

2015

School Catalog



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www.sochi.edu



Welcome...

Being that we are in the entertainment capital of the world, I am often reminded by one of Hollywood's greatest entertainers, Walt Disney, as he said, "all our dreams can come true, if we have the courage to pursue them." I would like to take a moment to applaud you for having the courage to pursue your dreams.

Since 1996, IPPT Career School, now known as Southern California Health Institute (SOCHi), has been dedicated to helping students achieve their dreams by providing a quality education which prepares students for careers in the health and wellness community. SOCHi graduates go on to work as massage therapist, physical therapy aides, and personal fitness trainers.

SOCHi offers an education that challenges, inspires, and provides students with the opportunity for success. Our integrated massage therapy, physical therapy aide, and personal fitness trainer curriculum is designed to offer the best of all worlds; a combination of academic rigor, practical application of theory, and service learning.

The SOCHi experience is more than what happens in the classroom. Students have the opportunity to take part in the community to discover their passions, refine their goals and develop their character.

On behalf of our faculty and staff, I would like to once again welcome you to Southern California Health Institute (SOCHi) in the NoHo Arts District.

Sincerely,

Nataliya Berchenko

President, Southern California Health Institute (SOCHi)

Catalog & Changes

This catalog is current as of the time of publication. Southern California Health Institute (SOCHi) reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff and the school calendar. SOCHi publishes a catalog addendum to announce changes to any provisions of this catalog. Additionally, a change in policy notification is made to students via the student portal. All policies and procedures in this catalog apply to all students attending either the main campus or learning site.

Perspective students are encouraged to review this catalog prior to signing an enrollment agreement. Perspective students are also encouraged to review the school performance fact sheet, which must be provided prior to signing an enrollment agreement.

Photographs

All photographs are the exclusive property of Southern California Health Institute (SOCHi) and are an accurate representation of the school, equipment, and other representations, as of the publication date of this catalog.

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Contacting Southern California Health Institute (SOCHi)

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Learning Site: 10950 Sherman Way | Burbank | California 91505

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Toll Free: (888) 988-4778

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Southern California Health Institute

About Us

In 1996, Southern California Health Institute (SOChi), then known as the institute of professional practical therapy opened its doors in Los Angeles, California. Then, in 2008 the institute was relocated to Vineland Avenue in North Hollywood, California and became IPPT career school, which for years prior was the more frequently used name for the school. In 2010, the school was honored to be granted accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS). And, in 2011, the institute became officially named Southern California Health Institute (SOChi) and relocated once again to its current campus in the NOHO Arts District of North Hollywood, California which is approximately eleven miles from downtown Los Angeles. The campus occupies 21,000 square feet of classroom, lab and administrative space. The campus provides a healthy and comfortable learning environment. All massage, physical therapy aide and personal fitness trainer related equipment is located on the premises of the campus.

School Mission

Southern California Health Institute's (SOChi) mission is to provide quality allied health programs in an environment of scholastic learning to produce empathetic and compassionate allied health workers, dedicated to the ethical and social principles of the profession and committed to a lifetime of continued learning.

Objectives

- To develop each students' understanding of the information and language specific to his/her healthcare field.
- To provide students with all the materials, faculty and administrative support needed to successfully complete their certificate.
- To encourage and foster the value of life-long learning in our students.
- To provide students with the most up-to-date and comprehensive information available in their field of study.
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.

SOChi Learning Site

SOChi provides instruction for selected courses at its learning site located at 10950 Sherman Way, Burbank, CA 91505. The learning site is located approximately less than 3 miles from the main campus. Services such as, admissions, financial aid, job placement assistance, and other student services are only provided at the main campus.

Approvals & Authorizations

Authorizations

Southern California Health Institute (SOCHi) was granted institutional approval in 1996 from the Bureau for Private Post-Secondary Education (BPPE) pursuant to California Education Code, Article 9, Section 94915. Southern California Health Institute's school code number is 1925331. The Bureau's approval means that the institute and its operation comply with the required standards established under the law for occupational instruction by private post-secondary educational institutions. Southern California Health Institute (SOCHi) is not a public institution. The school is a privately owned vocational school.

SOCHi's curriculum is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB). Southern California Health Institute (SOCHi) is also approved by NCBTMB to offer continuing education courses.

Southern California Health Institute (SOCHi) is approved by the California State Board of Chiropractic Examiners, the California State Acupuncture Board, and the California State Board of Registered Nursing, as a continuing education provider for the respective healthcare professionals. SOCHi is approved by the state of California Workforce Investment Board to provide workplace training for eligible individuals. The California Department of Education describes the program as follows: "the purpose of the Workforce Investment Act

(WIA) is to provide Workforce Investment Activities that increase the employment, occupational attainment, and retention and earnings of participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy... WIA adult funds provide services to all adults plus specialized training and other services to economically disadvantaged adults facing serious barriers to employment. Dislocated worker funds provide rapid response services to workers affected by plant closures and layoffs, industry retraining, and readjustment services." Sochi is authorized to accept veteran's benefits (Montgomery G.I. Bill) for those students who qualify.

Accreditation

Southern California Health Institute (SOCHi) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award a certificate credential. The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE Suite 980

Washington, DC 20002-4241

(202) 336-6780

www.acics.org

Memberships & Other Affiliations

SOCHi maintains memberships and affiliations with various organizations. The following is a list of some of the organizations that SOCHi is a member of or affiliated to:

- CAPPS
- BBB
- ABMP
- AMTA
- NCBTMB

Statement of Ownership

Southern California Health Institute is owned by IPPT Career School Inc. with principle offices located at 5200 Lankershim Boulevard, North Hollywood, California 91601. The executive officer of IPPT Career School Inc. is Nataliya Borchenko, President.

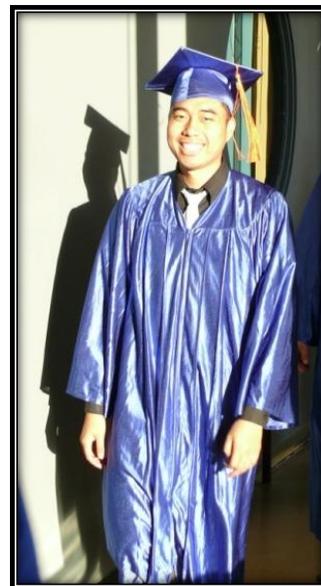
Student Notifications

as of the publication of this catalog (and current addendum) Southern California Health Institute does not have pending a petition in bankruptcy, is not operating as a debtor in possession, has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq.).

Southern California Health Institute currently participates in the following federal student financial aid programs as administered by the

U.S. Department of Education federal student aid office:

- Federal PELL Grant Program
- Federal Family Education Loan Program
- Federal Direct Student Loan Program
- Federal Perkins Loan Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work-Study Program
- Academic Competitiveness Grant and National Science and Mathematics Access to Retain Talent Grant Programs
- Iraq and Afghanistan Service



Admissions Requirements

General Admissions Requirements

Southern California Health Institute processes applicants on a rolling basis. Unless otherwise specified, applicants will be considered for the next scheduled start date prior to applying for, and being accepted for admission to the school. All applicants are required to meet with an admissions representative for a personal interview and a tour of the school.

All applicants that meet the following requirements will be admitted as a regular student:

- Complete an interview and tour of the school with an admissions representative.
- Complete an Application for Admission
- Complete an Enrollment Agreement
- Be a high school graduate or have a general educational development (GED) certificate
- Complete a Statement of Health
- Complete a FERPA Disclosure (enclosed in the enrollment agreement)
- Complete a Photo/Video Release Form
- Deemed to be compatible with the mission of the campus



Statement of Nondiscrimination

Southern California Health Institute admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. This policy of nondiscrimination applies to, but is not limited to, the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans With Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-a)

Concerns regarding discrimination in any form can be directed to the office of the campus director of Southern California Health Institute.

Denial of Admission

SOCHi reserves the right to deny admission to any applicant for reasons including but not limited to:

- Failing to meet the stated entrance requirements.

- Lacking the physical capacity to perform massage and/or physical therapy related work.
- Being unable to meet financial obligations to the school.
- Exhibiting a lack of motivation.
- Incompatible with massage education philosophy.
- Lacking the professional attitude or maturity required.
- Lacking the ability to benefit from an education in massage, physical therapy modalities and/or personal fitness training.
- Displaying unethical behavior during the admissions interview.

In the case when SOChi denies admission, the decision is made by the director of admissions. An appeals process is available for individuals seeking to enter the institution after admission has been denied. Please contact your admissions counselor for further details.

Re-Admission

Students who previously attended Southern California Health Institute and choose to return will be subject to the admissions policy in effect at the time in which they reenter. Previously enrolled students who intend to be readmitted after 180 days from their last date of attendance must adhere to the admissions policy in effect at that time. Those students, who intend to reenter within 180 days from their last date of attendance, please refer to the re-entering student policy in this catalog.

Articulation Agreement

Southern California Health Institute does not currently engage in articulation agreements with any other school, college or university. Please see the “Transferability of Coursework” policy on page 20 of this catalog for more information regarding transfer of coursework out of, or into, Southern California Health Institute.

BPPE Essentials

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.

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

2535 Capitol Oaks Drive, Ste. 400

Sacramento, Ca. 95833

Toll free phone: 888.370.7589

Fax: 916.263.1897

Website: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the bureau for private postsecondary education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

Southern California Health Institute issues a new catalog annually. Occasionally, as policies get updated, the changes will be reflected in the catalog addendum. Students become notified of any such changes through the student portal which may be accessed by visiting www.sochi.edu.

English as a Second Language (ESL)

Southern California Health Institute does not provide English as a second language instruction. Students must be proficient in all areas of the English language, including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting successful completion of high school or equivalent.

All courses are taught only in the English language.



General Information

Hours of Operation

Southern California Health Institute holds classes at its main campus at 5200 Lankershim Blvd., North Hollywood, CA 91601, and at its learning site at 10950 Sherman Way, Burbank, CA 91505, between the hours of 8:30 a.m. and 10:30 p.m. Monday through Friday. Administrative office hours are scheduled during normal business hours of between 9:00 a.m. and 8:00 p.m., Monday through Friday at the main campus only. Please refer to posted administrative hours by department as some offices hold hours before and after normal business hours. Any change in the hours of operation will be posted at the campus.

Reasonable Accommodations

Southern California Health Institute will make reasonable accommodations to individuals including auxiliary aids and services to those individuals with a bona-fide disability. Southern California Health Institute will not fundamentally alter the nature of its programs, nor will it provide accommodations that are considered unreasonable and that would significantly alter the programs of study and services that Southern California Health Institute provides students. Requests for auxiliary aids and services to accommodate a disability should be submitted via a written request to the director of education prior to starting classes at Southern California Health Institute.

