

CAPSTONE PACIFIC COLLEGE

School Code: 1928301



2015 Catalog

Effective January 1, 2014 through December 31, 2015

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GENERAL INFORMATION

Disclosures

Capstone Pacific College (CPC) is a private institution Licensed to operate by the California Bureau of Private Postsecondary Education (BPPE).

Capstone Pacific College updates its catalog annually or sooner if changes are made, and with the compliance of BPPE which is mandatory. Catalogs are to be given to all prospective students in physical or in electronic form. General public catalog requests are given in electronic form via email unless a physical copy is specified.

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.

Capstone Pacific College is an unaccredited institution. Programs offered at CPC are not accredited by an accrediting agency recognized by the United States Department of Education. Being such, CPC is not recognized for some employment positions, including, but not limited to, positions with the State of California. In addition, a student enrolled in an unaccredited institution is not eligible for federal financial aid.

Capstone Pacific College awards certificates to Microcomputer Office Specialist program graduates which are a minimum requirement for many basic entry level administrative positions. CPC awards certificates to Massage Therapy program graduates as a proof of credit hours earned to receive California Massage Therapy Council certification in the state of California. The state of California does not require an examination for massage therapy certification. Certificates awarded to massage therapy graduates may or may not be accepted by other state massage boards and licensing examinations. Eligibility for the applicable licensure exam is at the sole discretion of the individual states and their licensure and examination requirements.

Capstone Pacific College does NOT have any pending petitions in bankruptcy, is NOT operating as a debtor in possession, 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 (11 U.S.C. Sec. 1101 et seq.).

Capstone Pacific College does not provide visa services for international students. CPC only accepts students legally residing in the United States.

Introduction

Instruction is held on campus located at 2140 W. Olympic Blvd. #503, Los Angeles, CA 90006 with a facility occupancy level that will accommodate 50 students. Capstone Pacific College requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Capstone Pacific College awards its graduates a Certification of Completion as an acknowledgment of their accomplishment and graduation from CPC.

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. Capstone Pacific

College currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

“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, CA 95833. www.bppe.ca.gov Tel (916) 431-6959 Fax (916) 263-1897 Toll Free: (888) 370-7589.”

Administration & Staff

President/CEO/CFO:	Angela Park
Chief Academic Officer/CAO:	Bo Lee
Chief Operating Officer/COO:	Jason Chung
Registrar:	Claire Park

Faculty

Microcomputer Office Specialist Program

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Microcomputer Operations and Data Entry & Word Processing Solutions and Applications Program

Instructor: MD. Ahsan Ali	Master of Physics Bachelor of Science in Physics Certificate in Information Technology Certificate in Computer Science
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Massage Therapy & Bodywork Program

Instructor: Brenda Yoon	Master of Science in Oriental Medicine 500 Hour Certificate in Massage Therapy Licensed Acupuncturist in California Certified Massage Therapist in California
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Instructor: Michael Shin	Doctor of Philosophy in Traditional Oriental Medicine Master of Science in Oriental Medicine Licensed Acupuncturist in California
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Capstone Pacific College instructors have been chosen from the professional community as they excel in their field for instruction. Instructors are encouraged to inspire students to achieve career goals through their attainment of knowledge, skills and self-confidence. Instructors attend continuing education and/or subject upgrade with teaching methodology and professional development skills as they relate to their field.

All programs offered at CPC are taught in English. Students must be proficient in all aspects of English language: Reading, Writing, Speaking, and Comprehension.

Mission Statement

Capstone Pacific College is dedicated to providing an interactive and friendly environment to support the professional development of our students. The institution strives to provide excellent, up to date education and training to meet

the needs of both students and employers in a changing world. The institution was established to provide essential education and training necessary for adults seeking to embark on a new career. In order to achieve this, the institution strives for excellence in the following areas:

- Providing relevant career focused educational programs.
- Focusing on up to date technology and teaching methods.
- Continual evaluation of programs and faculty to maintain effectiveness in offered programs.
- Providing career consultation for graduates.
- Providing a friendly and exciting learning environment.

Purpose and Objectives:

To achieve our mission, the institute is committed to the following objectives:

- The institute will strive to provide industry standard education by focusing on recruiting highly qualified faculty members.
- The institute will strive to train and educate industry focused learning in a friendly and approachable environment.
- The institute will strive to maintain current and up to date training equipment and materials.
- The institute will maintain strong relationships with industry professionals and educators to garner important updates on current topics.
- The institute will strive to reach each student's intellectual and professional potential.

POLICIES AND INFORMATION

History

Capstone Pacific College was founded in 1996, and started the institute with Microcomputer specialist programs. In keeping current with changing technology, Capstone Pacific College upgraded its programs to offer the latest in software in these programs. In 2012, Capstone Pacific College was acquired by its current owners. The board then decided to add a Massage Therapy & Bodywork program to its list of offered programs as a means to diversify CPC's market.

Facilities and Equipment

Capstone Pacific College is located at 2140 W. Olympic Blvd. #503, Los Angeles, CA 90006 with structure (paid) parking. The campus maintains a comfortable environment for students. The average classroom ratio is 1 instructor to 20 students with a maximum capacity of 25 students.

Capstone Pacific College campus is located on the fifth floor of a lively professional commercial building in the heart of Los Angeles. The campus includes two spacious suites all housed in approximately 4,005 square feet of space. The facility includes 3 spacious classrooms, 2 administrative offices, a student lounge area, a conference room, a library, a computer room, a file room, and a front desk/reception area. Equipment that is available for student and

faculty use include television, computers, and audio equipment. WIFI internet is available in classrooms and the library.

Equipment used in the Microcomputer programs includes 8 computers, 8 desks, 8 chairs, software, a white board, and a printer.

The facilities and equipment at Capstone Pacific College fully comply with all federal, state and local ordinances and regulation, including requirements pertaining to fire safety, building safety, handicapped access and health.

