



Golden Bridge College

01/01/2017 – 12/31/2017 CATALOG

**Campus
Location**

**10423 Valley Blvd. # B2
El Monte, CA 91731**

Phone: (626) 542-3123

Fax: (626) 608-2058

Web: www.goldenbridgecollege.net

Welcome!

Thank you for your interest in the Golden Bridge College (GBC). GBC has been training highly skilled massage therapists and bodywork professionals since 2012. We take pride in the efficacy of our programs, which are designed to meet the demands of the ever-emerging fields of different industries. GBC also provides a variety of flexible, non-credit based tuition payment options and financial assistance opportunities depending on your need and preferences. We offer a vastly qualified and diverse teaching staff who are professional and dedicated to providing exceptional curriculum.

GB's location is in El Monte, California – on the bustling Valley Blvd – gives students a great advantage of easy commute via Metro stations and local buses, and we are surrounded with many tasty Mandarin-style restaurants which gives students an opportunity to experience great food all while attaining their training goals.

Whether you are pursuing massage therapy as a career or pursuing our computer oriented programs as a stepping stone into an entry-level office career, it is an exciting time to be entering the field. Massage and bodywork is increasingly recognized as an integral part of holistic and complimentary healthcare. Massage professionals are employed in a wide variety of settings including sports clinics, chiropractic offices, hospitals, hospices as well as more traditional health clubs, resorts, spas and yoga studios. Business professionals with computer skills are greatly demanded by all kinds of industries more than ever. With your newly learned skills here at GBC, you could start your new path with confidence. Whatever path you choose, GBC pledges to support your growth and make learning fun!

We invite you to attend an informational open house to take a tour of the school, sign up to attend a free orientation, and learn more about our programs, schedules, and tuition. Please call or visit our website www.goldenbridgecollege.net for more information. We look forward to hearing from you.

-Juying Liu, Owner/School Director

Golden Bridge College

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APPROVAL DISCLOSURE STATEMENT

Golden Bridge College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. This approval **may not** imply that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

<u>Courses:</u>	<u>Clock Hours</u>
Massage Therapy – 250 Hours	250
Massage Therapy – 500 Hours	500
Massage Therapy – 600 Hours	600
Massage Therapy – 750 Hours	750
Massage Therapy – 1100 Hours	1100
Computer Application Online	240
Graphic Design Window Online	288
Computerized Accounting Online	360
Computerized Medical Office Management	720

Golden Bridge College will provide school catalog to a prospective student, either in writing or electronically. The GBC school catalog can also be found on the website at www.goldenbridgecollege.net

If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, the school will provide a translator in your language to help you.

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:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.
P. O. Box 980818 West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov

Telephone and Fax: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by 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 and is also available on school's website.

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 telephone number: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site address: www.bppe.ca.gov.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Our catalog is updated annually and those changes will be reflected on the 1st of every year.

Golden Bridge College updates its catalog annually depending on any new government regulations governing schools. All information contained in our catalog is current, correct and true. Any changes will be made in supplements or inserts accompanying the catalog. Instruction in residence with facility occupancy level accommodating 20 students at any one time (combined morning and afternoon classes). A student who successfully completes a course of study be awarded an appropriate diploma or certificate.

If a student obtains a loan, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Juying Liu

Owner/School Director

***In the continued efforts to better serve its education purposes in a complex and changing world. Golden Bridge College reserves the right to modify or change any or all programs, policies, and procedures described in this publication.*

About Golden Bridge College

MISSION STATEMENT

Golden Bridge College’s mission is to prepare students in short term programs for employment. This is accomplished by a professional faculty, as well as a qualified administration and support staff. Facilities are well equipped, nicely decorated and the atmosphere is vibrant, friendly and warm. The quality of education is the highest priority at Golden Bridge College. Students are accepted on their ability to benefit without regard for race, color or creed.

PURPOSES

Our academic principles and educational objectives are:

1. To offer a quality curriculum, ensuring that our graduates meet the industry’s demands.
2. To provide high quality student services.
3. To serve those students who demonstrate an aptitude to benefit from our program.
4. To provide an educational environment consistent with the diverse learning needs of our students.

5. To prepare our students for one-on-one interviews and strong resumes.

GOLDEN BRIDGE COLLEGE CAMPUS LOCATION

The class sessions of massage programs will be held in the campus.

10423 Valley Blvd. # B2

El Monte, CA 91731

Tel: 626-542-3123 Fax: 626-608-2058

Web site: www.goldenbridgecollege.net

BPPE School Code: 35714214

FACILITIES

Golden Bridge College is located at 10423 Valley Blvd. #B2, El Monte, CA 91731.

It locates in a spacious air conditioned facility and is accessible to all public transportation. The building has sufficient parking spaces for all students and faculty.

The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It has a handicap access.

Entrances and exits are located so that the building can be cleared quickly and safely in an emergency.

Golden Bridge College has four classrooms, administrative office and student records room. The College owns equipment such as: student desks, student chairs, computers, cabinets, projector, camcorder, screens and TV, massage tables, anatomical charts, skeleton models, reference books, white boards, erasers, markers, fax and copy machine, chairs, pillows, bolsters.

FACULTY

Juying Liu -----President/Director/Instructor Juying Liu graduated from Andrew Health Institute in Pasadena, California on 2008. Her California Massage Therapy Certification number is 21529. California Manicurist License number is M 291467. California Esthetician License number is Z 85624. She speaks both English and Chinese fluently. She passed the NCBTMB Exam and taught massage theory and techniques in massage schools from 2011 till 2012. She is an experienced massage instructor and highly interested in massage education.

Dr. Chen Chi Wu -----Instructor Dr. Wu completed his Master degree in Oregon State University and graduated from Los Angeles College of Chiropractic in 2000. His California Chiropractic License number is DC27193. He has been running his own Chiropractic clinic since then. He speaks both English and Chinese fluently and able to teach students Anatomy, Physiology, Kinesiology in English. He is enthusiastic in promoting professional massage education. On top of everything, he's studied medical billing and coding at school and has been fulfilling the responsibilities as a medical biller in his own clinic for the past 8 years.

Shuguang Fan-----Instructor Mr. Fan studied his Meridian Massage program and Tuina in Liaoning Chinese Medicine University for 3 years. He has completed 500 hours' massage program and has been certified as CMT on 2011. He has had great experience of the therapeutic massage in China and United States for 10 years. His California certification number is 28485.