Internal Grievance Procedures

From time to time, differences in interpretation of school policies will arise among students, faculty or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the campus director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the campus director should be contacted. Normally, the informal procedure of “discussing” the difference (s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within a reasonable timeframe and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution’s grievance procedure the student may file a complaint with Bureau for Private Postsecondary Education:

2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
Toll free phone: 888.370.7589
Fax: 916.263.1897
Website: www.bppe.ca.gov

Notification of Rights – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- Each student enrolled at Southern California Health Institute shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information.
- A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education.
 - Record to fulfill his or her professional responsibility or commitment to the school.
 - Students may request a review of their education records by submitting a written request to the school director. The review will be allowed during regular office hours under appropriate supervision.
 - Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the director of education, with the reason for the requested change stated fully.
 - Directory information is information on a student that the school may release to third parties without the consent of the student. Southern California Health Institute has defined directory information as the student's name, address(s), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must

present such a request in writing to the registrar within 10 days after the date:

- Of the student’s initial enrollment or by such later date as the institution may specify.
 - The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- A student who believes that Southern California Health Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of education.

Catalog Addendum

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty and other updates.

Students Participating in Workforce Investment Act (WIA)

Students participating in the WIA program, please see the WIA addendum for details.

Students Receiving Veterans’ Benefits

Students receiving VA benefits for education, please see the VA addendum for details.

International Students

International students, please see the internal student addendum for details.



School Policies

School Policies

Students are expected to be familiar with the information presented in this school catalog, in



any supplements and addenda to the catalog, and with all published school policies. By enrolling in Southern California Health Institute, students agree to accept and

abide by the terms stated in this catalog and all school policies. In the event that a written policy in this catalog is in conflict with the school enrollment agreement, the enrollment agreement is the binding agreement between Southern California Health Institute and the student.

Student Appearance

Students are required to maintain professional standards of modesty, cleanliness and appropriateness at all times. The professional attire for the SOCHi students is a freshly laundered SOCHi t-shirt and black or khaki bottoms of your choice. Denim is not permitted.

- **Hair** must be clean and neatly kept. Style and length should not interfere with the student's ability to perform massage. Long hair should be tied back as to not interfere with the treatment.

- **Nails** must be kept short, clean and smoothed. Artificial nails are not permitted. Nails should be a neutral color.
- **Makeup and scents** it is recommended that makeup be kept to a minimum.
- Perfumes, oils, and other body scents should also be kept to a minimum.
- **Jewelry** that is dangling or on the hand or wrist must be removed for hands on classes.

Students must practice proper hygiene, maintaining a clean and healthy appearance. Students will be counseled for unprofessional appearance. Failure to comply with dress code standards may result in class dismissal and an absence for that class. Sochi is not responsible for any lost or stolen personal items.

Mobile Devices & Cameras

Cellular telephones, pagers, and all other electronic devices must be turned off during class time to prevent interruption. Any cell phone with a camera must be turned off and put away during class times. No cameras or camera phones can be used during class. It is important to know that any videotaping of classroom or lab instruction is the intellectual property of Southern California Health Institute as well as any part of the curriculum. As such, videotaping of classroom or lab instruction via mobile device or any other technological means

must first be approved by the institution with a written request to the campus director.

Children on Campus

Non students under the age of 18 are not permitted in any SOCHi classes. Children should not be on the premises unattended at any time.

Immunization

Sochi recommends that all students protect themselves and their clients by receiving the immunizations listed below. Externship sites, volunteer opportunities, and student projects may require students to provide documentation of current immunizations.

- Tuberculosis Skin Test (PPD)
- Tetanus/Diphtheria
- Polio
- Measles
- Rubella (or positive titer)
- Chicken pox (if no history of exposure)
- Hepatitis b(or status)

Precautions & Contraindications to Massage Therapy

As an ongoing part of the curriculum, all students must give and receive massage. SOCHi students must (a) be in good health; (b) be physically able to give massage; and (c) be physically able to receive massage. If at any time a student is not able to actively participate in the required hands on portion of the program, he/she must notify their instructor or a school administrator.

Statement of Good Health

Applicants must not currently suffer from any health condition or medical restriction or impairment that would prevent him/her from participating and completing their program of study at Southern California Health Institute.

Pregnancy

Students who become pregnant during the program will need to make special arrangements to complete their program. The student is responsible for contacting the director of education when she learns of her pregnancy. A medical release will be required from the student's health provider before she is permitted to participate in hands on classes.

Modifications will be made once the medical release is provided.

Personal Property

Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no jewelry or watches have been left behind.

Upon request SOCHi may issue lockers and locks to students for use while enrolled at the school. If a student is dismissed or withdraws from the school, the student will have 10 business days from date of termination to collect the contents of



The locker they were issued and turn in the lock. If the student does not do so, the school will open the issued locker and dispose of the contents.

Southern California Health Institute is not responsible for any lost or stolen property.

Non Academic Termination

Southern California Health Institute reserves the right to dismiss a student for any of the following reasons:

- Failure to adhere to the code of conduct
- Behavior that presents a danger to the school, staff, faculty or fellow students on or off campus
- Excessive absences
- Failure to meet financial obligations to the school
- Students that are unable to be financially packaged within 30 days of their class start date

Unpaid balances are due full in the event that a student is dismissed for any reason.

Non Academic Appeals

Students who are suspended or terminated for cause may appeal the school's decision in writing to the campus president. The campus director must receive the appeal from the student within two business days of being notified of the dismissal. All appeals will be responded to within ten business days of

receipt by the school. For attendance appeals refer to the “attendance policy”. For academic appeals refer to the “satisfactory academic progress”.

Drug Free Environment

As a matter of policy, Southern California Health Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity held off premises. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Information on the school’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus director.

Unlawful Harassment

Southern California Health Institute is committed to the policy that all members of the School’s community including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus director or the director of education. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including

unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances, unlawful sexual harassment will not be tolerated. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees.

For more details on this policy, please request the schools "unlawful harassment policy manual".

Conduct

All students are expected to conduct themselves in an orderly and considerate manner when on the school premises, as well as, off site at any events that the school and students are participating in. It is also expected that students understand and adhere to a policy of respect for the rights of others. Students will be held responsible for conforming to the laws of the national, state and local governments.

Students who are outside the norm of the conduct policy may be withdrawn from the institution at the discretion of the campus director. A student in such a circumstance may request to appeal the decision. Please refer to the appeals policy in this catalog for further details.

Academic Integrity

Southern California Health Institute places the highest value on academic integrity among its

students. It is the policy of this school that students shall be responsible for maintaining academic integrity at all times. Cheating and / or plagiarism are violations of this policy and will not be tolerated. Academic dishonesty is grounds for dismissal.

Academic dishonesty is defined as the following:

- Plagiarizing another student's work
- Plagiarizing material obtained from another source
- Providing your work to another student to copy or submit as his or her own work
- Soliciting another student or other individual to complete your assignment(s)
- Submitting work that you did not create or complete
- Completing assignments or tests for another student
- Providing test or quiz answers to another student
- Copying from another student's work during a test or quiz
- Soliciting answers or other assistance from another student while taking a test or quiz
- Possessing or attempting to possess a copy of a test or quiz prior to taking it
- Distributing or attempting to distribute a copy of a test or quiz to others prior to its administration
- Using devices to obtain answers during a test or quiz (except for translation

purposes when authorized by the instructor)

- Providing detailed information to another student regarding answers to tests, quizzes or assignments



Academic Information

Academic Freedom

Southern California Health Institute values the right to free speech as demonstrated in the instruction provided by its faculty members. Sochi assures academic freedom in the classroom, within the stated mission of the school and in compliance with the established academic policies and procedures. In the classroom, faculty members may express their professional points of view and conclusions supported by relevant evidence. Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom.

Unit of Credit

The quarter credit hour is the unit of measurement used by Southern California Health Institute uses to measure its advanced professional massage therapy program and its physical therapy aide/sports rehab program. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter credit hour. The personal fitness trainer/health & wellness professional program is measured in clock hours.

Enrollment Status

A student is considered full-time if he or she is enrolled in a minimum of 20 contact hours per week and completing 5 hours of out of class

work per week, for those students who are enrolled in either the Advanced Professional Massage Therapy program or the Physical Therapy Aide/Sports Rehab program. All students are subject to the attendance policy as stated under “attendance policy” in the catalog.

Transferability of Coursework

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern California Health Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in advanced professional massage therapy, physical therapy aide/sports rehab, and/or personal fitness trainer/health and wellness professional is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain you're your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SOChi to determine if your certificate will transfer.

Southern California Health Institute does not accept transfer credit from any institution, except in the instance when a student is using his/her VA benefits for tuition fees (please see the VA addendum for more details). Students who graduated a program of study from Southern California Health Institute, and are enrolled in another program of study at SOCHi may petition for transfer credit. If credits earned in their first program are applicable to the program of study that the student has enrolled into, SOCHi may accept those credits if the following criteria were met: (1) a grade of “c” or above will be considered for transfer, and (2) acceptability of transfer credits are limited for up to five (5) years prior to a student’s date of enrollment. a student must petition for transfer credit no later than the first day of attendance in the prerequisite module.

Southern California Health Institute does not allow for credit to be awarded based upon prior experiential learning.

For VA students looking to transfer credits to Southern California Health Institute please see the VA addendum for details.

Challenge Examinations & Achievement Exams

SOCHi does not allow for challenge examinations or achievement tests in order to receive proficiency credit for required courses.

Ability to Benefit

SOCHi does not accept ability to benefit students.

Residency Requirements

Southern California Health Institute shall not recognize more than seventy-five percent (75%) transfer credit for any program.

Grading System

Grade reports are issued to students at the completion of each module. Grades are based on the quality of work as shown by written tests, laboratory work, practical assessment, out of class work and projects as indicated on the course syllabus. The grading scale is as follows:

letter grade	% score	included in CGPA	quality points
B	80-89.9%	yes	3.00
D	60-69.9%	yes	1.00
R	repeat	no	n/a
W	withdrawn	no	n/a
WE	withdrawal w/extenuating circumstance	no	n/a

Application of Grades



Grading is used to assess a student's academic progress. Grades are issued at a maximum of five (5) days from the last day of completion of a course. A grade of an "a", "b", "c" are passing grades as a further breakdown, an "a" indicates an excellent level of achievement, a "b" indicates a good level of achievement, and a "c" indicates an average level of achievement. A "d" is considered an unsatisfactory level of, any student earning a grade of an "d" in a course must repeat and successfully complete the course with a "c" or higher prior to graduation. Failing is designated with a "f" grade. Any student earning a grade of a "f" in a course must repeat and successfully complete the course with a "c" or higher prior to graduation. An "r" indicates that a student has repeated a course. The grade is issued to replace a prior failing grade only after the student successfully completes the repeated course. A "w" indicates a withdrawal, meaning that the student either withdrew from the course voluntarily or administratively. "we" indicates withdrawal with extenuating circumstance and has no effect either quantitative or qualitative on the students CGPA. "tc" indicates transfer credits. Transfer credits are not considered when calculating cumulative grade point average. Transfer credits are generally accepted from prior course

work completed at Southern California Health Institute, and as stipulated in addendums in reference to specific student statuses. A "p" indicates a passing grade. The "p" also indicates that the course is designed as a pass-fail course. "sc" indicates a section change and has no effect either quantitative or qualitative on the students CGPA.