Admissions Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED). Prospective students should contact Capstone Pacific College to set up an appointment with an Admissions Representative to receive information about the institute, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an application form
- Receive a school catalog (physical copy or electronically)
- Submit a copy of high school diploma, transcript, General Education Development (GED) or have passed the California High School Proficiency Examination (CHSPE)
- Attend a New Student Orientation
- Complete, sign, and submit an Enrollment Agreement
- Sign documents acknowledging receipt of disclosure forms
- Pay a Registration Fee of \$75.00(Non-Refundable)

Programs of training are open entry-open exit enrollment to men and women who possess a high school diploma or the equivalent. Prospective students are invited to visit the institution and discuss their needs, goals, and objectives with an Admissions Representative.

Credit Hour Measure

Microcomputer Office Specialist program (Semester): 1 Credit = 15 clock hours of lecture/theory or 30 clock hours of laboratory/demonstration.

Massage Therapy and Bodywork program (Quarter): Massage Therapy program is measured in clock hours only. All hours of instruction, including lecture and laboratory are given same clock hour credits.

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students must be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60-minute period. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for Microcomputer Office Specialist program is conducted in semester system. One semester for Microcomputer Office Specialist program is 20 weeks (600 hours) in length.

The academic year for Massage Therapy and Bodywork programs is conducted in quarter system. One quarter for Massage Therapy and Bodywork I is 10 weeks (300 hours) in length. One quarter for Massage Therapy and Bodywork II is 10 weeks (200 hours) in length.

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

"The transferability of credits you earn at Capstone Pacific College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Capstone Pacific College to determine if your certificate will transfer".

Transfer of Credit to Capstone Pacific College

Capstone Pacific College accepts credits earned at other institutions. In general, CPC considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution.
- The comparability of the scope and depth of the course to be transferred.
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- In certain cases, challenge examinations may be given if it is determined that the course to be transferred is not deemed fully comparable.

Capstone Pacific College will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute has not entered into an articulation or transfer agreement with any other College or University.

Experiential Credit

Capstone Pacific College does not award credit for student's prior experiential learning.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Academic Dean. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the institution, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the Academic Dean explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the Academic Dean. Institution payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The institution at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled. Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re-enrolling.

Holiday Calendar

New Year's Day (and Day after)
Martin Luther King's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day (and Day after)
Christmas

Statement of Non Discrimination

Capstone Pacific College does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, handicap, financial status, area of origin, residence, sexual orientation, from participation in any of the institute's activities. Capstone Pacific College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available. Capstone Pacific College is not responsible for parking violations, property theft, and property damage. Ample structure (paid) parking is available for the students.

Student Advising

The staff of Capstone Pacific College makes every effort to maintain close communication with its students. Students

have access to faculty and administrative staff for vocational and academic advising.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired course within 1 year of graduation. The charge for such training is prorated to the total tuition of the program.

Admittance is based on space availability.

Capstone Pacific College is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

Placement Services

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

However, Capstone Pacific College does not guarantee employment.

Housing Services

The institution does not offer dormitory/housing facilities or have access under its control.

Information regarding availability of housing located reasonably near Capstone Pacific College shall be obtained by the student. CPC is not responsible for finding or assisting students in locating housing. No facilities are recommended or sponsored by CPC. The approximate cost of 1 bedroom rental in a 5 mile radius of CPC is \$800.00.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Students wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the CPC for an official copy of the transcript.

Tuition Assistance

At the present time, Capstone Pacific College does NOT participate in federal and state financial programs, and does NOT offer any financial aid programs.

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

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

Library

Capstone Pacific College's library is comprised of books and videos that can be used as supplemental or reference materials from the content of the programs. These reference materials are maintained and upgraded on a consistent basis. Periodicals are available for students reading. The library has a computer with internet available and websites available for the use of the students and instructors. These websites are updated regularly as new web sites are available. Books and videos may be checked out from the library only on school operating hours (Monday to Friday 9:00am to 6:00pm). Periodicals are not allowed to be checked out. To check out books and videos, student must sign and fill out the check out form located in the front desk of the main office. A faculty member must mark his/her initial on the check out form confirming the check out. Returns can be made to the main office during operating hours or may be dropped off in the drop box located on the front door. Students are given 14 days including weekends to return checked out materials. Special request must be made for check outs longer than 14 days. If the material is not returned by the allowed time, the student will be contacted. More than 3 incidences of late returns will result in losing library privileges for the given quarter.

Student Lounge

The student lounge is available for the convenience of students. Please dispose of food and beverages in the appropriate containers in the student lounge, and food and drinks are not to be taken into the classrooms, or administrative area.

ATTENDANCE POLICIES

Attendance

Attendance standards at Capstone Pacific College are designed to prepare graduates to meet the demands of employers. If the student and CPC are to achieve the goal of placement in a chosen career field, it is necessary for the student to exhibit the most essential characteristics desired by employers; Reliability. Employers define reliability as punctuality, regular attendance, and working an entire shift. It is extremely important while attending CPC to maintain excellent attendance as it will be monitored and used to market the student to prospective employers upon graduation.

Students are expected to be on time to class every day. When students must be absent from class, they call the Institution 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 we can expect their return.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 80% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the institution premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the institution's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS or half the program length whichever is shorter). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the institution.

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. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

Suspension and Dismissal

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

Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or "C" or better. For determining satisfactory progress, a progress report is given to the student at the end of each course. A student achieving a cumulative grade point average below a grade of 75% or "C" at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADING FORMAT

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	No Grade Assigned

If a student withdraws from a course before the completion of a course, the student will receive a W for that course. If the student returns to the Institution, all course work graded "I" (Incomplete) may be successfully completed within

a 30-day period or training may be interrupted. If the student returns to the Institution, all course work graded "W" should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

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

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the Academic Dean to be re-admitted 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 the institution and are available upon written request by the student. There is a \$10.00 charge for education transcripts. Under State regulations, the institution is only required to maintain a student's file for 5 years from the student's last date of attendance. **TRANSCRIPTS ARE KEPT INDEFINITELY.**

Academic Probation and Dismissal Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or "C". During that probationary period, the student must maintain a cumulative grade point average of 75% or "C" of the program.

If a student maintains a grade point average of 75% or "C" and/or achieves a cumulative grade point average of 75% or "C", probation will be removed. However, if the student fails to maintain a 75% or "C" grade point average and/or is 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 letter to the Academic Dean/CAO to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed.

