

American West College



School Catalog

9/1/2024 - 12/31/2025

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American West College

Welcome all students:

American West College provides to interested students a quality education in the field of Christian studies. We believe that the training experience at American West College will challenge you and motivate you to become models of Christian character moving into your desired career.

This Academic Catalog provides students with the best and most current information available concerning American West College, and its programs at the time of publication.

American West College continually evaluates and updates the curriculum to stay current with the most current information and technology of each program.

This current catalog serves not only as a guide to our class offerings, policies and procedures, but as a transparency into your new career with American West College.

A student who enrolls in American West College will be allowed to graduate under the academic program requirements in the catalog published at the time of his or her initial enrollment or selection of a major, as long as the student has maintained continuous enrollment.

A student who has not been enrolled for 366 days must apply for readmission and complete a degree program under the regulations published in the catalog that is in effect at the time of re-enrollment.

American West College cultivates knowledge in a Christ-centered Institute of learners with a commitment to the integration of academics, and spiritual formation with the world. Our graduates who think with critical, creative, ethical and professional standards, have the compassion of Christ and the gospel and will impact the world moving into their careers.

INTRODUCTION

Programs:

The mission of American West College (AWC) is to provide quality career education to students who wish to pursue occupations, such as manager, administrator, financial officer and human resources specialists in a Bachelor of Science in Business Administration (BSBA). Our Diploma or certificate programs are as follows: Medical Assistant (occupation such as hospital administrator), and Massage Therapy (occupation such as physical treatment), and Nursing Assistant (occupation such as nursing aide). The AWC's programs are Synchronous and Asynchronous learning through attendance, partial correspondence, and partial online.

Catalog Policies:

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog. The catalog is thoroughly reviewed and updated on an annual basis.

A copy of the current student catalog is made available to each student in either written or

electronic form. The catalog will be made available to the students prior to signing the enrollment agreement. Students will be given access to updates and revisions of the catalog, if any, while they are enrolled in the program.

Nondiscrimination Policy:

This institution is committed to providing equal opportunities to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious belief, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Individual Responsibility:

It is the responsibility of each student, faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

Faculties' Qualifications:

Faculty and staff must ensure that all academic programs and operational practices meet the standards set forth by accrediting bodies, such as TRACS, and remain in compliance with federal and state regulations (see Faculty Handbook, 26-29).

Financial Supporting and Bankruptcy Policies & Practices

The AWC is supported by individuals and nonprofit & profit organizations. It has no a pending petition in bankruptcy or is not operating as a debtor in possession (See Bankruptcy).

Website:

The latest catalog, School Performance Fact Sheet, Annual report, and links to the Bureau of Private Postsecondary Education website can be located at our website:

<http://www.americanwestuniversity.com>

SCHOOL INFORMATION

Faith Statement

American West College is a private Evangelical Christian College. Our Christian Faith is grounded in beliefs that the essence of the Gospel consists of the doctrine of salvation by grace alone, solely through faith in Jesus's atonement.

1. The Bible is the inspired and only infallible, authoritative Word of God.
2. There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit.
3. In the deity of our Lord Jesus Christ, His virgin birth, vicarious and atoning death, bodily resurrection, ascension to the right hand of the Father, and His personal, future return to earth in power and glory to rule over nations.
4. Man was created in the image of God, good and upright, but fell from his state of innocence through voluntary disobedience of God.
5. We believe in the existence of a personal devil, the father of lies, who seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing for the human body in answer to believing prayer.
9. The Church is the body of Christ, with Him as the Head, composed of all true believers.
10. We believe in the sanctifying power of the Holy Spirit, whose indwelling enables the Christian to live a holy life.
11. We affirm the resurrection of both the saved and the lost, with the saved inheriting everlasting life and the lost facing everlasting damnation.

Mission Statement

American West College serves the community and church by equipping students with vocational, academic and professional resources so they will become Christlike workers in the future.

American West College operates to achieve academic objectives, the premier provider of quality professional education and supporting students with outstanding academic performance who have the potential to excel in academics and lead their communities.

American West College seeks to provide each student with the opportunity to mature in their experiential understanding of the substance of Christ's character and image while developing their cognitive and effective potential. It is to be a college, where understanding and knowledge are generated and disseminated together with essential principles of their practical application in a contemporary world for lifelong development of a foundation for lifelong learning and training.

American West College seeks to impart to each student a high level of competency in their ability to study. It is our goal to produce individuals who are able to bring enlightened solutions to the problems which are faced by both a church and the secular world.

Vision Statement

AWC operates to achieve academic objectives, the premier provider of quality professional education and supporting students with outstanding academic performance who have the potential to excel in academics and lead their communities.

Purpose Statement

AWC performs highly coordinated projects to create an academic campus atmosphere where faculty, staff, and community members unite to facilitate and promote student educational activities in the right direction and support the successful transition of students into our community upon completion of education. AWC also continues developing academic objectives of providing

high-quality education programs that meet the needs of our communities and the world's talented professionals.

Institutional Objectives

American West College's Institutional Objectives underscore its dedication to academic excellence, student success, ethical leadership, community engagement, diversity, and sustainability. These objectives form a robust framework that aligns with the college's mission and vision, steering its initiatives to foster student achievement and make a meaningful impact on society.

As a faith-based institution committed to academic rigor and personal development, American West College (AWC) has established the following institutional objectives.

1. **Academic Excellence:** To provide high-quality education that fosters critical thinking, creativity, and intellectual growth, ensuring that students are well-prepared for their professional careers and lifelong learning.
2. **Student Success and Support:** To create a supportive and inclusive learning environment that promotes student retention, persistence, and completion, providing the necessary resources, guidance, and services to help students achieve their academic, vocational, and personal goals.
3. **Ethical Leadership and Integrity:** To instill a strong sense of ethics, integrity, and social responsibility in students, preparing them to be principled leaders and active, compassionate members of their communities.
4. **Innovative and Relevant Curriculum:** To continuously develop and refine academic programs and curricula that are responsive to the evolving needs of the workforce and society, integrating current industry practices, technologies, and interdisciplinary approaches.

5. **Community Engagement and Partnerships:** To build and maintain strong relationships with local, regional, and global communities, fostering partnerships that enhance educational opportunities, provide real-world experiences for students, and contribute to the public good.
6. **Diversity and Inclusion:** To cultivate a diverse and inclusive campus culture that respects and values the perspectives and experiences of all students, faculty, and staff, promoting equity and access to education for underrepresented and underserved populations.
7. **Professional Development and Lifelong Learning:** To encourage and support the continuous professional development of students, faculty, and staff, offering opportunities for skill enhancement, career advancement, and lifelong learning.
8. **Sustainability and Resource Stewardship:** To promote environmental sustainability and responsible resource management within the college, incorporating sustainable practices into campus operations, facilities, and curricula.
9. **Institutional Effectiveness and Accountability:** To ensure the ongoing effectiveness and accountability of the institution through regular assessment, data-driven decision-making, and a commitment to continuous improvement in all areas of the college's operations.
10. **Student Engagement and Campus Life:** To enrich the student experience through a vibrant campus life that offers a wide range of extracurricular activities, leadership opportunities, and cultural events, fostering a strong sense of community and belonging.

Institutional Educational Objectives

Institutional Educational Objectives (IEOs) reflect American West College's dedication to delivering a comprehensive education that equips students for professional success, ethical

leadership, and lifelong learning. They highlight the cultivation of essential skills and the application of knowledge in real-world settings. The college aims to offer practical, career-focused programs that address the needs of both our students and the wider community through career education.

1. **Develop Competent and Skilled Graduates:** To equip students with the knowledge, skills, and practical experience required to excel in their chosen fields, ensuring they meet industry standards and are prepared for immediate employment or further academic pursuits.
2. **Foster Critical Thinking and Problem-Solving Abilities:** To cultivate critical thinking, analytical reasoning, and problem-solving skills in students, enabling them to effectively address complex challenges in their professional and personal lives.
3. **Promote Ethical and Professional Conduct:** To instill a strong ethical foundation in students, emphasizing the importance of integrity, professionalism, and social responsibility in their careers and communities.
4. **Enhance Communication and Interpersonal Skills:** To develop students' ability to communicate effectively, both orally and in writing, and to work collaboratively with diverse groups, preparing them for success in team-based and multicultural environments.
5. **Encourage Lifelong Learning and Continuous Improvement:** To inspire students to pursue lifelong learning and professional development, fostering a mindset of continuous improvement and adaptability in a rapidly changing world.
6. **Support Technological Proficiency and Innovation:** To ensure students are proficient in relevant technologies and can apply innovative solutions to real-world problems, preparing them for the demands of a technology-driven workplace.

7. **Prepare Students for Leadership and Civic Engagement:** To prepare students for leadership roles and active participation in their communities, encouraging them to contribute positively to society and to lead with empathy, vision, and accountability.
8. **Promote Cultural Awareness and Global Perspective:** To broaden students' understanding of cultural diversity and global issues, fostering respect for different perspectives and preparing them to operate effectively in a globalized world.
9. **Facilitate Applied Learning and Practical Experience:** To provide students with opportunities for hands-on learning through internships, practicums, and other experiential education, bridging the gap between theoretical knowledge and real-world application.
10. **Ensure Academic and Personal Growth:** To support the holistic development of students, encouraging not only academic achievement but also personal growth, self-awareness, and well-being.
 - A. To facilitate an educational environment that encourages academic excellence, creativity, and critical thinking skills;
 - B. To develop programs that balance academic pursuit with practical training and experience; and

To mentor students who are able to excel in the workplace and make a positive difference in our world.

Program Learning Outcomes for American West College

American West College (AWC) equips students with the knowledge, skills, and values needed to achieve academic success, professional competence, and a commitment to lifelong learning. The following program learning outcomes align with AWC's mission to provide Christ-centered

education and equip students to lead in their chosen fields and communities.