Attendance

Regular attendance and punctuality will help students develop good habits necessary for successful career. Students are encouraged to schedule medical or dental appointments after class hours and should notify the instructor or program director if they plan to be absent and make alternative arrangements to get the class information that was missed. Students who miss class time due to extenuating circumstances should provide documentation of medical or other issues contributing to their absence. Attendance will be considered a factor when an instructor issues grades for a course. Student attendance is taken daily.



SOCHI expects that students will be on time for each class. Excessive or chronic tardiness may be addressed by academic administration. Faculty will not repeat class materials to

accommodate tardy students. Each student is responsible for any content missed due to tardiness.

Southern California Health Institute's attendance and absence policy is as follows:

1. Any student not in attendance for more than fourteen (14) consecutive calendar days may be withdrawn from the current class (es) in which they are enrolled and issued a grade of "w" (withdrawn) for all courses attempted. In determining non attendance for fourteen (14) consecutive calendar days; holidays, days not scheduled for class meetings and school closures due to inclement weather are not factored into the calculation. Students can appeal this decision by submitting a written statement explaining the circumstances that led to the excessive number of absences. The statement must be submitted to the campus director within two (2) class days from the date of which the student was withdrawn. All appeals will be responded to within ten (10) business days of receipt by the school. The decision of the campus director regarding whether to allow the student to remain enrolled is final.

2. Students who are withdrawn from a class (es) are subject to the school's refund policy in effect at that time. A student who is withdrawn from a class (es) may repeat that class (es)(see course retake policy).

Makeup Work

students who miss time in any class, for any reason are required to make up the work missed in order to maintain the educational integrity and ultimately to achieve their educational objective.

Students in need of making up work due to their absence from class must work closely with their instructors who will provide make up assignments for lecture material/activities missed and a specific schedule as to when those assignments must be turned in. All make up assignment(s) must be completed before five days past the end date of that course in order to prevent a reduction in the final course grade, which will be issued once the class is completed. If, the makeup assignment(s) is not submitted within five days past the end date of the course, the student's overall grade for that course will be adversely affected.

Students in need of makeup work for lab classes missed must sign up for massage clinic or make up lab to complete the missed lab work. The supervising instructor or clinic coordinator will assign hands on activities based on the student's level of knowledge. Signup sheets for the massage clinic are available at the SOChi massage clinic desk. Make up lab is held daily.

Students enrolled in the personal fitness trainer/health & wellness professional program, that are in need of make up work for lab classes missed, must work with their instructors to arrange make up in the SOChi fitness center.

Students are encouraged to request tutoring and other educational advising should they feel that their specific/extenuating circumstances resulted in them falling behind. Their program director and instructors will work closely with them to develop an academic plan to help them make up the work missed. The decision to allow a student additional time to complete any make up work, because a student may have an extenuating circumstance, may only be made by the director of education and that decision will be final.

Make Up Tests, Exams and Assessments

A student must request to his/her instructor a makeup test or assessment. If a student misses a test, exam or assessment for the first time there is no deduction in their grade. If the student misses a test, exam or assessment for the second time, the student must provide documentation illustrating acceptable extenuating circumstances that led to the cause of missing the test, exam or assessment. If such documentation is provided there is no deduction in their grade. All other occasions of missed tests, exams or assessments will result in the deduction to their grade. The maximum grade earned for the make up will be 70%. This policy is not per class, but applies to a students' entire academic program while enrolled.

Independent Study

At times, certain situations occur that may prevent a student from taking and completing a course through the normal modular format.

The school may allow the student to take this course by way of directed independent study. The student must first submit the approved request form to the director of education, at which point the director of education and campus director will either approve or deny. The granting of a directed independent study is at the school's discretion. If approval is given for a directed independent study, the student must agree by signing a student directed independent study agreement as to the terms of the class days, hours, instructor, and possible revised syllabus. A student who takes a directed independent study course must meet with an instructor for a minimum of twice a week, with each session meeting for 60 minutes. These meetings are necessary for the instructor to track the student's progress, give instruction to the materials, administer exams, and receive required assignments.

Directed independent study courses can be considered when:

- Student is returning from LOA and the classes are not available for the current module
- Student needs a class to graduate, but it is no longer available as a course
- Student has transfer credits (as defined under the transferability of coursework policy on page 18 of this catalog) and
- By taking a directed independent study would allow them to graduate in a timely manner

- Active duty military deployment requires the student to accelerate the completion of the course
- Course is needed due to a scheduling or advising error from the school
- A re-entry student needs the class to graduate, and the original class does not have a course substitute in the current program

A student will be withdrawn from any directed independent study for failing to attend the class for a period of 14 consecutive days.

On occasion, the school at its discretion may approve other courses to be taken by directed independent study. Not all courses will be made available to complete by directed independent study. Classes that have a lab or practicum component may not be taken by directed independent study.

Out of Class Work

This section does not pertain to students enrolled in the personal fitness trainer/health & wellness professional program.

Students will be assigned five (5) hours of out of class work for every twenty (20) hours of in class participation. The assignments will be in the form of projects, journals, essays, research papers, and reading requirements with assessments to measure their understanding of the material. These assignments will be factored into the final grade for each course. If, the out of class work is not submitted on time,

or the student has elected to not submit the work at all, his/her grade will be adversely affected. Out of class work accounts for twenty percent (20%) of the student's overall grade in any given course. Should a student fail to turn in the scheduled out of class work, they will receive zero points for that assignment. Students have a maximum of five (5) days past the end of the

Course completion date to turn in the missed out of class work to receive a maximum of seventy percent (70%) for that assignment. Should he/she fail to turn the work in at that point, no credit will be given for that assignment.

If a student has an extenuating circumstance and needs additional time to turn in his/her out of class work, the student should work closely with his/her instructor to devise a plan for completing the missed assignment(s).

Course Retake

Should a student fail to complete a course successfully, he/she may retake the course when it becomes available. Retaking a course will push the graduation date to a later date. Students that have not successfully completed a course from the prerequisite module may not progress to any modules following and will be dismissed from the program. When retaking a course, the highest grade achieved for that course will be used in calculating the cumulative grade point average. Course retakes are always added as a course attempted in calculating

completion rate for evaluating satisfactory academic progress.

Students repeating failed courses, will receive an “r” grade to replace a prior failing grade only after the student successfully completes the repeated course.

Drop/Add Period

Southern California Health Institute does not allow students to drop, add or substitute individual courses.

Standards of Satisfactory Academic Progress – Academic Warning, Probation & Appeal

At the end of the first twelve weeks of the program, after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is maintaining satisfactory academic progress (SAP). Students are required to meet minimum CGPA requirements in order to be considered to be making satisfactory academic progress. In order to maintain satisfactory academic progress, students must maintain a 2.0 CGPA throughout their enrollment at Southern California Health Institute (SOCHI).

Students in good academic standing will be evaluated again in another twelve weeks to determine whether they are maintaining SAP. However, students who did not meet the minimum SAP standards at the first SAP evaluation will be placed on academic warning for eight weeks. An academic improvement

plan will be developed with the director of education and/or program director. At the end of the eight week warning period, the student will be removed from academic warning and returned to regular status if he/she meets or exceeds the minimum standards, or will be placed on an eight week academic probation if he/she continues to fall below the specified values. Students on academic probation will be evaluated at the end of the eight weeks; a student who raises their CGPA and rate of progress at or above the minimums will be removed from academic probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student may be dismissed from the program. If at any point it can be determine that it is mathematically impossible for the student to meet the minimum requirements, the student also may be dismissed from the school.

Notification of academic dismissal will be in writing. As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy. Students who are dismissed may submit to the campus director a letter of appeal explaining the circumstances of their failure to meet satisfactory academic progress. Students have two (2) days from the notification of their dismissal to submit the appeal. All appeals will be responded to within ten (10) business days of receipt by the school. At the discretion of the campus director, and upon review of the appeal by the director of financial aid, a student may be permitted to re-

enter into the program under an academic probation status. The student may re-enter (refer to the re-entering student policy) after at least one grading period from the date of their dismissal. The date of which the student will re-enter will be based on the school director’s discretion and/or the class scheduling availability to benefit the student. A student who then, raises their CGPA and rate of progress at or above the minimums will be removed from academic probation and returned to regular status. If that re-entering student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be academically dismissed from the program, no longer having the opportunity for appeal.

Below is a table of grades used in satisfactory academic progress calculation:

Grading Table:

letter grade	% score	included in CGPA	quality points
A	90-100%	yes	4.00
B	80-89.9%	yes	3.00
C	70-79.9%	yes	2.00
D	60-69.9%	yes	1.00
F	< 60%	yes	0.00
R	repeat	no	n/a
TC	transfer credit	no	n/a
W	withdrawn	no	n/a
P	pass	yes	4.0
WE	withdrawal w/extenuating circumstance	no	n/a
SC	section change	no	n/a

see description of grading system on page 21 of this catalog under the grading system section

Cumulative Grade Point Average (CGPA) Requirements – (as part of SAP)

Students are required to meet minimum CGPA requirements in order to be considered to be making satisfactory academic progress. Students must maintain a 2.0 CGPA throughout their enrollment at Southern California Health Institute (SOCHi). At the end of each module the student’s CGPA is reviewed after grades have been posted to determine if the student is maintaining the minimum CGPA requirements.

Rate of Progress Toward Completion Requirements – (as part of SAP)

In order to successfully complete a the advanced professional massage therapy and physical therapy aide/sports rehab programs, the student must maintain a completion rate of 66.67%. Completion rate is defined as units earned divided by units attempted. For example, a student earned 25 quarter credit hours and attempted 30 quarter credit hours; his or her completion rate would be 83.3%. Likewise, to successfully complete the personal fitness trainer/health & wellness professional program, the student must maintain a completion rate of 66.67%. For example, a student completed 80 of the 100 scheduled clock hours; his or her completion rate would be 80%.

Maximum time in which to Complete the Program

A student may not attempt more than 1.5 times, or 150%, of the total number of quarter credit hours in their program of study. The Requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their program within the maximum allowable time frame. For example, in a 51.4 quarter credit hour program a student may attempt a maximum of 77.1 quarter credit hours before reaching the maximum time frame for completion. Likewise, if a student is attending a 900 clock hour program, his or her maximum allowable length in which to complete the program would be 1,350 hours.

example:

program	length	maximum allowable length of time in which to complete
advanced professional massage therapy	51.4 qtr. credit hrs	77.1 quarter credit hours
physical therapy aide/ sports rehab	50.95 qtr. credit hrs	76.4 quarter credit hours
personal fitness trainer/health & wellness professional	900 clock hours	1,350 clock hours

Effect of Previous Completed Courses at SOCHI

Credit that has been transferred into Southern California Health Institute from previous completed courses at Southern California Institute are used in calculating percentage of completion for maintaining SAP, but does not have any effect on the grade point average requirement for sap. Transfer credit is also

considered when computing the maximum timeframe allowed for a program of study.

Effect of Program Change

When a student elects to change a program at Southern California Health Institute the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credit hours earned at Southern California Health Institute in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

For VA students, please refer to page 3 of the VA addendum regarding transfer credit.