Ying Liu----- Instructor Ms. Liu completed her 500 hours' massage education in Americana College LA on 2011. She was certified as a California CMT at same year. She also passed NCBTMB Exam on 2011. After certified as a CMT, she has run her own massage business in Redding, CA for 3 years. She is a very experienced and successful massage therapist and owner. She started to work as a part time teacher in Golden Bridge College from 9/2014. Her massage certification number is 21322.

David Vien ----- Instructor Mr. Vien completed his Bachelor degree from the California State University in 2009 and Master in Business Administration from Pacific States University in 2012. He is proficient in all MS Offices and computer application.

Sunny X. Chen ----- Instructor Mr. Sunny Chen completed his Bachelor of Science Degree in Business Administration from California State University, Los Angeles in July 2007. He has worked as a Staff Accountant in John K. NG., CPA Office for 9 years.

Shih H. Kuo ----- Instructor Mr. Kuo completed his Bachelor of Science Degree in Accounting from California State University, Pomona. He is proficient in all MS Offices and Photoshop Design. He used to work for ICEI Logistic Corporation as IT manager for 2 years and in OFY public charter school for a year.

Riko An'twan ----- Instructor Mr. An'twan is qualified to teach Graphic Design and Computer Application Online courses. Mr. An'twan graduated from University of Southern California in 2008. He majored in Fine Arts. He has worked as instructor for Graphic Design and has experience in Online courses.

HOURS OF OPERATION

Monday through Friday from 8:30 a.m. to 5:00 p.m.

ACADEMIC CALENDER

Programs of study begin and end on varying schedules per their length. The beginning and end date of each program for which a student enrolls is noted on the enrollment agreement. Massage Programs usually start on every Monday of the week.

HOLIDAY

GBC observes the following holidays during which the school is closed and there will be no classes:

Labor Day	September 4th, 2017
Thanksgiving Day	November 23-24, 2017
Christmas Day	December 25th, 2017
New Year's Day,	January 1st, 2017
Memorial Day,	May 29, 2017
Independence Day,	July 4th, 2017

PROGRAMS OFFERED

Every student must complete required courses, biweekly tests, midterm, and final test both in lecture and practical classes.

Any student who **completes** the requirements of the course and required hours, he or she can obtain a certificate from the school.

Licensure

There are no requirements for eligibility for licensure of massage therapist only for certification in the State of California. Some cities have an application process for a city permit.

Certification requirements:

Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Massage Therapy – 250 Hours

This is an advanced massage training program. In the Massage Therapy-250 Hours Program, we provide advance massage courses for the students who have completed basic 500-hour massage course. Students focus on Muscular and Nervous System in the Anatomy and Physiology. We provide special massage techniques such as; Deep Tissue Massage and Hydrotherapy in this course. We believe that students need more operation experience for the real customer on this training level. In this course, every student must complete 50 hours Clinical Internship under instructor's supervision in the school clinic.

Massage Therapy performance objective:

Acquire knowledge of laws and rules related to California establishment's practices and procedures. Learn the knowledge of general theory related to anatomy, physiology, and acquire business management techniques common in the field needed for massage therapists.

<u>Minimum in class Hours of Theory Instruction</u>	<u>120</u>
Anatomy and Physiology: Muscular System	20
Anatomy and Physiology: Nervous System	20
Hydrotherapy	20
Deep Tissue Massage	20
Massage Therapy Laws and Rules	20
Massage Business set up and Management	20
<u>Minimum Specified Practical Operation</u>	<u>130</u>
Deep Tissue Massage Application: Clinical Treatment	20
Deep Tissue Massage Application: Consultation	20
Deep Tissue Massage Application	20
Hydrotherapy Application	20
Clinical Internship	50

Program Prerequisites:

Please refer to Admission Requirements.

Additional training practicum will be given in the following:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the field.

Potential Occupations after Completion:

Massage Therapist.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy Program with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Certification requirements:

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Massage Therapy – 500 Hours

The student enrolled in a massage therapist course shall consist of five hundred (500) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

This program provides knowledge and skills needed to be able to perform occupational duties as it pertains to an educated and well balanced therapist. By using the different modalities of massage, the technician will best meet the needs of the clients. Balance the body with Western massage skills as well as Eastern massage skills.

This program consists of prerequisite 250-hour Massage Practitioner courses and additional 250 hours Advance Massage Training. Total number of scheduled supervised hours received upon completion is 500 hours.

Massage Therapy performance objective:

Acquire knowledge of laws and rules related to California establishment's practices and procedures. Learn the knowledge of general theory related to anatomy, physiology, and acquire business management techniques common in the field needed for massage therapists.

<u>Minimum in class Hours of Theory Instruction</u>	<u>350</u>
Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and Regulations	20
Anatomy and Physiology: Cell, Tissue, Terminology, and body System	55
Anatomy, Physiology: Musculoskeletal System & Kinesiology	55
Anatomy, Physiology: Nervous, Endocrine, Digestive, & Lymphatic Systems	30
Pathology	40
Benefits, Indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
Introduction of Traditional Chinese Medicine	40
Reflexology Mapping	10
Reflexology, Chair Massage, Shiatsu and Tuina Application	20
<u>Minimum Specified Practical Operation Hours</u>	<u>150</u>
Swedish Massage Application	50
Disinfection and Sanitation Procedure	10
Draping Procedure of Body Massage	15
Aromatherapy practice	15
Shiatsu and Tuina therapy practice	20
Reflexology practice	20
Chair massage practice	20

Program Prerequisites:

Please refer to Admission Requirements.

Additional training Practicum will be given in the following:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the field.

Potential Occupations after Completion:

Massage Therapist.

Attitudes and appreciation of your clients:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Graduation requirements:

When a student has completed the required theory hours and practicums in Massage Therapy Program with a GPA of "C" (70%) or better in all classes, he or she is awarded a diploma certifying his or her graduation from the class.

Certification requirements:

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Massage Therapy – 600 Hours

The student enrolled in a massage therapy course shall consist of 600 hundred clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

The required classes give the students a solid foundation in bodywork, while the electives enable everyone to design his/her own program of study.

Total number of scheduled supervised hours received upon completion is 600 hours.

Massage Therapy performance objective:

Acquire knowledge of laws and rules related to California establishment's practices and procedures. Learn the knowledge of general theory related to anatomy, physiology, and acquire business management techniques common in the field needed for massage therapists.