Bachelor of Science in Business Administration (BSBA)

Graduates of the BSBA program will:

1. **Business Knowledge:** Demonstrate a comprehensive understanding of core business principles, including accounting, finance, marketing, and management.
2. **Critical Thinking:** Apply analytical and problem-solving skills to business challenges in diverse, real-world settings.
3. **Ethical Leadership:** Integrate Christian ethics and values in decision-making processes, fostering responsible and servant leadership.
4. **Communication:** Exhibit strong written and oral communication skills for effective collaboration and presentation in professional environments.
5. **Global Perspective:** Recognize and analyze the impact of global trends on business practices and strategies.

Nurse Assistant (NA) Program

Graduates of the NA program will:

1. **Patient Care:** Demonstrate competence in providing basic nursing care, including hygiene, mobility, and nutritional support.
2. **Healthcare Knowledge:** Apply knowledge of medical terminology, anatomy, and infection control in patient interactions.
3. **Professionalism:** Display compassion, empathy, and respect while adhering to professional healthcare standards.
4. **Safety and Ethics:** Ensure patient safety and confidentiality in compliance with legal and ethical guidelines.
5. **Collaboration:** Work effectively as part of a healthcare team to support patient well-being.

Massage Therapy Program (Certificate)

Graduates of the Massage Therapy program will:

1. **Anatomy and Physiology:** Demonstrate knowledge of human anatomy and physiology as it relates to therapeutic massage.
2. **Massage Techniques:** Apply a range of massage techniques to promote relaxation, stress reduction, and physical wellness.
3. **Client Interaction:** Exhibit professionalism and effective communication during client consultations and treatments.
4. **Business Acumen:** Understand the basics of running a successful massage therapy practice, including marketing and client retention.
5. **Health and Safety:** Maintain a safe and sanitary environment while adhering to ethical standards and legal regulations.

Core Institutional Outcomes Across All Programs

Graduates from all programs at AWC will:

1. **Christian Character:** Exhibit Christlike behavior in personal and professional interactions.
2. **Lifelong Learning:** Pursue continuous learning and development to adapt to changing professional and societal needs.
3. **Community Engagement:** Contribute meaningfully to their communities through service, leadership, and ethical practices.
4. **Cultural Competency:** Demonstrate respect and understanding of diverse perspectives in their professional and personal lives.
5. **Problem-Solving:** Apply critical thinking to address complex challenges effectively and innovatively.

Ethical Values and Standards

At American West College, we are devoted to cultivating a community anchored in truth, Christian character, and service. We encourage all members to live according to the principles of

the Kingdom of God, applying the transformative truths of the gospel to the challenges of everyday life.

Our commitment to integrity, respect, and social responsibility touches every aspect of our academic and campus life, creating an environment where students, faculty, staff, and stakeholders can thrive in a culture of trust and mutual respect.

AWC is steadfast in upholding institutional integrity by ensuring transparent communication with students, the public, and TRACS through both print and electronic formats. We approach the TRACS accreditation process with seriousness and honesty, adhering strictly to TRACS Commission policies and procedures. Students and members of the public have the right to file a complaint with the BPPE or TRACS.

As members of the AWC community, we strive to:

- Honor God and align us with the person and model of Jesus Christ.
- Cultivate personal integrity and character by integrating biblical values into our lives.
- Recognize and embrace the responsibilities of living in a multicultural society.
- Rise above the limitations and errors of the prevailing culture, opting for and adhering to the path for biblically true life.

Ethical Values and Standards:

1. **Integrity:** We are committed to honesty, transparency, and fairness in all our actions. Integrity is the foundation of our educational practices, research endeavors, and interactions with others. We expect all members of our community to act with integrity, taking responsibility for their actions and holding themselves accountable to the highest standards of ethical conduct.
2. **Respect for Individuals:** We believe in the inherent dignity and worth of every individual. Our community is built on a foundation of mutual respect, where diverse perspectives,

experiences, and identities are valued and celebrated. We are committed to fostering an inclusive environment that promotes equality, prevents discrimination, and encourages the free exchange of ideas.

3. **Commitment to Excellence:** Excellence in all we do is a core value at American West College. We strive for the highest standards of quality in our academic programs, research, service, and operations. We encourage our students, faculty, and staff to pursue excellence in their work and to continuously seek improvement and innovation.
4. **Social Responsibility:** We recognize our responsibility to contribute positively to society and the world. We are committed to ethical decision-making that considers the impact of our actions on others and the environment. Our students are encouraged to engage in community service, civic engagement, and initiatives that promote social justice and sustainability.
5. **Ethical Leadership:** We believe that ethical leadership is essential for creating positive change in the world. We are committed to developing leaders who are guided by strong moral principles, who demonstrate empathy and compassion, and who inspire others through their actions. We encourage our community members to lead by example, making decisions that reflect ethical values and a commitment to the greater good.
6. **Academic Honesty:** Academic honesty is a cornerstone of our educational philosophy. We expect all students, faculty, and staff to uphold the principles of academic integrity, including honesty in research, scholarship, and assessment. Plagiarism, cheating, and other forms of academic dishonesty are not tolerated and are addressed with appropriate consequences.
7. **Professionalism:** Professionalism is a key expectation in all interactions and endeavors at American West College. We strive to maintain a high level of professionalism in our

academic work, research, and service. This includes respecting deadlines, maintaining confidentiality, adhering to ethical guidelines in research, and treating others with courtesy and respect in all professional settings.

8. **Equity and Fairness:** We are committed to ensuring equity and fairness in all aspects of our institution, from admissions and hiring practices to the administration of policies and procedures. We believe in providing equal opportunities for all, and we work to eliminate barriers that may hinder the success of any individual or group within our community.
9. **Environmental Stewardship:** We recognize the importance of sustainability and environmental responsibility. We are committed to practices that minimize our ecological footprint and promote the well-being of future generations. Our ethical values include a responsibility to care for the environment and to engage in sustainable practices across our campus and beyond.
10. **Collaboration and Community Engagement:** We value collaboration and believe that working together strengthens our community. We encourage partnerships, teamwork, and open communication among students, faculty, staff, and external stakeholders. We are committed to building strong relationships with local and global communities, contributing to their development, and addressing shared challenges through collective efforts.

BPPE Approval Disclosure

American West College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (B.P.P.E.). “Approval” means compliance with state standards as set forth in the CEC AND 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Crime Statistics Report

No criminal arrests or offenses have occurred in the following categories on the school premises from 2009 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

Student's Questions

“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 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Review Documents Before Signing

“As a prospective student, you are encouraged to review this catalog, the School Performance Fact Sheet, and enrollment agreement [also in Korean], which must be provided to you prior to signing the agreement.”

Approval & Accreditation

The institution is a private one and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The institution may not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards (CEC §94909(a)(2) and §94897(I)(1)(2)).

Complaints

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. Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax Numbers: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site: www.bppe.ca.gov.”

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589) or by visiting (www.osar.bppe.ca.gov).

Physical Address

American West College classes are held in facilities and uses equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. A.W. C’s campus is located minutes from public transportation at 520 Lafayette PK PL, Suite 226, Los Angeles, California, 90057 and has classrooms, a student lounge and administrative offices. The student lounge is furnished with modern equipment and a bookshelf full of a number of fine books and educational materials.

Admission Requirements & Procedures

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement[also in Korean, other languages N/A], the School Performance Fact Sheet (CEC §94909(a)(3)(B)).

American West College is open to career minded individuals who, in the opinion of the school staff, would be able to learn and utilize the skills taught for employment. American West College accepts students with a High School Diploma, General Education Development (GED) or Applicants who have passed the California High School Proficiency Examination (CHSPE).

In lieu of these, ability-to-benefit students who receive a passing score on the Wonderlic Ability-to-Benefit (ABT) may also be admitted (see below for further information). In addition, applicants should have reached the age of 16 years old, the compulsory age as defined by the State of California Department of Education. Students must demonstrate proficiency in English, as all courses are taught in English. Aside from this, all candidates are thoroughly screened and tested to determine their capabilities and career potential.

All applications are taken in person. An appointment is necessary. If an entrance examination is required, the receptionist will arrange for the exam to be administered. The office is open from 9:00 AM to 6:00 PM Monday through Friday except for vacation); evening or Sunday interviews may be arranged by special appointment only. Students may enroll daily for upcoming start dates.

Students must be residents & citizens of the United States except for the auditor. American West College is not able to provide Visa services and cannot admit students from foreign countries.

Ability to Benefit

Students who do not have a high school diploma or a recognized equivalent may still be

admitted if they are at least 18 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission.

The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West College.

Proficiency in English Requirement

Proficiency in the English language is required, as all courses are taught in English. AWC does not currently offer the English as a Second Language (ESL) program. Students for whom English is not their first language, should take the Compass ESL placement test.

The following scores are needed to prove English proficiency: Grammar/Usage: 64, Reading: 70, Listening: 70. As an alternative, a TOEFL score of 550 (paper based) or 80 (internet based) or above would indicate sufficient English proficiency.

Credit Transfer for Previous Education

All Students transferring to American West College will be required to provide transcripts from the previous institution(s). We will consider awarding credit from other approved or accredited postsecondary institutions. When evaluation is made of the student's transcript, credit may be given for courses successfully completed with a grade of C or better at another approved or accredited postsecondary institution where course and credit values are comparable to those offered by this institution.

Transfer credits may not exceed 50% of the program and are not used in calculating the cumulative grade point average.

Course Challenge Examination

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior to taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters for which the credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses the same knowledge and/ or skills as those students who successfully completed a similar course offered at American West College. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to makeup and repeat the course and pay the normal or course unit fee.

Accreditation Disclosures

American West College is not accredited by any accrediting agency recognized by the United

States Department of Education (USDE) at this time. As such we are not eligible for federal student aid programs.

Accreditation Plan

In Accordance with Title 5, California Code of Regulations (5, CCR) section 71105, American West College presents its Accreditation Plan to the Bureau for Private Postsecondary Education. AWC is planning to apply for the accreditation status with the recognized agency of accreditation Transnational Association of Christian Colleges and Schools (TRACS).

TRACS is recognized by the United States Ministry of Education (ED), the Council for Higher Education Accreditation (CHEA), and International Network for Quality Assurance Agencies in Higher Education (INQAAHE) as a national accrediting agency for Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees.