This Appeals Board shall consist of three (3) attending members. 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 Academic Dean/CAO shall be final.

Reinstatement

A 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 institution appeals board shall consist of (3) three school administrators. The requesting student shall be notified of the Reinstatement Review within 30 days following the decision of the Academic Dean/CAO.

Graduation Requirements

Students must show satisfactory academic progress, with effort, participation in classes, and endeavor to succeed. In order for students to meet the graduation requirements, the student must:

1. Complete all courses with at least a minimum cumulative grade point average of 2.5.
2. Satisfy the minimum academic progress requirement.
3. Meet all financial requirements and other legal obligations.

Upon successful completion of the program, the student will receive a certificate of completion signed by the Academic Dean and the President of Capstone Pacific College signifying completion of the required number of hours of the program and an official school transcript.

Student Records

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Capstone Pacific College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. **All files are kept for a maximum of 5 years and transcripts are kept indefinitely.**

Changing Programs

At times, a student may wish to change his chosen career goal. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office prior to the change. Instructors will not make the decision to transfer a student as this can affect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Capstone Pacific College reserves the right to its interpretation of this policy and its enforcement based upon the professional expectations of CPC's staff and of the employers who hire our graduates.

Student Conduct

An important part of the training at Capstone Pacific College includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at school.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the institution and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of institution enrollment agreement.
9. Cheating.
10. Falsifying institution records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the institution and/or its students.
15. Vandalism of institution property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. 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 conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

Policy on Student Rights

Detailed information regarding the refund policy is located on pages 29 & 30.

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the institute for a sample copy."

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the institution for a description of the refund policy.

If the institution closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the school, write or call the:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833.
Telephone: 916-431-6959 Fax: 916-263-1897. Toll Free: 888-370-7589

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement."

Student Grievance Procedure

Capstone Pacific College publishes the following student grievance procedure in the institute catalog.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to CPC in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Academic Dean. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the Institute Director will schedule a Grievance Committee meeting. The members of the Committee will be (3) three.

The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Institute Director will arrive at a fair and equitable decision. It is the Institute Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact the:

Bureau for Private Postsecondary Education

Department of Consumer Affairs

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833.
Telephone: 916-431-6959 Fax: 916-263-1897. Toll Free: 888-370-7589

"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 Number 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".

Distance Learning Education

Capstone Pacific College does not currently offer Distance Learning Education.

Sexual Harassment Policy

Capstone Pacific College declares that it will not tolerate any sexual harassment by any instructor or student on another person. Alleged victims may file a written complaint to the Administrative office. Within two weeks of receipt of the complaint, CPC shall give a written response to the complainant as the progress of the case. If any instructor or student is formally accused by an alleged victim CPC may hold an administrative hearing after giving notice due to the accused. CPC may take a range of actions to deal with the offender above and beyond the civil/criminal penalties the offender is liable for:

1. Verbal or written reprimand.
2. Suspension for a period from the institution.
3. Dismissal from the institution.

Drug and Alcohol Policies

It is the policy of Capstone Pacific College that the learning environment be free of prohibited or controlled substances including drugs and alcohol. Violation of this policy could lead to suspension, expulsion and termination.

ACADEMIC PROGRAMS

Microcomputer Office Specialist Program

Mission Statement

Capstone Pacific College's mission is to provide our students with quality Microcomputer Office Specialist education and to prepare students for entry-level office administrative positions. CPC strives to instill our students with knowledge, competency, professionalism, ethical standards, and self motivation necessary to achieve a successful and rewarding career as an administrative employee.

Purpose & Objectives:

Microcomputer Office Specialist is an intensive instructional program for students who wish to pursue their careers as an administrative employee using the components of the computerized office systems. It includes a total of 600 hours of training and in-class instruction on Microsoft Word, Excel, PowerPoint, Access, data entry, and spreadsheet solutions. Successful completion of the program will prepare the graduate to work in entry level positions as an office assistant, receptionist, secretary, administrative assistant, or customer representative.

The program is designed to prepare the students to meet the requirement for entry level employment as an office administrative employee. Upon successful completion of the program, the students shall be expected to:

1. Acquire adequate knowledge and skills in Microsoft Office 2013 including, Word, Excel, PowerPoint, and Access.
2. Acquire proficiency and knowledge in data entry.
3. Acquire proficiency and knowledge in spreadsheet solutions.
4. Acquire proficiency and knowledge in database
5. Acquire proficiency and knowledge in word processing

1. Admission requirements

A. Admission:

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current school catalog or brochure which includes program overview, tuition, fees, program schedules, list of courses, and faculty information.

B. Admissions Criteria:

In accordance with Title IV of the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Capstone Pacific College admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

The program applicants must be 18 years of age or older, even though the compulsory age is 16 years old as defined by the State of California Department of Education.

C. Minimum Level of Education:

Capstone Pacific College accepts students with a high school diploma, General Education Development (GED) from a recognized institution, or the California High School Proficiency Examination (CHSPE) Certificate of Proficiency. For admission purposes, the minimum requirement includes a completed application and a copy of high school transcript or diploma. All admissions procedures must be completed on or before start of classes or the applicant will not be permitted to enroll.

D. Admission Procedures:

1. An applicant to the Microcomputer Specialist Program must observe the following procedures:
2. Submit the completed application with \$75.00 non-refundable Registration fee.
3. Submit a copy of high school diploma, transcript, GED, or Certificate of Proficiency.
4. Schedule an interview with the Program Director or designate.
5. If approved for admission, accomplish the Enrollment Agreement Form and submit at the office with tuition and all required fees.

E. Denial of Admission:

Capstone Pacific College reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirement.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or incompatible philosophy with the school.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the not to be beneficial for the student.

2. Information regarding the ability-to-benefit examination

Not applicable

3. Program Overview

A. Academic Progress Requirements

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the school. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

B. Program Information

Length: Approximately 1 semester/ 20 weeks

Total Credit Hours: 600 (40 semester credit)

Education Requirements: high school diploma or GED

C. Instructional Hours

Class begins promptly from 9:00am to 1:00pm and 2:00pm to 4:00pm Monday through Friday.