Minimum in class Hours of Theory Instruction 390 Hours

Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and regulations	20
Anatomy and Physiology: Cell, Tissue, Terminology and body system	55
Anatomy, Physiology-Musculoskeletal System & Kinesiology	65
Anatomy, physiology –Nervous, Endocrine, Digestive & Lymphatic Systems	40
Pathology	40
Benefits, indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
Introduction of Traditional Chinese Medicine	40
Reflexology Mapping Theory	10
Reflexology, Chair Massage, Shiatsu and Tuina Application	20
Deep Tissue Massage	20

Minimum Specified Practical Operation Hours 210 Hours

Swedish Massage Application	50
Disinfection and Sanitation Procedure	10
Draping Procedure of Body Massage	15
Aromatherapy Practice	15
Shiatsu and Tuina therapy practice	20
Reflexology practice	20
Chair massage practice	20
Deep Tissue Massage practice	60

Program Prerequisites:

Please refer to Admission Requirements.

Additional training practicum will be given in the following:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the field.

Potential Occupations after Completion:

Massage Therapist.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy Program with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Certification requirements:

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Massage Therapy – 750 Hours

Our 750-hour program prepares students to become successful practicing massage and bodywork specialists by giving them an in-depth knowledge of the art and science of massage therapy. This program includes courses in Anatomy and physiology, giving students a solid understanding of the body and enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. While also teaching sound business practices which prepare students for success in the marketplace.

When you learn how to relieve pain through touch, a new world of possibilities opens to you.

You will be confident, effective, professional, and geared towards success.

Total number of scheduled supervised hours received upon completion is 750 hours.

Massage Therapy performance objective:

Acquire knowledge of laws and rules related to California establishment's practices and procedures. Learn the knowledge of general theory related to anatomy, physiology, and acquire business management techniques common in the field needed for massage therapists.

Minimum in class Hours of Theory Instruction 470 Hours

Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and Regulations	20
Anatomy and Physiology	180
➤ Cell, Tissue, Terminology, and body System	
➤ Musculoskeletal System & Kinesiology	
➤ Nervous, Endocrine, Digestive, & Lymphatic Systems	
Pathology	40
Benefits, Indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
Introduction of Traditional Chinese Medicine	40
Reflexology Mapping	10
Reflexology, Chair Massage, Shiatsu and Tuina	20
Deep Tissue Massage	20
Hydrotherapy	20
Massage Therapy Law and Professional Ethics	20
Massage Business set up and Management	20

Minimum Specified Practical Operation Hours 280 Hours

Swedish Massage Application	50
Procedure of body massage and sanitation	25
Aromatherapy practice	15
Shiatsu, Tuina, Reflexology and chair massage Practice	60
Deep Tissue Massage practice	60
Clinical Internship	50
Hydrotherapy Application and Treatment	20

Program Prerequisites:

Please refer to Admission Requirements.

Additional training practicum will be given in the following:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the field.

Potential Occupations after Completion:

Massage Therapist.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy Program with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
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2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Certification requirements:

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Massage Therapy - 1100 Hours Program

The student enrolled in a massage therapy course shall consist of 1100 hundred clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

The course includes the subjects about pathology, mycology, kinesiology, biomechanics, neurology, public health and hygiene, CPR/First Aid, infection control, HIV/AIDS, and professional ethics and business practice. A detailed study of physical science provides the students with the theoretical background necessary to become effective massage technicians. Total number of scheduled supervised hours received upon completion is 1100 hours.

Massage Therapy performance objective:

Acquire knowledge of laws and rules related to California establishment's practices and procedures. Learn the knowledge of general theory related to anatomy, physiology, and acquire business management techniques common in the field needed for massage therapists.

Minimum in class Hours of Theory Instruction 685 Hours

Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and Regulations	20
Anatomy and Physiology	180
Pathology	40
Benefits, Indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
Introduction of Traditional Chinese Medicine	40
Reflexology Mapping	10
Reflexology, Chair Massage, Shiatsu and Tuina	20
Deep Tissue Therapy	20
Massage Therapy Law and Professional Ethics	20
Massage Business set up and Management	20
Hydrotherapy	20
Sport Massage	50
Thai Massage	50

CPR / First Aid, infection control HIV / AIDS	30
Lymphatic Drainage	50
Pregnancy Massage	35

Minimum Specified Practical Operation Hours 415 Hours

Swedish Massage Application	50
Procedure of body massage and sanitation	25
Shiatsu, Tuina, Reflexology and chair massage Practice	60
Deep Tissue Massage practice	60
Sports Massage practice	40
Thai Massage practice	40
Aroma Therapy practice	35
Clinical Internship	85
Hydrotherapy Application and Treatment	20

Program Prerequisites:

Please refer to Admission Requirements.

Additional training practicum will be given in the following:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception, and other subjects relating to the field.

Potential Occupations after Completion:

Massage Therapist.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy Program with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory

D = 60-69%	Unsatisfactory
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I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Certification requirements:

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Computer Application Online Program (240 Hours):

Introduction to computer technology, decision-making, productivity, communication, and problem-solving skills. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as use of emerging technologies.

In this course, students can acquire skills required to create, edit, and publish industry appropriate document. Area of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture via TeamViewer to demonstrate the software along with a discussion board for problem solving discussion among peers.

Student Learning Objectives:

- Improvement in speed and accuracy of touch-typing
- Proper care of equipment
- Evolution of the computer and operating systems
- Word 2016: Create, save, format, retrieve, and print documents and graphics
- Excel 2016: Enter, save, load, format, and print documents and graphs
- PowerPoint 2016: Research & create presentations using masters, graphics, sound/music clips and graphs

- Career orientation and exploration of computer technology jobs through the Internet

Modules:

- **Module 1:** Windows OS (Operation Systems)

- **Module 2:** Microsoft Word: Create, save, format, retrieve, and print documents and graphics
- **Module 3:** Microsoft Excel: Enter, save, load, format, and print documents and graphs
- **Module 4:** PowerPoint: Research & create presentations using masters, graphics, sounds/music clips and graphs

Program Hours Breakdown

Module #	Lecture hours	Total
Module 1	60	60
Module 2	60	60
Module 3	60	60
Module 4	60	60
Total		240

Program Prerequisites:

Please refer to Admission Requirements

Potential Occupations after Completion:

Students will be able to seek entry-level positions, namely: Customer’s Service, General Office Assistant and Office Filing Clerk.

