



# ***CATALOG***

**2014-2015**

**Effective July 1, 2014 – December 31, 2015**

3550 Wilshire Blvd., Suite 750  
Los Angeles, CA 90010  
Tel: (213) 908-1500  
Fax: (213) 927-0747

# UNIVERSITY OF WESTERN CALIFORNIA

## *Table of Contents*

<b>GENERAL INFORMATION</b>	
A Message From the Chief Academic Officer	4
Approval Disclosure Statement	5
Program Offered	5
Approval	6
<b>ADMINISTRATION</b>	
Administration	7
Complaint	7
Mission Statement	8
Goals and Objectives	8
Hour Definition	8
Academic Year Definition	8
Notice Concerning Transferability of Credits and Credentials Earned at UWC	8-9
Articulation or Transfer Agreement	9
Bankruptcy	9
<b>INSTITUTIONAL POLICIES AND INFORMATION</b>	
History of the School	9
Physical Description and Class Location	9
Equipment for each program of study	10
Admission Policies	11-13
English Requirement	11
Full Time Student Status	13
Visa Services	13
Procedure for Enrollment	13-14
Procedure for Re-Enrollment	14
Acceptance of Credit for Prior Education	15
Challenge Examination	15
Experiential Credit-Acceptance of Credit for Prior Experience	15
Schedule and Calendar	15-16
Freedom of Speech	16
Statement of Non-Discrimination	16
Cheating, Plagiarism and Falsification of Records	17
<b>STUDENT SERVICES</b>	
Advising	17
Placement Assistance and Career Development	17-19
Disclosure and Retention of Education Records	19-20
Tuition and Financial Assistance	20
Loans	20
Title IV	20

Library (Resource Center)	20-21
Student Lounge	21
Classroom Temperature	21
Student Parking	21
Housing	21-22
<b>ATTENDANCE AND ACADEMICS POLICIES</b>	
Attendance Policy	22
Tardiness	22
Leaving Early	22
Leave of Absence Policy	23
Maximum Time Frame for Course Completion	23
Attendance probation Policy	23-24
Suspension and dismissal Policy	24
Satisfactory Academic Progress Policy	24
Measurements of Units	25
Grading Format	25-26
Withdraw from a Course	26
Student Evaluation of Instruction	26
Academic Probation Policy	26
Student Appeal Procedures	27
Reinstatement	27
Tutoring	27
Graduation Requirements	27
Student Records	28
Changing Programs	28
<b>SCHOOL POLICIES AND REGULATIONS</b>	
Cell Phones	28
Eating	28
Children	28
Smoking	28
Office Equipment	28
Student Behavior/Conduct	29
Grounds for Disciplinary Action	29
Student Complaint Procedure	29-30
Controlled Substance, Alcohol and Drug Abuse Policy	30-32
<b>CURRICULUM/PROGRAMS DESCRIPTION</b>	
<b>DEGREE PROGRAMS</b>	
Master of Business Administration	33-38
Master of Business Administration – Real Estate	38-42
<b>CERTIFICATE PROGRAMS</b>	
English-As-A-Second-Language	43-49
Real Estate Principles, Practice & Property Management	49-50

Computerized Accounting & Bookkeeping	51-53
Massage Therapy	54-58
Massage Practitioner	54-58
Advanced Massage Therapist	54-58
Medical Assistant	59-62
Office Assistant with Microsoft Proficiency	63-65
Nurse Assistant / Home Health Aide	66-68
Licensure / Certification Process	69-70
<b>INSTRUCTION FACULTY</b>	<b>71</b>
<b>PROGRAM TUITION SCHEDULES</b>	<b>72</b>
Cancelation, Withdrawal and Refund Rights	73-74
<b>STUDENT PROTECTION POLICY</b>	
State of California Student Tuition Recovery Fund	74-75

## Message from the Chief Academic Officer

As we enter the new millennium, the goal of the University of Western California is to define the merging phenomenon of the Eastern and Western cultures. The University of Western California is a new frontier that represents the new universal philosophy originated from this great new merger. I want to characterize the new philosophy as "Contribution and Adeptness" - *contribution* to the community with the vision of people helping each other, and swift *adeptness* when approaching the problem in this constantly changing environment. To that end, we are drawing students not only from the United States but also from Asian countries as well. In this way, our campus will be the meeting and sharing place for different cultural backgrounds and scholastic approaches. I believe that is the only way to face globalization in our age.

Now, I invite you to explore this great and unique university and be a part of 21<sup>st</sup> Century education.

All information in this school catalog is current and correct, and is so certified.

*Marcus Lee*

Marcus Lee, Chief Academic Officer

# GENERAL INFORMATION

## Approval Disclosure Statement

The University of Western California (UWC) is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE). The approved programs as well as the designated programs that are pending approval are listed below.

The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction for postsecondary educational institutions.

**The University of Western California offers the following programs:**

### Degree Program(s)

- Master of Business Administration
- Master of Business Administration – Real Estate Concentration

### Certificate Program

- English as a Second Language
- Real Estate Principles, Practice & Property Management
- Computerized Accounting & Bookkeeping
- Massage Therapy
- Advanced Massage Therapy
- Massage Practitioner
- Office Assistant with Microsoft Proficiency
- Medical Assistant
- Nurse Assistant
- Real Estate
  - Escrow
  - Legal Aspects of Real Estate
  - Property Management
  - Real Estate Appraisal
  - Real Estate Economics
  - Real Estate Financing
  - Real Estate Loan
  - Real Estate Practice
  - Real Estate Principles

**This institution's application for approval to operate has not been reviewed by the Bureau for Private Postsecondary Education**

## APPROVALS

### **California Bureau of Real Estate**

2201 Broadway, Sacramento, CA 95818

Tel: (916) 227-0894 Fax: (916) 227-5859

[www.bre.ca.gov](http://www.bre.ca.gov)

### **California Massage Therapy Council**

One Capitol Mall Suite 320, Sacramento, CA 95818

Tel: (916) 669-5336 Fax: (916) 444-7462

[www.camtc.org](http://www.camtc.org)

## ADMINISTRATION

Janet Lee	University Director
Marcus Lee	Chief Academic Officer
Janet Lee	DSO
Paul H Phillips	Director of Placement & Student Services
Marcus Lee	MBA- Real Estate Program Director
Sang Lee, MBA, CPA, JD	MBA Program Director
Paul H Phillips	ESL Program Director
Ok S. Shin	Nurse Assistant
Brian Yoo	Massage Therapy Director

Instruction is in residence with a facility occupancy level that will accommodate 80 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate or degree verifying the fact. University of Western California awards its' graduates an appropriate program certificate, diploma or a degree as an acknowledgment of their accomplishment and graduation.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available sponsored programs, and private assisted loans to pay for portions of tuition and fees.

Persons seeking to resolve problems or complaints should first discuss the situation with the Program Director in charge. Requests for further action may be made to the School Director.

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

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Telephone (916) 431-6959

## **Mission Statement**

The University of Western California is committed to serve as a gateway for a diverse student body interested in excelling in vocational, academic and professional studies. The UWC enhances student learning by promoting a comprehensive context for the intellectual, scientific, cultural, technological, and economical development of its students and faculty. The UWC is committed to creating and maintaining an environment that develops the individual in all educational endeavors.

## **Goals and Objectives**

The UWC's goals and objectives:

- To equip students with knowledge and know-how required in their field of study.
- Seek to enhance the intellectual and social development of each student.
- Students will find UWC's programs to be up to date, comprehensive and relevant.
- Develop an attitude of independent thinking and a quest for knowledge among the UWC community.
- Develop a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen field.
- Instill the ability to assume responsibilities and the leadership required in the work place.
- Utilize interactive methods of instruction that promote student-faculty interaction, encourage the use of field trips when appropriate, and endorse the convening of study groups.

## **Hours Definition**

**Clock Hour** is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes for student break. This formula complies with the Federal 34 CFR.

## **Academic Year Definition for Degree Programs**

The academic year consists of three 11-week quarters. Credit is measured in quarter units. The academic year for programs less than 36 quarter credit hours are 30 weeks. This academic year for programs with at least 36 quarter credit hours is 36 weeks.

## **"Notice Concerning Transferability of Credits and Credentials Earned at UWC"**

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

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

### **Articulation and Transfer Agreement**

**UNIVERSITY OF WESTERN CALIFORNIA HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY.**

### **Bankruptcy Statement**

This institution **DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY**, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or 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 (11U.S.C. Sec 1101 et seq.)

## **INSTITUTIONAL POLICIES AND INFORMATION**

### **History**

The UWC was established in 2004 as a non-profit organization. In October of 2004 the school was approved by the Bureau for Private Postsecondary and Vocational Education, to operate as a degree-granting institution. The University's initial approval included *degree* programs, MBA, MBA-Real Estate, a *certificate* program in English as a Second Language; and the *registered* courses in real estate.

In 2012 the school relocated its physical main location to 3550 Wilshire Blvd., Suite 1520, Los Angeles, CA 90010.

## **Physical Description Class session Location**

UWC, Los Angeles Campus, occupies approximately 3,500 square feet in a traditional campus facility located at 3550 Wilshire Blvd., Suite 750 Los Angeles, CA 90010. Instruction will be conducted at 3550 Wilshire Blvd., Suite 750, Los Angeles, California, 90010. Facilities include: Audio/Visual equipment, computers, Nursing skills/ lab and lecture classes. Student Reference Library with reference texts and manuals, computers equipped with internet and internet library. Student Lounge, The occupancy level of the facility is 120 students.

## **Equipment for each program of study**

UWC endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

### **Computerized Accounting & Bookkeeping**

The instructional classroom for this program contains personal computers and QuickBook software with limited internet access, and laser printers. Additional reference material is available where necessary.

### **Nurse Assistant/Home Health Aide**

The nursing department has assigned lecture classrooms and a skills laboratory. The lecture classrooms contain medical charts and posters as well as skeletal and anatomical models. A variety of resource materials are available to enhance the learning process. Students have access to the internet for research purposes. The skills laboratory is equipped with medical beds, equipment and supplies found in a typical patient room in a hospital.

### **Office Assistant with Microsoft Proficiency**

The instructional classroom for this program contains personal computers and software including Microsoft Office with limited internet access, and laser printers. Additional reference material is available where necessary.

### **Massage Therapy, Massage Practitioner**

The Massage Therapy department consists of lecture and laboratory classrooms. The lecture classrooms have a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles, and magazines.

The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage and physical therapist's place of business.

### **Medical Assistant**

The Medical Assisting department consists of lecture classrooms, a skills laboratory and a computer laboratory. A variety of educational resources such as medical charts, posters, skeletons, coding, billing reference and anatomical models are available in each classroom. Reference materials include texts, articles and journals.

The skills laboratory area contains specialized equipment commonly found in medical facilities. The computer laboratory contains personal computers with limited internet access and software normally found in medical offices.

### **Real Estate Principles, Practice & Property Management**

The instructional classroom for this program contains personal computers and software including ZipForm with limited internet access, and laser printers. Additional reference material is available where necessary.

### **English as a Second Language**

The instructional classroom for this program contains personal computers and software with limited internet access, and laser printers. Additional reference material is available where necessary.

## **Admissions Policy**

Students interested in enrolling for degree programs should contact UWC to obtain an application packet. This packet contains the required forms needed for submission. Applicants must also contact all former institutions they have attended and request that official copies of transcripts be sent directly to UWC.

The student will provide proof of high school diploma or GED or take an ability-to-benefit Wonderlic SLE examination for admission to the certificate and Diploma programs. Students must ensure that all official scores of examinations taken, such as the TOEFL and GRE exams, have an official transcript or take a placement test to determine level of competency in the enrollment process.

It is the student's responsibility to ensure that all documents and forms have been submitted to UWC. When UWC receives all the required documents and forms, the student's application file will be deemed complete and the final decisions concerning the student's admission to UWC will be made in the Academic Dean's Office. Admission decisions will be made within 30 days after submission of required documentation and registration fees.

If an applicant does not accept admission or fails to matriculate after one year of acceptance the applicant will need to go through the admission process again as a new student. This means that the applicant must resubmit a new application and all its required documents, forms, and information for admission to the selected program. Please note that previous admission does not guarantee readmission.

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed. Previous work experience in the selected field of study may also be taken into consideration. Personal and/or professional letters of recommendation are included in the admission process for entrance into the master program.

## **English Requirement**

All instruction at UWC is provided in the English language. International applicants must demonstrate proficiency in English prior to being considered for admission. It is required that all students seeking

admission to the program taught in English be fluent in the English language. This requirement is satisfied by successfully completing two years of education at an institution where English is the language of instruction or scoring 550 or better on the Test of English as a Foreign Language (TOEFL).

## **Admission policy for Graduate Programs**

### **Graduate Programs (MBA, MBA-Real Estate)**

#### **1. Bachelor Degree**

- All students must hold a minimum of a B.A. degree or its equivalent from an accredited institution to be admitted to a master's program.

#### **2. Language Requirements**

Non-native speakers of English must present a TOEFL score of 550 or higher.

#### **3. Letters of Recommendation**

Two letters of recommendation from former professors or supervisors must be sent to the Admissions Office.

#### **4. Official Transcripts**

An official transcript of all completed course work at other institutions must be submitted to the Admissions Office.

#### **5. Transfer of Graduate Units**

Applicants may transfer a maximum of 9 quarter units (or 6 semester units). Only courses that are deemed equivalent to UWC's offerings may be eligible for transfer. In addition, only courses in which the student has earned grades of "B" or better can be transferred for graduate credit.

#### **6. Application for Admission**

An application fee of \$75.00, made payable to UWC, must accompany the Application for Admission.

## **Placement Exam for ESL**

### **Placement test for English-as-a-second-language**

Students enrolling in certificate program must take the Compass/ESL test, which is used as an entrance test for students.

Beginning	- 50%
Intermediate	- 51% to - 70%
Advanced	- 71%

Compass/ESL Test is an approved test, administered to the prospective student prior to the enrollment process.