“Notice to Prospective Degree Program Students”

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree program (Bachelor of Science in Business Administration). To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Ministry of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date appropriate years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Date: _____

Student Initials: _____ Date: _____

Articulation or Transfer Agreements with Other Schools

To facilitate the transfer of credits or units, students at AWC must adhere to the following procedures: the college has partially (less than 50%) entered into an articulation or transfer agreement with any other college or university, except for the case of assisting or being assisted the F or M visa of the Department of Homeland Security(SEVP). Institutions vary in the nature of which credits are acceptable and it is at the discretion of each institution to accept credits from another school. American West College retains the same discretionary rights.

Transfer Policy

Academic work done at accredited institutions in the US and Canada, or at schools in other countries that have recognition from the ministry of education, may be transferred into AWC programs if the work fits into our curriculum. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below. Students must earn at least 50% of the credits required for a degree through AWC.

A student should not merely assume that previous credits will transfer. Among other considerations, AWC requires that previously earned credits have earned a minimum grade of “C,” have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official or sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the Chief Academic Officer (CAO) for evaluation. If the student believes that denied credits should have been approved, he or she may inform the CAO that the student wishes to appeal the decision. In such a case, the CAO will ask two faculty members to review the decision.

Students can help facilitate the credit evaluation process, and make approval more likely, by bringing syllabi, textbooks, program and module learning system (quarter, semester or module), or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or other countries. For work from other countries, the student may need to pay a fee for AWC to have credits evaluated by an outside agency.

It is particularly important that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at AWC. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise, a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

Students are invited to talk to the Chief Academic Officer (CAO) or registrar officer about the likelihood of transfer to or from another higher education institution (one year attending needed).

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially, before AWC is accredited, students should not merely assume AWC credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they

will take AWC's credits.

Notice Concerning Transferability of Credits and Credentials Earned at AWC

“The transferability of credits you earn at American West College (AWC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in our Bachelor of Science in Business Administration (degree), Massage Therapy/Medical Assistant/Nursing Assistant (certificate) programs also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree / diploma / 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 coursework at that institution. For this reason, you should make certain that your attendance at AWC will meet your educational goals. This may include contacting AWC to which you may seek to transfer after attending AWC to determine if your credits or degree / diploma / certificate will transfer. ”

Acceptance to the College

Upon completion of the required documents for admission with catalog [also in Korean, Other languages N/A], the administration will review the information and inform the applicant in writing whether they have been accepted for enrollment [also in Korean, other languages N/A]. If an applicant is not accepted, all money paid without application fee is refunded.

Visa Services

American West College is not currently admitting students from other countries and does not currently provide visa services and does not vouch for student status or any associated charges.

Withdrawal from the College

Students who decide to withdraw from school prior to completion should follow the steps below:

- Meet with the Director (CAO) or designated administrator to discuss the student's decision

to withdraw.

- Meet with the designated financial aid official to see if obligations still exist.
- Put their decision to withdraw in writing and give it to the Director (CAO).

Academic Policies

Graduation Requirements

To graduate from college, students are required to earn 120 credits for a bachelor’s degree (BSBA) and complete all requirements including all classes and clinical hours with a passing grade for Nursing Assistant, Medical Assistant, Massage Therapy (certificate) programs, and fulfill all their financial obligations to the school.

The candidate for degree, diploma or certificate must:

1. Complete all classes with a passing grade and complete all other curriculum requirements for their course of study.
2. Satisfactorily perform the applicable internship/clinical portion of their study.
3. Fulfill all financial obligations to American West College prior to graduation.
4. Students must have a “C” average to graduate. The college uses the following four-point grading scale.

Grade Point Average Scale

Grade	Percentage	Evaluation	Grade Point Average
A	94-100	Excellent	4.0
A-	90-93		3.7
B+	87-89		3.3
B	84-90	Good	3.0
B-	80-83		2.7
C+	77-79		2.3
C	73-76	Average	2.0
C-	70-72		1.7

D+	67-69		1.3
D	63-66	Below Average	1.0
D-	60-62		0.7
F	0-59	Failing	0.0

Satisfactory Academic Progress

Grades are based on a combination of written and oral examinations and evaluations of practical laboratory applications.

Students who fall below a 70% average in a class may be required to repeat the class. Students who are required to repeat subjects will not be charged an additional fee.

Unsatisfactory Academic and Progress Requirement

Students who fail a course, or whose cumulative fall or spring term GPA falls below 1.75 will be placed on academic probation. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance.

Probationary & Dismissal Status

American West College students must maintain at least a 1.75 GPA to graduate. Current students are placed on academic probation for:

- Failing a course
- A cumulative GPA that falls below a 1.75.

Incoming students may be placed on academic probation by the Office of Admissions when necessary. Check with your admissions counselor if you think your academic status is in error.

When placed on academic probation, a comment is inserted into the student's official transcript. A student who is on academic probation needs to maintain a GPA of at least 1.75 to avoid academic dismissal. For subsequent modules/courses on academic probation (or for a probationary student in his/her very first term at AWA), the student must maintain letter grades of at least a C- or higher in each course in addition to the GPA requirement.

Students who are placed on academic probation will be required to meet with the Registrar prior to the beginning of the next course module for academic counseling and to review a plan for future success in the program. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, supplemental work in reading and writing, or such other provisions as may seem appropriate in each case. The student is obliged to follow this plan of study until he/she is released from probation. Failure to report to the Registrar prior to the next class module may lead to dismissal from the program.

The student is released from probation upon successful completion of a course module with a grade of B or higher or when the cumulative GPA is 2.0 or higher. The transcript will then receive an additional comment that notes the date that the student was released from academic probation.

When poor academic performance causes a student to fail to meet a school's minimum standards, AWC may issue an academic dismissal. Dismissal results from student's continuing lowest scoring for several semesters. Dismissal is extremely serious measures that reflect poorly on a student's integrity and ability. While a student who has been dismissed may have the opportunity to complete their education in some form, they will have far fewer options available, and the taint of failure on their academic record can prevent them from enjoying certain job opportunities and further academic benefits in the future.

AWC's Standards for Student Achievement

Student Success and Support: To create a supportive and inclusive learning environment that promotes student retention, persistence, and completion, providing the necessary resources, guidance, and services, AWC helps students achieve their academic, vocational, and personal

goals. To support them, AWC may provide them in Korean and Spanish translators by appointment, but other languages are not available now. We will do everything to encourage them to be successful in the program.

Attendance Policies & Conduct

American West College urges all students to attend classes on a regular and consistent basis in order to compete in the highly competitive labor market. Thus, students are expected to attend all classes as scheduled. Attendance is recorded on a daily basis and excellent attendance is required. To maintain satisfactory attendance, student may not be absent for more than 20% of any course. Absences in excess of 20% of any course will lead to probation or expulsion from school.

Tardiness for a lecture in excess of 10 minutes will be regarded as an absence. In the rare case when a student must be absent, Make-up work will be required to master the material that was missed. See our make-up policy below.

A leave of absence may be granted during training when necessary. A leave of absence form must be filed by the student with the Director. Absences from training are classified as excused or unexcused. A student who is absent for more than 10 days in school program without an excuse may be placed on probation.

Although American West College operates in an informal atmosphere, proper discipline is maintained at all times. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Thus, American West College has established guidelines for proper conduct. Students who do not arrive to class by the scheduled start time will receive a tardy on their attendance record.

Students who depart from class before scheduled completion time will receive an early departure on their attendance record. Excessive tardiness and/or early departures can lead to probation or expulsion.

Make-Up Policy

Students must make up all work and classes missed and are accountable for learning the material covered while absent. All work must be completed in order to receive course credit. Upon return from an absence, the student must meet with the instructor to develop a plan to make up for work and hours missed. The student must make up work and time missed by a class absence in order to complete the program.

All work must be completed, and any absence will require additional work to make up for the absence. AWC may allow make-up students use online, Moodle, ZOOM, TEAMS or recorded video classes with the designated instructors.

Leave-of-Absence & Returning Policies

A leave of absence (LOA) allows students to temporarily suspend their studies for various reasons like health, family matters, or personal growth. Students have to notify the school, provide documentation if required, and understand the implications for their academic standing, financial aid, and housing. Leaves of absence for students are limited to four semesters, exceeding that limit results in a requirement to reapply as a new student.

Financial Aid Services

The College does not offer any state or federal loan guarantees yet; no loans of any kind are offered at the College. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

Bankruptcy

American West College has NO pending petition in bankruptcy, is NOT operating as a debtor

in possession, has NOT filed a petition within the preceding five years, or 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.).

Placement Department

Under student affair director, 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 significance of networking, finishing job applications, the characteristics of a professional image, interview follow-up, work place manners, time management skills, and successfully navigating the work place.

Students who request our help will be alerted to any relevant job openings that we receive via email and/or bulletin board postings at the school. Student affair counselor and director train students in searching relevant online websites to aid in their placement.

College Facilities

The American West College facility utilizes 2,000 square feet of classroom, laboratories, student lounges, administrative offices, and work area. The college is convenient to both private and public transportation and is located near downtown Los Angeles. Each program is taught in specially built, well-equipped classrooms and laboratories.

The facility it occupies and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health (5, CCR §71735.(5, CCR §71735 and §71810(b)(9). American West College is proud of its carefully selected staff and faculty members who bring varied educational and work experiences from their specialties.

Library

We comply with CCR §71740 (5, CCR §71740 and §71810(b)(10) in our description of library and other learning materials and the procedures for students to access those materials.

The library is located on the second floor at the main campus. The computer lab functions as a multi-purpose resource room for both library use and classroom interaction. The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentations, and real-time video (Zoom & TEAMS) and Internet interactive classes (Moodle) and presentations.

AWC is setting up the library catalog and system in order to provide resources for students and faculty members. The library currently has 7,000 books and magazines, as well as from e-book library (library world), available for students and faculties.

<https://libraryworld.com/>

Your User Name is: AWC2426 PIN #: _____
Library name: AWU

Before you can create or join a library, you must activate your account. Enter this activation code when prompted by the service.

Activation Code: 27A181

The institutional website will be prepared to provide useful resources for professional development, research, and academic materials. The library will expand the e-library which includes an online catalog that allows users to browse the current holdings, check the status of loans, and reserve materials remotely.