Graduation requirements:

When a student has completed the requirements in Computer Application Online Program with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor’s approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments

and exams within the stated period, he/she will receive a grade of “F” for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Program Schedules:

The 240-Hour Computer Application Online Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with an Admission Representative.

Track 1: Mornings

Mon-Fri–9:00am to 1:00pm

4 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon-Fri–6:00pm to 9:00pm

4 months in length/12 instructional Hrs/week

Graphic Design Window Online Program 288 Hours

Introduction to Graphic Design Window which will include lectures, group discussions, presentations, and creative work. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via TeamViewer to demonstrate the software along with a discussion board for problem solving among peers. It also emphasizes on visual concepts and fundamental design. **Student**

Learning Objectives:

- Upon successful completion of this course, students will be able to:
 - Recognize vocabulary and visual language for motion
 - Demonstrate an understanding of motion graphic design principles
 - Identify methods and process for conceptualizing in time-based media
 - Build various visual elements (diagramming, story boarding, key framing, etc.)
 - Exhibit applied knowledge of synthesis of form and content
 - Develop innovative forms and styles based on the design concept
 - Organize information to make compelling and exceptional visual expressions for presentations

Modules:

Module 1: Adobe Photoshop CS6 Beginner

Get accustomed with the program. Basic Photo Corrections, layering, mask and channels.

Module 2: Adobe Photoshop Cs6 Advanced

Advanced typography, Compositing, and Layering. Will also learn Vector Drawing, Mixer Brush, and preparing files for the web.

Module 3: Adobe Illustrator CS6 Beginner

Getting Familiar with the program. Creating and editing shapes as well as selecting and aligning. Being able to transform objects, draw with a pen and pencil tools. Will also learn how to color and paint.

Module 4: Adobe Illustrator CS6 Advanced

Work with layers and perspective drawing. Learn how to blend colors and shapes. Applying effects, appearance attributes and graphic styles. Working with brushes and symbols.

Module 5: InDesign CS6 Beginner

Get to know InDesign. Set up documents and work with pages.

Module 6: InDesign CS6 Advanced

Import and modify graphics, create tables, and working with transparency. Also, learn how to work with color and styles.

Program Hours Breakdown

Module #	Lecture hours	Total
Module 1	48	48
Module 2	48	48
Module 3	48	48
Module 4	48	48
Module 5	48	48
Module 6	48	48
Total		288

Program Prerequisites:

Please refer to Admission Requirements

Potential Occupations after Completion:

Students will be able to seek the positions in professional businesses, such as graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online stores or organizations.

Graduation requirements:

When a student has completed the requirements in Graphic Design Window Online Program with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Program Schedules:

The 288-Hour Graphic Design Window Online Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with an Admission Representative.

Track 1: Mornings

Mon-Thur–9:00am to 1:00pm
6 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon-Thurs –6:00pm to 9:00pm
6 months in length/12 instructional Hrs/week

Computerized Accounting Online Program (360 Hours)

Introduction to the processing of accounting data on a microcomputer using a pre-programmed general ledger software package. This online program provides the student with the basic and advanced accounting concepts and procedures in both the manual system and computerized system. This course will cover accounting procedures for typical businesses.

This course has the basic structure of accounting: receivables, payables, and inventories in a computerized setting. The class will be conducted using an online lecture format via TeamViewer to demonstrate the software along with a discussion board for problem solving discussion among peers.

Student Learning Objectives:

- Gaining practical experience using QuickBooks 2015 as a computerized accounting system in a for profit business setting.
- Demonstrating basic competency working with computer and saving work to backup discs' processes and results.
- Performing correct operations with a variety of complex computerized transactions.

Modules:

Module 1: Introduction to basic accounting

Module 2: Account setup

Module 3: Payroll setup

Module 4: Initial company setup

Module 5: Create invoice

Module 6: Record payments

Module 7: Pay sales tax

Module 8: Assets

Module 9: Equity

Module 10: Liabilities

Module 11: Banking

Module 12: Career project (part1) Application Letter, Appropriate Business Attire, and Resume

Module 13: Career project (part2) Thank You Letter and Presentation

Module 14: Backup data

Module 15: Generate reports

Program Hours Breakdown

Module	Lecture	Total Hours
Module #1	12	12
Module #2	27	27
Module #3	27	27
Module #4	27	27
Module #5	27	27
Module #6	27	27
Module #7	27	27
Module #8	27	27
Module #9	27	27
Module #10	27	27
Module #11	27	27
Module #12	12	12
Module #13	12	12
Module #14	27	27
Module #15	27	27
Total		360

Program Prerequisites:

Please refer to Admission Requirements

Potential Occupations after Completion:

Students will be able to perform the duties of a General Bookkeeper, Accounting Clerk, Administrative Clerk, Payroll Clerk, Accounts receivable Clerk, Accounts Payable clerk, Billing Control Clerk, Billing Control Clerk, Billing Cost and Rate Clerk and Credit Authorizers/Checker.

Graduation requirements:

When a student has completed the requirements in Computerized Accounting Online Program with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor's approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of "F" for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Program Schedules:

The 360-Hour Computerized Accounting Online Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with an Admission Representative.

Track 1: Mornings

Mon-Fri-9:00am to 1:00pm

4 1/2 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon-Fri -6:00pm to 9:00pm

4 1/2 months in length/12 instructional Hrs/week

Computerized Medical Office Management Program (720 Hours):

Introduction to basic medical office administration procedures. Emphasis is on records management, ICD/CPT insurance coding, insurance form preparation, billing and collection procedures, inventory of supplies and equipment, routine maintenance of office equipment, physical plant maintenance, accounts receivable and payable, banking and payroll. The course concludes with job search techniques.

In this course, students can acquire skills required to manage basic medical office operations which includes but not limited to filing patient records, maintaining office environment, basic insurance coding & claims, maintaining office daily operations, answering phone, performing basic accounting for medical office, etc.

The class will be emphasizing on two components of a medical assistant position: basic computer skills and interpersonal social skills. We want our students to be able to perform well in a real working environment, associating with real patients and insurance companies, just as well as performing technical tasks.