## Admissions Policy for Certificate Program

UWC admits students without distinction or discrimination for race, age, sex, disability, color, creed, religion, sexual orientation, or national and ethnic origin. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. However, UWC reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission as outlined below.

Prospective students must meet the following requirements for admission to UWC:

Complete an interview and tour of the school;

Complete an application for admission and enrollment agreement;

Pay the \$75 application fee;

Have earned a high school diploma or have earned the recognized equivalent of a high school diploma and provide documentation of same.

Pass a standardized basic skills assessment designed to measure aptitude for successful completion of program of study.

**Note:** Applicants to Massage Therapy, Massage Practitioner, Physical Therapy Aide, Medical Assistant, Office Assistant with Microsoft Proficiency, Nurse Assistant/Home Health Aide and Computerized Accounting & Bookkeeping programs may take, and pass the Ability to Benefit (ATB) exam in lieu of high school diploma or recognized equivalent. In addition, if a successful passing score is achieved, the prospective student will not be required to take any additional assessments and/or entrance evaluations for admissions purposes. To be eligible for the ATB, applicants must be beyond the age of compulsory education (at least 18 years of age).

Nurse Assistant/Home Health Aide has additional program requirements, including but not limited to criminal background checks and/or drug screening. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

## Full Time Student Status

The programs offered by the UWC are considered to be full-time programs. Master degree students enrolled for 12 quarter units in any given quarter are considered full-time students.

## Visa Services

At this time, the University does not admit students from other countries, does not offer visa services, and does not vouch for student status, nor any associated charges.

## Procedure for Enrollment

### Graduate Programs

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed at the master's

level. Previous work experience in the selected field of study may also be taken into consideration for prior education credits.

Personal and/or professional letters of recommendation are required for the admission process for entrance into the master program.

### **Certificate and Programs**

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival at UWC, the applicant will complete an application covering their personal and educational history, and the area of occupational interest. The applicant initially meets with the Admissions Representative to discuss career opportunities and the process of enrollment.

The Ability-to-Be-Trained test is then administered. Exception to this procedure is for the non-high school graduate. The Wonderlic SLE examination will be administered by an outside proctor approved by Wonderlic testing.

When the applicant successfully demonstrates their ability by scoring an acceptable score, as set by Wonderlic, they may proceed with enrollment. The test is graded and results are discussed in detail with the applicant. The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A Financial Assistance interview is then completed with the Business Office.

Assuming all requirements and standards of admissions are met, an enrollment agreement between UWC and the applicant is then signed, the registration fee paid.

The procedure for orientation will be to review and explain all policies of attendance, leaving early, arriving late; the monthly progress reports, dedicated studies to be informed for the daily lecture, the services provided by the school, and the conduct expected of a UWC student.

### **Procedure for Re-Enrollment**

Any student, who wishes to re-enroll in the same or another program, should first submit a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls (same program previously canceled or terminated from) must sign a new enrollment agreement at the current tuition rate.

The registration fee must be paid prior to an applicant re-enrolling, unless other approved arrangements have been made. All outstanding balances due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they are allowed to re-enroll.

Students re-entering may receive a partial or full credit for any prior UWC training, this will be determined on a case-by-case basis by the school Director. UWC payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program.

UWC at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrolled. However, students must sign a new enrollment contract to reflect the changes.

### **Acceptance of Credit for Prior Education**

Students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment and they pass the institutions examination and skill testing for those subjects.

The Director will evaluate the student's formal education and award appropriate credit if the coursework is comparable to the coursework of UWC.

### **Challenge Examination**

The University can also use Challenge Examination(s) to determine the knowledge and competency of a transferring student who may have completed the course(s) with a grade of "C" or higher in non-accredited and non-approved schools. A prospective transfer student applying for Challenge Examination(s) shall be required to pay 50% of the regular tuition for each Challenge Examination. The opportunity to take a Challenge Examination may only be granted by the Academic Dean based upon an equal number of units for a course of similar content and subject as listed in the University's Catalog. Challenge Examination(s) are graded based upon the current grading system of the University. Upon passing the Challenge Examination(s) with a grade of "C" or higher, transfer credit (TC) for that course(s) will be recorded in the official transcript of the transferring student. No grades shall be posted in the official transcript for Challenge Examination(s).

- University of Western California DOES NOT award credit for prior experiential learning.
- University of Western California DOES NOT currently provide Visa Services or vouch for student status. There are no associated charges.
- University of Western California DOES NOT currently offer distance education.
- University of Western California HAS NOT entered into an Articulation or Transfer Agreement with any other college or university

## **Experiential Credit-Acceptance of Credit for Prior Experience**

University of Western California does not award credit for prior experience.

## **Schedule and Calendar**

The program is structured into modules, courses, or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed. Our system of scheduling allows participants to commence training at the beginning of each module or course on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Varied instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

## **Holidays Observed**

The College observes the following holidays:

Christmas Day  
New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and the Friday following.

Other days may be approved by the administration. The University does not conduct most classes during the two weeks generally considered traditional college "Christmas Vacation."

## **Freedom of Speech**

UWC firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual or racial discrimination, and "fight words" are not protected by the law. UWC shall uphold and enforce these rights, and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

## **Statement of Non-Discrimination**

UWC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, disability, or prior military service in administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. UWC's equal opportunity department is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; 2) Equal Pay Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and 7) the Americans with Disabilities Act of 1990.

## **Cheating, Plagiarism, and Falsification of Records**

Students are subject to disciplinary actions for several types of misconduct or attempted misconduct, including but not limited to:

1. Dishonesty, such as cheating, multiple submissions, plagiarism, or knowingly furnishing false information to UWC;
2. Forgery, alteration, or misuse of UWC documents, or identification;
3. Theft, damage, or destruction of any UWC property;
4. Unauthorized entry to or use of UWC property, equipment, or resource;
5. Disruption of teaching, administration, or other UWC activities;
6. Physical abuse, threats of violence, rape, other forms of sexual assault, or conduct that threatens the health or safety of any person on UWC property or in connection with official UWC functions;
7. Disorderly conduct, disturbing the peace, or failure to comply with the directions of any UWC employee acting in his/her official capacity;
8. Sexual harassment (See Sexual Harassment Policy);
9. The use of 'fighting words' when they constitute hate;
10. The use, possession, sale, distribution, or manufacture of alcohol /drugs on UWC property or at official UWC functions which is unlawful or otherwise prohibited, or not in compliance with, UWC policy or campus regulations; and
11. The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State Laws or Regulation, on UWC property or at official UWC functions.

# STUDENT SERVICES

## Advising

Beginning with your first attendance at UWC, expert guidance is provided on a one-to-one basis by an advisor from your chosen field. Advisors take their responsibility seriously as they assist you in planning an academic program and choosing a major. The staff makes every effort to maintain close communication with students.

Students experiencing personal problems, which require professional counseling, will be referred to the appropriate agencies, if such assistance is requested by the student.

## Placement Assistance and Career Development

In the certificate and Diploma programs, instruction is specifically designed to give the student the edge in successfully gaining employment in the field in which they are training. Instruction may include areas such as: proper grooming for successful interviews, resume development, successful interviewing techniques, and mock interviews.

### **THE UNIVERSITY OF WESTERN CALIFORNIA CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

UWC's Placement Assistance program provides direct assistance to students in good standing as they near their completion date and well beyond graduation. Delays in course completion may result in delaying employment assistance activity. To avail themselves of these services, students shall submit a typed resume to the Placement Assistance Coordinator.

The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

**NOTE:** All graduates will be considered for placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance at another time by notifying the Placement Coordinator that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Coordinator will work diligently with each graduate until he/she successfully obtains employment.

The Placement Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences.

The Placement Assistance Coordinator is always available to assist in future years when a UWC Alumnus contemplates a change in employment. Only graduates of UWC are eligible for placement assistance.

In order to effectively utilize the services of the Placement Coordinator, the soon-to-be graduate or graduate must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Placement Assistance Coordinator.
2. Completion and submission of the Employment Questionnaire.
3. Completion and submission of a typed resume.
4. Weekly communication with the Placement Assistance Coordinator. If an appointment with an employer or with the Placement Assistance Coordinator cannot be kept, prior to the appointment, a call must be made to reschedule.
5. In order to enhance the employment potential of each graduate, the Placement Assistance Coordinator should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must have the legal right to accept employment in the United States. (Graduates who are not citizens must produce proof of eligibility to obtain employment, i.e. a Green Card, Work Permit, or letter from the INS showing a valid "A" number.)
7. Graduates must keep the Placement Assistance Department advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
9. Completion of externship.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. UWC does not offer employment as an incentive to enrollment.

### **Disclosure and Retention of Education Records**

Education records are defined as files which are comprised of materials and documents containing information directly related to a student and are maintained by the institution. Records are supervised by the Campus Director and access is afforded the College's staff for the purposes of recording grades, attendance, career services and advising notes, as well as admissions and financial aid information. Some information is reviewed by the financial aid department for purposes of determining financial aid eligibility.

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review and challenge information contained in the file. As a postsecondary educational institution, parental access to such records is not required unless the student is a dependent, in which case, all enumerated rights above shall apply equally to parents. Students are not entitled to inspect the financial records of their parents.

Students may request a review of their academic records by writing to the University at 505 S. Virgil Avenue, Suite 130, Los Angeles, CA 90020. Students will be allowed to review same during regular hours under appropriate supervision. Challenging the record for purposes of changing any of its contents must be done in writing, fully stating the reason. This request will be reviewed by the Campus Director in consultation with the program director and/or the instructor and a determination to retain, change or expunge will be made. Student will meet with the Campus Director or designate to review the staff's conclusions. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the foregoing records and findings and make a recommendation to the Campus Director for final action.

A charge of \$25.00 will be made for copying a complete set of records or any portion thereof.

“Directory Information” showing student's name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless a request to omit such information is presented in writing 30 days prior to graduation or termination.

Written consent is required before education records will be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Academic Transcripts and Proof of Attendance are available within ten days of receiving a written request for same. The charge is \$15 per copy.

### **Tuition and Financial Assistance**

To assist students with their educational costs, UWC offers assistance to qualifying students in obtaining alternative interest-carrying loans to pay a portion of the tuition. Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Trade Readjustment Act. All public and private agencies have certain requirements for eligibility. Tuition assistance is also available through private lending institutions. For more information, contact the UWC Business Office.

In order for a student to remain eligible for financial assistance the student *must* maintain a "Satisfactory Academic and Attendance Progress" status. Students receiving financial assistance must keep in constant contact with the Business Office on the matter of eligibility and tuition. Tuition must be paid in full before a certificate, Diploma or a degree is awarded.

### **Loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility 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.

## **Title IV**

At the present time, UWC does not participate in federal and state financial aid (Title IV) program. If and when UWC does participate in any such programs, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs will be provided.

## **Library (Resource Center)**

A reference library is located near the classrooms and is available to all students to help provide information which may aid them in their program of study. UWC subscribes to Questia.com, the largest on-line library in the world.

### **Check-out Procedures**

All of our students visit the library once a week and are allowed to check out one library book. All books are due back to the library in two weeks. However, we encourage each student to return their book on their next visit to the library. If a student is still reading a book, they may re-check out the book for another two week period.

### **Overdue Library Book Policy**

All books checked out to students are due back to the library two weeks following the check out date. If a student wishes, he/she may return their library books before the due date. If a student fails to return a book on the due date, he/she may not check out any additional books until the overdue book is returned. A student's report card will be held if the book is not returned in a timely manner. If the book is lost or damaged, the student is responsible for the full price of the book.

### **Online Library ([www.questia.com](http://www.questia.com))**

Student will be given Username and Password on the first day of class.

### **The World's Largest Online Library of Books**

Questia is the first online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. You can search each and every word of all of the books and journal articles in the collection. You can read every title cover to cover. This rich, scholarly content -- selected by professional collection development librarians -- is not available elsewhere on the Internet. Undergraduate, high school, graduate students, and Internet users of all ages have found Questia to be an invaluable online resource. Anyone doing research or just interested in topics that touch on the humanities and social sciences will find titles of interest in Questia.

## **Student Lounge**

The Student Lounge is available for the convenience of all students.

## **Classroom Temperatures**

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

## **Student Parking**

Student parking is available in a parking facility and/or areas adjacent to the UWC building. UWC is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

## **Housing**

UWC does not offer campus housing. UWC is a commuter campus, UWC has no dormitory facilities under our control, and most students live in privately owned housing. However, we are surrounded by apartment buildings and rooms for rent ranging from economy to a bit more pricey with more amenities. The community does post apartment listings on a campus housing board and the Student Information Center maintains housing information listing rooms for rent, roommates wanted, apartments to share, room and board, bachelor apartments, single apartments, and some one bedroom apartments. These listings are usually supplied by apartment managers and community residents interested in renting to students. Local free papers and online apartment finders are also good resources. There are many apartments in the immediate vicinity with monthly rental fees beginning at approximately \$500 for room for rent, roommates wanted, apartment to share and approximately \$600 for room and board. Bachelor and single apartment rents are from \$800 to \$950. One bedroom apartments are from \$1,000 to \$1,500.

# **ATTENDANCE AND ACADEMIC POLICIES**

## **Attendance Policy**

It is important that UWC maintain a record of attendance for each student. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours will result in denial of graduation status.

When students must be absent from class, they should call UWC prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 80% attendance performance or better (Maximum program length) in order to be considered to be maintaining "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the education and training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences.

Unsatisfactory attendance occurs when a student misses more than 20% of the maximum time frame of the program. Unsatisfactory attendance may lead to Probation status, which normally result in loss of financial assistance (eligibility) for the length of time the student is placed on probation or whenever the student has brought his/her attendance and or academic grade point average to the 80%. This would include any make-up hours and or make up assignments and tests. Excessive absences may result in probation, suspension, or termination.

### **Tardiness**

Students are expected to be on time for each class session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Any combination of three (3) documented tardies will be considered as one (1) absence.

### **Leaving Early**

UWC places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she leaves earlier than 15 minutes prior to the close of class. A student leaving early will be marked as having left early. Any combination of three (3) documented early departures will be considered as one (1) absence.