Students can use the campus Library. To help students locate materials in the collection, the library is equipped with computers for research purposes. Users can search materials visiting the

following address when they are off-campus: <https://americanwestuniversity.com> (on progress) and click on “Library and Resource.”

Library hours during weekdays are 9:30AM to 5:00PM. Library is also available on weekends by appointment.

The American West College administrative office has a spacious area housing computer station with internet access, spacious study tables and contains a wide variety of resource materials for student use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias, newspapers, and periodicals to stay abreast of current events and industry trends.

LIRN Academic eBook collection offers more than 170,000 e-books; this collection includes titles from leading universities across the country. This growing subscription package contains a vast selection of multidisciplinary resources representing a broad range of academic subjects such as business and economics, education, language arts, philosophy, political science, religion, social science, technology, and engineering. The breadth of information available through this package ensures that students and faculty members will have access to information relevant to their research needs. All titles are available with unlimited user access and titles are added regularly to the collection by LIRN.

All current online library and learning resources will be available to students and faculties through the institutional website and through partner online resources. The library issues an account with login identification and password to students and faculty for accessing all online resources available including LIRN e-database. Students and faculty will be able to download PDF files from all online resources:

<https://www.lirn.net/> <https://libraryworld.com/>

The subscription allows logins for students to log in from anywhere through the website to be used at the institution or at home for research purposes. The subscription is renewed annually.

The library will issue an account with login identification and password to students and faculty for accessing all online resources available including the LIRN e-database.

Moodle communication between instructor and student.

Website: <https://awmoodle.online/> Login: che85 Password:

The nearest public libraries are located at 694 S. Oxford Avenue (Pio Pico Library) and 1030 S. Alvarado Street (Pico Union Branch Library), both within a few minutes of driving distance from the main campus. The hours for both are as follows: 10:00AM – 8:00PM on Mondays and Wednesday, Noon – 5:00PM on Tuesdays and Thursdays, and 9:30AM – 5:00PM on Fridays and Saturdays, and Sundays by appointment.

In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on-campus library, student library, and the courtyard. Students can use online books of the World Mission University in Los Angeles that made with MOU with AWC.

Student Services

Student interaction is considered to be a key component of the academic experience at American West College. Societies and class organizations are designed to encourage opportunities for student communication. Areas are furnished to provide comfortable environments for small group meetings. Class assignments include group work and cooperative learning activities.

1. Student Orientation

During orientation, a school administrator will inform the student at the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. American West College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's CEO.

2. Academic Advisement

All students are provided with personal assistance in regard to program requirements and scheduling. Additionally, individual assistance and advising are available to students with special academic difficulties. Enrollees are encouraged to make an appointment with their instructor immediately if any scholastic problems take place. All students are urged to take advantage of this valuable assistance.

3. Current Student Information

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the case of an emergency.

4. Student Activities and Programs

American West College provides a variety of services and programs designed to help students during their studies. Recognizing that a well-rounded education demands attention to personal as well as professional growth, AWC encourages students to include their families, friends, and significant others in the educational process. Additionally, AWC sponsors activities and organizations to foster integration of personal and professional development.

5. Study Groups

Students are encouraged to form study groups with other American West College students enrolled in the same program. Study groups strongly assist in the learning process through small group discussion and exam preparation. Our experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter.

6. Medical, Dental, Psychological Care

Successful progression through a program of study requires sufficient sleep, exercise, and a healthy diet. If student having an insurance requires medical and/or dental appointments, appointments should be made after school hours. If a student needs personal psychological counseling, the CEO will provide a list of services available in the community.

7. Guidance Services

American West College offers guidance services to every student. The staff and faculty available, by appointment to assist students in working out solutions to problems they may experience on the path of their education (see Student Services for further information).

8. Housing

At this time American West College has no dormitory. It has no responsibility to find a student in finding housing. However, student director can find or assist a student in finding housing in the Koreatown area of Los Angeles. The K-town has heavy concentrations of apartment buildings as well as homes, Bed & Breakfast(B & B)s, hotels to fit any budget. Living modestly, a student should expect to pay \$1,500 to \$2,000 for one bed room apartment, \$1,000 to \$1,500 for B ‘n B, and \$2,000 to \$2,500 for motel a month.

9. Credit for Experiential Learning

American West College does not award credit for student’s prior experiential learning.

10. Externship & Clinical Experience for Career Programs

A component for our medical and nursing programs is spent in non-compensated externship or clinical experience. Students will be placed in appropriate facilities to continue their training under the supervision of a qualified RN, LVN/LPN or Licensed Massage Therapist who approved Instructors (as is appropriate with the program you are taking). During externship, students are expected to perform in a professional manner and to successfully complete all components for

completion of their program.

Student's Rights

Notice of Student Rights

You may cancel your 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. After the end of the cancellation period, you also have the right to receive a refund for the part of the course not taken if you withdraw (see below refund policy in detail).

If the school 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 any complaints, questions, or problems which you cannot work out with the college, write or call the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818. (916) 431-6959 or toll free at (888) 370-7589. www.bppe.ca.gov.

Student Grievance Procedures

American West College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American West College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

The student is encouraged to pursue academic studies and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in college policies, in the California Education Code and the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other college staff.

Students may initiate a grievance for any of the following reasons:

- 1) Prejudicial or capricious action in the evaluation of the student's academic performance.
- 2) Intimidation, assault, battery, or harassment (including sexual harassment).
- 3) Arbitrary action or imposition of sanctions by a college representative without proper regard to procedural due process as specified in college guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures. American West College encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the college. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the college. Any action taken by a student under a due process procedure shall preclude any further action.

While it is suggested that students use American West 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.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body.

The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted in letter form to American West College. 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.

Procedures for Resolution

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the CEO will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the CEO, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates 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. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

The grievance resolution process at American West College is designed to provide a structured, fair, and timely response to grievances while ensuring confidentiality and respect for all parties involved. The procedures prioritize resolution at the lowest level, escalating only when necessary.

1. Filing the Grievance

- **Submission:**

The complainant submits the grievance in writing to the designated office (e.g., CEO or Human Resources), using the official grievance form.

The grievance must include detailed information, including the issue, parties involved, relevant dates, and any supporting evidence.

- **Acknowledgment:** Within five (5) business days, the grievance will be acknowledged in writing, outlining the steps to be taken and the anticipated timeline for resolution.

2. Preliminary Review

- **Initial Assessment:**

The CEO (or designated representative) reviews the grievance to determine its validity and scope.

The assessment ensures the grievance aligns with institutional policies and identifies if it can be resolved informally.

- **Notification to Relevant Parties:** If the grievance involves specific individuals or departments, they will be informed about the grievance and given an opportunity to provide initial input.

- Immediate Action (if necessary): In cases involving safety, harassment, or urgent concerns, temporary measures may be implemented immediately while the resolution process proceeds.

3. Informal Resolution

- Facilitated Discussion:
The CEO initiates informal discussions between the complainant and the respondent, aiming to reach an amicable resolution.
Mediation may be used to ensure balanced and respectful communication.
- Outcome Documentation:
If the grievance is resolved, the CEO documents the agreed-upon resolution and ensures implementation.
The complainant and respondent receive written confirmation of the outcome.
- Timeframe: Informal resolutions typically occur within ten (10) business days of the grievance acknowledgment.

4. Formal Resolution (if necessary)

- Escalation:
If informal resolution fails, the grievance is escalated to a formal process.
This involves a grievance committee or senior administrator reviewing the case.
- Investigation:
A formal investigation is conducted, including interviews with all parties involved, a review of relevant documentation, and gathering additional evidence.
The investigator ensures neutrality and compliance with institutional policies.

- **Decision and Action:**
The committee or investigator makes a formal decision based on the findings. Recommendations for corrective actions or disciplinary measures are submitted to the administration for approval.
- **Written Notification:** Both the complainant and the respondent receive a written report detailing the decision, actions to be taken, and options for appeal, if applicable.
- **Timeframe:** Formal resolutions are typically completed within thirty (30) business days of the grievance's escalation.

5. Appeal Process

- **Eligibility for Appeal:**
If a party believes the resolution process was flawed, or new evidence emerges, they may file an appeal.
Appeals must be submitted in writing within ten (10) business days of receiving the resolution decision.
- **Appeal Review:**
An appeal committee, separate from the original investigation, reviews the case. The committee examines procedural fairness, the original findings, and any new evidence presented.
- **Final Decision:** The appeal committee's decision is final and communicated in writing to all parties.

6. Monitoring and Follow-Up

- **Implementation:**
The CEO or designated staff ensures that all resolutions or corrective actions are implemented promptly.
Progress is monitored to verify compliance and prevent recurrence of the issue.
- **Feedback:** The complainant may provide feedback on the grievance resolution process, which will be used to improve institutional policies and procedures.

Documentation of Resolution Efforts

All discussions, findings, and steps toward resolution will be documented by the CEO or designated representative.

- The documentation will include:
- The initial grievance details.
- Key points discussed during informal meetings.
- Agreed-upon outcomes or reasons for escalation.

This record will be maintained confidentially in compliance with institutional policies and relevant legal standards.

Principles of Resolution

- **Confidentiality:** All discussions will remain confidential to protect the privacy of the parties involved.
- **Fairness:** The CEO will ensure that all parties are treated with fairness and respect, and no bias influences the resolution process.
- **Timeliness:** Informal discussions and resolution attempts will be conducted promptly to avoid prolonged disruption or stress for the parties involved.
- **Non-Retaliation:** Individuals involved in the grievance, whether as complainants,

respondents, or witnesses, are protected from retaliation under institutional policies.

Recourse after Grievance Decision

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. They may contact the Bureau at any time in any way they see fit. In contacting the Bureau with a grievance, students can use the following guidelines.

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
 - a. The nature of the problem
 - b. The approximate date(s) that the problem(s) occurred
 - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
 - d. Copies of essential information regarding the problem(s) (facts, not rumors, lead to solutions)
 - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
 - f. The complaint should be signed

**Send the complaint to: Bureau for Private Postsecondary Education (BPPE):
1747 N. Market Blvd, Suite 225, Sacramento, California, 95834 or call (916) 574-8900.**

Changes in Programs or Policies

The institution has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequence of courses, or academic scheduling.