Student Learning Objectives:

- Identify the records that should be gathered in preparation for the patient's visit.
- Identify the purpose of medical filing and define medical filing terminology.
- Demonstrate the ability to file medical records per alphabetic, numeric, terminal digit, cross-reference and color code filing methods.
- Identify the purpose of various kinds of medical filing equipment.
- Demonstrate an understanding of the purpose of preventive recall methods.
- Describe the use of the CPT and ICD-10 codes in filing claims.
- Demonstrate ability to use CPT and ICD-10 Code Manuals.
- Demonstrate the ability to complete insurance forms.
- Demonstrate knowledge of insurance terminology.
- Develop an understanding of the role of the medical assistant in maintaining accounts receivable and accounts payable.
- Demonstrate ability to manage accounts receivable and accounts payable bookkeeping in the medical office.
- Describe payment and collection plans in the medical office
- Describe methods for maintaining inventory records in the medical office.
- Demonstrate ability to manage inventory systems, to order and stock inventory, to maintain and evaluate equipment, to make recommendations for adding and upgrading equipment, to maintain payroll records, and to maintain banking records.

Modules:

Module 1: Maintaining Patient Records

Module 2: Records Management in the Medical Office

Module 3: Management of Health Care Forms

Module 4: Accounts Receivable Bookkeeping

Module 5: Collection and Payment Plans

Module 6: Inventory Control and Purchasing

Module 7: Using and Maintaining Office Equipment

Module 8: Accounts Payable Bookkeeping

Module 9: Searching for a Job

Module 10: Career project (part1) Application Letter, Appropriate Business Attire, and Resume

Module 11: Career project (part2) Thank You Letter and Presentation

Program Hours Breakdown

Module	Lecture	Total Hours
Module #1	74	74
Module #2	74	74

Module #3	74	74
Module #4	74	74
Module #5	74	74
Module #6	74	74
Module #7	74	74
Module #8	74	74
Module #9	74	74
Module #10	27	27
Module #11	27	27
Total		720

Program Schedules:

The 720-Hour Computerized Medical Office Management Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with an Admission Representative.

Track 1: Mornings

15 months in length/12 instructional Hrs/week

Tues/Wed/Thurs–8:30am to 12:30pm

Track 2: Afternoons

15 months in length/12 instructional Hrs/week

Tues/Wed/Thurs –1:00pm to 5:00pm

Program Prerequisites:

Please refer to Admission Requirements

Potential Occupations after Completion:

Students who successfully complete this program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations or insurance companies, and State and local community health and home health agencies in entry-level positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing specialist, Patient Account Representative, Patient Services Representative, Hospital Admissions Clerk, Medical Records Clerk.

Graduation requirements:

When a student has completed the requirements in Computerized Medical Office Management Program with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

GRADING

1. GRADING SYSTEM Golden Bridge College follows the grading system listed below:

A = 90-100%	Superior
B = 80-89%	Above Average
C = 70-79%	Satisfactory
D = 60-69%	Unsatisfactory
F = 50-59%	Failing
I =	Incomplete
W =	withdrawal

2. INCOMPLETE CLASSES Any incomplete (I) status cannot be given as a final grade. The student may, with the instructor’s approval, complete the required class work, assignments and exams within one week from the original completion date. If the student does not complete the required course work, assignments and exams within the stated period, he/she will receive a grade of “F” for the class. The student will then be required to repeat the entire class prior to graduating from the program.

Program Schedules:

The 720-Hour Computerized Medical Office Management Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with an Admission Representative.

ADMISSIONS

Admission Requirement

The general requirements for admission to The Golden Bridge College are as follows:

1. The student must have reached the age of 18, as verified by the student’s driver license or government issued ID card.
2. The student must have high school diploma or its equivalent (GED). The students must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.
3. If you are at least 18, an immigrant to the United States and have completed high school in your country of origin, to enroll at Golden Bridge College, you need to provide a copy of your secondary school education credential as well as an English translated copy which clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. Golden Bridge College can provide a list of such translation services if needed. The translation

- must be conducted at your own expense before enrollment. Students pay translation fee to the third party directly.
4. All Students in a postsecondary educational program are required to possess a HS Diploma or its equivalent, or otherwise successfully take and pass an Ability to Benefit examination as required by section 94904 of the Code. An institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination. Our institution uses the CELSA; Combined English Language Skills Assessment Test. The minimal passing score is 97.
 5. Our school does not recruit international students.
 6. Our school does not recruit students already attending or admitted to another school offering a similar program of study.

Administration Business Hours The school administrative office is open for business Monday to Friday from 8:30 Am to 5:00 Pm. For issues related to admissions and/or academics, please make an appointment or visit the office within the business hours. The administrative office may be reached at (626) 542-3123, or by fax at (626)608-2058, or e-mail to: goldenbridge0203@gmail.com.

Admission Procedure Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College.

As part of the admission procedures, all applicants are required to:

1. Provide a valid government issued photo identification card or driver's license.
2. Complete an application for admission.
3. Provide documentation for High School Diploma, or General Educational Development Diploma.
4. Take and pass the College's standardized test (CELSA) which is designed to measure the applicant's English language proficiency to successfully complete the educational program for which the applicant has applied. Specific testing requirements are detailed in the next section. A passing score of 97 on the CELSA admissions test will be acceptable in showing English language proficiency. (Only applies to students who do not have documentation for High School Diploma, or GED.
5. Receive a catalog.
6. Take a tour of the facility.

During the interview, certain disclosures such as tuition and the applicant's professional and educational goals will be discussed.

STANDARDS FOR STUDENT ACHIEVEMENT

Students are encouraged to finish their coursework in a timely basis and within the specified time given to finish a program. All programs are divided into modules. At the end of each module a quiz/test, or a project are assigned to evaluate student progress. You must refer to the guidelines offered for the specific course you are taking, in order to assess the amount of tests or projects that students are required to take, re-take, or pass. Golden Bridge College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests, modules, as necessary.

GRADUATION REUQUIREMENTS

Students must complete the requirements (classroom hours, clinic hours, community outreach hours, tests and homework assignments, as applicable) of a class or course to receive certificate. The grading standards are on a "A-F" grading policy whereby a grade point average (GPA) can be calculated. Students must receive a minimum of 70% on all tests or quizzes to pass the class. To be eligible for graduation a student must earn an overall grade point average of a "C" and above and fulfill the attendance policies.

CELSA Admission Test

The College uses the Combined English Language Skills Assessment (CELSA) Form1 and Form2 which is published by Association of Classroom Teacher Testers (ACTT). The passing score on form 1 is 37 correct and the passing score on form 2 is 34. These equate to scaled scores of 97. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the test. The students must take and pass the test prior to admissions. If you do not pass the exam, retesting is available after 15 days waiting period and the independent test agency will explain and provide you with the re-testing procedures.