Course No.	Course Title	Clock Hours	Semester Hours	Credit
MOS101	Basic skills in using Word	45	3.0	
MOS102	Paragraph formatting, margins, and tabs	45	3.0	
MOS103	Moving, copying and replacing text	45	3.0	

MOS104	Printing and page formatting	45	3.0
MOS105	Basic skills using Excel	45	3.0
MOS106	Developing a worksheet	45	3.0
MOS107	Basic skills using PowerPoint	45	3.0
MOS108	Developing a presentation	45	3.0
MOS109	Customizing a presentation	45	3.0
MOS110	Basic skills using Access	45	3.0
MOS111	Building a database	45	3.0
MOS112	Web page design	65	4.33
MOS113	Written/Practical examination	20	1.33
MOS114	Employment Preparation	20	1.33
Total		600	40.0

4. Course Description

MOS101 Basic Skills using Word

The student will learn the basics of word processing such as creating documents, editing text, and formatting characters.

MOS102 Paragraph Formatting, Margins, and tabs

The student will learn skills in formatting paragraphs, learning different types of margins, create, and set tab settings.

MOS103 Moving, Copying, and Replacing Texts

The student will learn different techniques in moving, copying, cutting, and pasting text, finding and replacing text in a document, and using the clipboard.

MOS104 Printing and Page formatting

The student will learn skills in how to print, understand how to insert page and section breaks, insert page numbers, headers and footers, and learn to compose and send E-mail.

MOS105 Basic skills using Excel

The student will learn what a spreadsheet is, learn the different parts of the Excel screen, and create and enhance a simple worksheet.

MOS106 Developing a Worksheet

The student will learn to design and print a worksheet, copy data, learn to use the toolbars, learn about ranges and sorting, protect files, select display options and use the find/ replace features.

MOS107 Basic skills using PowerPoint

The student will learn what a graphics presentation program is, how to navigate in PowerPoint, key text on slides, use the views, run a slide show, use the AutoContent Wizard, and how to choose print options.

MOS108 Developing a Presentation

The student will learn how to create a presentation from scratch, use the outline pane, how to apply a design template, import and export, apply fonts and text attributes, and change size/position of text place holders.

MOS109 Customizing a Presentation

The student will learn how to work with PowerPoint objects, work with lines, fills, and colors, use clipart how to rotate and flip text, use basic auto shapes, and learn how to add patterns, shading, and textures.

MOS110 Basic skills using Access

The student will learn what a database is, how to add and edit data, find and sort reports, work with tables, and use filters.

MOS111 Building a Database

The student will learn how to add tables, forms, and reports to a database, make design changes, import and link tables, insert a sub-datasheet, and create auto forms.

MOS112 Web Page Design

The student will begin with an introduction to the internet, learn what a browser is, learn how to search the World Wide Web, understand Usenet and Newsgroups, and how to create web pages.

MOS113 Written / Practical Examination

The student will take a series of written and practical test to determine overall comprehension and retention of the material and topics covered.

MOS114 Employment Preparation

The student will learn job seeking skills, professional resume preparation and interview techniques

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Overview

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications is a **non credit** program offered by Capstone Pacific College for those students interested in acquiring knowledge in microcomputer operations/theory and data entry with focus on Microsoft Excel. This program is 40 hours, 2 weeks in duration and offer intensive look into Microcomputer theories and data entry tactics focusing on Microsoft Excel.

Purpose & Objectives:

This program is designed to prepare the students to supplement the requirement for entry level employment as an office administrative employee. Upon successful completion of the program, the students shall be expected to:

1. Acquire knowledge in microcomputer operations and theories,
2. Acquire adequate knowledge and skills in Microsoft Excel,
3. Acquire proficiency and knowledge in data entry,
4. Acquire proficiency and knowledge in spreadsheet solutions

1. Admission requirements

A. Admission:

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current school catalog or brochure which includes program overview, tuition, fees, program schedules, list of courses, and faculty information.

B. Admissions Criteria:

In accordance with Title IV of the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Capstone Pacific College admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

The program applicants must be 18 years of age or older, even though the compulsory age is 16 years old as defined by the State of California Department of Education.

C. Minimum Level of Education:

Capstone Pacific College accepts students with a high school diploma, General Education Development (GED) from a recognized institution, or the California High School Proficiency Examination (CHSPE) Certificate of Proficiency. For admission purposes, the minimum requirement includes a completed application and a copy of high school transcript or diploma. All admissions procedures must be completed on or before start of classes or the applicant will not be permitted to enroll.

D. Admission Procedures:

1. An applicant to the Microcomputer Specialist Program must observe the following procedures:
2. Submit the completed application with \$75.00 non-refundable Registration fee.
3. Submit a copy of high school diploma, transcript, GED, or Certificate of Proficiency.
4. Schedule an interview with the Program Director or designate.
5. If approved for admission, accomplish the Enrollment Agreement Form and submit at the office with tuition and all required fees.

E. Denial of Admission:

Capstone Pacific College reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirement.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or incompatible philosophy with the school.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed not to be beneficial for the student.

2. Information regarding the ability-to-benefit examination

Not applicable

3. Program Overview

A. Program Information

Length: 40 hours/ 2 weeks

Total Credit Hours: Non Credit

Education Requirements: high school diploma or GED

B. Instructional Hours

Class begins promptly from 6:00pm to 10:00pm, Monday through Friday.

Course No.	Course Title	Hours
MOD101	Microcomputer operations and data entry & spreadsheet solutions and applications using Microsoft Excel	40

4. Title of the Education Programs and other components of instruction offered (course description):

MOD101 Microcomputer operations and data entry & spreadsheet solutions and applications using Microsoft Excel. The student will learn the basics of Microsoft Excel spreadsheet, with greater emphasis on Microcomputer operations/theory and data entry.

Microcomputer Operations and Data Entry & Word Processing Solutions and Applications Program

Overview

Microcomputer Operations and Data Entry & Word Processing Solutions and Applications is a **non credit** program offered by Capstone Pacific College for those students interested in acquiring knowledge in microcomputer operations/theory and data entry with focus on Microsoft Word. This program is 40 hours, 2 weeks in duration and offer intensive look into Microcomputer theories and data entry tactics focusing on Microsoft Word.