Make-Up Policy

Under the guidance of instructor, students must make up all work and classes missed through such as online, Moodle, ZOOM, TEAMS or recorded video lecture make-up process and are accountable for learning the material covered while absent. All work must be completed in order to receive course credit.

Buyers Right to Cancel

Students may cancel their enrollment agreement with American West College and receive a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. If student cancels, any payment that have made shall be returned within thirty (30) days of the date the student signed a cancellation notice.

To cancel the agreement for school, mail or deliver a signed and dated copy of the cancellation notice to the Registrar no later than midnight of the seventh day after enrollment, or the day of the first class whichever comes later. The student must cancel in writing.

Students do not have the right to cancel by telephoning the school or by not coming class. If students have any complaints, questions, or problems which cannot resolve with the school, contact the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, or by calling the toll-free number (888) 370-7589.

Refund Policy

If a student withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a pro-rata refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will

be charged tuition based on the number of semester credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement.

The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time, he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to plan with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

HYPOTHETICAL EXAMPLE:

The student pays a program consisting of 1000 clock hours (\$7,000 tuition + \$100 registration fee = \$7,100)

The student completes 500 clock hours (50%)

Unused hours for which the student has paid = 500 hours.

Amount Paid = \$7,000 tuition + \$100 registration fee.

Pro-rata Refund Amount: \$7,100 minus \$100 = \$7,000; \$7,000 x 50% = **\$3,500**

Money will be refunded for any reusable equipment returned in good condition within 30 days of the effective withdrawal date. The school reserves the right to postpone or change the date or time when any class is offered if the majority of enrolled students agree to the change. Students

who do not want the change will be offered a full refund for the class affected.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. 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.

Note: If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the semester), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

RIGHT TO WITHDRAW AND RECEIVE REFUND:

You still have the right to withdraw at any time. The effective withdrawal date for a student shall be:

- (1) The date the student notifies the college of withdrawal, or
- (2) The date the college terminates the student's enrollment, or
- (3) The end of the 21st day of non-attendance.

(4) If you withdraw, or are terminated by the college, the college shall remit a refund, less a Registration Fee of \$100, within 30 days following the effective withdrawal date.

Student Records

Student records are maintained securely at the college offices for all students including files for each student who enrolls in the institution whether or not they complete the educational service.

These files include all pertinent student records including (but not limited to): grades, attendance, prior education and training, copies of all documents signed by the student, records of

dates of enrollment, and (when applicable) withdrawal, leaves of absence, and graduation.

The file includes a transcript showing courses that were completed, attempted but not completed and dates of completion or withdrawal, credit awarded for prior experiential learning (including course title and amount of credit), credit for courses earned at other institutions, credit based on examination, or educational achievement used for admission or placement, and the name, address, website address and phone number of the institution.

Also included in the file: course outlines or learning contracts from independent study courses, dissertations, theses, and other student projects submitted by graduate students, a copy of documents related to student financial aid, a document showing the total amount of money received from or on behalf of the student and the dates on which the money was received, a document specifying the amount of a refund, itemized and dated along with the name and address of the person or entity to which the refund was sent, copies of any official advisory notices or warnings regarding the student's progress and any complaints received from the student.

These files are maintained in the office of the Registrar for a period of at least five (5) years after the student's date of completion or withdrawal and are the property of American West College. Transcripts are retained indefinitely. Students have the right to view their records and should plan with the Registrar should they so desire.

Student Transcripts

The College retains academic transcripts indefinitely. The school will provide one transcript without charge to each student. Additional transcripts cost \$3.00 each, plus mailing fees. The student's financial account must be current for transcripts to be furnished.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."

Record Maintenance Policies

- Transcripts are permanently retained.
- Pertinent student records (described in 5 CCR Section 71920) are maintained for a period of at least 5 years from the student's date of completion or withdrawal.
- A record is considered current for three years following a student's completion or withdrawal.
- The school maintains functioning devices that can immediately reproduce exact, legible printed copies of any current record. For any record that is no longer current, an exact, legible printed copy will be reproduced within two (2) business days.
- Personnel are scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized to inspect and copy records.
- Any person authorized by current laws and regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records.
- The Institution maintains a second set of all academic and financial records at a second location or PDF version (except those records that are stored in fire resistant cabinets).

All records maintained by the institution shall be made immediately available for inspection and copying during normal business hours by the Bureau and/or any entity authorized to conduct investigations.

- If the institution were to close, American West College and its owners are jointly and severally responsible to arrange for the storage and safekeeping of all required records in California at their own expense for as long as those records must be maintained. The repository of those records shall make those records available immediately for inspection and copying without charge except as allowed by subdivision 71930(c)(4), during normal business hours by any entity authorized by law to inspect and copy records.

Family Educational Rights and Privacy Act of 1974, as amended

American West College complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student’s educational records within 45 days of the day the institution receives a written request for access. Students should submit to the college’s Chief Academic Officer written requests that identify the record(s) they wish to inspect. The College’s official will plan for access and notify the student of the time and place where records may be inspected. If the college does not main the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. The students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or

research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address (es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Ministry of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Suspension & Dismissal

Students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The college reserves the right to suspend, expel, or dismiss any student who:

1. Exhibits conduct which is found by the college staff to be detrimental to fellow

- students, the community, or the school.
2. Uses or is under the influence of alcohol or illegal drugs while on college property.
 3. Fails to make satisfactory academic progress.
 4. Fails to meet attendance standards.
 5. Engages in illegal activity on college property.

PROGRAM DESCRIPTIONS



Bachelor of Science in Business Administration (BSBA)

This program is Classroom Instructor-led on Campus

Structure of Course and Curriculum

BSBA program prepare for students to serve as a Christian business leader. Students will see business as their ministry and develop excellence in leadership in their career. Students will articulate faith and vocational integration so that they will make an impact for God in this time and place. BSBA program is an unaccredited degree one under the provisional status of national accreditation of Bureau for Private and Post-Secondary Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs (CEC §94909(a)(16) and §94897(p)). Student's license, recognized position, and financial aid are not available right now.

Total 120 Credits (General 48, Majors 56, Elective 16)

Semester System (15 Weeks)

<u>General Studies: Basics, HS + TS 48 Credits Required</u>	<u>Credits</u>
EC 100 English and Communication	3
EC 110 College English I (Grammar)	3
EC 120 College English II (Composition)	3
EC 210 Oral Communication	3
EC 220 Intercultural Communication	3
GE 240 Research and Writing	3

<u>Humanities and Social Sciences (HS): 9 Credits Selective</u>	<u>Credits</u>
HS 110 Introduction to Philosophy	3
HS 120 Introduction to Sociology	3
HS 130 Introduction to Psychology	3
HS 210 Introduction to Ethics	3
HS 220 Introduction to Humanities	3

<u>Technologies and Sciences (TS): 9 Selective</u>	<u>Credits</u>
TS 110 College Algebra	3
TS 120 Introduction to Business	3
TS 130 Introduction to Economics	3
TS 210 Introduction to Computer and IT	3
TS 220 Health and Nutrition Sciences	3

<u>Major Studies: 35 out of 56 Credits Required</u>	<u>Credits</u>
CM 310 Principles of Management	7
CM 320 Principles of Economics	7
CM 330 Organizational Behavior	7
CM 340 Marketing Management	7
CM 350 Financial Management	7
CM 360 Management Sciences	7
CM 370 Business Statics	7
CM 380 Strategic Management	7

<u>Advanced Studies: 15 out of 30 Credits Required</u>	<u>Credits</u>
AM 310 Principles of Accounting	3
AM 320 Principles of International Business	3
AM 410 Principles of Microeconomics	3
AM 412 Principles of Macroeconomics	3
AM 420 Human Resources Management	3
AM 430 Marketing Research	3
AM 440 Investment Management	3
AM 450 Operations Research	3
AM 460 Management Information Systems	3
AM 470 Business Law and Ethics	3

<u>Electives Courses: 18 Credits Required</u>	<u>Credits</u>
EM 410 Leadership and Motivation	1.5
EM 422 Consumer Behavior	1.5
EM 430 Advertising and Promotion	1.5
EM 440 Project Management	1.5
EM 450 Franchise Management	1.5
EM 460 Venture Management	1.5
EM 470 E-Commerce Management	1.5
EM 480 Small Business Management	1.5
EM 490 Global Entrepreneurship	1.5
EM 493 Business Analytics and Statistics	1.5

EM 494 Data Pipeline System for Business Intelligence Strategies	1.5
EM 495 Digital Supply Chain Management Smart Operations	1.5

Admission Requirements

General admission requirements are:

1. Submit the application with the non-refundable application fee \$100 to the Admission Office.
2. Have official transcripts from the secondary school and all colleges/universities previously attended forwarded directly to the Admission Office.
3. Recommendation letters are optional. However, if provided, should be from two persons who have known you for at least one year, and are over 30 years of age.
4. English Proficiency: A minimum score of 45 (bachelor) on the Test of English as a Foreign Language (TOEFL iBT). This requirement applies to an applicant from a country where the native language is not English unless a diploma was earned in an English-speaking country.

Exemption

- Official Transcript or diploma providing completion of U. S. high school or its equivalent.
- Official Transcript providing at least one year of higher education taught in English from an institution in the United States.
- Official Transcript or certificate providing completion of an advanced level of ESL course at an institution in the United States.

If you cannot provide any of the documents, you will take any additional proficiency (ACTFL English L&R cat) or AWC's ESL replacement Test required (minimum 70%).

Requirement for Completion

- Completion of 120 credits (with at least 50% of credit hours earned at AWC)
- A minimum total GPA of 2.0

Course Descriptions

General Education

EC 100 English and Communication (Basic introduction)

This course is the beginning of the introduction to the English language. The student will learn the basic grammar and writing aspects of the language to get familiar and prepare for the college level of studies.

EC 110 College English I (Grammar)

This course begins with advanced instruction in grammar and writing then moves on to instruction in how to write college-level narrative, descriptive, analytical and persuasive essays, as well as an introduction to writing research papers.