Credit for Prior Experiential Learning: N/A

Golden Bridge College does not grant credits for prior experiential learning to a student.

Golden Bridge College has not entered an articulation or transfer agreements with any other colleges or universities.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Golden Bridge 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 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 Golden Bridge College to determine if your certificate will transfer.

ATTENDANCE POLICY

Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. For In-Class/Direct Education, Students with twenty-one consecutive days of absences will be withdrawn. For students with twenty-one non-consecutive days of absences will not be withdrawn. For Distance Education, students who accumulates more than a week's absences in any class (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may file a petition in the Admissions and Records Office requesting that the student be dropped from the class. In addition, students who fall below 80% of attendance will be placed on attendance probation and are allowed a maximum of thirty days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

1. Absences - Attendance is taken daily. Students are advised to call the school to inform their instructor of their absence. If the instructor is not available, leave a message on their voice mail.
2. Tardiness/Leaving Early - Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students arriving fifteen (15) minutes late for a class or leaving fifteen (15) minutes early prior to the end of class will be considered "tardy" or "left early". Three times of "tardy" or "left early" constitute an absence, which may affect the student's overall attendance and must be made up. **3.**

Make-up Assignments/Tests/Time - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: *

- 1) Make-up must be completed no later than 30 calendar days from the scheduled date of the missed assignment or test.
- 2) Make-up of assignments and tests. The appropriate instructor must approve tests or retests.
- 3) Because the courses are based on hours, missing school necessitates a postponement of your anticipated completion date. Each hour missed extends your program. In order to graduate, you must complete the hours for the courses that you are enrolled in. Hour may be made up with the approval of the administrative office.

PROBATION AND DISMISSAL POLICIES

Students will be dismissed or suspended from classes or courses if they are disruptive or exhibit inappropriate behavior within the classes, clinics or community outreach, or if they miss more than 20% of a class, or if they do not meet the minimum requirements for satisfactory academic progress. A record of progress and all classes or courses completed will be kept in the student's file in the administrative office. Once the student is put on probation they will be evaluated at the next evaluation point. If the student meets the required attendance percentage at that evaluation point, the student is removed from probation and is notified in writing of having achieved good attendance standing. The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. Termination also may be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance policy, c) the conduct policy.

LEAVE-OF-ABSENCE

Written requests for leave will be considered at the discretion of the school administration. A leave of absence will be granted for emergencies only. A leave of absence must not exceed 60 days during the program. Students may request a leave of absence exceeding 60 days only for medical reasons.

Clock Hour Policy (*Not applicable for Distance Education Programs*)

School can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in. This seven-minute period applies to starting of the class day. A thirty -minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your time card for the lunch break. If a student does not clock in or out at lunch time, the half hour for lunch break will be deducted. At the completion of the day, a new time card is prepared from the current weekly time card. The daily hours earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next days' time card. The time card must be signed by the student and the instructor daily. Time cards reflect the student daily record of hours. It is important that all your hours are recorded properly and accurately. The attendance personnel must be able to read your time card so that the amount of the hours will be transferred correctly to the roster. The time cards are the property of the school and must remain in the school.

HYGIENE, DRESS CODE, AND DRAPING POLICY

Students are asked to abide by the College's dress code, whatever that may be for their prescribed program. All students in massage programs wear the College's regulation uniform. Each student is required to observe cleanliness and neatness at all times. All students in massage programs are

asked to abide by the professional draping policy learned from the course of draping procedure of body massage.

STUDENT CONDUCT

Students may be dismissed for any of the following reasons:

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-
- Being under the influence of drugs/alcohol during class time
- Possession of drugs/alcohol on school premises
- Disruptive or disrespectful behavior
- Unsafe behavior
- Excessive absences/tardiness
- Any behavior that does not conform to school policies Failure
- to maintain a professional appearance.

Good appearance helps the students to prepare for the professional career that they are studying because appearance in the business world is essential. Prospective employers, upon visiting the school, may judge the potential of the student's ability based on appearance, among other factors. Students will be dismissed or suspended from classes or courses if they are disruptive or exhibit inappropriate behavior within the classes, clinics or community outreach. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

APPEALS POLICY

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

Reinstatement The appeal process may reinstate a student who has been terminated for failing to maintain satisfactory academic progress or attendance. The reinstatement process must have the approval of the Director. A student may reinstate only once.

International student Golden Bridge College does not admit international students from other counties and does not provide visa services. College will not vouch for status and will not charge any associated fee.

Financial Aid Golden Bridge College does not participate in any state or federal financial aid programs. If a student obtains a loan, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

English as a second language The College does not provide instruction for English as a Second Language. All instruction is provided in the English language. The College reserves the right to

refuse admission to any applicant who does not meet the College's established criteria for admission.

STUDENT SERVICES

Professional Guidance The school administration provides professional guidance to students in their course selection, and in achieving their goals to work in anywhere. **Student Record Retention:**

GB College will maintain student records in a locked fireproof file cabinet on the school's premises for each student, whether the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination.

Transcripts will be retained indefinitely. The student records shall be retrievable by student name and shall contain all the following applicable information:

- (1) Copies of all documents signed by the student, including contracts, instruments of indebtedness;
- (2) The copy of the language proficiency test given to the student before admission. The test used will be Combined English Language Skills Assessment (CELSA);
- (3) Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- (4) A document specifying the amount of a refund if applicable, including the amount refunded for tuition, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- (5) Copies of any official advisory notices or warnings regarding the student's progress;
- (6) Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

Golden Bridge College will maintain an exemplar of all notices and disclosures provided to students and a record of the time within which each notice and disclosure was provided. The institution shall maintain records of student attendance on a roster and as part of each student's Educational Record.

Except as required by law, Golden Bridge College will maintain all student records in locked, fireproof file cabinets as required by the California Education Code for at least five years at the institution's primary administrative location at 10423 Valley Blvd. # B2 El Monte, CA 91731. If Golden Bridge College closes, the institution and its owner is responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under state regulations, during normal business hours by any entity authorized by the Act to inspect and copy records.