Purpose & Objectives:

This program is designed to prepare the students to supplement the requirement for entry level employment as an office administrative employee. Upon successful completion of the program, the students shall be expected to:

1. Acquire knowledge in microcomputer operations and theories,
2. Acquire adequate knowledge and skills in Microsoft Word.
3. Acquire proficiency and knowledge in data entry,
4. Acquire proficiency and knowledge in word processing solutions

1. Admission requirements

A. Admission:

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current school catalog or brochure which includes program overview, tuition, fees, program schedules, list of courses, and faculty information.

B. Admissions Criteria:

In accordance with Title IV of the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Capstone Pacific College admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

The program applicants must be 18 years of age or older, even though the compulsory age is 16 years old as defined by the State of California Department of Education.

C. Minimum Level of Education:

Capstone Pacific College accepts students with a high school diploma, General Education Development (GED) from a recognized institution, or the California High School Proficiency Examination (CHSPE) Certificate of Proficiency. For admission purposes, the minimum requirement includes a completed application and a copy of high school transcript or diploma. All admissions procedures must be completed on or before start of classes or the applicant will not be permitted to enroll.

D. Admission Procedures:

1. An applicant to the Microcomputer Specialist Program must observe the following procedures:
2. Submit the completed application with \$75.00 non-refundable Registration fee.
3. Submit a copy of high school diploma, transcript, GED, or Certificate of Proficiency.
4. Schedule an interview with the Program Director or designate.
5. If approved for admission, accomplish the Enrollment Agreement Form and submit at the office with tuition and all required fees.

E. Denial of Admission:

Capstone Pacific College reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirement.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or incompatible philosophy with the school.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the not to be beneficial for the student.

2. Information regarding the ability-to-benefit examination

Not applicable

3. Program Overview

A. Program Information

Length: 40 hours/ 2 weeks

Total Credit Hours: Non Credit

Education Requirements: high school diploma or GED

B. Instructional Hours

Class begins promptly from 6:00pm to 10:00pm, Monday through Friday.

Course No.	Course Title	Hours
MOD102	Microcomputer operations and data entry & word processing and applications using Microsoft Word	40

4. Title of the Education Programs and other components of instruction offered (course description):

MOD102 Microcomputer operations and data entry & word processing solutions and applications using Microsoft Word

The student will learn the basics of Microsoft Word processing, with greater emphasis on Microcomputer

operations/theory and data entry.

Microcomputer Programs Equipment List				
Name	Used	Rented	Leased	Owned
8 Computers				YES
1 Printer				YES
Software CDs				YES
8 Desks				YES
8 Chairs				YES
1 White Board				YES

Microcomputer Programs Text Book List				
Name of Book	Author	Publisher	ISBN	Cost
Microcomputer Theory and Servicing 4 th Edition	Stuart M. Asser	Prentice Hall 2000	978-0130190952	\$188.21
Office 2013 Library (Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible)	Lisa A. Bucki	Sybex; 1 edition 2013	978-1118522943	\$85.22
Knock em Dead 2014: The Ultimate Job Search Guide	Martin Yate	Adams Media; 1 edition 2013	978-1440562199	\$10.94

Massage Therapy and Bodywork Program

Mission Statement

Capstone Pacific College's mission is to provide our students with industry standard massage therapy education and to prepare students to become professional Massage Therapists. CPC strives to instill our students with skills, professionalism, ethical standards, and self-motivation necessary to achieve a successful and rewarding career in massage therapy.

Purpose & Objectives

Massage Therapy and Bodywork Program is a basic instructional program for students who wish to pursue their careers as professional massage therapists. It includes a total of 500 hours of training and in-class instruction on Swedish massage/Acupressure, Reflexology, Anatomy/Physiology, Holistic Healing/Aroma Therapy, Business Ethics and Legal Issues, Kinesiology, Pathology, Business Management, Health, Hygiene and Safety, Massage Manipulations and Techniques, Sports Massage and Clinical Training. Successful completion of the program effectively fulfills requirements set by California Massage Therapy Council (CAMTC) for licensure and may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health spa, resort, or a in private practice.

The program is designed to prepare the students to meet the requirement for entry level employment as a massage therapist in their private practice or in the offices of physicians, chiropractors, acupuncturists, health spas, and physical therapists. Upon successful completion of the program, the students shall be expected to:

1. Acquire adequate knowledge and skills in massage therapy including related general sciences, Swedish

- massage and acupressure, reflexology, holistic healing and aroma therapy.
2. Perform practical massage therapy to clients in accordance to prescribed theory, ethics, and hygiene principles and practices.
 3. Focus on prevention and education to improve the health of your clients and community.
 4. Meet the licensure requirements set by California Massage Therapy Council.

1. Admission requirements

A. Admission:

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current school catalog or brochure which includes program overview, tuition, fees, program schedules, list of courses, and faculty information.

B. Admissions Criteria:

In accordance with Title IV of the Civil Rights Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Capstone Pacific College admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen profession are given important consideration.

The program applicants must be 18 years of age or older, even though the compulsory age is 16 years old as defined by the State of California Department of Education.

C. Minimum Level of Education:

Capstone Pacific College accepts students with a high school diploma, General Education Development (GED) from a recognized institution, or the California High School Proficiency Examination (CHSPE) Certificate of Proficiency. For admission purposes, the minimum requirement includes a completed application and a copy of high school transcript or diploma. All admissions procedures must be completed on or before start of classes or the applicant will not be permitted to enroll.

D. Admission Procedures:

1. An applicant to the Massage Therapy and Bodywork Program must observe the following procedures:
2. Submit the completed application with \$75.00 non-refundable Registration fee.
3. Submit a copy of high school diploma, transcript, GED, or Certificate of Proficiency.
4. Schedule an interview with the Program Director or designate.
5. If approved for admission, accomplish the Enrollment Agreement Form and submit at the office with tuition and all required fees.

E. Denial of Admission:

Capstone Pacific College reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirement.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or incompatible philosophy with the school.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed not to be beneficial for the student.