EC 120 College English II (Composition)

This writing course focuses on reading and writing as integrally related skills. Students will study and practice reading comprehension, the writing process, and critical thinking. Students will

create clear and correct sentences as they develop the skills necessary to write a variety of focused, developed, organized paragraphs and/or short essays. Students will be responsible for writing multiple full-process paragraphs/essays. The course may include a departmental proficiency test or portfolio assessment.

EC 210 Oral Communication

This course will provide students with the basic concepts of oral presentations. Students will be able to develop and deliver effective individual and group presentations in classroom and professional settings. The course is also designed to provide a maximum opportunity for practice and evaluation of presentation.

EC 220 Intercultural Communication

This course examines the basic elements of interpersonal communication and culture as the two relate to one another. Emphasis is given to the influence of culture on the interpretation of the communication act and to the communication skills that enhance cross-cultural communication.

Humanities and Social Studies

HS 110 Introduction to Philosophy

In this course students will be introduced to basic philosophical concept, learn to navigate condensed questions, and unpack difficult concepts through the use of logical reasoning. Students will aim to sharpen their use of critical thinking, analytical reasoning, reading comprehension, pattern recognition, and other useful mental tools for the purpose of asking good questions, seeking correct answers, and increasing their worldview.

HS 120 Introduction to Sociology

The major objective of this course is to introduce students to sociology - the scientific study of human society and social behavior. All areas of social life will be examined including work, community, religion, schools, family, gender, race, class, stratification/inequality, and crime/deviance. Both the theories and methods of sociology will be reviewed. Primary concerns of the course will include the ways in which our behavior is influenced by groups; the nature and

functions of the social institutions which we have created; and the relationship that exists between the individual and society.

HS 130 Introduction to Psychology

This is an introductory course to Psychology which is geared toward developing a greater understanding of the reasoning behind individual's behavior and thought processes. The emphasis for this class will be placed on researching the interests of the students within the parameters of the text. Areas of study for this course include topics such as personality development, emotional development, mental health, parenting principles, psychoanalysis, learning and intelligence, family and social relationships, communications, the history and systems of fundamental psychology, and the systematic integration of Christian/biblical principles to human behavior and cognition.

HS 210 Introduction to Ethics

This course is an introduction to the philosophical study of morality, including the theory of right and immoral behavior, the theory of value (goodness and badness), and the theory of virtue and vice.

HS 220 Introduction to Humanities

This course is to introduce the study of social and cultural values as expressed through the major art forms, including painting, sculpture, architecture, literature, drama, music, dance, photography, and film. Topics include literature, philosophy, visual and performing arts, theater, music, science and religion.

Technology and Science

TS 110 College Algebra

This course is designed to provide students with fundamental algebraic concepts and necessary logical thinking and critical thinking skills needed to solve and formulate algebraic problems. Topics include inequalities, polynomials, linear and quadratic equations, and logarithmic and

exponential functions.

TS 120 Introduction to Business

This course introduces to a broad overview of the primary functions of business, such as management, accounting, finance, marketing, organization, and operations. Topics include current business trends, entrepreneurship, competition in global markets, ethical behavior and social responsibility.

TS 130 Introduction to Economics

This course introduces an understanding of basic economic concepts, theories and principles. This course will help to students prepare for effective participation in society as citizens, producers, and consumers. Topics include a personal effectiveness through an understanding of contemporary economic issues.

TS 210 Introduction to Computer & IT

This course is an introduction to computers that focuses on the primary computer skills needed by all college students. The student who successfully completes this course should be able to create a paper using Microsoft Word; present the results of research using Microsoft PowerPoint; use the features of Microsoft Windows to create, edit, store, and search for files on a personal computer.

TS 220 Health and Nutrition Sciences

This course is designed to provide students with an understanding of the fundamental concepts of health & nutrition, including digestion, absorption, metabolism, and the function of nutrients as they related to human health and disease.

Advanced Studies

AM 310 Principles of Accounting

This course focuses to introduce an accounting principles, practices and techniques. This course covers the accounting cycle, financial statements, control of cash, inventories, plants assets,

current liabilities, and payroll accounting.

AM 320 Principles of International Business

This course focuses the theories on trade, integration, and international business and management on a global basis. This course covers the growth of global markets for goods and services, changing international patterns of resource use, enablers that promote trade, and constraints on conducting business internationally.

AM 410 Principles of Microeconomics

This course is considered the basic tools of economic phenomena from the perspective of the individual. This course covers the basic concepts and tools needed to undertake the analysis that arise due to the law of scarcity. Topics include how individuals, households, and firms make decisions to allocate limited resources, typically in markets where goods or services are being bought and sold.

AM 412 Principles of Macroeconomics

This course is considered the basic tools of economic theory used to study markets, individual consumer behavior, and the behavior of companies. This course covers an overview such as determination of output, unemployment, inflation, determinants of growth, interest rates, monetary and fiscal policies, exchange rates, and international economic issues.

AM 420 Human Resources Management

This course focuses to study what can or should be done to make working people more productive, satisfied, and focused on achieving the company's objectives, and also to learn how to manage employee performance through human resource planning and development. Topics include job analysis and specification, recruitment, selection and training, job evaluation, supervision of employees, salary and wage administration, and labor relations.

AM 430 Marketing Research

This course is to enable students learn the concepts, process, tools and techniques of marketing research. This course also emphasizes the basic methodologies, such as a variety of techniques, and demonstrates how research applies to strategy, including marketing, advertising, sales and product design and development.

AM 440 Investment Management

This course focuses to acquaint the types of investment products, concepts, tools, and techniques that are available to help the individual investor. The topics cover investment alternatives, organization and regulation of securities markets, market efficiency, securities valuation, portfolio theory and management.

AM 450 Operations Research

This course is designed to introduce the students to the principles of operations research techniques and their applications in decision making. Topics cover parametric and sensitivity analysis, inventory control models under uncertainty, applied queuing models, networks models, portfolio management problem, replacement models and policies, dynamic programming, and reliability models.

AM 460 Management Information Systems

This course focuses on understanding information system is used in organizations. Topics include strategic use of IT, computer security and ethics. Its infrastructure including hardware/software and networking, organizing data, and systems development and implementation.

AM 470 Business Law and Ethics

This course examines law and ethics and values in business, investigating the moral responsibilities within the organization, reviewing several approaches to examining ethical issues, and examining justice from the perspective of procedures, compensation, and retribution.

Major Studies

CM 310 Principles of Management

This course presents a thorough and systematic coverage of management theory and practice. This course focuses applications of management theories to practical problems in planning, organizing, finance, marketing, operations, and controlling business activity, and managerial responsibility for effective and efficient achievement.

CM 320 Principles of Economics

This course presents the basic tools of microeconomic and macroeconomic topics. Microeconomics focuses consumer, companies, markets and income distribution, and macroeconomics focuses national production and income, employment, inflation and interest rates and money.

CM 330 Organizational Behavior

This course focuses to explore problems in introducing change in organizations, theory, and methods of intervention in organization development. This course covers the behavior of individuals, the dynamics of teamwork, various leadership strategies, dynamics of organizational change, the processes of small groups, decision-making, problem solving, and conflict management.

CM 340 Marketing Management

This course provides an overview an understanding of the concepts, strategies and issues of marketing processes and marketing principles. This course covers marketing concept, marketing environment and its constituents, SWOT analysis, market segmentation, targeting, differentiation and positioning (STP), marketing decisions, and strategic marketing planning.

CM 350 Financial Management

This course is designed as an introduction to fiscal management. Topics include time value of money, sources of finance, investment decisions, stock and bond valuation, cash flows, capital

markets, capital structure, working capital management, internal financing, and dividend policy.

CM 360 Management Sciences

This course is the application of mathematical modeling and quantitative techniques to management decision making. Topics include linear programming, modeling and decision technology, distribution problems, network models, project management, and decision analysis.

CM 370 Business Statistics

This course focuses statistics to solve management problems. Topics cover business data description and interpretation, probability, discrete and continuous random variables, estimation, hypothesis testing, and regression analysis.

CM 380 Strategic Management

This course focuses the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to business. This course provides the knowledge and skills necessary to manage the long-term performance of a company, to analyze the sources of competitive success among companies, and to develop knowledge and skills necessary to effectively analyze and formulate strategy.

Elective Courses

EM 410 Leadership and Motivation

This course examines the foundational concepts of leadership reviews traditional theories of leadership, and investigate critical issues in leadership and motivation as they apply in the contemporary workplace. Applications develop critical thinking skills about the concepts.

EM 422 Consumer Behavior

This course presents an eclectic and multi-disciplinary understanding of consumer behavior based on the wheel model that is useful and practical in its approach to conduct effective sales and marketing operations in addition to setting adapted marketing strategies. Topics include marketing

strategy, consumer involvement and decision making, information search process, evaluative criteria and decision rules, consumer motivation, information processing, and consumer perception.

EM 430 Advertising and Promotion

This course is designed as an introduction to the field of advertising and promotions management. Topics include an integrated communication to meet marketing objectives, planning, implementation, and evaluation of advertising and promotional programs.

EM 440 Project Management

This course presents the use of projects to accomplish goals, produce products, improve processes, and meet objectives. Topics include the role of the project manager in managing the project life cycle including defining tasks, scheduling, allocating resources, monitoring, and controlling.

EM 450 Franchise Management

This course is an overview of the concepts and principles of franchising management to pertain the economic sustainability of both the domestic and global markets. Topics include the characteristics of the franchisor and franchisee, an evaluation of franchising opportunities, the legal concerns of franchising, the development of appropriate strategies and the successful planning, implementation and launching of a new business.

EM 460 Venture Management

This course provides the issues, challenges and opportunities involved in the creation and management of a new venture business. This course is designed to study the development of analytical and conceptual skills, and opportunity, recognition, and value creation with limited resources in the management of new enterprises and new venture organizations.

EM 470 e-Commerce Management

This course introduces the managerial applications of Internet technology for a successful Web-based organization. Topics include the application of management principles to electronic business models, including business-to-consumer, business-to-business, and intra-business commercial ventures.

EM 480 Small Business Management

The course presents current theory and practice relating to starting and managing small companies. Topics include legal forms of ownership, financial planning and resources, and basic considerations in operation and control, also provides a comprehensive coverage of critical small business management issues and numerous real-world examples.