### **Leave of Absence Policy (LOA)**

Students must submit a written request for a Leave of Absence to the Office, including the basis of the request, expected return date and the initial date of request with the student's signature. A Leave of Absence will be limited to a specified amount of days (not to exceed 60 days). Student not returning from LOA will be terminated from the University. Only one Leave of Absence will be granted to a student during any 12-month enrollment period. If the student's leave of absence is denied and the student fails to attend classes for the requested period, the student will be considered to have withdrawn from UWC.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. During the approved Leave of Absence, no student financial assistance will be disbursed. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. *Time taken on a leave of absence does not count in the satisfactory academic and attendance formula.* Students are encouraged to request a leave of absence, rather than dropping out, to insure that they could possibly return to school and continue their career training at a later time, if they desire to do so.

## Maximum Time Frame for Course Completion

Program	Session	Length	Maximum Time Frame
ESL Beginning	Day/Eve	24 weeks	36 weeks to complete
ESL Intermediate	Day/Eve	24 weeks	36 weeks to complete
ESL Advanced	Day/Eve	24 weeks	36 weeks to complete
Nurse Assistant/Home Health Aide	Day/Eve	7 weeks	11 weeks to complete
Massage Therapy	Day/Eve	35 weeks	53 weeks to complete
R.E. Principles, Practice, Property Mgt	Day/Eve	10 weeks	15 weeks to complete
Computerized Accounting & Bookkeeping	Day/Eve	10 weeks	15 weeks to complete
Office Assistant w/ Microsoft Proficiency	Day/Eve	18 weeks	27 weeks to complete
Medical Assistant	Day/Eve	34 weeks	53 weeks to complete
Advanced Massage Therapy	Day/Eve	36 weeks	54 weeks to complete
Massage Practitioner	Day/Eve	14 weeks	21 weeks to complete

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as *one and one half times* the regular scheduled program length, as illustrated above. Leave of Absences, holidays, non-attendance, winter breaks, in-service days, UWC closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped.

## Attendance Probation Policy

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

### *Graduate Students*

Graduate Level Students who fail to maintain a minimum grade point average (GPA) of 3.0 or “B” will be placed on probation for one quarter. If the student fails to maintain a 3.0 GPA in the quarter following probation, the student will be dismissed. Serious extenuating circumstances will be considered in the final decision to dismiss.

### *Diploma and Certificate Program*

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

Students, who fail to attend a minimum of 80% of the maximum time frame of the program hours, shall be placed on “Attendance Probation” (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of “C” (80%) of the scheduled class hours, however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory

attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

English-as-second language students will receive a pass or fail status to transfer to another level within the English-as-a-second language program.

### **Suspension and Dismissal**

A student who fails to meet UWC's academic standards for two consecutive quarters can be dismissed. He/she may apply for readmission and will be placed on "academic probation status" during the first quarter.

UWC reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the UWC standards and/or who fails to abide by the rules and regulations of UWC.

Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

### **Satisfactory Academic Progress Policy**

The graduate degree programs require students to maintain an overall grade point average of "B" or better to qualify as satisfactory progress.

To maintain satisfactory academic progress in the diploma or certificate programs, students must maintain a cumulative minimum grade point average of "C" or better. If the student is unable to bring his/ her grade up to "C" or better during the probation period, the Dismissal Policy will apply. Any student dismissed for failure to meet the UWC academic requirements, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

### **Measurements of Units**

To simplify the unit breakdown, units are calculated weekly. A student must attend a minimum of three (3) days in order to earn those units assigned to that specific week's work. Any days missed beyond two (2), the hours/work must be made up to earn units.

Please refer to the *Grading Format* noted below reflecting the performance evaluation by UWC. It is recommended that if a student receives an "I" (Incomplete), that they complete the make-up course work prior to course completion. Students should check with their Instructor to arrange any/or all make-up (Incomplete) course work. Incomplete (I) is used in calculating the cumulative grade point average and carries a value of zero (0). If the incomplete is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, professionalism, class participation, quizzes and tests. Students must complete, at a minimum, 70% of the program. Credit units are earned on weekly bases. The cumulative grade point average must be at a minimum 70% or "C".

## Grading Format

Honor Roll.....	97% - 100%
A = Excellent.....	90% - 100%
B = Good.....	80% - 89%
C = Satisfactory.....	70% - 79%
P/F= Pass/Fail.....	Credit/No Credit Assigned
D = Poor.....	65% - 69%
F = Failing.....	00% - 64%
I = Incomplete.....	00%
W=Withdrawal from module, course or program	
TC=Transfer Credit	

**P/F = Pass or Fail for English-as-a-second Language program**

If a student withdraws from a program before the completion of a course or module, the student will receive a W for that module. If the student returns to UWC, all course work graded "I" (Incomplete) can be successfully completed within a 30-day period or training may be interrupted. If the student returns to UWC, all course work graded "W" must be completed. Any Incomplete and Withdrawal will be counted as 0 in the overall cumulative grade point average

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the University Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of satisfactory progress.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the University Director, in writing, to be re-admitted to the UWC by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

Permanent transcripts of the student's progress record are maintained by UWC and are available upon written request by the student. There is a \$ 10.00 charge for education transcripts. A fee of \$25.00 will be charged if the last day of attendance was more than *three years* from the date of the request. Under State Regulations, UWC is only required to maintain a student's file for *5 years* from the student's last date of attendance.

## Withdraw From Courses

A grade will be assigned for each course in which a student is enrolled unless the student officially withdraws from the course. Discontinuance of class attendance does not represent an official withdraw from a course. To withdraw, a student must submit an add/drop card — signed by the academic advisor — to the Student Service's Office according to the procedures and deadlines stated below. When a student withdraws from a course prior to the end of the third

week of classes during a term, the course will not be recorded on the student's record. When a student withdraws after the third week and prior to the end of the ninth week of classes during a term, a grade of W shall be recorded.

After the ninth week and prior to the end of the 11<sup>th</sup> week, a student may withdraw with the approval of the school Director. The instructor will indicate whether the student is passing or failing by assigning one of the following grades:

- W Withdraw – dropping a class prior to the 11<sup>th</sup> week of classes.
- WF Withdraw Failing – dropping a class after the 11<sup>th</sup> week with a failing grade.
- WP Withdraw passing – dropping a class after the 11<sup>th</sup> week with a passing grade.
- WI Withdraw Incomplete – dropping a class after the 11<sup>th</sup> week with the instructor's permission to complete at a later date.

During the last class week of each semester, students are expected to evaluate each class in which they were enrolled. The anonymous evaluation forms are analyzed by the school Director and feedback is discussed with each instructor in an effort to maintain a high quality of education.

### **Academic Probation Policy**

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or “C”. At the end of the probationary period, the student must maintain a cumulative grade point average of 70% or “C” of the program.

If a student maintains a grade point average of 70% or “C” and/or achieves a cumulative grade point average of 70% or “C”, probation will be removed. However, if the student has failed to maintain a 70% or “C” grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

### **Student Appeal Procedures**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. This Appeals Board shall consist of not less than three (3) attending members. The Appeals Board shall be chaired by a UWC Administrator and, a representative from the Education Department, and Placement Department. The student will be notified of the Appeals Board decision within 30 days following the receipt of the student's appeal. The decision of the Appeals Board will be final.

### **Reinstatement**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Reinstatement board shall consist of either a UWC Administrator or a representative from the Education Department, Admissions Department and/or Placement Department. The student shall be notified of the

Reinstatement Review Board within 5 days following the decision of the Board. The Reinstatement Board decision will be final.

### **Tutoring**

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

## **Graduation Requirements**

### **Graduate Programs**

The requirements for graduation vary by program. Please consult the specific program for specific requirements.

### **Certificate and Registered Program**

Students must have at a minimum, an accumulative grade point average of “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, students will receive a certificate, provided all financial obligations to the University have been met. Certificates will be available to graduates not later than 30 days from last day of attendance unless Student Services receives a written request for an earlier availability.

Early graduation: This policy is at the sole discretion of UWC. All students are encouraged to complete the entire program. A student must request this option from the school Director. The School Director will evaluate the student academic and financial file. Instructors and relevant personnel may assist in the final determination.

## **Student Records**

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the UWC records or any other information about a student to any third party without the written consent of the student. UWC protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. UWC retains all student files for a minimum of **five years**. Student files of this period are maintained in fire retardant storage files.

## **Changing Programs**

UWC reserves the right to allow or disallow a transfer from one of its programs to another. In that event, the student will sign a new contract. The student will still be charged for the prior program as well as for the new program. The student must first notify and obtain permission from the School Director prior to changing programs. Instructors are not allowed to approve such transfers since these changes affect the student’s financial status with UWC.

## **SCHOOL POLICIES AND REGULATIONS**

### **Cell Phones and Headsets**

Cellular phones will not be allowed during class or at any time while the student is on UWC property. This could interfere with the learning process and safety of others. Cellular phones used on campus may be confiscated and kept by a school official until class is over or the student will be asked to leave the class. UWC is not responsible for any lost, stolen or damaged student property.

### **Eating**

Eating and/or drinking are not allowed in any of the classrooms.

### **Children**

Children are not allowed at UWC during class hours.

### **Smoking**

Smoking is not permitted anywhere inside the UWC facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers.

### **Office Equipment**

The Receptionist Desk will only take emergency calls for students. UWC phones are not intended for personal use by students. Students are not to use any of the office telephones, copy machine, or other office equipment.

### **Student Behavior/Conduct**

Students are expected to conduct themselves in a business like manner.

### **Grounds for Disciplinary Action**

Those whose conduct reflects discredit upon him/her or UWC may be subject to dismissal. The Administration of UWC reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon UWC and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet financial requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of UWC.

8. Failure to pay tuition (or any other charges) when due.
9. Breach of UWC enrollment agreement.
10. Cheating.
11. Falsifying UWC records.
12. Carrying a concealed or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, Instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against UWC and/or its student(s).
15. Solicitation, which reflects unfavorably upon UWC and/or its Students.
16. Vandalism of UWC property.
17. Any form of gang related activity including but not limited to: flashing of Gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

### **Student Complaint Procedure**

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the instructor is unable to resolve the situation, the student is to meet with the Program Director for resolution. If the matter is still not resolved, it should be brought to the attention of the UWC University Director for final resolution.

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. A written grievance, addressed to the UWC University Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the UWC University Director within 48 hours of the incident. The UWC University Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted with the report, which is to be signed and dated by the student. The University Director will chair a committee meeting which will consist of not less than 3 representatives, but not limited to, the following:

- A. Academic Department Representative
- B. Business Office Representative
- C. Admissions Office

#### D. Student Services Office

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

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

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Telephone (916) 431-6959

#### **Controlled Substance, Alcohol and Drug Abuse Policy**

UWC seeks to maintain an environment that supports the pursuit and dissemination of knowledge. All members of the academic community – students, faculty, and staff members – share responsibility for protecting the academic environment by exemplifying high standards of professional and personal conduct. Use of illegal drugs by any member of the community interferes with the activities through which the goals of the institution can be realized. Therefore, such practices will not be tolerated. UWC will take all actions necessary, consistent with all applicable laws and UWC policy, to eliminate the use of illegal drugs from the community. Also, information on drug awareness programs, counseling, treatment, rehabilitation, and other related services are available to all students on an on-going basis.

The unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of UWC is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug free awareness programs that also provide detailed information regarding:

- 1) Dangers of drug and alcohol abuse.
- 2) Assistance with drug and alcohol abuse counseling.
- 3) Penalties for the abuse of alcohol or drugs.
- 4) Rehabilitation programs.

There are local agencies that provide assistance to our employees, students, and their families.

Drug Information Hot-Lines:	(800) 413-2796 or (800) 413-4934
National Institute on Drug Abuse	(800) 662-HELP or (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated on the previous page, students and employees are subject to termination for violation of the UWC rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and UWC will press charges of drug distribution. Each employee and student is required to read and sign a statement concerning this policy.

Staff/students shall abide by the following:

1. Continued employment and/or schooling are subject to the terms of this policy.
2. Notify the administration of any criminal statute conviction for a violation occurring in the work-place no later than 5 days after such conviction. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency. UWC will take the following actions within 30 days of receiving notice under this subparagraph with respect to any employee or student who is so convicted.
3. Terminate employment of the employee or the schooling of the student.
4. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically Treated/Manufactured Drugs Felony, up to 10 years in prison and \$4 million. Marijuana Felony, up to 20 years in prison and \$4 - \$10 million. Selling/Providing alcohol to minor's felony or misdemeanor, discretion of the judge.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted; the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

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

at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov),  
telephone 1-916-431-6959, fax 1-916-263-1897.

## Course Descriptions

### Master of Business Administration (MBA)

#### Program Description

The Master of Business Administration (M.B.A.) program is designed to meet the educational needs of working adult managers in an ever-expanding global economy. The M.B.A. program emphasizes the identification, analysis, and solution of complex management problems within a

context requiring both technical understanding and also balanced decision-making. Management consists of the rational assessment of a situation and the systematic selection of goals and purposes; the systematic development of strategies to achieve these goals; the marshalling of the required resources; the rational design, organization, direction, and control of the activities required to attain the selected purposes, and finally, the motivation and impulse to excel on one's duties.

### **Concentrations**

20-24 quarter units required

Master of Business Administration degree students may elect one of the following concentrations.

- **General Management**
- **International Business**
- **Finance**
- **Marketing Management**
- **Real Estate**

### **Admission Requirements**

Students desiring admission to program must meet the following requirements:

1. Applicants must hold at a minimum a Bachelor degree from an approved or accredited institution. Accredited institutions are those that have been acknowledged by an attributed association that has been recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA). Approved institutions are those that hold a legal consent from either the state or national approval agency.
2. Applicants must have a cumulative GPA of at least 2.5 in their undergraduate course work.
3. Submission of an application and application fee of \$75.
4. Submission of two letters of recommendation.
5. Submission of a statement or essay detailing why they wish to pursue the educational program. Admission to the MBA program will be reviewed by the Academic Dean's Office. All factors will be considered in admitting students to the program. Notification of admission will be provided once the student has submitted the required documentation and demonstrates that he/she has met the minimum requirements.