2. Information regarding the ability-to-benefit examination

Not applicable

3. Program Overview

A. Academic Progress Requirements

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the school. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

B. Program Information

Length: Approximately 2 quarters

Total Clock Hours: 500

Education Requirements: high school diploma or GED

C. Instructional Hours

- Massage Therapy and Bodywork I : Class begins promptly from 9:00 am to 12:40 pm and 2:00 pm to 3:40 pm, Monday through Friday.
- Massage Therapy and Bodywork II: Class begins promptly from 9:00 am to 12:40 pm, Monday through Friday.

D. Program Length

The program consists of two parts: Massage Therapy and Bodywork I, a 10 week course of 300 hours of instruction, and Massage Therapy and Bodywork II, a 10 week course of 200 hours of instruction.

Massage Therapy and Bodywork I: 300 Clock Hours – 10 weeks

Course No.	Course Title	Lecture	Lab	Total
MB101	Ethics, and Legal Issues	20	0	20
MB102	Anatomy/Physiology	80	0	80
MB103	Reflexology	40	10	50
MB104	Swedish Massage/Acupressure	60	40	100
MB105	Holistic Healing/Aroma Therapy	20	0	20
MB106	Clinical Training (Includes Indications and Contraindications to massage)	20	10	30

Massage Therapy and Bodywork II: 200 Clock Hours – 10 Weeks

Course No.	Course Title	Lecture	Lab	Total
MB107	Kinesiology	60	0	60
MB108	Pathology	40	0	40
MB109	Business Management	20	0	20
MB110	Health, Hygiene and Safety	20	0	20
MB111	Massage Manipulations and Techniques	32	8	40
MB112	Sports Massage	20	0	20

4. Title of the Education Programs and other components of instruction offered (course description):

MB 101 Ethics, and Legal Issues

Overview of professional ethics, laws and regulations governing the practice of massage.

MB 102 Anatomy/Physiology

This course includes medical terminology and to give students a strong foundation on anatomy and physiology. Students learn location, structure, and major organ function of six body systems: skeleton and muscular system, skin, circulatory, lymph-vascular and nervous system, respiratory, urinary, reproductive and digestive system.

MB 103 Reflexology

Foot reflexology can be very effective in inducing deeper relaxation, helping relieve minor aches and pains, helping cleanse the body of toxins, helping patients think more clearly, and offering long term stress reduction. Students will learn foot anatomy, zone therapy, reflex points, and foot massage techniques.

MB 104 Swedish Massage/Acupressure

General full-body massage. Swedish Six basic strokes: effleurage, petrissage, friction, tapotement, compression and vibration. How to use oil, lubricant, cream, or lotion and supplies. Use of finger pressure at specific points along the body to treat various ailments such as arthritis, tension and stress, aches and pains, and menstrual cramps. This system is used with great success for general preventive health care. This course combines 14 main meridians with 80 individual points, and practice point prescriptions for specific patterns of disharmony.

MB 105 Holistic Healing/Aroma Therapy

Learn what aromatherapy is, how oils works and types of essential oils. Course includes consultations, blending and each student will give and receive a full-body aromatherapy wrap.

MT 106 Clinical Training (includes Indications and Contraindications to massage)

Practical training of massage therapy techniques, indications and contraindications, and case studies.

MB 107 Kinesiology

Muscle testing and Assessment of the body for imbalance and treatment. This course provides a detailed understanding of the movement of the human body in relation to sports and exercise. Kinesiology encompasses the entire body, including the impact of the mind on the body.

MB 108 Pathology

Investigation of causation, process, development and consequences and diseases. By reviewing diseases and disorders of the different systems the student will be able to understand the indications and contraindications of massage as well as its effects and benefits.

MB 109 Business Management

This introductory business course is designed to present the basic relevant information necessary to establish a successful career in massage and bodywork. Students will learn about practice management, marketing, finances, legalities and business planning. Students will experience business as a creative process using visualization, writing, and collage.

MB 110 Health, Hygiene and Safety

Personal health, hygiene and sanitation, Preventing the transmission of HIV, Hepatitis, Tuberculosis, and other contagious conditions. Universal Precautions, Fall Hazards and Fire Safety.

MB 111 Massage Manipulations and Techniques

Consulting and preparing the client for massage: equipment, supplies, positioning and draping. General massage protocol.

MB 112 Sports Massage

Sport Massage is a combination of different massage techniques to enhance sports performance and recuperation. As an effective component of any training program massage may enhance and stimulates the performance, as a pre-event routine, as well to relax and recuperate after a strenuous competition, with the post-event routine.

5. Licensing Information

There are two options for certification in California through the California Massage Therapy Council (CAMTC):

1. Certified Massage Practitioner (CMP) requirement is fulfilled by completing the Massage Therapy and Bodywork I program (300 hours).
2. Certified Massage Therapist (CMT) requirement is fulfilled by completing both the Massage Therapy and Bodywork I & II programs (500 total hours).

“The California Massage Therapy Council (CAMTC) was created to implement a statewide certification process with clear standards of preparation and education enabling massage professionals to obtain one of two certification levels:

- Certified Massage Therapist (CMT)—required to complete at least 500 hours of massage education and training at an approved massage therapy school.
- Certified Massage Practitioner (CMP)—generally must complete at least 250 hours of education and training.

CMPs and CMTs also must undergo background checks, including fingerprinting and other identification verification procedures.

In order to obtain certification as a massage practitioner, an applicant shall submit a written application and provide the council with satisfactory evidence that he or she meets all of the following requirements:

- (1) The applicant is 18 years of age or older.
- (2) The applicant has successfully completed, at an approved school, curricula in massage and related subjects, totaling a minimum of 250 hours or the credit unit equivalent that incorporates appropriate school assessment of student knowledge and skills. Included in the hours shall be instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, with at least 100 hours of the required minimum 250 hours devoted to these curriculum areas.
- (3) All fees required by the council have been paid.