Re Entering Student

A student must wait at least one grading period before they are eligible for re-entry. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students may re-enter within 180 days from last date of attendance. Re-entering students will be eligible for federal financial aid.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student’s program of study. While on an approved LOA the student does not attend classes.

In order to be considered for a leave of absence the student must submit his or her request detailing the reasons for seeking an LOA in writing prior to the LOA being granted. If the student is unable to submit the written request and the school’s administration is able to determine the validity of the reason(s) for granting an LOA, then the LOA shall be granted. Under such circumstances the student must provide the written request within 30 calendar days of the student’s last date of attendance. A leave of absence must not exceed 6 months in any 12-month continuous period. Students petitioning for a leave of absence must provide the school with an expected date of return that falls within the acceptable limits.

Students returning from a leave of absence must be aware that their required course(s) may not be available immediately upon return. In such extreme cases, the student shall be withdrawn and re-admitted as soon as the required course(s) become available again.

Students receiving federal financial aid are not eligible to receive such aid during their leave of absence period. If the student is not re-admitted within six (6) months their Title IV loans will go into repayment. Upon return from an approved leave of absence a student again becomes eligible to receive federal

financial aid. Students returning from an authorized leave of absence immediately become subject to Southern California Health Institute’s attendance and satisfactory academic progress policies. The financial aid office shall be responsible for all necessary notifications of the student’s change of status (i.e., in-school deferment of federal student loans).



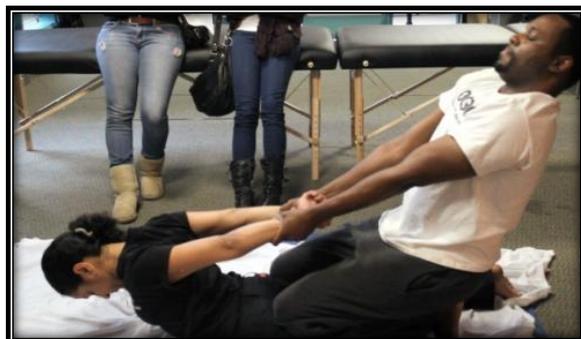
Continuing Education Courses

Southern California Health Institute is one of the largest centers for continuing education courses in California. With well over 30 continuing education courses, Southern California Health Institute offers courses that are designed to provide the practicing therapist with added expertise in various areas. Additionally, Southern California Health Institute is approved by the California State Board of Chiropractic Examiners, the California State Acupuncture Board, and the California State Board of Registered Nursing, as a continuing education provider for the respective healthcare professionals. See a Southern California Health Institute admissions representative for an upcoming schedule and detailed course descriptions. The following are some examples of continuing education courses that Southern California Health Institute offers. The full list of continuing education courses are published in the catalog addendum. Southern California Health Institute is an assigned NCBTMB continuing education provider.

- Pregnancy massage
- Reflexology
- Thai massage



- Acupressure for tension headaches
- Applied kinesiology
- Aromatherapy
- Carpal tunnel syndrome relief
- Chair massage
- Hip disorders
- Hot stone therapy
- Integrative reflexology
- Medical massage assessment procedures
- Shiatsu massage
- Lymphatic drainage



Student Services

Learning Resource Center

The school provides learning materials and references to support the school's educational mission. The learning resource center holdings include books (circulating and reference), periodicals and DVD learning series discs. There are multiple computer workstations for students to conduct research or obtain information through online resources as well.

Additionally, students can visit the North Hollywood Regional Public Library located at 5211 Tujunga Ave., North Hollywood, Ca. 91601, 818.755.7671.

Books & Supplies

Please refer to the catalog addendum for the cost of books and supplies by program.

Advising

Southern California Health Institute cares about the welfare of its community of students and staff. As such, academic advising is available to students on a regular basis. Any student seeking advice on their program of study may speak with their instructor or, any member of the academic staff. Please refer to posted office hours for instructor availability or, schedule an appointment with the director of education. The student services office at southern California Health Institute may provide information on community resources for students and staff that are in need of social

services, drug and alcohol counseling or family counseling.

Students Clubs

Students are able to join various clubs that are of interest to them and are attended by other SOCHi students. Student clubs are supervised by faculty and/or staff. To learn more about SOCHi clubs see Mike Garcia, student services coordinator or call 818.980.8990 x 119.

Alpha Beta Kappa National Honor Society

Alpha beta kappa is the premier national honor society for America's private postsecondary schools, institutes, colleges, universities, and distance learning institutions - serving many institutions for the past 34 years. Alpha Beta Kappa places chapters in institutions which have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. SOCHi is known as the sigma gamma chapter of the Alpha Beta Kappa national honors society. Student members are selected by faculty nomination only, and are chosen through excellence in CGPA, attendance, and personal character.

Housing

Southern California Health Institute does not offer housing for its students.

Records Retention

Southern California Health Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records when it is convenient to both the student and the school administration. Only the student and authorized members of the school administration have a right to review student records. No outside personnel or third-party will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. Financial payment documents will be kept for a period of at least five (5) years after completion or withdrawal of the student. The institution reserves the right to refuse to issue transcripts for training for a student who is not in good financial standing with Southern California Health Institute.

Transcripts

Upon graduation, each graduate will receive two transcripts.* a student or graduate may request a copy of an official transcript of academic coursework that has been completed at Southern California Health Institute by submitting the appropriate form, which must include the student or graduate's signature, to

the registrar. Requests may take up to two weeks to process.

**Southern California Health Institute reserves the right to deny transcript requests to any student or graduate who is not in good financial standing with the school.*

Externship/Student Clinic

Externship/student clinic is a critical aspect of training and education at Southern California Health Institute and requires a great deal of commitment. It is the practical application of everything the student has learned during his or her course of study.

Externship/student clinic is considered a regular class in the student's course of study. The schedule is set and must be adhered to. Externship/student clinic hours are calculated to maintain the student's full-time enrollment status. Failure to complete the mandatory scheduled externship/student clinic hours can Also affect the student's eligibility for Title IV federal student aid.

Attendance at both the student clinic and the externship site is essential to successful completion of the student's course of study.

Any missed hours must be made up before a student shall be permitted to graduate. If a student is unable to attend scheduled externship/student clinic hours for any reason, the student must notify career services as soon

as possible in order to schedule the required make-up hours.

Students may not receive payment or any form of compensation for duties performed at the externship site or student clinic; the student receives only credit toward the completion of his or her program of study.

Graduation Requirements



A certificate of completion will be awarded to those students meeting the graduation requirements.

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a grade of 70% or better for the entirety of the program. If a third-party is paying for a student's program of study, the school will not issue the certification of completion until the balance has been paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

All students in the Advanced Professional Massage Therapy, Physical Therapy Aide/Sports Rehab, and Personal Fitness Trainer/Health & Wellness Professional programs must have their first aid & CPR certification prior to graduation.

Occupational Licensing Requirements

No state licensure is required for physical therapy aides, massage therapists, or personal fitness trainers in the state of California. However, massage therapists are required to obtain a permit from the city or county in which they want to work. Prior to enrollment, all students are advised to check with the city and/or county where they would like to be employed about the requirements needed to obtain a massage permit in that city or county. Southern California Health Institute students are eligible, upon graduation and successful passage of the MBLEX exam, to become a certified massage therapist (CMT) through the California Massage Therapy Council (CAMTC). The CAMTC has approved Southern California Health Institute's curriculum for certification in accordance with senate bill 731 (SB 731) of the state of California. For more information about certification through the CAMTC contact them directly at (916) 669-5336 or at <http://www.camtc.org>.

The state of California does not issue any type of licensure to massage therapists in order to practice massage, however, if a therapist receives voluntary certification from CAMTC, the therapist will be able to practice massage throughout the state of California depending on the employers requirements. Students who wish to work as massage therapists outside of California are encouraged to research the specific requirements needed to be legally eligible for employment within that state.

Licensure and/or certification requirements vary state to state.

Likewise, the state of California does not issue any type of licensure in order to work as a personal fitness trainer. However, voluntary certification is available through various organizations. The personal fitness trainer/health & wellness professional program at SOCHi is designed by NASM to prepare the student to sit for the NASM certified personal trainer certification exam. Licensure and/or certification may vary state to state.

Employment Placement Assistance

Southern California Health Institute does not guarantee employment to any student upon graduation. Southern California Health Institute does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Placement assistance is available to all graduates of the institution. SOCHi career services personnel will assist the student with their job search. Assistance consists primarily of educating students in developing the ability to successfully perform the following tasks as the student begins to seek employment:

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews

- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

SOCHi provides its graduates with the educational training for entry-level positions in their chosen field of study. Students are encouraged to work closely with Southern California Health Institute and be diligent in their job search. Some employers may require a criminal background check as a condition of employment. Employers may additionally require a prospective employee to submit to a drug test.



Financing Your Education

Tuition Payment

Southern California Health Institute accepts payment for tuition, books, equipment and other fees through cash payment, visa, mastercard, personal and/or third-party check. Sochi will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

Payment plans may be arranged for up to 30 months. For details on eligibility for federal student aid and/or other types of payment plans, please visit the finance office on campus.

Student Loans

If the student is eligible, and obtains a loan guaranteed by the federal or state government to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the

loan (1) the federal or state government or a loan guarantee agency may take action against the student, including attaching any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund (STRF)

The state of California created the student tuition recovery fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residence, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for a charge was collected

within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the act or the division within 30-days before the school closed or , if the material failure began earlier than 30-days prior to closure, the period determined by the bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the act.

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



Cancellations & Refunds

Cancellation & Refund Policy

A student has the right to cancel the enrollment agreement they signed for a program, until midnight of the fifth business day after the first class. Business day means a day on which the student was scheduled to attend a class session. Cancellation shall occur when the student gives written notice of cancellation at the address of the school shown on the top of the front page of the enrollment agreement. They can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the enrollment agreement.

To cancel the enrollment agreement, mail or deliver a signed and dated copy of the cancellation notice or any other written notice to the campus director at Southern California Health Institute (SOChi), 5200 Lankershim Boulevard, North Hollywood, Ca 91601 by midnight of the fifth business day after the first class attended.

Return to Title IV Financial Aid

Southern California Health Institute has designed the following policies and procedures to ensure proper accountability when a student leaves school.

Calculating the Title IV Return of Unearned Funds

The U.S. Department of Education regulations shall be strictly adhered to in all instances of calculating a return of Title IV unearned funds. As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he or she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all excused absences according to the attendance policy (see attendance policy in the Southern California Health Institute course catalog) and a leave of absence has not been requested (or one has been requested but denied) on the 14th consecutive day of non-attendance the student will be unofficially withdrawn as of the last date attended. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that 70% of the scheduled award remains unearned and must be returned to the department of education. Once a student has completed more than 60% of the payment period, he or she has earned all of the grant money for that disbursement period.

Once the amount of Title IV aid is determined by the financial aid office, the student will receive a letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student. Upon withdrawal if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed. If the amount earned by the student is less than the amount disbursed, then a Title IV return of fund calculation is performed. If the amounts earned and disbursed are equal, no further action is taken. When a return of PELL grant funds is due, the school and the student both have a responsibility for returning the funds.