### **Graduation Requirements**

The student must complete the degree program with a minimum GPA of 3.0, satisfy all tuition obligations, and must meet the minimum attendance requirements in addition to meeting all course requirements in order to graduate from the program. Students must complete the following course requirements:

1. Completion of 48 to 52 Quarter Units depending upon the field of concentration as follows:

- Complete 28 quarter units of common core courses
- Complete 20-24 quarter units in an area of concentration

**Common Core Courses**  
(28 quarter units required)

Selected 7 from the following list of courses to complete the Common Core Courses:

Course/No.	Course Title	Quarter Units
BA 625	Financial Accounting	4
BA 630	Managerial Accounting	4
BA 635	Statistics for Managerial Decision Making	4
BA 640	Applied Managerial Economics	4
BA 642	Organizational Behavior	4
BA 647	Marketing Management and Strategies	4
BA 665	Financial Analysis and Management	4
BA 672	International Business Management	4
BA 680	Operations Management	4
BA 682	Management Information System	4

**Concentrations**  
20-24 quarter units required

In consultation with his/her advisor, the Master of Business Administration degree student will choose a minimum of 20 quarter units in one of the following areas of concentration:

- International Business
- Finance
- Marketing Management

**International Business**

In the *International Business* concentration, students will complete 5 courses (20 units) from the courses listed below for the MBA.

- **BAI 503 – Advanced Topics in Multinational Finance.** Financial decision making in a global setting: financial systems, Euro-currency markets, balance of payments, foreign exchange markets, risk measurement, hedging and trade. Case analysis with written assignments done individually and in groups.
- **BAI 503 – Advanced Topics in International Management.** Covers international management practices and managerial behavior applications to decision making. Topics will include national differences in culture, strategies for communicating, cooperating across cultures, and managing global operations. Case analysis with written assignments done individually and in groups.
- **BAI 503 – International Marketing: Cases and Current Issues.** Course covers current topics in strategic marketing: strategic planning, market resource allocation, buying behavior, forecasting, product positioning. Social, legal, ethical, and global issues in marketing will be explored. Case analysis with written assignments done individually and in groups.

**Finance**

In the *Finance* concentration, students are required to complete 6 courses (24 units) from the following list.

- **BAF 503 – Advanced Topics in Multinational Finance.** Financial decision making in a global setting: financial systems, Euro-currency markets, balance of payments, foreign exchange markets, risk measurement, hedging and trade. Case analysis with written assignments done individually and in groups.
- **BAF 504 – Corporate Finance-Valuation Analysis.** Covers selected topics in corporate finance such as valuation, cost of capital, merger and acquisition, capital structure policy, warrant and convertible use and valuation, and integration and extension of financial theory to analyses of financial data. The course also covers topics such as projecting cash flows, earnings, discounting, etc. Case analysis with written assignments done individually and in groups.
- **BAF 505 – Advanced Management of Financial Institutions.** Examines the nature and role of financial institutions in the economy, money markets, and capital markets, the Federal Reserve System and monetary policy, the commercial banking system, thrift institutions, insurance companies, pension funds, investment companies, and other major financial institutions. Case analysis with written assignments done individually and in groups.
- **BAF 506 – Investments and Portfolio Analysis.** Provides an overview of the investment environment for the institutional money manager. The market mechanism, market equilibrium, the relationship between risk and return, and the valuation of various investment instruments are investigated. Also, this course analyzes contemporary theories and techniques of security selection and management available to the institution portfolio manager. Case analysis with written assignments done individually and in groups.
- **BAF 507 – Derivatives and Futures Markets.** Considers futures markets; mechanics of buying and selling futures, options, pricing of options, hedging, regulation of futures markets, stock index futures, interest rate futures, interest rate and other swaps. Case analysis with written assignments done individually and in groups.
- **BAF 595 – Selected Topics in Finance.** Intensive study of a specialized area in finance on a selected topic of interest. Case analysis with written assignments done individually and in groups.

## Marketing Management

In the *Marketing Management* students are required to the two (2) courses (6 units) listed below to be completed as required courses for the concentration.

- **BAM 501 - Marketing Information Management.** Covers important information tools and databases needed by marketers for decision-making. The course explores the applications of marketing information as a competitive tool. Also covers marketing research tools and processes. Case analysis with written assignments done individually and in groups.
- **BAM 580 – Strategic Marketing.** Provides a comprehensive framework for the application of marketing concepts to the development and implementation of marketing strategy. The course emphasizes the development of an effective marketing plan. Competitive computer simulation and case analysis with written assignments done individually and in groups.

## Course Description

BA 625 Financial Accounting - 4 credits

Understanding of accounting procedure and judgment underlying corporate financial statements, ability to read, and analyze these statements.

BA 630 Managerial Accounting - 4 credits

Accounting for management planning, control, and decision making. Cost-profit-volume relationships; cost and revenue information for routine and non-routine decision.

BA 635 Statistic for Managerial Decision Making - 4 credits

Applied statistic's role in business decision making. Analysis of data generation and evaluation techniques, including survey design, survey sampling, and survey data.

BA 640 Applied Managerial Accounting - 4 credits

Application of microeconomic and macroeconomic theory to managerial decisions and planning.

BA 642 Organizational Behavior - 4 credits

Emphasis on the contingency view for understanding the ways of behavior and the way of increasing effectiveness.

BA 645 Human Resource Management and Employment Law - 4 credits

Theory and practice of how to manage personnel functions in organizations.

BA 647 Marketing Management and Strategies - 4 credits

Management of marketing decisions particular to organizational customers and prospects: private, commercial, institutional, and governmental customers in both domestic and global markets.

BA 650 Managerial Communication Strategies - 4 credits

Organizational theory and the role communication play in modern business, industrial, and governmental organization.

BA 655 Strategic Human Resources - 4 credits

Estimating demand and supply of labor. Design staffing systems for attaining strategic objectives and developing human resources.

BA 660 Executive Leadership - 3 credits

Review of contemporary leadership styles of high-level governmental officials and executives in business, industry, and commerce.

BA 663 Business Law I - 3 credits

The legal framework within which a business operates the importance of law, its nature, origin, and development; the court system, analysis of the legal process, and criminal law.

BA 664 Business Law II - 3 credits

Analysis of the legal requirements of the formation, operation, and financing of partnership, corporations, and other business organizations.

BA 665 Financial Analysis and Management - 4 credits

Role of finance in the firm, financial planning and control, management of working capital, time value of money, valuation, risk analysis, basic capital budgeting, long-term financing, international aspects of financial decisions.

BA 668 Financial Risk Management - 3 credits

Measurement and management of foreign exchange, interest rate, equity, and commodity risks.

BA 672 International Financial Management - 4 credits

International financial environment and multinational corporations, Topics include: international trade and balance of payment; international monetary agreements, international short-term borrowing and investment; international taxation.

BA 675 International Business and Decision Making - 4 credits

Nature, dimensions, and motives of international business.

BA 680 Operations Management - 4 credits

Decision-making techniques for operations management; management of the production of goods and services.

BA 682 Management Information System - 4 credits

Information as an organizational resource, decision-making, frameworks, transaction-processing systems, office automation, competitive information systems, accounting and financial applications.

BA 685 Business Entrepreneurship and New Venture - 4 credits

The entrepreneurship philosophy, attitudes, and characteristics. Entrepreneurship and new venture success and failure factors

BA 703 Management of Innovation - 3 credits

Managing innovative enterprises in changing and uncertain environments. To survive in today's very competitive world, innovation is essential.

BA 705 Cost-Benefit Analysis for Executive Decision Making - 4 credits

Use of cost-benefit analysis for executive decision making with particular emphasis on advantage, disadvantage and appropriate uses of cost-benefit analysis in real-world situations.

BA 710 Business Cycle and Forecasting - 3 credits

Examines the business cycle and techniques for forecasting fluctuations. The emphasis of the course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision-making.

BA 715 New Venture Formation - 2 credits

A critical study and analysis of the general steps involved in preparing a preliminary venture feasibility analysis, and initiating a venture business.

BA 716 Issues in Human Resources Management - 2 credits

In depth study of current major issues in the field of personnel / human resource management. Group discussions are included and expert guest speakers are invited for discussions.

BA 717 Research Methods in Business - 2 credits

Analysis of the scientific method as it relates to the acquisition of reliable knowledge in business. Emphasis upon conceptual basis of research and basis methodological issue.

BA 719 Group Processes and Leadership - 2 credits

Perceptions and processes in work groups. Experience in interpersonal networks, influence and rewards, stereotypes; managing differences and conflicts.

BA 720 Business Plan - 2 credits

Principles and techniques for development a business plan.

BA 750 Directed Study and Reading in Business Administration - 3 credits

Required for M.B.A.- directed review of the literature in Business Administration involving a strategic case analysis of business operations, procedures, law, finance, problem definition analysis and prioritization of solution mechanisms.

UWC reserves the right to vary the order in which the program segments are represented.

## **Master of Business Administration - Concentration in Real Estate**

### **Program Description**

Master of Business Administration - Concentration in Real Estate program prepares graduates for key positions in real estate. The program is a carefully integrated program which brings together the three main elements of real estate development functions: design, finance, and policy. Students are not only exposed to market analysis, finance site planning, project management, and operations, but also to all product types: residential, retail, office, hospitality, and industrial.

### **Graduation Requirements**

The student must complete the degree program with a minimum GPA of 3.0, satisfy all tuition obligations, and meet minimum attendance requirements in addition to meeting all course requirements in order to graduate from the program. Students must complete the following course requirements:

1. Completion of 68 Quarter Units as follows:

- Complete 40 quarter units of common core courses
- Complete 25 quarter units of elective courses
- Complete 3 quarter units of directed study and readings

Common Core Courses  
(40 quarter units required)

Select 40 quarter units of courses from the following:

Common Core Courses.

<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>
RE 400	Real Estate Principle	4
RE 405	Real Estate Economics	4
RE 410	Real Estate Finance Basics	3
RE 415	Real Estate Market Analysis I	3
RE 416	Real Estate Market Analysis II	3
RE 420	Advance Real Estate Finance	3
RE 425	Real Estate Approval and Entitlement	4
RE 430	Real Estate Appraisal and Valuation I	3
RE 431	Real Estate Appraisal and Valuation II	3
RE 435	Real Estate Capital Markets	3
RE 440	Comprehensive Real Estate Development	3
RE 445	Real Estate Law	4

Elective Courses

25 quarter units required

In consultation with his/her advisor, the student will choose a minimum of 25 quarter units of electives from the following courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>
BA 645	Human Resource Management	4
BA 650	Managerial Communication	4
BA 660	Executive Leadership	3
BA 663	Business Law I	3
BA 664	Business Law II	3
BA 675	International Businesses and Decision Making	4
BA 682	Management Information System	4
RE 690	Real Estate Taxation	4
BA 710	Business Cycle Forecasting	3
RE 713	Property Management	3
BA 720	Business Plan	2

In order to receive the M.B.A. concentrated Real Estate Development Degree, students who have all of the course requirements for the degree must also take the following course.

<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>
RE 770	Directed Study and Readings in	3

## **Course Description**

RE 400 Real Estate Principle - 4 units

This course is an overview of Real Estate Concepts and Terms, Legal Description of Real Estate, Investment in Real Estate, and Application of Real Estate Transaction.

RE 405 Real Estate Economy - 4 units

This course covers the general theory of Real Estate Economy, Real Estate Industry and Market Trends, the Correlation of Demand, Supply, Price, and Macro Dynamics of Real Estate Market.

RE 410 Real Estate Finance Basics - 3 units

This course covers the basic concepts in Real Estate Finance, Components of Real Estate Finance, Real Estate Finance System, Yield Methodology, Return and Risk, Capitalization Rate, DCF and NPV, IRR, and the Pro Forma in Real Estate Investment.

RE 415 Real Estate Market Analysis I - 3 units

RE 416 Real Estate Market Analysis II - 3 units

These courses focus on the analysis of Real Estate Markets from both the perspective of the macro and micro level, covering the underlying determinants in Real Estate Market, market data interpretation and implementation, the forecast of market potential, metropolitan growth analysis and macro analysis by market sector such as residential market analysis, retail market analysis, office market analysis, and industrial market analysis, and micro analysis with qualitative/quantitative methods, Hedonic Pricing Model, and project absorption analysis.

RE 420 Advance Real Estate Finance - 3 units

The objective of this course is to offer an in-depth perspective of Real Estate Finance, various applications of Real Estate investment/development feasibility, and the mechanisms of Real Estate Finance Instruments.

RE 425 Real Estate Approval and Entitlement - 4 units

This course is designed to familiarize students in Real Estate Development Process with the entitlement process, land use component elements and developer fees, exactions, and infrastructure finance sources. This course deals with the process that begins with project applications and ends with issuance of building permits with specific topics including the legal and bureaucratic procedures, the community involvement and governmental relations, and the environmental impact review (EIR) process.

RE 430 Real Estate Appraisal and Valuation I - 3 units

RE 431 Real Estate Appraisal and Valuation II - 3 units

This course is designed to provide a comprehensive understanding of the process and the basis for estimating Real Estate Value. Specific topics include the Valuation Process, Data Analysis, Land and Improvements, Highest and Best Use Analysis, and also the Three Approaches: Cost Approach, Sales Comparison Approach, Income Capitalization Approach, and the Reconciliation Process.

**RE 435 Real Estate Capital Markets - 3 units**

This course seeks to acquaint the students with the structure, instruments, and institutions of Real Estate Capital Markets. This course considers the linkage between the Real Estate Market and general capital markets and deals with the structure of residential, commercial, primary, and secondary mortgage markets. This course also considers secondary financing securities such as MBSs and REITs, Real Estate investment strategy, and portfolio return and risk.

**RE 440 Comprehensive Real Estate Development - 3 units**

The objective of this course is to familiarize students with actual cases of Real Estate Development from land acquisition to project disposition. It covers all the development factors such as regional market feasibility, financial profitability, risk management, project design, and etc. in residential, commercial, and mixed use projects. In the end of the course, students will present their own feasibility results as well as their master plans along with a selected actual case project.