In order to obtain certification as a massage therapist, an applicant shall submit a written application and provide the council with satisfactory evidence that he or she meets all of the following requirements:

- (1) The applicant is 18 years of age or older.
- (2) The applicant satisfies at least one of the following requirements:
 - (A) He or she has successfully completed the curricula in massage and related subjects totaling minimum of 500 hours or the credit unit equivalent. Of this 500 hours, a minimum of 250 hours shall be from approved schools. The remaining 250 hours required may be secured either from approved or registered schools, or from continuing education providers approved by, or registered with, the council or the Department of Consumer Affairs. After December 31, 2015, applicants may only satisfy the curricula in massage and related subjects from approved schools.
 - (B) The applicant has done both of the following:

(i) Successfully completed, at an approved school, curricula in massage and related subjects totaling a minimum of 250 hours that incorporates appropriate school assessment of student knowledge and skills. Included in the hours shall be instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, with at least 100 hours of the required minimum 250 hours devoted to these curriculum areas.

(ii) Passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards, and that is approved by the board. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.

(3) All fees required by the council have been paid."

Massage Therapy and Bodywork Program Equipment List				
Name	Used	Rented	Leased	Owned
6 Massage tables				YES
25 Combo Desks				YES
1 Portable massage chair				YES
Massage table sheets and headrest covers				YES
Massage oils and lotions				YES
Instructional videos				YES
1 CD player/CDs				YES
1 Television				YES
Computers				YES
Anatomical charts				YES
Bone, joint & muscle models				YES

Massage Therapy and Bodywork Program Text Book List				
Name of Book	Author	Publisher	ISBN	Cost
Mosby's Fundamentals of Therapeutic Massage	Sandy Fritz	Mosby Elsevier 2009	978-0-323-04861-3	\$64.13 new \$40.00 used
Rapid Review: Pathology 3 rd Edition	Edward F. Goljan, MD	Mosby Elsevier 2009	978-0-323-06862-8	\$38.00 new \$25.00 used
The Book of Massage: The Complete Step-by-Step Guide to Eastern and Western Techniques	Lucinda Lidell	Simon & Schuster, Inc. 2001	978-0-7432-0390-9	\$11.56 new \$6.00 used
The Anatomy Coloring Book 3 rd Edition	Wynn Kapit	Lawrence M. Elson 2002	978-0-8053-5086-L	\$12.21 new \$9.50 used
Reflexology Basics	Denise Whichello Brown	Sterling Publishing Co., Inc. 2001	0-8069-7845-7	\$21.95 new \$14.95 used
Total Aromatherapy Massage	Jennie Harding	Duncan Baird. 2005	978-1-8448-3114-2	\$19.95 new \$11.25 used
Kinesiology of the	Donald A.	Mosby, Inc. 2002	978-0-8151-6349-7	\$50.00 new

Musculoskeletal Foundations for Rehabilitation	System: Physical	Neumann				\$21.00 used
Sports Massage 1st Edition		Susan Findlay	Human Kinetics 2010	978-0-7360-8260-0		\$34.00 new \$21.56 used

Schedule of Tuition and Fees

Name of Program	Clock Hours	Registration Fee*	Tuition	Books & Equipment**	STRF* (\$0.50 per \$1,000)	Total Cost**
Microcomputer Office Specialist	600	\$75.00	\$3,200.00	\$300.00	\$1.50	\$3,576.50
Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications	40	\$75.00	\$1,400.00	\$100.00	\$0.50	\$1,575.50
Microcomputer Operations and Data Entry & Word Processing Operations and Applications	40	\$75.00	\$1,400.00	\$100.00	\$0.50	\$1,575.50
Massage Therapy & Bodywork I	300	\$75.00	\$3,000.00	\$155.00	\$1.50	\$3,231.50
Massage Therapy & Bodywork II	200	\$75.00	\$2,000.00	\$125.00	\$1.00	\$2,201.00

*Non-Refundable

**Estimate

Refund Table

Name of Program	Clock Hours	Tuition Fee	10%	25%	50%	60%	75%
Microcomputer Office Specialist	600	\$ 3,275.00	\$327.00	\$818.75	\$1,637.50	\$1,965.00	\$2,456.25
Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications	40	\$1,475.00	\$147.50	\$368.75	\$737.50	\$885.00	\$1,106.25
Microcomputer Operations and Data Entry & Word Processing Operations and Applications	40	\$1,475.00	\$147.50	\$368.75	\$737.50	\$885.00	\$1,106.25
Massage Therapy & Bodywork I	300	\$3,075.00	\$307.50	\$768.75	\$1,537.50	\$1,845.00	\$2,306.25
Massage Therapy & Bodywork II	200	\$2,075.00	\$207.50	\$518.75	\$1,037.50	\$1,245.00	\$1,556.25

* THIS INSTITUTE DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS.

STUDENT PROTECTION POLICY

Student Tuition Recovery Fund Disclosures

A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

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

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

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

STRF Calculation; An assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars will be collected. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).

Cancellation, Withdrawal and Refund Rights

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through**

attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at Institute address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the Institute will refund any money that you paid within 30 days after your notice is received.

If the institute has given you any equipment, you shall return it to the institute within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, the institute may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from the Institute at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, the institute will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the institute shall refund the amount paid by you for equipment.

If you fail to return equipment in good condition, within 30 days, the institute may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or reenrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

Hypothetical Refund Example:

Assume you, upon enrollment in a 600-hour course, pay \$3,200 for tuition, \$ 75.00 for registration, and \$300.00 (fair market value) for books and equipment and withdraw after completing 300 hours (50%) without returning the equipment you obtained.