Post-Withdrawal Disbursements

If the student receives less PELL grant monies than the amount earned, Southern California Health Institute will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. SOCHi will credit a student's account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. SOCHi will send notification no later than 30 calendar days after the date the financial aid office determines the student withdrew. The student will then be sent notification about the post-withdrawal disbursement. Southern California Health Institute will disburse the funds to the student

within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the federal PELL grant program.

Title IV Aid to be Returned

If the student receives more PELL grant monies than the amount earned, either Southern California Health Institute or the student – or both – must return the unearned funds. When a return of PELL grant funds is due, both Southern California Health Institute and the student have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's share is calculated. SOCHi will return all unearned funds within 30 days from the date the financial aid director determines that the student withdrew. Necessary funds will be returned to the federal PELL grant program by the business office.

If a student owes a repayment to the PELL grant program, Southern California Health Institute will notify the student within 30 days that he or she is responsible for repaying the overpayment. Such notification will contain the following:

- The fact that the student must return funds due to an overpayment of PELL grant
- That the student's eligibility for additional Title IV funds will end if the

student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

- That there are two positive actions a student can take to extend eligibility for title iv funds:
 - The student may repay the overpayment in full to the school within 45 days.
 - The student may sign a repayment agreement with the department of education.
- If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the department of education for collection.
- That the student should contact the school to discuss his/her options.

Treatment of Return of Title IV Funds (R2T4)

If a student withdraws, drops, or for some reason fails to complete a period for which they have paid the tuition, Southern California Health Institute will calculate what, if any, return needs to be made. If the student is a PELL grant recipient, it will, in many cases, require a return of a portion of the monies received by both the institution and the student to the PELL grant program. The calculation will be according to the department of education's "return of Title IV funds." The regulation requires a calculation based on the actual

percentage of the period the student was scheduled to attend. Southern California Health Institute may charge the student for any monies which the school must return to the PELL grant program. Refunds to students who are paying their own tuition or agencies that are sponsoring a student who withdraws or is dropped, may receive a refund according to the institutional refund policy.

Examples of the application of the refund policy are available upon request. Students who believe that individual circumstances warrant exception from the published policy may appeal to the director of financial aid. The director of financial aid, in consultation with the campus president shall determine whether the student's circumstances warrant an exception.

Withdrawal Requirements

A student wishing to withdraw from Southern California Health Institute prior to the end of a module and/or a financial aid disbursement period must provide notice to the school either in writing or verbally. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students making sap at the time of their withdrawal who return to the same program/major within 180 days are considered to be in the same payment period. Written or verbal notice should be submitted to the Southern California Health Institute's campus director. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the

withdrawal form signed by the administration, or the last date of attendance. The withdrawal process shall be as follows:

- The notice will be forwarded to the student's instructor to obtain the student's grade at the time of the withdrawal.
- The notice will also be immediately forwarded to the financial aid office if the student is on financial aid.
- The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
- The student will be billed for any refunds due to the federal financial aid programs.
- If the student has not repaid the funds within 45 days, the repayment due will be posted to the national student loan data base showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the collection department of the U.S. Department of Education will be notified.

Institutional Refund Policy

If a student drops or withdraws from a program at Southern California Health Institute before completion, tuition refunds will apply as follows:

Students who withdraw from school or stop attending within the first five (5) days of

scheduled classes will receive a full refund for tuition and fees.

For refund calculations, there are two periods in each program; the first is from the first day of the program until the midpoint of the program, and the second period is from the midpoint of the program until the anticipated graduation day. Students who withdraw from the program prior to completing sixty percent (60%) of either the first or second period will be refunded on a pro rata basis. However, if a student withdraws from the institution after completing sixty percent (60%) of the first or the second period, no refund will be due them and the cost of either period will be the student's responsibility.

If a student attended 50% or more of the class(s) that he/she were scheduled to attend at the time of their withdrawal, the student will be charged for the full cost of the class(s).

If a student does not return from an approved leave of absence, then the last date of attendance will be used as the withdrawal date. Also, if a student does not attend class for fourteen (14) consecutive days, on the 15th day of non-attendance the student will be unofficially withdrawn as of the last date attended.

This policy applies to students who withdraw from the school, either officially or unofficially, or are administratively dismissed. Tuition and fee refunds for these students are determined according to the following policy:

The term "Title IV Funds" refers to the federal financial aid programs authorized under the higher education act of 1965 (as amended) and the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Plus Loans, Federal PELL Grants, Academic Competitiveness Grants (ACG), National Smart Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG).

A student's withdrawal date is the earlier of the date the student began the school's withdrawal process (as described in the Southern California Health Institute catalog) or officially notified the campus president of intent to withdraw; or fourteen (14) consecutive days after a student ceases attending scheduled classes without notifying the school.

Note: medical withdrawals and the return of Title IV funds - students who are granted medical withdrawal are treated in the same manner as students who withdraw from the institute.

Refunds and the Return of Federal Funds

Students withdrawing from SOCHi by the close of business on the fifth (5th) day of the first module will receive a one hundred percent (100%) refund.

Refunds will be sent to students' mailing (permanent) addresses following withdrawal. Adjusted bills will be sent to the students' email addresses.

In accordance with federal regulations, when federal financial aid is involved refunds are allocated in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Plus Loans
4. Federal PELL Grants
5. Federal ACG (if applicable)
6. Federal Smart (if applicable)
7. Federal SEOG (if applicable)
8. Other Title IV federal assistance (if applicable)
9. Other federal sources of aid (if applicable)
10. Other state, private and institutional aid (if applicable)

Southern California Health Institute's responsibilities in regard to the return of title iv funds include providing each federal financial aid recipient with the information given in this policy; identifying students who are affected by this policy and completing the return of Title IV federal funds calculation for those students; and making required returns of Title IV federal funds that are due the title iv programs.

The student's responsibilities in regard to the return of title iv funds include notifying the campus president in person of the intent to withdraw; following the school's prescribed procedures for officially withdrawing and returning to the title iv federal programs any funds that were disbursed directly to the student for which the student was or is determined to be ineligible.

Excluded Charges

Charges that are excluded from refund calculations under this policy include:

- Unpaid charges for the current module
- Institutional charges for prior modules
- Registration fees
- Orientation fees (if applicable)
- Textbook fees
- Fees for non-returnable supplies and equipment

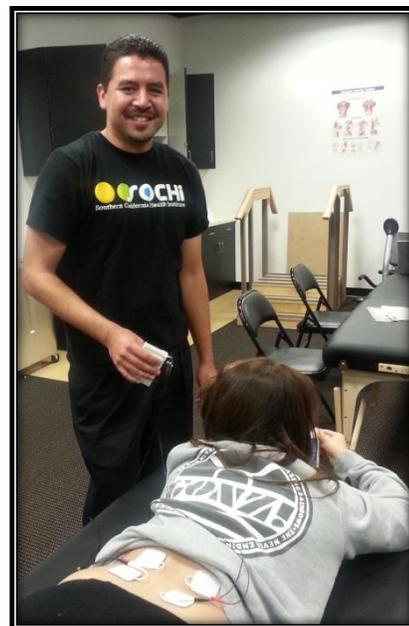
Other Refunds

Any notification of a withdrawal shall be in writing, signed, and addressed to the campus president. Cancellation of enrollment applications (prior to enrollment in classes) should be in writing, signed, and addressed to the campus director.

If a student believes that his or her individual circumstances warrant that their charges or refund should be determined in a manner other than described in Southern California Health Institute's published policies, please contact the campus president in writing to explain your circumstances or justification for an exception. The campus president shall determine whether the student's circumstances warrant an exception.

Disclaimer: the fees, procedures, and policies listed above supersede those published previously and are subject to change at any

time when required by changes in federal regulations. This policy reflects Southern California Health Institute's good faith effort to interpret federal regulations that have a bearing on such matters.



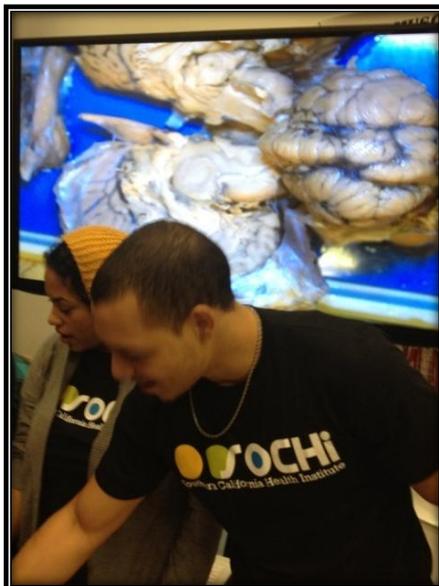
Academic Programs

Credential Awarded

Southern California Health Institute awards a certificate to students who complete the graduation requirements as stated in this catalog. The following certificate programs are offered at Southern California Health Institute.

Programs of Study

program	quarter credit	weeks
	hours/clock hours	
advanced professional massage therapy	51.4 quarter credit hours	37
physical therapy aide/sports rehab	50.95 quarter credit hours	36
personal fitness trainer/health & wellness professional	900 clock hours	36



Advanced Professional Massage Therapy Program

Program Description

The 51.4 quarter credit hour Advanced Professional Massage Therapy program at Southern California Health Institute (SOChi) provides the student training in massage therapy with an integrated approach to health and wellness. The program enhances the therapist's skill set by offering study in massage theory and application. The program provides career training in medical massage therapy, eastern massage, specialized massage, Russian sports massage, spa treatment modalities, and additional massage therapy modalities including lymph drainage, myofascial release, and trigger point therapy. The program also offers training in anatomy, physiology & kinesiology, pathology, CPR and first aid certification, professional ethics, hygiene, and business principles. Students in this program have the opportunity to apply the skills and concepts that they have learned in a spa or clinical setting. Graduates of this program are eligible to apply for certification from the California Massage Therapy Council (CAMTC) to practice massage therapy.



Program Outline

Course Code	Contact Hours	Lecture Hours	Practicum Hrs	Lab Hrs	Qtr. Credit Hours
AH110	20	20		0	2.0
AP101	60	60		0	6.0
AP102	20	20		0	2.0
AP103	20	20		0	2.0
BU100	40	40		0	4.0
KIN101	60	10		50	3.5
MBP100	20	20		0	2.0
MT100	40	10		30	2.5
MT100-CL	20	0		20	0.7
MT110	20	20		0	2.0
MT200	60	20		40	4.0
MT102	40	10		30	2.5
MT102-CL	20	0		20	0.7
MT103	40	10		30	2.5
MT104	40	10		30	2.5
MT105	40	10		30	2.5
MT300	40	10		30	2.5
PHY100	40	40		0	4.0
SMC100	100	2	98	0	3.5
total	740	332	98	310	51.4

Note: an additional 185 hours of out-of-class work (approximately 5 hours a week) will be assigned for a total completion of 925 hours in the advanced professional massage therapy program.

