treatment goals for orthopedic conditions.

Prerequisite: MT2000, MT2010, MT2110, MT2130.

### **MT3140 Massage for the Palliative Care – 30 Hours**

This course is designed with focus on providing massage therapy to people of special needs such as seniors, hospital patients, patients with cancer undergoing medical treatment. Along with traditional therapeutic techniques, students will learn how to incorporate supportive and palliative care for oncology patients into their application of the art and science of massage therapy. Students will learn the skills necessary to discover and maintain their own personal boundaries / comfort zone, communicate effectively with this special population, assess the patient's needs, and apply their skills through hands-on practice with modifications.

Prerequisite: MT2000, MT2010, MT2110, MT2190, MT2200

### **MT3150 Massage for Pregnancy and Babies – 30 Hours**

Massage is a soothing and beneficial therapy during both the prenatal and post-delivery period. Students will learn the anatomy and physiology of pregnancy throughout each trimester, pre-cautions, safety issues and contraindications to massage during pregnancy, proper draping and positioning of pregnant client for

comfort and safety, develop a one hour side-lying routine with emphasis on alleviating some minor discomforts of pregnancy, and marketing techniques to attract clientele.

Massage helps women recovering from birth delivery, strengthen the touch sense of the baby and stimulate sense of love. Students are introduced pre-cautions, proper draping and positioning of babies during massage therapy, and application of massage techniques. This course is especially helpful to those who have or prepare to have babies as this massage course helps strengthen the bond between the baby and mother.

Prerequisite: MT2000, MT2010, MT2110.

### **MT3170 Lomi Lomi – 20 Hours**

An ancient Polynesian healing technique covering a broad area of the body and works,. Lomi lomi massage is given in fluid,rhythmic motion using the forearms as well as the hands. Some people have described this as feeling lie gentle waves moving over the under body and full body strokes also help to free the energy, make the body soft, promoting free and abundant flow of life energy in the recipient. Students will practice its characteristic large and broad strokes, as well as two-handed stokes that enlist the forearms and elbows to encourage the continuous flow of love and harmony. Students will also learn to practice quiet prayers to request effective healing before beginning this Loving Hand Massage technique and incorporate techniques from other massage modalities during the session.

Prerequisite: MT2000, MT2010 and MT2110.

### **MT3210 Introduction to Tuina – 40 Hours**

This course will train basic manual finger, thumb, palm and elbow pressure techniques and oriental medicine therapeutic massage. The manipulation methods applied to pain areas elicit a therapeutic reaction, relieve pain syndromes in disorders of neuromuscular systems and connective tissues which ultimately improve circulation, venous and lymphatic drainage, and help to maintain and improve normal physiological mechanics.

Prerequisite: MT2000, MT2010 and MT2200.

### **MT3220 Energy Work for Massage Therapist – 30 Hours**

Massage therapists are at risk for repetitive motion injuries due to the stress giving massage puts on their bodies. Self care and burnout prevention are the crucial components of sustaining professional career life of massage therapists. Tai Chi exercise is known to promote somatic-visceral health and longevity. Therefore, as part of the self-care training course series which include MT213, therapeutic stretching techniques for pre and post massage session self care, students learn to practice Tai Chi in this energy exercise course to enhance and regulate their Qi (energy) circulation and to ultimately help then maintaining a healthy balance between productivity and their overall health. Topics and exercises to cover include Chinese classic holistic meditation, guiding with emphasis on meridian theories and Chinese philosophy of Qi promoting body movement, practice of self defense and subtle body energy flow. and experiencing the promoting effect of Tai Chi exercise on somatic-visceral health life and longevity.

Prerequisite: none

### **MT3230 Thai Massage – 40 Hours**

Thai Massage is a special massage technique that involves intensive interaction between the therapist and client. It is a fusion of of Buddhist spiritual practice and Indian Ayurvedic bodywork. It combines yoga techniques and the spiritual commitment of working with "loving kindness". Working intuitively and without judgement in this way supports our body's natural inclination to heal itself. Thai massage is a powerful form of energy rebalance and physical massage. Students will learn rhythmic pressing and stretching on the client's entire body, including pulling fingers, toes, ears, cracking the knuckles, walking on the recipient's back, and arching the recipient's into cobra position. Students will integrate yoga into the practice of Thai massage and place clients into many yoga-like positions on the floor while performing massage. Students also learn to use their legs and feet to fixate the body or limbs of the client.

Prerequisite: MT2000, MT2010, MT2200, MT2110, MT2120, MT2130, MT2140, MT2150

**MT3250 Chakra and Hot Stone Massage – 30 Hours**

Students are introduced to the ancient Indian medication and the seven major Chakra. Topics to cover include location of the chakra, its association in emotion control and color. In hot stone massage application, students learn to appreciate the natural energy stones may bring to healing and the use of warm stones to the body, either in a stationary position, or used as “gliding tools” along with oil

Prerequisite: MT2000, MT2010, MT2110

**MT3300 Massage and Spa Industry – 20 Hours**

SPA is one of the most popular industry where massage therapy is most demanded. In this course, students will gain an insight to SPA concept and design; history and development of SPA; various type of SPA and components and how massage therapy is integrated into the services. Visits to selected SPA operation may be arranged to help students prepare for their career in the field. Other topics to cover include overview of relevant law and regulations; structure and organization including human resource management; customer services and database; SPA promotion and marketing, and SPA services trend.