$\$3,275.00 (\$3,200.00 \text{ Tuition} + \$ 75.00 \text{ Registration Fee}) \text{ Amount Paid} - \$75.00 \text{ Registration Fee Retained by the Institute, } \times (.50) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by) } 600 \text{ Hours of Instruction for which you have paid} = \$1,600.00 \text{ Actual Refund Amount.}$

If you return the equipment in good condition within 30 days following withdrawal, institute shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1,600.00 + \$300.00) = \$1,900.00$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when

any of the following occurs:

- (a) You notify Institute of your withdrawal or the actual date of withdrawal;
- (b) Institute terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

CALENDAR

Semester 2014

Spring Semester 2014	
Student registration and orientation	Jan 9-10
Beginning of Semester and first day of classes	Jan 12
Last day to add classes or register late	Jan 17
Academic Holiday (Martin Luther King Day)	Jan 20
Last day to drop classes	Jan 24
Last day to withdraw classes with a passing grade "WP"	Feb 7
Academic Holiday (Memorial Day)	May 26
Last day of classes	May 30
Final examinations	Jun 2-6
Break	Jun 9-Jul 4

Fall Semester 2014	
Student registration and orientation	Jul 2-3
Beginning of Semester and first day of classes	Jul 7
Last day to add classes or register late	Jul 11
Last day to drop classes	Jul 18
Last day to withdraw classes with a passing grade "WP"	Aug 1
Academic Holiday (Labor Day)	Sep 1
Academic Holiday (Columbus Day)	Oct 13
Academic Holiday (Veteran's Day)	Nov 11
Last day of classes	Nov 21
Academic Holiday (Thanksgiving Day)	Nov 24-28

Final examinations	Dec 1-Dec 5
Break	Dec 8-Jan 9, 2015

Quarter 2014

Winter Quarter 2014	
Student registration and orientation	Dec 30 - Dec 31
Beginning of Quarter and first day of classes	Jan 6
Last day to add classes or register late	Jan 10
Academic Holiday (Martin Luther King Day)	Jan 20
Last day to drop classes	Jan 17
Last day to withdraw classes with a passing grade "WP"	Jan 24
Last day of classes	Mar 14
Final examinations	Mar 17-21
Winter Break	Mar 24-28

Spring Quarter 2014	
Student registration and orientation	Apr 3-4
Beginning of quarter and first day of classes	Apr 7
Last day to add class or register late	Apr 11
Last day to drop classes	Apr 18
Last day to withdraw classes with a passing grade "WP"	Apr 25
Academic Holiday (Memorial Day)	May 26
Last day of classes	Jun 13
Final examinations	Jun 16-20
Spring Break	Jun 23-27

Summer Quarter 2014	
Student registration and orientation	Jul 2-3
Beginning of quarter and first day of classes	Jul 7
Last day to add class or register late	Jul 11
Academic Holiday (Independence Day)	Jul 4
Last day to drop classes	Jul 18
Last day to withdraw classes with a passing grade "WP"	Jul 25
Academic Holiday (Labor Day)	Sep 1
Last day of classes	Sep 12
Final examinations	Sep 15-19
Summer Break	Sep 22-26

Fall Quarter 2014	
Student registration and orientation	Oct 2-3

Beginning of quarter and first day of classes	Oct 6
Last day to add class or register late	Oct 10
Last day to drop classes	Oct 17
Academic Holiday (Columbus Day)	Oct 13
Last day to withdraw classes with a passing grade "WP"	Oct 24
Academic Holiday (Veteran's Day)	Nov 11
Academic Holiday (Thanksgiving Day)	Nov 27-28
Last day of classes	Dec 12
Final examinations	Dec 15-19
Fall Break	Dec 22-26

Semester 2015

Spring Semester 2015	
Student registration and orientation	Jan 8-9
Beginning of Semester and first day of classes	Jan 12
Last day to add classes or register late	Jan 23
Academic Holiday (Martin Luther King Day)	Jan 19
Last day to drop classes	Jan 23
Last day to withdraw classes with a passing grade "WP"	Feb 6
Academic Holiday (Memorial Day)	May 25
Last day of classes	May 29
Final examinations	Jun 1-5
Break	Jun 8-Jul 3

Fall Semester 2015	
Student registration and orientation	Jul 1-2
Beginning of Semester and first day of classes	Jul 6
Last day to add classes or register late	Jul 17
Last day to drop classes	Jul 17
Last day to withdraw classes with a passing grade "WP"	Jul 31
Academic Holiday (Labor Day)	Sep 7
Academic Holiday (Columbus Day)	Oct 12
Academic Holiday (Veteran's Day)	Nov 11
Last day of classes	Nov 20
Academic Holiday (Thanksgiving Day)	Nov 23-27
Final examinations	Nov 30-Dec 4
Break	Dec 7-Jan 8, 2016

Quarter 2015

Winter Quarter 2015	
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Student registration and orientation	Dec 30 - Dec 31, 2014
Beginning of Quarter and first day of classes	Jan 5
Last day to add classes or register late	Jan 16
Academic Holiday (Martin Luther King Day)	Jan 19
Last day to drop classes	Jan 16
Last day to withdraw classes with a passing grade "WP"	Jan 30
Last day of classes	Mar 13
Final examinations	Mar 16-20
Winter Break	Mar 23-Apr 3

Spring Quarter 2015	
Student registration and orientation	Apr 2-3
Beginning of quarter and first day of classes	Apr 6
Last day to add class or register late	Apr 17
Last day to drop classes	Apr 17
Last day to withdraw classes with a passing grade "WP"	May 1
Academic Holiday (Memorial Day)	May 25
Last day of classes	Jun 12
Final examinations	Jun 15-19
Spring Break	Jun 22-Jul 2

Summer Quarter 2015	
Student registration and orientation	Jul 1-2
Beginning of quarter and first day of classes	Jul 6
Last day to add class or register late	Jul 17
Academic Holiday (Independence Day)	Jul 4
Last day to drop classes	Jul 17
Last day to withdraw classes with a passing grade "WP"	Jul 31
Academic Holiday (Labor Day)	Sep 7
Last day of classes	Sep 11
Final examinations	Sep 14-18
Summer Break	Sep 21-Oct 2

Fall Quarter 2015	
Student registration and orientation	Oct 1-2
Beginning of quarter and first day of classes	Oct 5
Last day to add class or register late	Oct 16
Last day to drop classes	Oct 16
Academic Holiday (Columbus Day)	Oct 12
Last day to withdraw classes with a passing grade "WP"	Oct 30

Academic Holiday (Veteran's Day)	Nov 11
Academic Holiday (Thanksgiving Day)	Nov 26-27
Last day of classes	Dec 11
Final examinations	Dec 14-18
Fall Break	Dec 21-Jan 1, 2016