**RE 445 Real Estate Law - 4 units**

Principles of Law regarding real estate transactions; buyer-seller, debtor-creditor, landlord-tenant relationships; environmental law and land use control; investments and syndication.

**BA 645 Human Resource Management - 4 units**

Theory and practice of how to manage personnel functions in organizations.

**BA 650 Managerial Communication - 4 units**

Organizational theory and the role communication play in modern business, industrial, and governmental organization.

**BA 660 Executive Leadership - 3 units**

Review of contemporary leadership styles of high-level government officials and executives in business, industry, and commerce.

**BA 663 Business Law I - 3 units**

**BA 664 Business Law II - 3 units**

The legal framework within which a business operates; the importance of law; its nature, origin, and development; the court system, analysis of the legal process. Analysis of the legal requirements of formation, operation and financing of partnership, corporations, and other business organizations.

**BA 675 International Business and Decision Making - 4 units**

Nature, dimensions, and motives of international business.

**BA 682 Management Information System- 4 units**

Information as an organizational resource, decision-making frameworks, transaction-processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation, organizational impacts, and social issues.

RE 690 Real Estate Taxation - 4 units

Various respects of taxation in real estate transaction, including capital gain, tax free exchange, and installment sales contract. Analyzing tax implications regarding real property transactions.

BA 710 Business Cycle Forecasting - 3 units

Examines the business cycle and techniques for forecasting fluctuations. The emphasis of the course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision-making.

RE 713 Property Management - 3 units

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts, compensation, and certification is covered.

BA 720 Business Plan - 2 units

Principles and techniques for development a business plan.

RE 770 Directed Study and Reading in Real Estate Development - 3 units

Required for M.B.A. Concentration in Real Estate - directed review of the literature in Real Estate Development involving a strategic case analysis of business operations, procedures, law, finance, problem definition analysis, and prioritization of solution mechanisms.

# CERTIFICATE PROGRAM

## ENGLISH –AS-A-SECOND LANGUAGE

### Program Description

Intensive English as a Second Language (ESL) Program Summary:

The ESL Program offers a year-round intensive learning program. Classes are held four hours daily in the UWC classrooms. The program offers three levels of instruction: beginning, intermediate, and advanced. Each program length is twenty four weeks with admission each five weeks. The average class size is 8-10 students. The maximum class size is 15-20 students.

**Beginning (I & II):** The beginning ESL classes are specifically designed for students who have had little or no prior exposure to the English Language. Reading, writing, listening, and speaking skills will be introduced and practiced extensively. After completing the beginning courses, students will possess a strong foundation of English and will be able to effectively communicate in diverse contexts.

**Intermediate (III & IV):** In the intermediate ESL classes, it is assumed that students have had some background, possess recognition of works, structures, and basic communication skills in English. More complicated tenses and structures will be taught so that students will be able to communicate clearly, comfortably employing mixed structures and tenses and incorporating natural expressions and idioms.

**Advanced (V & VI):** The advanced classes are intended for students who have a solid comprehension of reading, writing, listening, and speaking skills in English and who wish to continue and further develop their knowledge and use of the English language for career, personal, or educational purposes.

The student's first day in the ESL Program includes an English placement test to determine his/her level of English skills. Based upon the results of the placement evaluation, the student's teachers will select classes that are at the student's level that meet his/her educational goals. If the student is not placed at the right level, the University will make adjustments to the student's schedule to help him/her achieve his/her goal in the shortest time possible.

### Paying Fees:

Students will pay fees during the first month of classes. Fees are paid in the Business Office. If fees are not paid within 30 days, the Business Office will add a monthly late fee charge equal to 1% of the student's balance owed.

## Core Course Requirements

### Beginning

**480 Clock Hours**  
(24 weeks, 20 hours per week)

ESL 111	Writing I
ESL 112	Writing II
ESL 121	Speaking / Communication Skills I
ESL 122	Speaking / Communication Skills II
ESL 131	Listening Skills / Pronunciation I
ESL 132	Listening Skills / Pronunciation II
ESL 141	Structure / Reading I
ESL 142	Structure / Reading II

### Intermediate

**480 Clock Hours**  
(24 weeks, 20 hours per week)

ESL 211	Writing III
ESL 212	Writing IV
ESL 221	Speaking / Communication Skills III
ESL 222	Speaking / Communication Skills IV
ESL 231	Listening Skills / Pronunciation III
ESL 232	Listening Skills / Pronunciation IV
ESL 241	Structure / Reading III
ESL 242	Structure / Reading IV

### Advanced

**480 Clock Hours**  
(24 weeks, 20 hours per week)

ESL 311	Writing V
ESL 312	Writing VI
ESL 321	Speaking / Communication Skills V
ESL 322	Speaking / Communication Skills VI
ESL 331	Listening Skills / Pronunciation V
ESL 332	Listening Skills / Pronunciation VI
ESL 341	Structure / Reading V
ESL 342	Structure / Reading VI

### Certificate Courses

ESL 411	Business English I
ESL 412	TOEFL
ESL 413	TOEIC
ESL 414	TSE
ESL 415	English through Film, Literature, and Music
ESL 416	Idioms
ESL 417	The Internet & ESL
ESL 418	Service Learning
ESL 419	Intercultural Communication

## **Course Description**

### **Beginning**

#### ESL 111 & ESL 112 Writing I & II

The English alphabet will be introduced; at the end of the courses, students will be able to write names, addresses, make lists, and fill in basic forms. Students will also be able to complete job applications, construct sentences, paragraphs, and write emails.

#### ESL 121 & ESL 122 Speaking / Communication Skills I & II

Greetings, introductions, ice breakers, asking and giving directions and instructions, and practicing how to order food in restaurant will all be covered during the courses enabling students to communicate in common, social, and work related situations.

#### ESL 131 & ESL 131 Listening Skills / Pronunciation I & II

Students will be able to distinguish between similar sounds (ex. r/l, b/v, p/f, -th, and wh-), as well as pronounce sounds and words clearly. Activities include listening to weather reports, time schedules, and directions; conversations of varying complexity will be listened, repeated, and appropriately responded to.

#### ESL 141 & ESL 142 Structure / Reading I & II

Students will learn and be introduced to foundations such as sentence structures, verb tenses, question formations, and recognition of written sounds and words. At the end of the courses, students will be able to read signs, menus, schedules, prescription labels, as well as material or ingredient contents in products. Short articles and stories will also be introduced.

### **Intermediate**

#### ESL 211 & ESL 212 Writing III & IV

Writing letters, memos, short essays, and job resumes will be taught during the courses; more complicated sentence structures will be incorporated enabling students to express themselves more naturally and flexibly in writing. At the end of these courses, students will possess the ability to write clearly and effectively in business, school, and a variety of social contexts.

#### ESL 221 & ESL 222 Speaking / Communication Skills III & IV

Students will role play conversations in preparation for job interviews, doctor's appointments, giving and taking orders or instructions, as well as other important daily interchanges. Upon completion of these courses, students will be able to express themselves more clearly and accurately.

#### ESL 231 & ESL 232 Listening Skills / Pronunciation III & IV

Students will improve their listening comprehension skills by looking for key words, phrases, question formations, and time references. Pronunciation and intonation in both casual conversation and formal speech will be practiced.

#### ESL 241 & ESL 242 Structure / Reading III & IV

Effective reading techniques and strategies will be practiced through reading the classified, advertised, local, and international sections of the newspaper. The fundamentals of English structure will be expounded upon empowering the students to accurately communicate using proper verb tenses and more complicated structures. Some prose will be introduced.

## **Advanced**

### **ESL 311 & ESL 312 Writing V & VI**

Formal documents and letters will be composed and writing for academic purposes will also be incorporated. Upon completion, students will be able to effectively communicate in writing in any given situation.

### **ESL 321 & ESL 322 Speaking / Communication Skills V & VI**

Upon completion of these courses, students will have a firm working knowledge of debate skills, persuasive discussion / conversation skills and will be prepared for further academic studies and/or career development. Students will possess a strong command of English and a natural confidence in their delivery and speed, which will greatly enhance their oral communication skills.

### **ESL 331 & ESL 332 Listening Skills / Pronunciation Skills V & VI**

Students will improve upon their overall listening comprehension and will also be able to distinguish and produce complicated sounds in English. Activities will include listening to newscasts, talk shows on radios and televisions, speeches, recording, and live presentations.

### **ESL 341 & ESL 342 Structure / Reading V & VI**

Students, upon completion of these courses, will have a sound and broad understanding of the structure of English which will further enhance reading comprehension skills and speed. Students will be able to read, process, and respond to various written forms, such as newspaper articles, fiction, non-fiction, business reports, and academic texts.

## **Certificate Courses**

### **ESL 411 Business English**

Students will be introduced to writing emails, surfing the internet, developing phone skills using voicemail systems, taking and leaving messages, and creating documents, letters, and reports. As English is the language of international trade and relations, students in this course will develop strong negotiating skills, both in written and oral forms. Students will be expected to give oral presentations, write reports, and proposals. Guest speakers from Bay Area businesses will also be featured.

### **ESL 412 TOEFL (Test of English as a Foreign Language)**

Students who complete these courses will gain admission to competitive colleges and universities in the USA based upon their TOEFL scores. Students will be prepared to approach the TOEFL test with a solid foundation of the English language and ease with the format of the test. Advanced vocabulary will be stressed as well as reading and listening comprehension. Students will be prepared to write a well-developed essay for the TWE (Test of Written English) section of the test.

#### ESL 413 TOEIC (The Test of English for International Communication)

TOEIC preparation will familiarize the student with the Test of English for International Communication, now widely used to assess a person's English as needed for international business and other jobs. Coursework includes development of logic and vocabulary skills, timed practices, test-taking strategies, and topics relevant to the TOEIC. Both the course and the test are quite different from the focused TOEFL studies. TOEIC preparation helps those who plan to use English in their jobs.

#### ESL 414 TSE (Test of Spoken English)

Introduction to, and orientation of, the official TSE exam. Exercises and materials used will be modified to the appropriate level. In order to better improve upon speaking and oral communication skills, students will constantly interact with the instructor and other students, implementing speaking and listening skills that will prepare students for success on the TSE. Listening comprehension, analytical thinking, verbal skills, and speed will be stressed so that students will perform comfortably and well on the TSE. Enhanced vocabulary, pronunciation, intonation, and natural delivery will enable students to communicate efficiently and successfully.

#### ESL 415 English through Film, Literature, and Music

Students will be exposed to various genres of film, literature, and music to experience the English language in a context that will further help students improve their skills in English, as well as empower them to be creative and expressive. In these classes, students have an opportunity to broaden their language skills in the context of developing their personal interests in English.

#### ESL 416 Idioms

In this listening-speaking class, the students will search for idioms in ads, on TV, and in a variety of other places and discuss them in class. The text is also a good outside resource for the students. In class, the students will practice using idioms in speaking exercises.

#### ESL 417 The Internet & ESL

The Internet & ESL class provides students with the opportunity to use all the ESL skills while learning about computer in general and the internet in particular. Students will also be able to build home pages, conduct simple internet searches, and use e-mail.

#### ESL 418 Service Learning

This class provides an opportunity to get out of the classroom into the community. As a group, students go off-campus to work briefly at such volunteer jobs as providing a party for people with disabilities, serving breakfast to the homeless at a community center, or teaching origami to children at an after-school center. Out of class, students have many chances to speak with other individuals and help people and watch what they are doing. In class, students listen to guest speakers or share what they have experienced through the volunteer jobs.

#### ESL 419 Intercultural Communications

Students will share and explain food, art, customs, information, and ideas from their own culture and heritage. More subtle nuances of English will be discussed, such as facial expressions, intonations, body languages, careful choice of words, and appropriate responses to various situations. The points of intersection between culture and English, as well as other languages and their respective cultures will be explored. This will enhance the students' overall communication skills and bring them beyond the grammar and mechanics of English to the heart and core of it.

**Start Dates**

UWC offers frequent start dates for the ESL Program so that students can begin the program at a time convenient for them. For information about start dates in their program of interest, students should contact the University.

**Students attending English-as-a-second language classes must attend a minimum of 18 hours per week to be eligible for visa continuation.**

**Maximum Time Frame for Course Completion**

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, College closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

**Tuition & Fees**

**General Charges**

---

Application fee \$ 75.00

Tuition and registration Fee is payable in advance unless other arrangement have been made prior to commencing classes. (Tuition must be paid in full or payment plan agreed to at time of course completion for students to be classified as graduate and eligible to receive certificate/Diploma.)

**Tuition fee for ESL students**

<b>Three (3) months of ESL</b>	\$ 700.00
<b>Six (6) months of ESL</b>	\$1400.00
<b>Nine (9) months of ESL</b>	\$1800.00
<b>Twelve (12) months of ESL</b>	\$2000.00

**To be issued with an F-1 form for a student Visa**

1. Registration fee	\$100.00
2. INS paper work	\$200.00 (plus tuition fee)
<b>* If visa is denied, total \$ 275.00 is nonrefundable.</b>	

Transcript Fee (Per Copy)	\$ 5.00
Late Payment Fee	\$ 25.00
Student ID	\$ 10.00
Returned check Fee	\$ 25.00

**STRF assessments are currently built into the Registration fee for each student's first class. The student is directly responsible for paying the State Assessment amount for the STRF.**

### **Real Estate Principles, Practice and Property Management – 200 Clock Hours**

#### **Program Description**

The 200 hours Real Estate Principle, Practice & Property Management at UWC Career College program will prepare the student for a career in the Real Estate Industry and prepare the student for Real Estate exam. The program is designed to teach the students skills for real estate sales, real estate transaction coordination, and property management, rental and leasing. Among the subjects discussed in this course the major topics of California law, agency issues, contract and closing, financing, leasing and other practical topics geared toward the successful practice of real estate in the state of California. Other lessons include those on license applications, qualifications types of licenses escrow accounts and regulations, advertising, environmental concerns, disclosures, disciplinary actions, and real estate practices specific to California.