Libraries and other Learning Resources

Golden Bridge College has an on-site library collection of educational books regarding all areas of holistic health, anatomy & physiology, energy work, nutrition, and massage. The school's library holds books and CDs of Anatomy, Physiology, and Kinesiology, such as ADAM Study Atlas of Anatomy, Atlas of Human Anatomy, Trail Guide to the Body and Massage Technical training CDs, Medical Dictionary and Anatomy flash cards, and study questions for National Examination. The reference books can be used in the school or checked out for 2 weeks each time. The students are encouraged to use Arcadia Public Library which contains abundant of general books and publications for health and medicine. Arcadia Public Library is about 3 miles away from our school. The membership is free; some staff is bilingual and the library has an

excellent collection of both reference books and circulation materials dealing with all areas of human body. The library is open 10 Am to 8 Pm, Monday through Thursday. It is open from 10 Am to 6 Pm on Friday and Saturday. There are four county libraries within three miles away from the school. Public transportation is available to all the libraries. The reference books and CDs in Arcadia Library and school's library are sufficient to support the instructional needs.

Placement Assistance service

The school aids in placing the students in jobs by providing an updated list of positions offered by the potential employers. The administration actively advertises availability of skilled workers in newspapers and professional magazines. Furthermore, the school representatives will contact businesses regarding to the availability of employees in person, via mail and by phone. The school does not guarantee employment.

Transcripts

Upon completion of our program and graduation, the student will be given one free transcript. Our college must receive a written consent from the student to release the copies of transcripts to any third parties.

Housing Golden Bridge College does not provide housing for its students.

1. Golden Bridge College does not have dormitory.
2. The college is located on a residential community of over 100,000 populations. Within the bus transportation and walking distance, there are many apartments and houses near the college for rent. The student can find a sharing apartment under \$500 per month.
3. Golden Bridge College does not assist a student to find housing.

STUDENT RIGHTS AND RESPOSIBILITIES:

In our college, all students registered in our college are guaranteed the protection against in proper institutional actions or decisions in the areas of academic freedom, due process, disclosure of student records. They are also protected against any type of discrimination or violation of their civil liberties. This guarantee can be further explained in further detail in the catalog's complaint procedures or grievance policies.

All students' records are confidential, and only those agencies or individuals authorized by law are allowed access without written consent of the student. Students may request a record review or copies by writing a request to the school. The student also has the right to know:

1. The school's programs and its faculty.
2. What the cost of attending is and the policy on refunds to students who drop out.
3. How the school evaluates if the students are making satisfactory progress in the program.
4. How the school will work with students on their probationary status.
5. If the college will accept the students no matter what their race, color, religion, creed or sexual preference.

The student has responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Notify the school of a change in name, address, phone number and e-mail address since the student applied.

Student Complaint Procedure (Grievance Policy)

While it is suggested that students use Golden Bridge College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way, they see fit. 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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov.

Golden Bridge College is dedicated on providing a quality education to its students and maintaining an environment that is conducive to learning. However, if a student has a grievance against the college, the college has a complaint resolution procedure as follows:

Step1. Student begins by discussing the issue with the instructor verbally. If the complaint is not resolved within 3 business days:

Step2. Student can submit a Student Request Form to the Student Services Coordinator. If no resolution is reached within 5 business days:

Step3. Student will meet with the Director of Education, **Juying Liu**, at **10423 Valley Blvd. #B2 El Monte, CA 91731**.

Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the Director of Education for action. If the student has a concern, the Student Services Coordinator will make the necessary arrangements for the student to meet and discuss his/her concern with the instructor and the Student Services Coordinator together. If no resolution is then reached, the Student Services Coordinator arranges for the student to meet with the Director of Education.

Any student, who after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to present their grievance to:

Bureau for Private Postsecondary Education (BPPE)

P.O. box 980818

West Sacramento, CA 95798-0818

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Toll Free number: (888) 370-7589 or Fax: (916)263-1897

OTHERS

1. **Distance Education**: Computer Application Online Program (240 Hrs), Graphic Design Window Online Program (288 Hrs), and Computerized Accounting Online Program (360 Hrs) are offered here at Golden Bridge College. The evaluation and certificate of each course will be mailed to students 14-28 business days upon the last session of the program by the instructor.

2. **Bankruptcy**: Golden Bridge College does not have a pending petition in bankruptcy, we are not operating as a debtor in possession, Golden Bridge College has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

3. **Malpractice Insurance**: All students who are enrolled in Massage Programs are required to carry malpractice insurance. There is no requirement to obtain this insurance from any specific

company. The approximate cost is \$80/year for students. Contact the school for specific information.

4. **Accreditation:** Golden Bridge is not accredited by an accrediting agency recognized by the United States Department of Education. School does not offer degree program.

FEES

Golden Bridge College does not participate in federal and state financial aid programs. If a student of the school has a contract for 250 hours, 500 hours or 600 hours, all fees must be paid at one time upon their admission into the school. The students, who registered for 750 hours or 1100 hours’ contracts will be given two options for payment. The first option for payment will allow the student to pay all charges at one time upon their admission. The other option will allow the students to make two payments. The first payment will be at their admission; the second payment will be upon 50% completion of the hours of the contract. The half-way point for the 750 hours’ contract will be 375 hours. The half-way point for the 1100 hours’ contract will be 550 hours. This will be the last deadline payment.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

COURSE	TUITION	REGISTRATION FEE (Non-refundable)	BOOKS, MATERIALS	STRF (Non-refundable)	MBLEx TESTING FEE	TOTAL CHARGES
Massage 250 HOURS	\$2,500.00	\$250.00	\$250.0	\$0.00	\$0	\$3,000.00
Massage 500 HOURS	\$5,000.00	\$250.00	\$660.00	\$0.00	\$195	\$6,105.00
Massage 600 HOURS	\$6,600.00	\$250.00	\$660.00	\$0.00	\$195	\$7,105.00
Massage 750 HOURS	\$7,500.00	250.00	\$660.00	\$0.00	\$195	\$8,605.00
Massage 1100 HOURS	\$11,000.00	\$250.00	\$760.00	\$0.00	\$195	\$12,205.00
Computer Application Online 240 Hours	\$4,200.00	\$250.00	\$1,200.00	\$0.00	\$0	\$6,000.00
Graphic Design Window Online 288 Hours	\$4,100.00	\$250.00	\$1,350.00	\$0.00	\$0	\$6,000.00
Computerized Accounting Online 360 Hours	\$4,400.00	\$250.00	\$1,350.00	\$0.00	\$0	\$6,000.00
Computerized Medical Office Management 720 Hours	\$9,500.00	\$250.00	\$1,250.00	\$0.00	\$0	\$11,000.00