Module Sequence

Module	Courses #	Hours	Total Contact Hours
Prerequisite Session*	AH110	20	160
	MT100	40	
	MT100-CL	20	
	MT110	20	
	AP101	60	
Mod 1	MT103	40	160
	MT104	40	
	MT102	40	
	MT102-CL	20	
	AP103	20	
Mod 2	MT105	40	160
	BU100	40	
	KIN101	60	
	MBP100	20	
Mod 3	MT200	60	160
	AP102	20	
	PHY100	40	
	MT300	40	
Capstone Session**	SMC100	100	100

Note:

* The prerequisite session must be taken prior to entering any modules. After successful completion of the prerequisite session, students may enter any module 1-3. Modules 1-3 need not be taken in sequence.

** The capstone session may only be taken once all modules have been successfully completed.

Course Descriptions

AH110

Professional Ethics & Hygiene

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

This course focuses on standard ethical practices and hygiene for individuals engaged in the fields of manual therapy or rehabilitation. Ethical practices taught include informed consent, right of refusal, confidentiality and personal, professional and legal boundaries. Hygiene practices include universal precautions, preventing the spread of pathogens, and ensuring the safety of patients and staff in the clinical setting.

AP101

Anatomy & Physiology 1

Lecture Hours: 60

Lab Hours: 0

Contact Hours: 60

Quarter Credit Hours: 6.0

In this course, the student will be introduced to the general concepts of human anatomy and physiology and how structure relates to function. The overall study of cells, tissues, and an overview of the body systems and broad anatomical and physiological concepts will be covered. Additionally, the student will gain a general understanding of the skeletal, muscular, and nervous systems in this course. Terminology related to diagnosis and treatment, as well as identifying and

understanding medical terms in general will be part of the course material. The student will gain an understanding of the relationship between the anatomy and physiology concepts and systems covered in this course with the practice of massage therapy.

AP102

Anatomy & Physiology 2

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

In this course, the student will gain an anatomical and physiological understanding of the integumentary, endocrine, cardiovascular and lymphatic/immune systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

AP103

Anatomy & Physiology 3

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

In this course, the student will gain an anatomical and physiological understanding of the respiratory, gastrointestinal, urinary, and reproductive systems of the body. The student

will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

BU100

Business Principles for Manual Therapists

Lab Hours: 0

Lecture: 40

Contact Hours: 40

Quarter Credit Hours: 4.0

Prerequisites: AH110, MT100, MT110, AP101

This course provides basic business strategies every entrepreneur needs to know. In this course, the therapist will learn customer service, “soft skills”, how to start a new practice and how to develop an existing practice. Additionally, the student will learn how to develop better marketing strategies as well as strengthen his or her management skills. Additionally, this course is designed to provide students with the readiness to seek employment as manual therapists in clinical rehabilitative settings. Job-seeking skills are taught including developing an effective resume, interviewing skills and overall professionalism. Additionally, in order to maximize business profitability the student is introduced to the concepts of insurance billing and coding for reimbursement of manual therapy services. Topics include, scope of practice, billing codes, understanding types of insurance cases, handling reimbursement issues and claims filing, dealing with denials, reductions or errors, accurate tax reporting and filing, proper documentation for submitting

claims, as well as issues of patient confidentiality and overall business practices for the manual therapist as it relates to the issues of billing, reimbursement and collections.

KIN101

Kinesiology for the Manual Therapist

Lecture Hours: 10

Lab Hours: 50

Contact Hours: 60

Quarter Credit Hours: 3.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the discipline of kinesiology and the study of movement. The student examines the physiological and biomechanical theories of dimensional massage in the rehabilitation of the physically active individual. Presents principles and techniques of and dimensional massage commonly integrated into the treatment/rehabilitation plan for the major joints and spine.

MT100

Foundations of Therapeutic Massage

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are professional boundaries, standards of hygiene, contraindications, Swedish massage, massage palpation fundamentals, deep muscle techniques and an introduction to the human

anatomy as it relates to the massage session. Skills include basic massage techniques, kneading techniques, palpation, timing, sequencing and body mechanics.

MT100-CL

Therapeutic Massage Clinic Lab

Lecture Hours: 0

Lab Hours: 20

Contact Hours: 20

Quarter Credit Hours: 0.7

Prerequisites: MT100

Upon successful completion of MT100, students will have the opportunity to practice the full body therapeutic massage routine they have learned in mt100 on clients in the massage clinic. This will provide the student with an invaluable opportunity for experiential learning and they will be able to receive client feedback and gain confidence as therapists and develop their communication and professionalism as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluations of the students and the students will be expected to maintain records and perform client intake and document soap notes in accordance with clinic policy. *This course is offered in the prerequisite session, however if a student does not take this course during the prerequisite session, the student may still move on to all other courses.*

MT110

History & Theory of Massage Therapy

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are the history of therapeutic massage, the history of Russian medical massage, the history of Swedish massage, and the developments of each as they evolved as a healing modality. The student will also learn about the massage equipment, environment, and creating that “total” massage experience. Also, the importance of safety in any massage environment will be emphasized. Specifics are included to illustrate how one should be diligent in protecting the client and oneself at all times: obtain the knowledge required to enable you to practice safely.

MT200

Massage Therapy Modalities

Lecture Hours: 20

Lab Hours: 40

Contact Hours: 60

Quarter Credit Hours: 4.0

Prerequisites: AH110, MT100, MT110, AP101

In this course the student is introduced to the techniques which comprise cranial sacral spinal therapy, as it exists in the Russian medical massage paradigm. The course focuses on cervical, thoracic, and lumbar paravertebral massage, regional massage for injuries,

segmental spinal mobilization, manual spinal discharge and manual traction of the spine.

MT102

Deep Tissue Massage

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues and specific muscular structures. Topics include the use of pressure and monitoring pain. Physical skills focus on body mechanics, palpation skills, stretching techniques and deep tissue massage techniques.

MT102-CL

Deep Tissue Massage Clinic Lab

Lecture Hours: 0

Lab Hours: 20

Contact Hours: 20

Quarter Credit Hours: 0.7

Prerequisites: AH110, MT100, MT110, AP101, MT102

Upon successful completion of mt102, students will have the opportunity to practice the deep tissue therapeutic massage routine they have learned in mt102 on clients in the massage clinic. This will provide the student with additional opportunities for experiential learning. The student will be able to receive client feedback and gain further confidence in his/her therapeutic skills. Additionally, the

student is able to further develop their communication skills and professional demeanor as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluation of the student's deep tissue massage skills and the students will maintain records and client intake and document soap notes in accordance with clinic policy. *This course is offered in the mod 2, however if a student does not take this course during mod 2, the student may still move on to all other courses.*

MT103

Specialized Massage Therapy

Lecture hours: 10

Lab hours: 30

Contact hours: 40

Quarter credit hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to specialized massage modalities such as chair massage, carpal tunnel relief, pregnancy massage, acupressure for tension headaches and massage for the elderly.

MT104

Eastern Massage

Lecture hours: 10

Lab hours: 30

Contact hours: 40

Quarter credit hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to forms of energy bodywork including, shiatsu, Thai massage and reflexology. This course includes

theory, basic techniques, routines and integration into massage sessions.

MT105

Spa treatment modalities

Lecture hours: 10

Lab hours: 30

Contact hours: 40

Quarter credit hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course is an introduction to aromatherapy, hot stone therapy and facial massage, including the benefits, contraindications, and proper application of each in a massage environment.

MT300

Russian Sports Massage

Lecture hours: 10

Lab hours: 30

Contact hours: 40

Quarter credit hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the basic skills and practice of pre and post athletic event rehabilitative massage therapy. Emphasis is placed on applying Russian sports massage to areas of the body to be exerted before an athletic event, as well as, therapeutic massage after athletic activities. Topics covered include Theory, application, benefits and contraindications to Russian sports massage therapy, as well as specific application methods of pre and post event rehabilitative massage. Furthermore, the student will be introduced to the theory and application of various stretching techniques employed in the rehabilitative and

bodywork disciplines. The methods covered will instruct the student on the benefits, contraindications, and applications of facilitated and active stretches, including strain-counterstrain, proprioceptive neurological facilitation, and range-of-motion stretching and how they may be employed to improve a patient's mobility, balance, functional capacity, and overall performance.

MBP100

M-Blex Prep

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: all courses except SMC100 must be completed

This course helps prepare the student to take the M-BLEX exam in order to become certified as a massage therapist with the California Massage Therapy Council (CAMTC). Topics covered will include the application process, study skills, an overview of study aids and how to use them, a review of the topics that may be encountered on the exams and opportunities to take practice exams to help the student with test-taking skills.

PHY100

Pathology

Lecture Hours: 40

Lab Hours: 0

Contact Hours: 40

Quarter Credit Hours: 4.0

Prerequisites: AH110, MT100, MT110, AP101

This course concentrates on recognition and treatment of common musculoskeletal pathologies; covers identification of dysfunctions, creation of specific treatment plans, and ways that manual therapy affects both the diseases themselves and their consequences. Additionally, the course provides the student with an overview of the contraindications involved when providing patient care across a variety of clinical settings. The focus will be on contraindications to manual and rehabilitative treatment protocols with instruction on how these can be extrapolated to additional clinical environments.

SMC100

Student Massage Clinic

Lecture Hours: 2

Lab Hours: 78

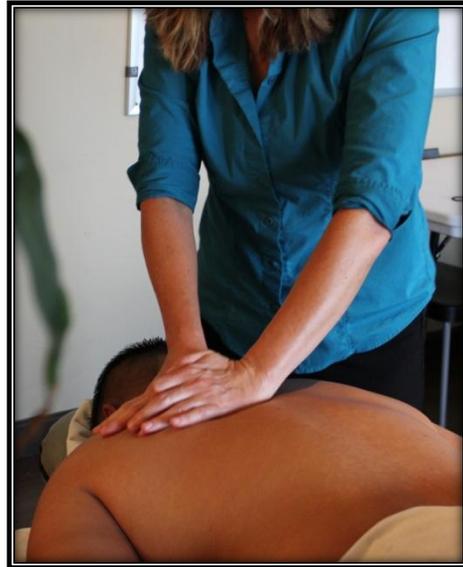
Contact Hours: 80

Quarter Credit Hours: 2.8

Prerequisites: all courses must be completed

Students will be working as a student therapist in the public massage clinic. Under the supervision of the student clinic coordinator, the student will gain confidence by acquiring additional hands-on massage experience with the benefit of receiving client feedback. The student will have the opportunity to develop and refine their client interaction skills, professional demeanor, and documentation and record-keeping habits. Additionally, the student learns how to interface with actual clients in a real world setting and better

understand the benefit and physiological effects of medical massage as a healing modality.



Physical Therapy Aide/Sports Rehab Program

Program Description

The 50.95 quarter credit hour physical therapy aide/sports rehab program at Southern California Health Institute (SOChi) provides the student with career training as a physical therapy & sports rehab aide and a massage therapist. The program applies an integrated approach to health and wellness by incorporating medical massage and physical therapy modalities. Training is provided in the utilization of physical therapy equipment and the treatment of back and limb disorders through medical massage. The program also offers training in physical agents in rehabilitation, anatomy, physiology, pathology, kinesiology, event rehabilitative sports massage, CPR and first aid certification, professional ethics & hygiene, and business principles. Upon successful graduation from the 50.95 quarter credit hour program the student is may qualify for an entry-level position as a physical therapy & sports rehab aide. Graduates of this program are eligible to apply for certification from the California Massage Therapy Council (CAMTC) to practice massage therapy.