<b>Course Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>
RE 400	California Real Estate Principle	110
RE 403	California Real Estate Practice	45
RE 713	California Property Management	45
Real Estate Principles, Practice & Property Management		200
Total Hours		

## **Course Descriptions**

### **RE 400 Real Estate Principle – 110 Clock Hours**

This course is an overview of Real Estate Concepts and Terms, Legal Description of Real Estate, Investment in Real Estate, and Application of Real Estate Transaction. The purpose of this course is to give students a brief synopsis and overview of real estate: what is real estate? How real estate is transferred, the documents used in transferring it, the rules and laws by which real estate agents will perform, the meaning of representation and how and why properties are appraised. The course will begin with the concepts of ethics in the field of real estate. It will further on cover real property ownership and land use and the California license law. Also discussed within this course are contracts, purchase and sale agreements, the rules of fair housing in real estate and the laws of agency, real estate financing, how title to property is transferred, title closing, basic real estate math, the specialty area of leasing and property management, the principles of investment and control of land use. The course will cover broad topics ranging from titles and records to property Management. Also discussed in this course will be deeds, liens, taxes and foreclosures. Student will also learn about listing agreements, closing and settlement costs, how to value and appraise a property, basic financing policies and regulations, real estate math and leases.

### **RE 403 Real Estate Practice – 45 Clock Hours**

Real Estate Practice course is to prepare students to begin a career in real estate with knowledge of the day-to-day activities of a real estate licensee. This course begins with an exploration of agency duties and disclosures, seller and buyer representation, dual agency, transaction brokers, compensation, and antitrust laws. Students then learn about appraisals and pricing property, the role of the appraiser, California laws regulating appraisers, CMAs, and the appraisal process and the principles and methods used by appraisers. This course features valuable information on home construction and inspection, home financing, and the effects of predatory lending and the subprime market. Earnest money, escrow accounts, and applicable California laws are also examined. The contracts section contains practical information about the paragraphs of California real estate sales contracts. This extensive course ends with lessons exploring the closing process, the role of an escrow agent, title insurance, settlement statements, and the estimation and proration of closing costs.

### **RE 713 Property Management – 45 Clock Hours**

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts, compensation, and certification is covered. A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act.

## Computerized Accounting & Bookkeeping – 200 Clock Hours

### Program Description

This program is a rapid, quick-paced program designed specifically for those individuals who want to get right to the heart of the accounting process without all the frills usually inherent in such classes. Students will start by gaining an understanding of the various forms in which business typically are conducted. Students will then get a firm understanding of practical accounting theory which is the cornerstone of the accounting profession. Students will then gain experience in recording actual transactions of a company, doing bank reconciliations, posting adjusting journal entries, etc. Lastly students will gain a firm understanding of the various accounting systems, learn how to generate accounting reports and much more. We will then conclude by teaching students the skills necessary to get a good job and prosper in this fast paced world of business. At the successful conclusion of the course, students will be given their own laptop with accounting software so that they can continue to practice and use it in their new job.

<u>MODULE</u>	<u>HOURS</u>
1. Basic computer & ten key skills	8
2. Basic Microsoft Excel and Word	24
3. Basic Accounting Principles	20
4. QuickBooks Accounting Programs	94
5. Learning the Debits and Credits	20
6. Adjusting Journal Entries	16
7. How to Generate Various Financial Reports	8
8. Job search and Resume Creation/Evaluation	8
9. Final Exam	2
<u>Total Hours</u>	<u>200</u>

### Course Descriptions

<u>Major Instruction Units</u>	<u>Hours</u>
<b>I. Basic Computer &amp; Ten Key skills</b>	<b>8</b>
<b>Unit Objective:</b>	
A. Identify the basic components of a computing system and process basic practical skills for computer usage including simple trouble shooting	
B. Increase speed and accuracy in touch-typing for computer and ten key	
C. Gain familiarity in using reference software and internet in obtaining Information for classroom activities	
D. Become proficient with basic Excel worksheet functions and use.	
E. Complete multiple-choice quiz.	

## **II. Basic Microsoft Excel and Word** **24**

### **Unit Objective:**

- A. How to create Word documents
- B. How to create Excel documents
- C. Complete multiple-choice quiz

## **III. Basic Accounting Principle** **20**

### **Unit Objective:**

- A. How accounting is relevant to you
- B. How all economic activity requires accounting
- C. Working with the accounting equation
- D. Understanding the difference between cash and accrual basis accounting
- E. Summarizing profit activities in the income statement
- F. Assembling a balance sheet
- G. Partitioning the statement of cash flows
- H. Complete multiple-choice quiz.

## **IV. QuickBooks Accounting Programs** **94**

### **Unit Objective:** Introduce QuickBook software

- A. Create invoices and credit memos, record sales receipts, set up Inventory items, and monitor your inventories
- B. Record and pay bills, print checks, and process payroll, including withholding
- C. Balance accounts and generates financial reports
- D. Set up a business budget and reconcile account
- E. Perform weekly, monthly, and annual record-keeping
- F. Create job estimates that can be converted into invoices or Compared with actual costs
- G. Track accounts receivable and payable
- H. Produce reports that help you understand customer list, vendors, job expenses, inventory, payroll, and budget
- I. Use job-costing procedure that estimate, bill, and track jobs
- J. Decide whether to use accrual-basis accounting or Cash-basis accounting
- H. Complete multiple-choice quiz.

## **V. Learning the Debits and Credits** **20**

### **Unit Objective:**

- A. Identify three primary business financial statements
  - Income statement
  - Balance sheet
  - Statement of cash flows
- B. Noting the difference between profit and cash flow
- C. How to find answers in the financial statements
- D. Knowing who sets accounting standards
- E. Complete multiple-choice quiz.

<b>VI. Adjusting Journal Entries</b>	<b>16</b>
<b>Unit Objective:</b>	
A. Understanding the need for year-end adjusting entries	
B. How to compute adjusting journal entries	
B. Recording various adjusting entries	
C. Complete multiple-choice quiz.	
<b>VII. How to Generate Various Financial Reports</b>	<b>8</b>
<b>Unit Objectives:</b>	
A. Understanding the nature of the financial reports	
B. How to create financial reports using QuickBooks	
C. How to create customized reports	
D. How to adjust financial reports	
B. Complete multiple-choice quiz	
<b>VIII. Job Search and Resume Creation/Evaluation</b>	<b>8</b>
<b>Unit Objective:</b>	
A. Learn how to make a solid yet simple resume	
B. Prepare and practice interview skills	
C. Demonstrate knowledge of accounting and bookkeeping by passing a final examination with 70% accuracy.	
<b>IX. Final Exam</b>	<b>2</b>

## Massage Therapy – 540 Clock Hours

### Program Description

The massage therapy program has been design to prepare students for entry-level employment as a massage therapist and/or to enter private practice. Structure is placed on the guideline emphasized by the National Certification Board and California Massage Therapy Council. The program incorporates fundamental such as anatomy and physiology, kinesiology, pathology, interpersonal communication skills, business skills, business concepts and clinical experience to provide an integrated approach to learning and to integrate the requisite skills for competency in a professional massage practice. The technique portion of the course introduces western and eastern massage technique, aroma therapy, shiatsu and Swedish massage.

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
MT 100	Fundamental of Massage	20	40	60
MT 101	Anatomy & Physiology	130	0	130
MT 102	Pathology	40	0	40
MT 103	Western Massage Techniques	10	60	70
MT 104	Eastern Theory and Practice	10	60	70
MT 105	Basic Spa Techniques & Aroma Therapy	4	6	10
MT 106	Deep Tissue Theory & Application	10	20	30
MT 107	Sports & Special Massage	4	26	30
MT 108	First Aid & CPR	2	8	10
MT 109	Business & Ethics	20	0	20
MT 110	Student Clinic	0	10	10
MT 111	Contraindications	10	0	10
MT 112	Kinesiology	40	0	40
MT 113	Health, Hygiene & Wellness	10	0	10
Massage Therapy Total Hours		310	230	540

## Massage Practitioner – 270 Clock Hours

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
MT 100	Fundamental of Massage	10	20	30
MT 101	Anatomy & Physiology	60	0	60
MT 102	Pathology	20	0	20
MT 103	Western Massage Techniques	10	20	30
MT 104	Eastern Theory and Practice	10	20	30
MT 105	Basic Spa Techniques & Aroma Therapy	4	6	10
MT 106	Deep Tissue Theory & Application	4	6	10

MT 107	Sports & Special Massage	4	6	10
MT 108	First Aid & CPR	2	8	10
MT 109	Business & Ethics	10	0	10
MT 110	Student Clinic	0	10	10
MT 111	Contraindications	10	0	10
MT 112	Kinesiology	20	0	20
MT 113	Health, Hygiene & Wellness	10	0	10
Massage Practitioner Total Hours		174	96	270

## Advanced Massage Therapy – 720 Clock Hours

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
MT 100	Fundamental of Massage	20	40	60
MT 101	Anatomy & Physiology	130	0	130
MT 102	Pathology	40	0	40
MT 103	Western Massage Techniques	20	80	100
MT 104	Eastern Theory and Practice	20	70	90
MT 105	Basic Spa Techniques & Aroma Therapy	4	16	20
MT 106	Deep Tissue Theory & Application	10	30	40
MT 107	Sports & Specialized Massage	20	60	80
MT 108	First Aid & CPR	2	8	10
MT 109	Business & Ethics	20	0	20
MT 110	Student Clinic	0	60	60
MT 111	Contraindications	20	0	20
MT 112	Kinesiology	40	0	40
MT 113	Health, Hygiene & Wellness	10	0	10
Advanced Massage Therapy Total Hours		356	364	720

### Course Descriptions

#### MT 100 – Fundamental of Massage

This course introduces the students to the basic skills and practice of massage therapy and healing through massage. Topics covered are the history of massage, professional boundaries, standard of hygiene, contraindications, Swedish massage, massage palpation fundamentals, deep muscle techniques and an introduction to human anatomy. Skills include basic massage techniques, kneading techniques, palpation and body mechanics.

#### MT 101 – Anatomy & Physiology

Anatomy refers to the structure of the body, especially bones and muscles.

Physiology refers to the workings of the body's "systems" - such as the Digestive System, the Immune System, etc. Massage therapists use their in-depth knowledge of the body's anatomy and physiology to develop session strategies for their clients that are both safe and effective.

At the University of Western California instructors use a wide variety of methods to make the study of anatomy and physiology accessible and relevant to the practice of massage therapy.

These can include:

- 3 dimensional models of the body
- Group exercises, such as drawing muscles on each other
- Colorful videos
- And the most recent editions of industry-standard textbooks

### **MT 102 – Pathology**

Pathology is the study of the nature and causes of disease.

Since the number of pathologies we humans may encounter is practically limitless, at UWC Career College we focus on pathologies that massage therapists will encounter. Thus we can judge whether our work is appropriate for the client.

UWC Career College prepares students to answer these questions about pathologies: What is it? What does it look like? Is massage permitted or not?

Armed with knowledge we create safety, trust and credibility with our clients.

### **MT 103 – Western Massage Techniques**

The history of Western Massage and the various techniques such as Swedish, Oscillation therapy, Reflexology, Range of Motion, Facilitated Stretching, Geriatric, Pregnancy, and Palpation/Assessment skills will be taught over the course of the class.

### **MT 104 – Eastern Theory and Practice**

Traditional Chinese Medicine is an ancient system of health and healing that is rapidly gaining acceptance as a way to prevent illness and maintain health. Called "TCM" for short, this millennia-old approach integrates a truly holistic view of life with deep, empirical knowledge of health and healing. A TCM practitioner will utilize a variety of modalities, most notably herbal medicine and acupuncture, seeking to re-balance the body's vital energy, or Chi.

The theories of Traditional Chinese Medicine (such as the energy pathways called 'meridians', the interplay of the Five Elements, the interplay of yin and yang) form the foundation of our Shiatsu series (Japanese style bodywork). Students also learn a host of useful acupressure points for helping relieve everyday ailments like headaches, nausea, and PMS. Many of our students fulfill their Externship requirements by working alongside TCM practitioners - allowing them to have a "hands-on" experience of how massage can support health in a non-Western clinical setting.

### **MT 105 – Basic Spa Techniques & Aroma Therapy**

Aromatherapy:

Aromatherapy is an ancient art that has regained popularity and relevance in the massage and spa setting.

In our aromatherapy class, students:

- Learn the history of aromatherapy
- Define what essential oils are - this is the key to aromatherapy

- Discover the benefit of essential oils in a massage setting
- Learn how these aromas enter our bodies and affect us physiologically and holistically
- Students also learn the properties of seven specific oils, and get to custom blend their own aromatherapy massage oil, as well as administer an aromatherapy facial steam.

Spa Life: Since spas are one of the largest employers for massage therapists (30% of massage therapists work in spas!), it is crucial for students to know about:

- The various types of spas
- Spa treatments
- Expectations that spas have for therapists.

In this class, our students also learn to perform a moisturizing aromatherapy body wrap. This particular body wrap can be easily incorporated into a private practice without expensive equipment. Body wraps are great additions to the massage setting, and having experience with this gives our students an edge as a massage job applicant.

### **MT 106 – Deep Tissue Theory & Application**

So many people come to us with problems in their body that have been there for years. In order to help them, we need to work with the deep underlying causes of their pain - this type of work is called "deep tissue." Deep Tissue is a style of bodywork that focuses on working with the layers of the body in a way that helps these layers to relax, lengthen, and release holding patterns. However, a common mistaken notion about deep tissue is that the therapist has to be a large person and exert an enormous amount of pressure. If this were true, many massage therapists would be out of business fast. At UWC, our students learn to use their elbows and forearms to obtain deep results - and not wear out their fingers and thumbs!