EM 490 Global Entrepreneurship

The course is to understand the process nature of entrepreneurship, and ways to manage the process, and to recognize the entrepreneurial potential in environment, and to learn the role of entrepreneurship within society, at the level of the organization. Topics include trading blocks, trade barriers, and standardization and adaptation of global entrepreneurship.

EM 493 Business Analytics and Statistics

Course Description: Business people or students always work with lots of data, charts, reports, surveys, comparative tests and predictive models, etc. That is the point for being equipped with advanced analytics and statistics knowledges and tools.

This course will cover the fundamental competence for data analysis and interpretation, reducing uncertainty in decision making and production of regressions for testing and predictions. Coursework could also include the use of simple practical applications for the spread sheet and Structured Query Language data base systems.

EM 494 Data Pipeline System for Business Intelligence Strategies

Course Description: Nowadays advanced business systems intensively utilize and connect machines, materials, tools, warehouses, transportation technology etc. in an intelligent way.

Materials, machines or devices can exchange information mutually, set priorities, trigger action and help to schedule and sequence the work in process.

This course will focus on the practice system setup for the acquisition of data and information out of reports and machine signals and to refine which strategy would be right for some example industries and business entities.

This course will show that data sourcing and information gathering system for the business is the most fundamental and critical provision for future-oriented business success with no help from human touches.

EM 495 Digital Supply Chain Management – Smart Operations

Course Description: Supply Chain Management is the one of the most difficult fields for business administrators. That is because it is related with uncontrollable outside resources. Recently digital and cloud controls for SCM are gained for advanced managers' compulsory tool. This course will introduce what can be applied with digital and cloud controls, and how it can be practiced for the realistic business situations.

Main subject for the course should be how to get reports out of supply chains behaviors and signals, and intelligent analysis for those outside resources of supply channels. And smart operation program with Big Data analyses can be on the consideration for being ready for business environment changes and protection of any possible disruption of supply chain.

To see “Notice to Prospective Degree Program Students,” go to “Accreditation” section info.

Medical Assistant Program (900 hours)

Educational Objective

The Medical Assistant Program prepares healthcare professionals in the skills needed to perform administrative and clinical duties and laboratory procedures in a medical clinic or office. The program will be taught through lectures, laboratory and externship training at clinical sites.

Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To provide an environment that encourages student success in the classroom, the externship site and the job site.
- To help students to develop skills in communication, critical thinking, analysis, and problem-solving, leading to accurate decision-making.
- To teach students to think critically so that they will recognize, analyze and solve problems related to administrative, clinical and laboratory procedures.
- To give students a comprehensive understanding of policies and regulations related to carrying out administrative, clinical and laboratory duties.
- To enable students to demonstrate competency in the knowledge and skills required for entry-level positions in the practice of Medical Assisting.
- To thoroughly prepare students to work in a variety of settings such as physician offices, clinics, hospitals, public agencies, and volunteer agencies.
- To produce students with a strong ethical foundation in order to ensure that they will practice in a legal and ethical manner.
- To develop student professionalism by encouraging a positive attitude, good relational skills, responsibility and initiative.

Career Opportunities

A graduate of the Medical Assistant Program may find employment as a medical assistant health care institution, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical secretary (SOC Code 43-6013), administrative services manager (SOC Code 11-3011), receptionist or information clerk (SOC Code 43-4171), medical records and health information technician (SOC Code 29-2071), and billing and posting clerk (SOC Code: 43-3021).

Admission Requirements

Admission to the program requires that the applicant be 16 years old or older, have a high school diploma, or have passed a GED or high school proficiency test. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See inf. below).

In addition: applicants for admission to the Medical Assistant program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00

Ability to Benefit

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used:

Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2.

The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

Graduation Requirements:

- Pass all modules, course, and terms;
- Satisfy all financial obligations;
- Complete the programs; and
- Pass the program's final tests.

Course	Description	Theory	Lab	Externship
MA101	Anatomy, Physiology and Terminology I	40	30	0
MA102	Anatomy, Physiology and Terminology II	40	30	0
MA103	Clinical Medical Assisting	60	70	0
MA104	Procedures for Medical Office	40	30	0
MA105	Medical Insurance	30	0	0
MA106	Medical Billing and Coding	60	30	0
COM101	Word Processing	20	20	0
COM102	Electronic Spreadsheet	20	20	0
MA107	Electronic Health Record	20	20	0
MA108	Employment Planning	20	0	0
MA109	Externship	0	0	300
Total	Total	350	250	300

Total: 900 hours

Course Descriptions

MA101 Anatomy, Physiology and Terminology I

This module is the first of two that will introduce the anatomy, and physiology for the human body, along with the accompanying terminology. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. There will be an introduction to diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals.

Medical terminology including the prefixes, combining forms, and suffixes associated with these body systems will be a focus of the course. Students will become familiar with medical terminology (including definitions, spelling and pronunciation). They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding is also introduced in this module.

MA102 Anatomy, Physiology and Terminology II

This module builds on the first and introduces the terminology, anatomy and physiology for the urinary, nervous, eyes and ears, integumentary, endocrine and reproductive systems of the human body. Diagnostic methods and treatments related to some of the more common diseases related to these body systems will be considered.

The student will master the medical terminology, including the definition, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be introduced in the module.

MA103 Clinical Medical Assisting

Students will be introduced to the profession of medical assistant in this module. They will gain an understanding of the responsibilities and role of a medical assistant. They will also gain understanding of the relationship of the medical assistant to the medical team. The primary focus of the course is to prepare students for the duties and roles often assigned to a clinical medical

assistant in a wide variety of medical facilities.

The topics covered in this course are organized into three main categories: (1) the fundamentals of clinical medical assisting (chap 1-11), (2) clinical duties related to medical specialties (chap 12-23), and (3) fundamentals of laboratory procedures (chap 24-30). The student will also be instructed in how to assist a doctor with exams and basic procedures in the clinic and will learn to assist physicians with minor in-office surgical procedures and as well as sterilizing and caring for medical/surgical instruments.

MA104 Procedures for Medical Office

In this module, students will be introduced to the administrative duties of a medical assistant. Students will be encouraged and equipped to develop the attitudes, knowledge, discipline and skills that will be needed for employment in a medical clinic. Upon completion of the course, students should be able to carry out all administrative duties required for entry-level positions in medical assisting. One key focus will be patient record management. Other front-office management skills will also be emphasized: scheduling appointments, collecting patient information, and handling insurance claims, for example.

Another important goal of the class is to gain an understanding of human relations, especially as it relates to working with patients. Topics such as dealing with difficult and problem patients, dealing with terminally ill patients, dealing with patients in traumatic situations will be discussed. Students will also learn about the importance of being sensitive to cultural issues when dealing with patients.

MA105 Medical Insurance

This module is an introduction to health insurance. The class will provide a big picture perspective of the health care industry as well as a look at the details that are the daily concerns of medical assistants. The students will master the medical terminology related to health insurance. They will also learn about the fundamentals of managed care, several types of health care plans, and the structure of insurance claims.

They will be introduced to medical billing and coding. Legal and ethical issues will be

discussed in regard to healthcare. Recent and ongoing developments in the health care system will be discussed. Today's health care system will be analyzed from both a consumer and practice perspective. Practical advice concerning advising patients who are facing concerns about healthcare issues will be discussed.

MA106 Medical Billing and Coding

This module focuses on the use of medical reference books, including ICD-10-CM, CPT and HCPCS. Students will become familiar with the use of the Physicians' Desk Reference (PDR) and the medical dictionary to aid in medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's compensation, and fraud guidelines.

COM101 Word Processing

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Word typically used in an office setting. Besides acquiring basic skills necessary to create, format, modify, and print letters, documents, and reports; students will also learn to produce boilerplates, integrate mailing lists, and form letters.

COM102 Electronic Spreadsheet

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Excel typically used in an office setting. The student will learn how to format and enhance spreadsheets, use appropriate functions, interpret or analyze data, design templates, and using charts, diagrams, and graphics to add visual impact and improve the presentation of worksheets. Student will gain proficiency through hands on assignments in working with Microsoft Excel.

MA107 Electronic Health Record

Students in this module are introduced to medical records management. Students will be provided with the practical experience of putting administrative skills (learned previously) into

practice in a simulated medical setting using electronic health care records (HER) which allow the student to learn proper HER management practices. Spring Charts EHR software will be utilized as a tool by students to help them perform the following tasks: gathering patient information, scheduling appointments, recording examination info, processing lab tests, and selecting codes.

Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

MA108 Employment Planning

In this module, the students will learn gain the job-hunting skills necessary to secure employment after completing the medical assistant program. They will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course.

They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills. They will learn about the most common mistakes of job seeking process as well as helpful tips in getting the job the student desires.

MA109 Externship

Upon successful completion of all classroom training, Medical Assisting students participate in a 300-hour externship. The externship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff.

Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. As the externship offers students exposure to the realities of their chosen profession and valuable actual work experience, students must complete their externship training to fulfill graduation requirements.

Massage Therapy Program (810 hours)

Educational Objective

This program is designed to prepare the graduate for a job as a Massage Therapist. Graduates will be expected to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology so that graduates will be able to perform massage therapy safely and with the most satisfactory outcomes.

In our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To instruct, enhance and assist the student in learning all components of the Massage Therapy Curriculum.
- To gain a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as well as understand and be able to communicate the benefits it can provide.
- To develop and apply knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

Career Opportunities

A graduate of the Massage Therapy Program may launch his/her own business; find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

Admission Requirements

Any person 16 years old or older, or has a high school diploma, or has passed the GED or high school proficiency test is eligible to enter the program. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

Applicants for admission to the Massage Therapy program must provide the following information:

1. completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00

Ability to Benefit

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program.

The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

Graduation Requirements:

- Pass all modules, course, and terms;
- Satisfy all financial obligations;
- Complete the programs;
- Pass the program's final tests; and
- Completion of Program credits, hours.