Program Outline

Course Code	Contact Hours	Lecture Hours	Practicum Hrs	Lab Hours	Qtr Credit Hours
AH110	20	20		0	2.0
AP101	60	60		0	6.0
AP102	20	20		0	2.0
AP103	20	20		0	2.0
EX110	20	5		15	1.25
KIN101	60	10		50	3.5
MBP100	20	20		0	2.0
MT100	40	10		30	2.5
MT100-CL	20	0		20	0.7
MT110	20	20		0	2.0
MT102	40	10		30	2.5
MT102-CL	20	0		20	0.7
MT300	40	10		30	2.5
PHY100	40	40		0	4.0
PT100	20	20		0	2.0
PT101	40	10		30	2.5
PT103	60	10		50	3.5
PT104	40	10		30	2.5
PT107	40	40		0	4.0
EXT100	80	2	78	0	2.8
total	720	337	78	305	50.95

note: an additional 180 hours of out-of-class work (approximately 5 hours a week) will be assigned for a total completion of 900 hours in the physical therapy aide/sports rehab program.

Module Sequence

Module	Courses #	Hours	Total Contact Hours
Prerequisite Session*	AH110	20	160
	MT100	40	
	MT100-CL	20	
	MT110	20	
	AP101	60	
Mod 1	PT100	20	160
	PT101	40	
	EX110	20	
	MT102	40	
	MT102-CL	20	
	AP103	20	
Mod 2	PT104	40	160
	PT107	40	
	KIN101	60	
	MBP100	20	
Mod 3	PT103	60	160
	AP102	20	
	PHY100	40	
	MT300	40	
Capstone Session**	EXT100	80	80

Note:

* The prerequisite session must be taken prior to entering any modules. After successful completion of the prerequisite session, students may enter any module 1-6. Modules 1-6 need not be taken in sequence.

** The capstone session may only be taken once all modules have been successfully completed.

Course Descriptions

AH110

Professional Ethics & Hygiene

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

This course focuses on standard ethical practices and hygiene for individuals engaged in the fields of manual therapy or rehabilitation. Ethical practices taught include informed consent, right of refusal, confidentiality and personal, professional and legal boundaries.

Hygiene practices include universal precautions, preventing the spread of pathogens, and ensuring the safety of patients and staff in the clinical setting.

AP101

Anatomy & Physiology 1

Lecture Hours: 60

Lab Hours: 0

Contact Hours: 60

Quarter Credit Hours: 6.0

In this course, the student will be introduced to the general concepts of human anatomy and physiology and how structure relates to function. The overall study of cells, tissues, and an overview of the body systems and broad anatomical and physiological concepts will be covered. Additionally, the student will gain a

general understanding of the skeletal, muscular, and nervous systems in this course. Terminology related to diagnosis and treatment, as well as identifying and understanding medical terms in general will be part of the course material. The student will gain an understanding of the relationship between the anatomy and physiology concepts and systems covered in this course with the practice of massage therapy.

AP102

Anatomy & Physiology 2

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

In this course, the student will gain an anatomical and physiological understanding of the integumentary, endocrine, cardiovascular and lymphatic/immune systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

AP103

Anatomy & Physiology 3

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

In this course, the student will gain an anatomical and physiological understanding of the respiratory, gastrointestinal, urinary, and reproductive systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

PT107

Customer Service in a Rehabilitation Setting

Lecture Hours: 40

Lab Hours: 0

Contact Hours: 40

Quarter Credit Hours: 4.0

Prerequisites: AH110, MT100, MT110, AP101

This course covers procedures in a medical office. Students will be introduced to the rehabilitation team operations within various clinical settings. This course also focuses on the rules of etiquette, standards from the Health Insurance Portability and Accountability Act (HIPAA), and ethics as they are applied to office and telephone interaction. Additionally, students will become familiar with the creation and maintenance of accurate electronic medical records as they pertain to a physical therapy practice. Patient scheduling and in-take while providing a high standard of patient customer service will be emphasized in this course. Furthermore, the student will be introduced to the concepts of marketing and other sound business practices in a clinical or a massage setting should the student chose work in that capacity.

EX110

Therapeutic Exercise

Lecture Hours: 5

Lab Hours: 15

Contact Hours: 20

Quarter Credit Hours: 1.25

Prerequisites: AH110, MT100, MT110, AP101

In this course the student is introduced to the theory and application of therapeutic exercise as it is related to the rehabilitation disciplines. The course will cover the benefits, contraindications, and applications of therapeutic exercises to assist patients in recovering from a loss of functional capacity by improving range of motion, stability, and increasing strength as part of the active care plan or home exercise plan outlined by the supervising practitioner.

KIN101

Kinesiology for the Manual Therapist

Lecture Hours: 10

Lab Hours: 50

Contact Hours: 60

Quarter Credit Hours: 3.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the discipline of kinesiology and the study of movement. The student examines the physiological and biomechanical theories of dimensional massage in the rehabilitation of the physically active individual. Presents principles and techniques of and dimensional massage commonly integrated into the treatment/rehabilitation plan for the major joints and spine.

MT100**Foundations of Therapeutic Massage**

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are professional boundaries, standards of hygiene, contraindications, Swedish massage, massage palpation fundamentals, deep muscle techniques and an introduction to the human anatomy as it relates to the massage session. Skills include basic massage techniques, kneading techniques, palpation, timing, sequencing and body mechanics.

MT100-CL**Therapeutic Massage Clinic Lab**

Prerequisite: MT100

Lecture Hours: 0

Lab Hours: 20

Contact Hours: 20

Quarter Credit Hours: 0.7

Prerequisites: MT100

Upon successful completion of MT100, students will have the opportunity to practice the full body therapeutic massage routine they have learned in mt100 on clients in the massage clinic. This will provide the student with an invaluable opportunity for experiential learning and they will be able to receive client feedback and gain confidence as therapists and develop their communication and professionalism as student therapists under the supervision of the

clinic coordinator. Clients will complete written evaluations of the students and the students will be expected to maintain records and perform client intake and document soap notes in accordance with clinic policy. *This course is offered in the prerequisite session, however if a student does not take this course during the prerequisite session, the student may still move on to all other courses.*

MT102**Deep Tissue Massage**

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues and specific muscular structures. Topics include the use of pressure and monitoring pain. Physical skills focus on body mechanics, palpation skills, stretching techniques and deep tissue massage techniques. *This course is offered in the mod 2, however if a student does not take this course during mod 2, the student may still move on to all other courses.*

MT102-CL**Deep Tissue Massage Clinic Lab**

Prerequisite: MT102

Lecture Hours: 0

Lab Hours: 20

Contact Hours: 20

Quarter Credit Hours: 0.7

Prerequisites: AH110, MT100, MT110, AP101, MT102

Upon successful completion of mt102, students will have the opportunity to practice the deep tissue therapeutic massage routine they have learned in mt102 on clients in the massage clinic. This will provide the student with additional opportunities for experiential learning. The student will be able to receive client feedback and gain further confidence in his/her therapeutic skills. Additionally, the student is able to further develop their communication skills and professional demeanor as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluation of the students' deep tissue massage skills and the students will maintain records and client intake and document soap notes in accordance with clinic policy.

MT110

History & Theory of Massage Therapy

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are the history of therapeutic massage, the history of Russian medical massage, the history of Swedish massage, and the developments of each as they evolved as a healing modality. The student will also learn about the massage

equipment, environment, and creating that "total" massage experience. Also, the importance of safety in any massage environment will be emphasized. Specifics are included to illustrate how one should be diligent in protecting the client and oneself at all times: obtain the knowledge required to enable you to practice safely.

MT300

Russian Sports Massage

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the basic skills and practice of pre and post athletic event rehabilitative massage therapy. Emphasis is placed on applying Russian sports massage to areas of the body to be exerted before an athletic event, as well as, therapeutic massage after athletic activities. Topics covered include theory, application, benefits and contraindications to Russian sports massage therapy, as well as specific application methods of pre and post event rehabilitative massage. Furthermore, the student will be introduced to the theory and application of various stretching techniques employed in the rehabilitative and bodywork disciplines. The methods covered will instruct the student on the benefits, contraindications, and applications of facilitated and active stretches, including strain-counterstrain, proprioceptive neurological facilitation, and range-of-motion stretching and

how they may be employed to improve a patient's mobility, balance, functional capacity, and overall performance.

PHY100

Pathology

Lecture Hours: 40

Lab Hours: 0

Contact Hours: 40

Quarter Credit Hours: 4.0

Prerequisites: AH110, MT100, MT110, AP101

This course concentrates on recognition and treatment of common musculoskeletal pathologies; covers identification of dysfunctions, creation of specific treatment plans, and ways that manual therapy affects both the diseases themselves and their consequences. Additionally, the course provides the student with an overview of the contraindications involved when providing patient care across a variety of clinical settings. The focus will be on contraindications to manual and rehabilitative treatment protocols with instruction on how these can be extrapolated to additional clinical environments.

PT100

History & Theory of Physical Therapy

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the basic skills and practice of physical therapy as it

relates to the physical therapy aide. Topics covered are the history of physical therapy, professional boundaries and standards of hygiene. An overview of physical therapy facilities, medical terminology and charting methods are also learned.

PT101

Physical Therapy Procedures

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

Prerequisites: AH110, MT100, MT110, AP101

This course introduces the student to the various types of physical therapy modalities used in physical therapy and rehabilitation. Body mechanics, therapeutic exercise, gait training and basic treatment methods are learned. In this course the student will also be introduced to the use of physical agents for rehabilitation in the physical therapy setting. Instruction will be provided in the benefits, contraindications, and process of application for hot and cold therapies, ultrasound, electrical stimulation, mechanical traction, postural restoration, and body mechanics in the physical therapy setting. Students develop skills in utilizing these modalities and procedures in assisting with the comprehensive implementation of a physical therapy treatment plan.

PT103**Therapeutic Regional Massage**

Lecture Hours: 10

Lab Hours: 50

Contact Hours: 60

Quarter Credit Hours: 3.5

Prerequisites: AH110, MT100, MT100-CL, MT110, AP101

This course introduces the student to various types of massage as it pertains to specific regional injuries and extremity assessment and rehabilitation as part of a comprehensive physical therapy treatment plan. Topics will focus on manual traction, segmental spinal mobilization and manual treatment of the distal extremities including the elbow, wrist, hand, ankle and foot, including benefits, contraindications, theory and applications of regional therapeutic massage and manual therapy for the distal extremities.

PT104**Physical Agents in Rehabilitation**

Lecture Hours: 10

Lab Hours: 30

Contact Hours: 40

Quarter Credit Hours: 2.5

Prerequisites: AH110, MT100, MT100-CL, MT110, AP101

This course provides in-depth instruction in the science of injury and rehabilitation and the use of physical agents based on evidence based outcomes in rehabilitative physical therapy practice. Topics covered include theory, practice, contraindications, and expected

outcomes when applying physical agents within in a program of rehabilitation.