We also show how to achieve the results of deep tissue work by changing the angle of your touch to the body, where you place your body when you work, and how you can detect the particular layer of tissue you want to address. In fact, deep tissue can be done:

- Without straining
- By working slowly, and using very little oil
- By directing our attention and intention to the deeper layers of the body

### **MT 107 – Sports & Specialized Massage**

This course introduces the students to specialized massage modalities such as chair massage, carpal tunnel relief, pregnancy massage, acupressure for tension headache and massage for the elderly. Students will also learn techniques particular to athletes and highly active people, used to assist them in enhanced performance and quicker recovery from injury

### **MT 108 - First Aid & CPR**

In this course the students will learn how to recognize and respond to breathing and cardiac emergencies. The student will also learn how to respond to non-breathing, or cardiac

emergencies caused by injury sudden illness. Upon successful completion of this course students will receive CPR and First Aid certification.

### **MT 109 – Business & Ethics**

Students will have an understanding of the job opportunities in the massage industry while covering professionalism, ethical practice, and local and state laws and regulations as it relates to massage. Students will also cover resumes, brochures and business

### **MT 110 – Student Clinics**

Practice makes perfect, from running the appointment desk to assessing your clients' therapeutic needs, different ages, body types and personalities. You will learn the art of message therapy and practice the skill in a highly supportive and structured public student massage clinic environment. Fully prepped for your first massage therapy job, not only do you get hands on experience, you also receive invaluable feedback from your customers so by the time you graduate, you're already a seasoned professional, ready for a full career in massage therapy  
Work/Study Clinic: Earn while you learn, clinic work/study provides our students tuition support while in school. Certain public clinics sessions are set aside solely for this purpose, providing you with the opportunity to not only hone your skills in a controlled environment, but pay off tuition and before you graduate as well.

### **MT 111 – Contraindications**

This course introduces indications for massage, approaches to care, pathology health and therapeutic massage, contraindications to massage, effects and benefits of massage.

### **MT 112 – Kinesiology**

Kinesiology is the study of movement. The major "external" movements of our bodies, such as walking, bending, and even typing, are caused by the actions of muscles on bones.

Note - the "internal" movements in our body, such as the flow of blood through the heart and food through our digestive tract, are what are studied in physiology.

If clients have an issue of poor posture, or limited movement, it is important for the massage therapist to know which muscles are involved, so we can address the issue directly.

### **MT 113 – Health, Hygiene & Wellness**

This course introduces personal health, hygiene, appearance, maintaining sanitary conditions, paths of disease and infection, safety practices and procedures.

## Medical Assistant – 540 Clock Hours

### Program Description

This program provides the basic skills necessary for employment in a physician's office or medical clinic. Instruction includes training in basic secretarial, financial, accounting, and receptionist duties, as well as the use of office equipment typically found in a medical office environment. The clinical component provides instruction in anatomy and physiology, patient preparation, laboratory and diagnostic procedures, pharmacology and assisting the physician with minor surgical procedures. Students use medical terminology and abbreviations common to the occupation and appropriate written, verbal, and non-verbal communication skills with colleagues, patients, patient's families, and physicians.

### COURSE INFORMATION:

Prerequisite: High school graduate or GED, or documentation of equivalent education.

Course Length: 540 Clock Hours

### Occupational Titles (DOT)

079.362-010

Medical Assistant

### Course Descriptions

#### MAJOR INSTRUCTIONAL UNITS

#### Clock Hours

<b>I. Introduction to Medical Assisting</b>	<b>2</b>
<b>Unit Objective:</b> Demonstrate an understanding of the role and responsibilities of the Medical Assistant in relation to administrative and clinical duties.	
<b>II. Medical Ethics</b>	<b>5</b>
<b>Unit Objective:</b> Describe the legal, ethical, and confidentiality responsibilities of a medical assistant.	
<b>III. Medical Terminology</b>	<b>25</b>
<b>Unit Objective:</b> Discuss the legal and ethical components of medical terminology, Demonstrate the ability to use medical terms in proper context. Analyze, define, spell, and pronounce medical terms relating to the body structure, color, and oncology, directional terms and anatomical planes and regions, integumentary system, respiratory system, the urinary system, the male and female reproductive system, obstetrics and neonatology, the cardiovascular and lymphatic systems, the digestive system, the senses, musculoskeletal system, the nervous system.	

<b>IV. Interpersonal and Communication Skills</b>	<b>7</b>
<b>Unit Objective:</b> Use appropriate written, verbal, and non-verbal techniques with colleagues, patients, patient’s families, and physicians.	
<b>V. Facility Safety and Security</b>	<b>5</b>
<b>Unit Objective:</b> Discuss the importance of following policy and procedures pertaining to the safe use of equipment, body mechanics, handling hazardous waste materials, universal precautions, and safeguarding prescription pads, negotiable instruments, and patient’s records.	
<b>VI. Infection Control</b>	<b>15</b>
<b>Unit Objective:</b> Discuss the specific procedures as outlined in Universal Precautions for use of personal protective devices and personal protective equipment.	
<b>VII. Administrative – Secretarial</b>	<b>15</b>
<b>Unit Objective:</b> Demonstrate front office administrative secretarial skills required in a medical office environment.	
<b>VIII. Administrative – Financial Accounting</b>	<b>15</b>
<b>Unit Objective:</b> Explain how coding, billing, and the submission of health insurance claim forms financially impact health care providers.	
<b>IX. Administrative – Receptionist</b>	<b>12</b>
<b>Unit Objective:</b> Demonstrate professionalism in patient interaction, scheduling appointments and oral and written communication.	
<b>X. Administrative – Office Equipment</b>	<b>6</b>
<b>Unit Objective:</b> Demonstrate proficiency in the use of office equipment, including computer and network, fax, copier, and telephone systems.	
<b>XI. The Anatomy and Function of Body Systems</b>	<b>5</b>
<b>Unit Objective:</b> Identify and describe the basic structure, function and relationships among the body systems.	
<b>XII. The Nervous System</b>	<b>5</b>
<b>Unit Objective:</b> Identify the basic structure and describe the basic functions of the nervous system.	
<b>XIII. The Sensory System</b>	<b>5</b>
<b>Unit Objective:</b> Identify the sensory receptors of the body in terms of location and function, and identify the areas of the brain that interpret the sensations from each.	
<b>XIV. The Integumentary System</b>	<b>5</b>

	<b>Unit Objective:</b> Discuss the structure and function of the integumentary system.	
<b>XV. The Skeletal System</b>		<b>5</b>
	<b>Unit Objective:</b> Name and locate the major bones of the body and describe their function.	
<b>XVI. The Muscular System</b>		<b>5</b>
	<b>Unit Objective:</b> Identify the types of muscle tissue and the purpose of each.	
<b>XVII. The Respiratory System</b>		<b>5</b>
	<b>Unit Objective:</b> Identify the major structures, terminology, and basic diseases of the respiratory system.	
<b>XVIII. The Circulatory System</b>		<b>10</b>
	<b>Unit Objective:</b> Describe the function, terminology, and basic diseases of the Circulatory system.	
<b>XIX. The Immune System</b>		<b>5</b>
	<b>Unit Objective:</b> Describe the structure and function of the immune system.	
<b>XX. The Digestive System</b>		<b>5</b>
	<b>Unit Objective:</b> State the function of the digestive system.	
<b>XXI. The Urinary System</b>		<b>5</b>
	<b>Unit Objective:</b> Identify the organs and explain the function of the urinary system.	
<b>XXII. The Endocrine System</b>		<b>5</b>
	<b>Unit Objective:</b> Discuss the function of the major endocrine glands.	
<b>XXIII. The Reproductive Systems</b>		<b>10</b>
	<b>Unit Objective:</b> Compare the internal and external sexual organs of the male and female.	
<b>XXIV. Patient Database</b>		<b>55</b>
	<b>Unit Objective:</b> Demonstrate the process for obtaining accurate vital signs and explain the importance of obtaining, recording, and maintaining accurate patient medical history.	
<b>XXV. Patient Preparation</b>		<b>40</b>
	<b>Unit Objective:</b> Demonstrate the ability to position and prepare the patient for examination or medical procedures.	
<b>XXVI. Specimen Collection</b>		<b>50</b>
	<b>Unit Objective:</b> Demonstrate proper collection, labeling, documentation, storage, and transportation of patient specimens.	

<b>XXVII. Diagnostic Procedures</b>	<b>30</b>
<b>Unit Objective:</b> Explain the directives related to diagnostic procedures, such as radiological, laboratory, and cardiology.	
<b>XXVIII. Minor Surgical Procedures</b>	<b>30</b>
<b>Unit Objective:</b> Demonstrate the procedure for assisting with minor surgery.	
<b>XXIX. Pharmacology</b>	<b>35</b>
<b>Unit Objective:</b> Demonstrate the use of the metric system, ratios, proportions, and equations to calculate dosages of medications.	
<b>XXX. Emergency Procedures</b>	<b>20</b>
<b>Unit Objective:</b> Discuss the proper method for managing emergency situations at a healthcare facility.	
<b>XXXI. Job Search</b>	<b>3</b>
<b>Unit Objective:</b> Demonstrate the skills to seek apply for and maintain employment in a hospital or health care facility.	

**Total Hours:** **540 Hours**

**Certifications:**

- Certified Clinical Medical Assistant – National Health Career Association
- Certified Medical Administrative Assistant– National Health Career Association
- Registered Medical Assistant– American Medical Technologists
- Certified Medical Assistant – Certifying Board of the American Association of Medical Assistants
- Podiatric Medical Assistant, Certified– American Society of Podiatric Medical Assistants

## Office Assistant with Microsoft Proficiency – 360 Clock Hours

### Program Description

Students receive personalized, business related instruction ranging from appropriate business attire to successful employment interviewing. This 360-hour course provides hands on learning in both practical and valuable computer applications. Students will be educated in the current and latest versions of Microsoft Operating Systems: Windows XP, and Windows 7. Internet Explorer and other OS based applications. Microsoft Office 2010 Applications: Outlook; Word; PowerPoint; Excel; and Access. Typing and career focus assessment. Graduates will receive a certificate authorizing them to do work in the field of office administration.

### COURSE INFORMATION:

Prerequisite: High school graduate or GED, or documentation of equivalent education.

Course Length: 360 Clock Hours

### US Department of Labor Dictionary of Occupational Titles (DOT)

Receptionist 237.367-038

General Office Clerk 237.267-010

Administrative Assistant 201.362-010

Secretary 201.362-030

Correspondence Clerk 201.362-034

Computer Operator 213.362-010

### MAJOR INSTRUCTIONAL UNITS

### Clock Hours

<b>I. Course Introduction</b>	<b>2</b>
<b>Unit Objective:</b> Review the course description and objectives, the facilities and equipment, and the expectations of both the teacher and the students	
<b>II. Occupational Safety</b>	<b>2</b>
<b>Unit Objective:</b> Discuss the importance of identifying and following procedures for office safety, including common job related injuries, ergonomics and CAL-OSHA requirements.	
<b>III. Keyboarding</b>	<b>10</b>
<b>Unit Objective:</b> Accurately keyboard at a speed of 30 words per minute or more.	
<b>IV. Computer</b>	<b>10</b>
<b>Unit Objective:</b> Identify the components of the computer and their functions, define basic computer terminology, recognize multiple software programs, and demonstrate internet navigation.	

<b>V. Reference Tools</b>	<b>4</b>
<b>Unit Objective:</b> Competently use basic reference tools to research answers to clerical questions.	
<b>VI. Reception</b>	<b>20</b>
<b>Unit Objective:</b> Demonstrate appropriate front office reception techniques.	
<b>VII. Telephone</b>	<b>10</b>
<b>Unit Objective:</b> Demonstrate appropriate telephone techniques for incoming and outgoing calls	
<b>VIII. Mail Processing</b>	<b>6</b>
<b>Unit Objective:</b> Explain the procedures for processing incoming and outgoing mail (manual and electronic).	
<b>IX. Reprographics</b>	<b>6</b>
<b>Unit Objective:</b> List and explain the various duplicating processes for reproducing printed material.	
<b>X. Proofreading</b>	<b>10</b>
<b>Unit Objective:</b> Demonstrate proofreading and editing techniques.	
<b>XI. Communication</b>	<b>24</b>
<b>Unit Objective:</b> Demonstrate reading, writing, speaking and nonverbal communication.	
<b>XII. Records Management</b>	<b>16</b>
<b>Unit Objective:</b> Demonstrate the use of record management systems common to a business operation.	
<b>XIII. Business Mathematics</b>	<b>12</b>
<b>Unit Objective:</b> Accurately add, subtract, multiply and divide fractions, decimals and percentages	
<b>XIV. Human Relations</b>	<b>4</b>
<b>Unit Objective:</b> Identify the elements of and barriers to effective human relations.	
<b>XV. Self-Presentation</b>	<b>4</b>
<b>Unit Objective:</b> List and explain success-oriented techniques for self-presentation.	
<b>XVI. Equipment</b>	<b>8</b>
<b>Unit Objective:</b> Identify the components of the computer and demonstrate competency in systems operations and management.	

<b>XVII. Word Processing</b>	<b>24</b>
<b>Unit Objective:</b> Demonstrate word processing skills	
<b>XVIII. Spreadsheet</b>	<b>24</b>
<b>Unit Objective:</b> Demonstrate spreadsheet functions	
<b>XIX. Database</b>	<b>24</b>
<b>Unit Objective:</b> Demonstrate database functions	
<b>XX. Presentation</b>	<b>24</b>
<b>Unit Objective:</b> Use presentation software to create a business-related presentation	
<b>XVIII. Electronic Mail (E-Mail) with Outlook</b>	<b>12</b>
<b>Unit Objective:</b> Demonstrate Microsoft Outlook skills	
<b>XIX. Software Integration</b>	<b>12</b>
<b>Unit Objective:</b> Demonstrate the integration of software applications	
<b>XX. Promotional Materials</b>	<b>12</b>
<b>Unit Objective:</b> Use word processing or publication software to create promotional materials	
<b>XXI. Internet</b>	<b>10</b>
<b>Unit Objective:</b> Demonstrate a variety of internet use techniques and precautions	
<b>XXII. Job Search Skills</b>	<b>12</b>
<b>Unit Objective:</b> Demonstrate job search and retention techniques	
<b>Total Hours:</b>	<b>360 Hours</b>

## **Nurse Assistant – 182 Clock Hours**

### **Program Description**

This program, which meets certification requirements of the California State Department of Health for employment in a long-term health care facility or convalescent hospital setting, prepares students to take the nurse assistant certification examination. Instruction includes both classroom and mandatory clinical training in patient care procedures, safety, infection control, rehabilitative patient care, and communication with patients, doctors, patient’s families and staff. Students must meet minimum training hours in theory and clinical instruction.