Massage Therapy – 250 hours Program:

Tuition	\$2500.00
Registration Fee (Non-Refundable)	\$250.00
Study Guides/Workbooks (Non-Refundable)	\$140.00
Materials and equipment (linens, oils, massage table) (Non-Refundable)	\$110.00
STRF fee (Non-Refundable)	\$0.00
Total Cost = \$3,000.00	

Massage Therapy – 500 hours Program:

Tuition	\$5000.00
Registration Fee (Non-Refundable)	\$250.00
Study Guides/Workbooks. Exam Books (Non-Refundable)	\$400.00
Materials and equipment (linens, oils, massage table) (Non-Refundable)	\$110.00
STRF fee (Non-Refundable)	\$0.00
Certification Fee.....	\$150.00
Testing Fee (MBLEx).....	\$195.00
Total Cost = \$6,105.00	

Massage Therapy – 600 hours Program:

Tuition	\$6000.00
Registration Fee (Non-Refundable)	\$250.00
Study Guides/Workbooks. Exam Books (Non-Refundable)	\$400.00
Materials and equipment (linens, oils, massage table) (Non-Refundable)	\$110.00
STRF fee (Non-Refundable)	\$0.00
Certification Fee.....	\$150.00
Testing Fee (MBLEx).....	\$195.00
Total Cost = \$7,105.00	

Massage Therapy – 750 hours Program:

Tuition	\$7500.00
Registration Fee (Non-Refundable)	\$250.00
Study Guides/Workbooks. Exam Books (Non-Refundable)	\$400.00
Materials and equipment (linens, oils, massage table) (Non-Refundable)	\$110.00
STRF fee (Non-Refundable)	\$0.00
Certification Fee.....	\$150.00
Testing Fee (MBLEx).....	\$195.00
Total Cost = \$8,605.00	

Massage Therapy – 1100 hours Program:

Tuition	\$11000.00
Registration Fee (Non-Refundable)	\$250.00
Study Guides/Workbooks, Exam Books (Non-Refundable)	\$500.00
Material and equipment (linens, oils, massage table) (Non-Refundable)	\$110.00
STRF fee (Non-Refundable)	\$0.00

Certification Fee-----	\$150.00
Testing Fee (MBLEx)-----	\$195.00
Total Cost = \$12,205.00	

240 hours Computer Application On-Line Program:

Tuition-----	\$ 4,200.00
Registration Fee *-----	\$ 250.00
HP i5 Laptop, Mouse & Earphones*-----	\$ 600.00
Software: Microsoft Home/Student Suite (Word, Excel, Power Point)-----	\$ 150.00
Software Installation, Delivery*-----	\$ 200.00
Office Supply*-----	\$ 300.00
Internet Allowance*-----	\$ 100.00
Printer Allowance*-----	\$200.00
STRF fee (Non-Refundable)-----	-\$0.00
Total-----	-\$6,000.00

288 hours Graphic Design Windows Online Program:

Tuition-----	\$4,100.00
Registration Fee*-----	\$250.00
Laptop Computer, Dell Inspiration, Mouse and Earphones*-----	\$600.00
10-Month Adobe Creative Cloud Subscription*-----	\$ 300.00
Internet Allowance*-----	\$200.00
Printer Allowance*-----	\$100.00
Office supply*-----	\$300.00
Software Installation, Shipping*-----	\$ 150.00
STRF fee (Non-Refundable)-----	-\$0.00
Total-----	\$6,000.00

360 hours Computerized Accounting Online Program:

Tuition-----	\$ 4,400.00
Registration Fee*-----	\$ 250.00
Laptop Computer, Dell Inspiration, Mouse and Earphones*-----	\$ 600.00
Book: Intuit Education QuickBooks Student Guide and Handout*-----	\$ 200.00
Software: QuickBooks Accountant 2015 10-Month Subscription*-----	\$ 100.00
Software Installation, Delivery*-----	\$ 150.00
Internet Allowance*-----	\$ 200.00
Printer Allowance *-----	\$ 100.00
STRF fee (Non-Refundable)-----	-\$0.00
Total-----	\$ 6,000.00

720 hours Computerized Medical Office Management Program:

Tuition-----	-\$9,500.00
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Registration Fee*-----	\$250.00
Books and Handouts*-----	\$1,250.00
STRF fee (Non-Refundable) -----	\$0.00
Total -----	\$ 11,000.00

*** Once issued to the student, these fees and equipment are non-refundable and non-returnable**

Each qualifying institution shall collect an assessment of zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. These fees allow the state of California to reimburse students for the amount prepaid and unused tuition expenses. In the event of an institution should close unexpectedly, fail to live up to its enrollment agreement, or refuse to pay a court judgment.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all 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.

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

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance

Students, who have completed more than 60% of the course, are not entitled to a refund. All cancellation decision of the student needs to be hand written and be confirmed with a receipt with a specific date from the school. **NO ORAL NOTICE, TELEPHONE NOTICE, OR NOT-COMING TO CLASS ACTIONS WILL BE ACCEPTED.** The written notice of cancellation/withdrawal should be sent to: Golden Bridge College, 10423 Valley Blvd. # B2 El Monte, CA 91731. The school will send out the refund to the student or notice the student to pick up the refund at a certain location 30 days after the cancellation is confirmed.

REFUND SCHEDULE EXAMPLE *There is no refund if the attendance is more than 60%.*

	Massage 250 hours	Massage 500 hours	Massage 600 hours	Massage 750 hours	Massage 1100 hours	Computer Application 240 Hours	Graphic Design 288 Hours	Computerized Accounting 360 Hours	Computerized Medical Office Management 720 Hours
10% of attendance	\$2,250.00	\$4,500.00	\$5,400.00	\$6,750.00	\$9,900.00	\$4,230.00	\$4,095.00	\$3,060.00	\$9,900.00
25% of attendance	\$1,875.00	\$3,750.00	\$4,500.00	\$5,625.00	\$8,250.00	\$3,525.00	\$3,412.50	\$2,550.00	\$8,250.00
50% of attendance	\$1,250.00	\$2,500.00	\$3,000.00	\$3,750.00	\$5,500.00	\$2,350.00	\$2,275.00	\$1,700.00	\$5,500.00
60% of attendance	\$1,000.00	\$2,000.00	\$2,400.00	\$3,000.00	\$4,400.00	\$1,880.00	\$1,820.00	\$1,360.00	\$4,400.00
More than 60% of attendance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0