**FACULTY****Bang, Sunil, L.Ac.**

MS in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA  
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China

Mr. Bang has been focused on developing orthopaedic acupuncture and tuina treatment skills since he was studying in China in 2002. He teaches students in massage therapy training programs to understand the fundamental concepts in meridian theories, acupressure points and the Chinese massage techniques, Tuina and cupping.

**Choi, Woo Hee, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA  
Bachelor of Medicine, Beijing University of Traditional Chinese Medicine, Beijing, China

Miss Choi is assigned as the instructor for fundamental theories in Oriental Medicine, Acupuncture and Herbology classes.

**Han, Seong Soo, L.Ac.**

M.S. in Acupuncture & Oriental Medicine, South Baylo University of Oriental Medicine, Anaheim, CA  
Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China  
BS, Dae-gu Traditional Korean Medicine University, Dae-Gu, Korea

Mr. Han has broad clinical experience acquired from China, Korea and US. He is assigned as an instructor for his specialty in Chinese herbs, herbal prescriptions and Chinese Internal Medicine courses. Mr. Han also serves as the Dean of Kingston University’s Oriental Medicine program and the Herb Dispensary Manager at the University herbal pharmacy. He leads students in massage therapy training programs to understand the fundamental concepts in meridian theories, acupressure points and the Chinese massage techniques, Tuina and cupping.

**Hsieh, H. Hong, L.Ac.**

Doctor of Acupuncture Medicine, Asian American Acupuncture Medical University, San Diego, CA  
Doctor in Medicine, Universidad Central del Este, Santo Domingo, Dominican Republic

Bachelor in Medicine, Taipei Medical University, Taiwan  
Military Surgeon, Military Health Service College, Taiwan

Dr. Hsieh has been dedicating to the education of Acupuncture and Oriental Medicine since 1985. His advocate in education led him to establish Kingston University 2003. Dr. Hsieh helps students in the University's Oriental Medicine and Massage Therapy programs gain an insight to the western medicine field from which students build their alternative medicine specialty. Subjects Dr. Hsieh covers include anatomy, physiology, pathology, indications and contraindications, and assessment skills.

### **Hsiao, Ming Hua**

Certified Massage Therapist, California Massage Therapy Council  
Certificate of Completion, Massage Therapy 600-hour Program, Kingston University, CA  
Certificate of Completion, Massage Therapy 1000-hour Program, Kingston University, CA  
Technician Certificate, Class C in Beauty Therapy, Republic of China  
B.S. in Agriculture, National Taiwan University, Taipei, Taiwan  
A.A. in Nursing & Midwifery, Meiho Institute of Technology, Pingtung, Taiwan

Ms Hsiao developed her passion for massage therapy when she was being trained as a nurse in Taiwan and has since practiced massage therapy till date. Ms Hsiao teaches a broad range of massage techniques including Swedish massage, Deep Tissue massage, Lymph Drainage technique, Reflexology, Chair massage, facial massage, Thai massage, and many others.

### **Momoi, Kohei**

Certified Massage Therapist, California Massage Therapy Council  
Certified Massage Therapist, National Certification Board for Therapeutic Massage & Bodyworks  
Certificate of Completion, Massage Therapy 600-hour Training Program, Kingston University, CA  
A.A, Physical Therapist Assistant Program, Cerritos College, Cerritos, CA  
B.A, Pre-Physical Therapy, California State University, Dominguez Hills, CA

Mr. Momoi integrates his physical therapy and kinesiology background training into unique presentation of massage therapy instructions at Kingston University. In practice, Mr. Momoi is specialized in sports massage and clinical applications of various massage techniques, both in medical setting and luxurious spa environment. He also covers anatomy and kinesiology subjects in his teaching.

### **Sanchez, G. Anthony Jr.**

Juris Doctorate, Irvine University College of Law, Cerritos, CA  
Bachelor in Law, Irvine University College of Law, Westminster, CA

United States Army Volunteer Award in support of service men and women - legal issues.

Mr. Sanchez has over 20 years of teaching experience and currently teaches law related courses of various levels at both professional law schools and other colleges, and under the MBA program at Kingston University. Mr. Sanchez helps students enrolled at Kingston University's massage therapy program understand professional ethics and boundary issues to ensure graduates from the University's massage therapy programs comply with regulations and laws.

### **Tsai, Ching Tzu**

Technician Certificate, Class B in Beauty Therapy, Republic of China  
Certified Massage Therapist, Esalen Institute, California, 2001

Ms Tsai has extensive experience as instructor as well as practitioner in the field of massage therapy since 1999. She brings unique trainings to Kingston massage therapy training programs from Taiwan, Singapore, Philippines and the US.



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