MBP100**M-Blex Prep**

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: all courses except EXT100 must be completed

This course helps prepare the student to take the M-BLEX exam in order to become certified as a massage therapist with the California Massage Therapy Council (CAMTC). Topics covered will include the application process, study skills, an overview of study aids and how to use them, a review of the topics that may be encountered on the exams and opportunities to take practice exams to help the student with test-taking skills.

EXT100**Externship**

Lecture Hours: 2

Lab Hours: 78

Contact Hours: 80

Quarter Credit Hours: 2.8

Prerequisite: all courses must be completed

Students will be working as a physical therapy aide in a clinical rehabilitative setting under the supervision of a physical therapist or chiropractor. The extern will perform direct patient care activities and indirect patient care activities at the discretion of the supervising practitioner. Activities may include application

of therapeutic massage, use of physical agents, cleaning or organization of supplies, ordering of equipment, patient transfer and transport, record-keeping and proper documentation of care. The supervising practitioner is tasked with managing and evaluating the student's performance weekly to provide the student the needed input for successful employment in a rehabilitative clinical setting upon graduation.



Personal Fitness Trainer/Health & Wellness Professional Program

Program Description

The 900 clock hour, 36 week personal fitness trainer/health and wellness professional program at Southern California Health Institute (SOChi) prepares the student for an entry level career as a personal fitness trainer. The comprehensive curriculum is based on scientific research, fitness expert experience and is aligned with key critical occupational skills and abilities. A combination of scientific content areas, laboratory performance domains, and work related activities allow for students to experience a blend of didactic and hands on learning. Courses include anatomy and physiology, kinesiology of human movement, principles of weight management, exercise physiology, exercise psychology, sports-specific training, corrective exercise, client assessment and fitness program design, professional development, leadership skills, and first aid and CPR. Students will benefit from the activities that have occupationally relevant themes, created by fitness experts active in the field.

Dr. Micheal a. Clark, DPT, MS, CES, PES, is the founder of National Academy of Sports Medicine (NASM), and the creator of NASM's exclusive Optimum performance training™ (opt) model used by thousands of health and fitness professionals worldwide. The personal fitness/health and wellness professional program was designed by NASM to prepare the student for an entry level position as a fitness trainer.

Southern California Health Institute prepares the student to sit for voluntary certification exams as a personal fitness trainer and fitness nutrition specialist.



Program Outline

Course Code	Contact Hours	Lecture Hours	Lab Hours	Practicum Hours
PFT118	60	60	0	
PFT100	30	30	0	
PFT101	60	0	60	
PFT102	60	0	60	
PFT103	20	20	0	
PFT104	20	20	0	
PFT105	60	40	20	
PFT119	60	40	20	
PFT106	40	20	20	
PFT107	40	30	10	
PFT108	40	30	10	
PFT109	60	40	20	
PFT110	40	40	0	
PFT111	25	0	25	
PFT112	50	25	25	
PFT113	25	0	25	
PFT114	25	0	25	
PFT115	60	40	20	
PFT121	25	25	0	
PFT122-A	25	0	0	25
PFT122-B	25	0	0	25
PFT122-C	25	0	0	25
PFT122-D	25	0	0	25
total	900	460	340	100

Various courses in this program will be offered at the SOCHi learning site located at:
10950 Sherman Way, Burbank, CA 91505
(2.8 miles from the main campus)

Module Sequence

Module	Course Code	Contact Hours	Total Contact Hours
Prerequisite Session*	PFT118	60	150
	PFT100	30	
	PFT101	60	
Mod 1	PFT102	60	150
	PFT103	20	
	PFT104	20	
	PFT121	25	
	PFT122-A	25	
Mod 2	PFT105	60	150
	PFT106	40	
	PFT111	25	
	PFT122-B	25	
Mod 3	PFT119	60	150
	PFT107	40	
	PFT113	25	
	PFT122-C	25	
	PFT107	40	
Mod 4	PFT109	60	150
	PFT110	40	
	PFT114	25	
	PFT122-D	25	
Capstone Session**	PFT108	40	150
	PFT115	60	
	PFT112	50	

Note:

* The prerequisite session must be taken prior to entering any modules. After successful completion of the prerequisite session, students may enter any module 1-4. Modules 1-4 need not be taken in sequence.

** The capstone session may only be taken once all modules have been successfully completed. The capstone session will be conducted at the SOCHi learning site.

Course Descriptions

PFT118

Anatomy & Physiology for the Fitness

Professional

Lecture Hours: 60

Lab Hours: 0

Contact Hours: 60

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bony landmarks and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.

PFT100

Leadership, Business & Sales

Lecture Hours: 30

Lab Hours: 0

Contact Hours: 30

Students in this course will learn how to become successful business owners. In addition, students will learn basic business principles and how to create a successful career as a personal fitness trainer. Students will also learn about office productivity software, marketing materials, resume' development, business-plan development, licensing, and continuing education in the fitness industry.

PFT101

Essentials & Fitness Assessment

Lecture Hours: 0

Lab Hours: 60

Contact Hours: 60

Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses.

PFT102

OPT™ For Sport-Specific Training

Lecture Hours: 0

Lab Hours: 60

Contact Hours: 60

Prerequisites: PFT118, PFT100, PFT101

This lab course is the practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, power opt™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.



PFT103**Exercise Psychology & Lifestyle Coaching I**

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Prerequisites: PFT118, PFT100, PFT101

Students in this course learn the basics of personal and professional leadership as well as



motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active.

PFT104**Exercise Psychology & Lifestyle Coaching II**

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Prerequisites: PFT100, PFT101, PFT118

This course introduces the student to psychological concepts necessary for effectively motivating clients. Students learn the effects of planned stress (e.g., exercise) and recovery (e.g., sleep, massage) on mental health, physical performance, and health-related quality of life.

This course lays the foundation for students to effectively promote personal training and as part of a healthy lifestyle.

PFT105**Exercise Physiology**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: PFT118, PFT100, PFT101

Students in this course learn about the physiological adjustments that occur within the body during exercise. In addition, students learn about the physiological systems as they are affected by physical exercise, including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise.

PFT106**Special Populations Fitness Prescription**

Lecture Hours: 20

Lab Hours: 20

Contact Hours: 40

Prerequisites: PFT118, PFT100, PFT101

Students in this course will learn and practice the skills and knowledge to develop fitness programs for clientele requiring special considerations. Populations to be studied include youths, seniors, pregnant women, obese people, diabetic people, those with osteoporosis, those with arthritis, and those with increased cardiorespiratory disease risk factors.

PFT107**Advanced Fitness Nutrition I**

Lecture Hours: 30

Lab Hours: 10

Contact Hours: 40

Prerequisites: PFT118, PFT100, PFT101

Nutritional guidance and support for overall health, weight loss, and long-term weight management is in high-demand. This course will provide essential knowledge and skill regarding energy balance, caloric needs, activity, metabolism, and food choices.

PFT108**Advanced Fitness Nutrition II**

Lecture Hours: 30

Lab Hours: 10

Contact Hours: 40

This course will provide the student with skills and theory necessary for developing individualized nutritional plans and how clients can stay motivated and on target.

PFT109**Lifespan Fitness Solutions**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: PFT118, PFT100, PFT101

In this course, the student will develop and demonstrate the appropriate skills and understanding necessary when applying fitness principles to specialized populations throughout the lifespan. The student will learn to tailor their approach to assessment and program design to the youth participant and the senior

client. Special considerations, precautions and adaptations will be covered respective to each group's needs, abilities and limitations.

PFT110**Principles of Weight Management**

Lecture Hours: 40

Lab Hours: 0

Contact Hours: 40

Prerequisites: PFT118, PFT100, PFT101

This course will define the difference between being overweight and obese and highlight the physiological, psychological, and health effects of weight control. Participants will address alternative human assessment methodologies as well as weight loss specific programming. After completion of this course students will be able to communicate effectively potential plateaus and engage motivational strategies to keep the clients moving towards their goals.

PFT111**Fitness Program Design I**

Lecture Hours: 0

Lab Hours: 25

Contact Hours: 25

Prerequisites: PFT118, PFT100, PFT101

In this course students are instructed in the exercise principles necessary for effective program design of goal-specific opt™ programs, stabilization opt™ programs, strength opt™ programs, and cardiorespiratory training programs for each client.

PFT112**Concepts of Corrective Exercises**

Lecture Hours: 25

Lab Hours: 25

Contact Hours: 50

Prerequisites: PFT118, PFT100, PFT101

This course will present an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical know-how to develop and implement integrated strategies to improve common movement impairments.

PFT113**Fitness Program Design II**

Lecture Hours: 0

Lab Hours: 25

Contact Hours: 25

Prerequisites: PFT100, PFT101, PFT118

In this course students are provided with the skills necessary to implement appropriate exercise techniques. Additionally, the student will develop the understanding of how to modify, progress, and regress exercises as part of an overall fitness program design. The lab requires hands on demonstration of the principles of flexibility training, core stability training, and neuromuscular stabilization training.

PFT114**Fitness Program Design III**

Lecture Hours: 25

Lab Hours: 0

Contact Hours: 25

Prerequisites: PFT118, PFT100, PFT101

In this course the student will understand and be able to implement the safe usage of exercise equipment and training modalities. Different models of resistance training will be described and the student will be expected to incorporate these into the OPT™ model of training.

PFT115**NASM – CPT Exam Prep**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: PFT118, PFT100, PFT101

This course provides the student with tips and essential skills to take and pass the NASM-CPT (certified personal trainer) nationally accredited certification examination. This course provides the student with how to prepare for the exam and a comprehensive review of the requirements to demonstrate proficiency in the performance domains of basic and applied sciences; assessment; exercise technique and training instruction; program design; considerations in nutrition; client relations and behavioral coaching; and professional development, practice, and responsibility. The certification test will be presented during the last class session, and students who successfully complete the training will receive the NASM-CPT designation.

PFT121

Professional Development

Lecture Hours: 25

Lab Hours: 0

Contact Hours: 25

Prerequisites: PFT118, PFT100, PFT101

The students will concentrate on various strategies that include job search, resume' formats, necessary pre-employment letters, and interview techniques. The students will develop effective communication skills to interact professionally with clients and colleagues.

PFT119

Kinesiology of Human Movement

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Quarter Credit Hours: 5.0

Prerequisites: PFT118, PFT100, PFT101

Students will learn about the study of anatomy, biomechanics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Furthermore, students will learn the origin, insertion, and action of the skeletal muscles. Students will consider various exercise techniques to understand the kinetics of human motion.

PFT122-A through D

Fitness Practicum

Lecture Hours: 0

Practicum Hours: 25

Contact Hours: 25 (each practicum is 25 contact hours)

In this course students will have the opportunity to participate with other classmates in a fitness gym. Students will break off into groups and play the role of a professional fitness trainer and client. As a fitness trainer the student will assess their client's (classmate) need and create a fitness plan that best suits them. Students will have an opportunity to work with various individuals in a supervised setting.