### **Program Objective**

- Prepare a competent, nurse assistant to function effectively in acute, long-term care, and ambulatory setting

- Provide a collaborative learning environment in which the student will develop and apply principle of systematic reasoning through critical thinking
- Guide the learner in the continuing process of personal and professional growth

### Program Delivery

Direct Instruction: Classroom and Clinical Instruction

#### At the completion of the program, the student will be able to:

- Function in the delivery of care to clients
- Communicate with clients, client families, and members of the healthcare team
- Perform nursing skills applying critical thinking
- Integrate ethical, professional, and legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Sit for the certification board exam

### Course Descriptions

	Theory Hours	Clinical Hours
<b>Module I: Introduction</b> <b>Unit objective:</b> Discuss role and responsibilities of the certified nurse assistant, including scope of practice, liability, ethics, professionalism, and confidentiality.	2	0
<b>Module II: Patients' Rights</b> <b>Unit Objective:</b> Identify and discuss the various parts of the Patient's Bill of Rights including the role of the ombudsman.	2	1
<b>Module III: Interpersonal Skills</b> <b>Unit Objective:</b> Discuss the importance of using appropriate communication skills, diversity awareness and sensitivity in the workplace.	2	0
<b>Module IV: Prevention and Management of Catastrophe and Unusual Occurrences</b> <b>Unit Objective:</b> Discuss the role and responsibility of the nurse assistant in relation to patient safety.	1	1
<b>Module V: Body Mechanics</b> <b>Unit Objective:</b> Demonstrate proper body mechanics and positioning techniques in order to prevent injury to patient and student.	2	4
<b>Module VI: Medical and Surgical Asepsis</b> <b>Unit Objective:</b> Demonstrate proper hand	2	8

washing, use of personal protective equipment, and methods of Universal/Standard Precautions used in the prevention and spread of disease.

<b>Module VII: Weights and Measures</b> <b>Unit Objective:</b> Demonstrate accuracy in measuring volume, length, and weight using the metric system and/or household measurements.	1	1
<b>Module VIII: Patient Care Skills</b> <b>Unit Objective:</b> Demonstrate the steps for providing patient care, including safe and routine bathing techniques, oral hygiene, and personal grooming for the patient.	14	44
<b>Module IX: Patient Care Procedures</b> <b>Unit Objective:</b> Define the steps and demonstrate the procedures related to the care of patients and the collection and measurement of specimens, including patients with tubing and dressings.	7	20
<b>Module X: Vital Signs</b> <b>Unit Objective:</b> Demonstrate the correct procedure for measuring and recording a patient's temperature, pulse, respiration rate and blood pressure.	3	6
<b>Module XI: Nutrition</b> <b>Unit Objective:</b> Discuss the body's need for food and fluids and the special nutritional needs of the elderly.	2	6
<b>Module XII: Emergency Procedures</b> <b>Unit Objective:</b> Demonstrate procedures to be followed in the case of emergencies.	2	1
<b>Module XIII: The Long Term Care Patient</b> <b>Unit Objective:</b> Identify the psychological, social, spiritual, and recreational needs of the long-term care patient.	2	0
<b>Module XIV: Rehabilitation Nursing</b> <b>Unit Objective:</b> Identify complications from inactivity and steps for prevention.	2	4
<b>Module XV: Death and Dying</b> <b>Unit Objective:</b> Discuss the approaches used to meet common emotional and spiritual needs of the terminally ill patient and his or her family.	2	0

<b>Module XVI. Introduction to Home Health Aide</b>	2	0
<b>Unit Objective:</b> Describe the role and responsibilities of the certified home health aide.		
<b>Module XVII. Interpretation of Medical &amp; Social Needs of Home Health Patients</b>	5	0
<b>Unit Objective:</b> Identify the basic physical and emotional needs of home health patients in each age group of the life span.		
<b>Module XVIII. Personal Care Services for the Home Care Patient</b>	5	15
<b>Unit Objective:</b> Demonstrate the steps for providing personal care, including use of equipment, promotion of self-care, range of motion exercises, and prevention of skin breakdown.		
<b>Module XIX. Nutrition for the Home Care Patient</b>	5	3
<b>Unit Objective:</b> Demonstrate ability to select and purchase foods with consideration of nutritional principles, budget, preference, and storage.		
<b>Module XX. Cleaning and Care Tasks in the Home</b>	3	2
<b>Unit Objective:</b> Describe the home health aide's role and responsibility for maintaining a clean, safe, and healthy environment in the client's home. A. Describe key principles for maintaining a safe home environment.		
<b>Hours</b>	<b>Theory: 66</b>	<b>Clinical: 116</b>

**Total Hours: 182 Hours**

### **Licensure / Certification Process**

Certified completion of the following programs enables the student to take the exam or submit application with appropriate fees for licensure or certification.

#### **Nurse Assistant**

- Must complete application to the California Department of Public Health: The Aide and Technician Certification Section (ATCS).
- Must Schedule the Competency Examination with appropriate agency.

#### **The California Department of Public Health**

1615 Capitol Ave. Sacramento, CA 95899

Tel: (916) 552-8723 Fax: (916) 324-0901

[www.cdph.ca.gov](http://www.cdph.ca.gov)

## Real Estate

To obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license application which must be submitted to and approved by the DRE.

This license is required of individuals who conduct licensed real estate activities as described in the Real Estate Law under the supervision of a licensed broker. A license may also be obtained by a person who does not immediately intend to be employed by a broker. However, a salesperson without an employing broker may not perform acts requiring a real estate license.

### *General Requirements*

**Age:** You must be 18 years of age or older to be issued a license.

**Residence:** Proof of Legal Presence in the United States is required.

### *Course Requirements*

Successful completion of three college-level courses is required to qualify for a real estate salesperson examination:

1. **Real Estate Principles**, and
2. **Real Estate Practice**, and
3. **One course from the following list:**
  - Real Estate Appraisal
  - Property Management
  - Real Estate Financing
  - Real Estate Economics
  - Legal Aspects of Real Estate
  - Real Estate Loan
  - Escrows

### **Bureau of Real Estate**

2201 Broadway, Sacramento, CA 95818-2500

Tel: (877) 373-4542 Fax: (916) 227-0925

[www.bre.ca.gov](http://www.bre.ca.gov)

## Massage Therapy

The following information describes the requirements of California for its massage therapists:

- Written proof that the applicant is over 18 years of age in the form of a California driver's license, identification card, birth certificate, or passport.
- One portrait photos, 2 inches by 2 inches in color, front face only.
- A copy of the diploma and Official Transcript from a recognized school of massage in the state of California.

- Live scan Fingerprints.
- The applicant's occupation or employment history for the last three years.
- History of any licenses the applicant has held, and whether or not the applicant ever had a license revoked or suspended by any agency and the reasons why.
- History of any convictions of the applicant other than minor traffic violations.

UWC faculty and staff will provide guidance to Massage Therapy students in applying for certification in Massage Therapy.

**California Massage Therapy Council**

One Capitol Mall Suite 320, Sacramento, CA 95818

Tel: (916) 669-5336 Fax: (916) 444-7462

[www.camtc.org](http://www.camtc.org)

## **Instructional Faculty**

**Shin, Ok S.**

B.S., Nursing, Chungju Nurse College, Korea 1975  
 M.S., Nursing, Seoul National University, Korea 1976  
 M.S., Physician Assistant, Seoul National University, Korea 1979  
 Licensed Vocational Nurse, CA 1987  
 Registered Nurse, CA 1988

**Yoo, Chang Yeal**

B.A, Philosophy, Sung Kyun Kwan University, Seoul, South Korea 1979  
 M.S., Acupuncture Oriental Medicine, Samra University, Los Angeles, CA 1993  
 Massage Therapist, CA 2010  
 L.Ac., Licensed Acupuncturist, CA 1993

**Jung, Chang Hee**

B.S., Horiculture, Yeonsei University, Korea, 1977  
 B.A., Theological Seminary, Cohen University, 2007  
 Massage Therapist, L.A., 2000

**Jin, Chun He**

B.S., Anatomy Physiology, University of Yan Bian, Republic of China 1985  
 M.S., Asian Medicine, Kyung San University, Garden Grove, CA 1998  
 Massage Therapist, L.A, 2009  
 Massage Therapist, CA, 2010

**Lee, Marcus**

B.S., Physics, University of California, Los Angeles, 1983  
 Real Estate Broker, CA 1989

**Phillips, Paul H.**

A.S., Surgical Technology, 1975  
 B.S., Business Administration, University of Maryland, 1983

**Lee, Sang**

B.S., University of Pennsylvania, 1985  
 J.D., Loyola Law School, 1999

## PROGRAM TUITION and FEE SCHEDULES

Name of Program	Clock Hours	Registration Fee (non-refundable after 5 <sup>th</sup> day of class )	Tuition, Textbook & Supplies	Total Cost
Real Estate Principles, Practice & Property Management	200	\$100.00	\$3,900.00*	\$4,000.00
Medical Assistant	540	\$100.00	\$2,300.00*	\$7,500.00
Computerized Accounting & Bookkeeping	200	\$100.00	\$4,825.00*	\$4,900.00
Massage Practitioner	270	\$100.00	\$2,825.00*	\$2,900.00
Massage Therapy	540	\$100.00	\$5,710.00*	\$5,785.00
Advanced Massage Therapy	720	\$100.00	\$8,425.00*	\$8,525.00
Office Assistant with Microsoft Proficiency	360	\$100.00	\$3,825.00*	\$3,900.00
Nurse Assistant/Home Health Aide	182	\$100.00	\$1,825.00*	\$1,900.00

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific non-degree programs. Fees are charged when services are rendered.

Late Registration Fee	\$50
Additional Transcript or Diploma Fee	\$50/ea
USPS Priority Mail, U.S. addressee	\$10
Express Mail, U.S. addressee	\$25
Returned Check Fee	\$35
Change of Program Fee	\$100
Course Extension Fee	Varies

\*Tuition includes Textbooks, Supplies.

Financial arrangements must be completed by the first day of class, which may include student payments made directly to the University. Payments may sometimes be arranged with approval of the University Director. If the students' payments are late, then a 5 % late charge on the unpaid past due balance will be added monthly, three days after the due date.

The books may vary according to need and decision of the University. Supplies will be distributed on an "as needed" basis. Supplies do not include what would be considered normal "school supplies," i.e., note paper, pens, pencils, ring binders, etc.

## **Cancellation, Withdrawal and Refund Rights**

### **University's Refund Policy**

1. If you, the Student, are not accepted by the University, all monies will be refunded.
2. You, the Student, have the right to cancel your program of study before you start your first day of class. All monies will be refunded.

### **CANCELING YOUR COURSE DURING THE FIRST SEVEN DAYS AFTER THE FIRST CLASS SESSION.**

1. If you, the Student, start classes, but wish to cancel, you may cancel by midnight of the seventh business day after you have attended your first class.
2. Cancellation shall occur when you, the Student, gives written notice of cancellation at the address of the University checked on page one of the Agreements. You can do this by mail, hand delivery, or telegram.
3. The written notice of cancellation, if sent by mail properly addressed, with postage paid, is effective when postmarked. The notice of cancellation indicates you, the Student, do not wish to be bound by the Agreement. You may use the notice of cancellation form given to you on the first day of class or any other written notice you wish.
4. If you, the Student, cancel this Agreement by midnight of the seventh business day after you have attended your first class, you will have no liability to the University, except for any supplies the University has provided to you that are not returned. A refund of monies paid, less the itemized cost of supplies and educational services provided, will be refunded to you within 45 days of the cancellation date. Once you pay for the supplies, they are yours to keep without obligation.

### **WITHDRAWING FROM YOUR COURSE AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS**

1. You, the Student, have the right to withdraw from a program of instruction at any time.
2. If you withdraw the day of the seventh scheduled class session, the University will remit a refund as described below in #4 within 45 days following your withdrawal.
3. If any portion of the tuition was paid from the proceeds of a loan, the refund will be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay any student financial aid program from which you received benefits, in proportion to the amount of benefits received, and any remaining amount will be paid to you.
4. The refund to be paid to you shall be calculated as follows if you withdraw from the program of instruction.
  - a. Deduct a registration fee not to exceed one hundred fifty dollars (\$150) and the cost of unreturned equipment and supplies from the total tuition charge (item 6 on page one of your agreement).
  - b. Divide this figure by the number of hours in the program.
  - c. The quotient is the hourly charge for the program.
  - d. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
  - e. The refund would be any amount in excess of the figure (D) that was paid by the student.

FOR THE PURPOSE OF DETERMINING THE AMOUNT THAT YOU, THE STUDENT, OWE FOR THE TIME ATTENDED, AND TO DETERMINE THE DATE OF WITHDRAWAL:

- a. The Student notifies the College of withdrawal or the actual date of withdrawal, in writing or orally.
- b. The College terminates you.
- c. Failure to attend classes for a two-week period or not returning from a leave of absence (LOA), or the student asks to be dropped. The date of withdrawal will be the date the College determines that the student will not be returning for any of the above reasons. A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from an approved leave of absence that some or all of the grace period of the loan could have been used up, as the withdrawal date will act retroactively.

## **STUDENT PROTECTION POLICY**

### **State of California Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF)\*\* was established by the legislature to protect any California resident or residency student who attends a private Postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the school closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca. 95833, and (916) 431-6959

### **Student Tuition Recovery Fund Disclosures**

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

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

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

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

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

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

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

**\*\*STRF fees are \$0 per \$1,000 of tuition\*\***

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oak Dr., Suite 400, Sacramento, California, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone 916-431-6959, fax 916-263-1897.

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.