Courses Required for Massage Therapy Certificate:

Course No.	Course Title	Credits	Hours
ANP-201	Anatomy & Physiology I	5	50
ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	5	50
PAT-301	Pathology	5	50
BPE-101	Business and Professional Ethics	6	60
CNM-101	Contraindications of Massage	2	20
HLH-101	Health & Hygiene	2	20
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20

TPB-352	0Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
RFX-714	Reflexology	5	50
ACP-716	Acupressure	5	50
HMC-715	Hydrotherapy & Hydro Massage	4	40
SPM718	Specialty Massage	5	50
HSM101	History of Massage	4	40
INT-551	Internship	10	100

Total: 81 units 810 hours

The student who is meeting the 500 hours of instruction required by the California Massage Therapy Council (CAMTC) can apply for certification.

Please note that American West College has not applied for CAMTC approval yet. Students completing the program at American West College will not be able to get their massage therapy certification.

Course Descriptions

ANP-201: Anatomy & Physiology I

Description: This module uses the systems approach to provide a basic overview of the organization and the introduction of the different systems of the human body. Combined with the basic overview of the chemistry, cell structure, membranes, tissues and muscular systems is the use of proper terminology and spelling of anatomical structures. Students will also learn word structure related to medical terminology. This module includes a thorough examination of muscles, bones, nerves, and the functioning of the body's systems. The subject matter in this module will include instruction in muscle origin insertion, action, and innervations. This material will provide students with the foundation of information and skill needed to determine where and when massage is most beneficial.

Number of Credits: 5

Total hours: 50

Prerequisites: None

ANP-202: Anatomy & Physiology II

Description: A continuation of Anatomy & Physiology I. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions.

Number of Credits: 5

Total hours: 50

Prerequisites: Anatomy & Physiology I

KIN-401: Kinesiology

Description: The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body

and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

Number of Credits: 5

Total hours: 50

Prerequisites: None

PAT-301: Pathology

Description: In this class we learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered.

Number of Credits: 5

Total hours: 50

Prerequisites: Anatomy & Physiology I & II

BPE-101: Business and Professional Ethics

Description: This module will cover topics associated with the ethical considerations of the massage profession. Information regarding national and state certification and/or licensing requirements will be provided and their importance discussed as it pertains to the desired outcomes of the program. Ethical and professional standards for massage therapists are discussed and situational dilemmas are presented. In addition, since we prepare students for a broad range of employment opportunities, information on business procedures, accounting, insurance reimbursement, and various marketing strategies are presented. The class will also go into basic

ideas on how to organize your business for greatest efficiency and cost effectiveness.

Number of Credits: 6

Total hours: 60

Prerequisites: None

CNM-101: Contraindications of Massage

Description: This course will further your knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. You will learn when massage is appropriate and when massage is not appropriate for your clients with common medical conditions.

You will also be presented with information on headaches and when you need to refer your client to another health care professional.

Number of Credits: 2

Total hours: 20

Prerequisites: None

HLH- 101: Health & Hygiene

Description: Hygiene is one of the most key factors when it comes to performing massage therapy. This class will cover several types of cleanses for each of the organs and systems in the body so that you can not only prevent disease but can actually help to heal diseases that are already present. Many of the diseases plaguing our world today originate due to one or more of our organs being toxic.

Number of Credits: 2

Total hours: 20

Prerequisites: None

MSE- 350: Massage Essentials

Description: The Massage Essentials course is a unique program training you in the fundamental, principles of massage therapy as a whole. In this class you will learn all of the basic traditional bodywork techniques that are used in a practice. Training will be provided in the underlying techniques.

Students conduct research case studies to explore which style of work clients prefer. We then correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.

Number of Credits: 2

Total hours: 20

Prerequisites: None

DTM-351: Deep Tissue Massage

Description: This hands-on class introduces deep tissue massage and trigger point muscle therapy. Focus is on reviewing terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to release the muscles being affected by trigger points.

Number of Credits: 2

Total hours: 20

Prerequisites: Massage Essentials

TPB-352: Theory and Principles of Body Work

Description: The theory, assessment and treatment techniques for Asian Bodyworks are taught.

These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. The class will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches.

You will learn about the philosophy and effects of these-and many other approaches Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

Number of Credits: 2

Total hours: 20

Prerequisites: None

TMS-353: Therapeutic Massage

Description: The massage portion of our program includes techniques in Swedish Massage and Myofascial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as remove waste and toxins which have accumulated in the body. We will teach you in prompting deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

Number of Credits: 2

Total hours: 20

Prerequisites: Theory and Principles of Body Work; Massage Essentials

SHI-710: Shiatsu

Description: This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing,

enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

Number of Credits: 5

Total hours: 50

Prerequisites: Theory and Principles of Body Work; Massage Essentials

SMG-712: Sports Massage

Description: This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching.

Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will be covered. Muscle identification and joint movement will also be reviewed Sports massage focuses on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed and students will learn protocols to address such injuries.

Number of Credits: 5

Total hours: 50

Prerequisites: Kinesiology; Anatomy & Physiology I & II

RFX-714 Reflexology

The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms.

The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instruction in class integrates this system with Polarity Therapy, making this class a more dynamic and effective modality.

Number of Credits: 5

Total hours: 50

Prerequisites: None

ACP-716 Acupressure

Students learn the ancient Chinese art of acupressure. Utilizing the same meridian pathways and pressure points as acupuncture, the student learns to use fingers to apply pressure to relieve pain and help clients feel better and become healthier. Class focuses on the theory as well as the application of theory in laboratory experiences.

Number of Credits: 5

Total hours: 50

Prerequisites: CMT-354: Assessment of Chinese Medical Theory

HMG-715: Hydrotherapy & Hydro Massage

The student will be introduced to ways to use water and heat as an adjunct to the process of massage therapy. The class will provide both theory of hydrotherapy and hydro massage and practical application through laboratory experiences. Students will become familiar with the use of moist heat, compresses, ice, hydro collator packs, whirlpool, sauna and steam baths.

Number of Credits: 4

Total hours: 40

Prerequisites: None

SPM-718: Specialty Massage

Description: Students will learn about specialty massage techniques including chair massage and lymph massage in this class. More than half of class time will be used to focus on giving students hands-on experience after the theoretical grounds have been covered in lectures.

Number of Credits: 5

Total hours: 50

Prerequisites: None

HSM-101: History of Massage

Description: This course will explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort, and why massage is a natural and instinctive remedy for some illnesses and injuries. Upon completion of the course, students will be able to name three historic Greeks who professed the benefits of exercise and massage, explain how developments in the 19th century influenced modern massage therapy, and why massage practitioners should understand massage history.

Number of Credits: 4

Total hours: 40

Prerequisites: None

INT-551: Internship

Description: This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration.

Number of Credits: 10

Total hours: 100

Prerequisites: Completion of all units

Nursing Assistant Program (163.5 hours)

Educational Objective

The Nursing Assistant Program prepares healthcare professionals in the skills needed to perform administrative and clinical duties and laboratory procedures in a medical clinic or office. The program will be taught through lectures, laboratory and externship training at clinical sites.

Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To provide an environment that encourages student success in the classroom, the externship site and the job site.
- To help students to develop skills in communication, critical thinking, analysis, and problem-solving, leading to accurate decision-making.
- To teach students to think critically so that they will recognize, analyze and solve problems related to administrative, clinical and laboratory procedures.
- To give students a comprehensive understanding of policies and regulations related to carrying out administrative, clinical and laboratory duties.
- To enable students to demonstrate competency in the knowledge and skills required for entry-level positions in the practice of Nursing Assistant.
- To thoroughly prepare students to work in a variety of settings such as physician offices, clinics, hospitals, public agencies, and volunteer agencies.
- To produce students with a strong ethical foundation in order to ensure that they will practice in a legal and ethical manner.
- To develop student professionalism by encouraging a positive attitude, good relational skills, responsibility and initiative.

Career Opportunities

A graduate of the Nursing Assistant Program may find employment as a nursing assistant health care institution, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical secretary (SOC Code 43-6013), administrative services manager (SOC Code 11-3011), receptionist / information clerk (SOC Code 43-4171), medical records and health information technician (SOC Code 29-2071), and billing and posting clerk (SOC Code: 43-3021).

Admission Requirements

Admission to the program requires that the applicant be 16 years old or older, have a high school diploma, or have passed a GED or high school proficiency test. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

In addition: applicants for admission to the Nursing Assistant program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00

Ability to Benefit

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education

that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210).

Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

Graduation Requirements:

- Pass all modules, course, and terms
- Satisfy all financial obligations
- Complete the programs
- Pass the program's final tests

NURSE ASSISTANT CERTIFICATION TRAINING PROGRAM

Module	Name of the Module	Theory Hours	Clinical Hours
Module I:	Introduction	2	0
Module II:	Patients' Rights	3	1
Module III:	Interpersonal Skills	2	0
Module IV:	Prevention & Management of Catastrophe & Unusual Occurrences	1	1
Module V:	Body Mechanics	2	4
Module VI:	Medical and Surgical Asepsis; Infection Control	2	8
Module VII:	Weights and Measures	1	1
Module VIII:	Patient Care Skills	14.5	40
Module IX:	Patient Care Procedures	7	20
Module X:	Vital Signs	3	6
Module XI:	Nutrition	2	6

Module XII:	Emergency Procedures	AWC catalog	2024-25	page 89
Module XIII:	Long - Term Care Patient		4	4.5
Module XIV:	Rehabilitative Nursing		2	4
Module XV:	Observation and Charting		9	4
Module XVI:	Death and Dying		2.5	0
Module XVII:	Abuse		6	0
	Total hours		63	100.5

Total Hours: Theory = 63 hours and Clinical = 100.5

Classroom Theory Training Requirements:

A certification training program [consists] of at least 60 classroom hours of training on basic nursing skills, patient safety and rights, the social and psychological problems of patients, and elder abuse recognition and reporting. The 60 classroom hours of training may be conducted within a skilled nursing facility, an intermediate care facility, or an educational institution.

Clinical Training Requirements:

A certification training program shall consist of at least the following: One-hundred hours of clinical training under the immediate supervision of the Director of Staff Development or Instructor. The training shall include demonstration by the Instructor or Director of Staff Development of basic patient care skills based upon the theory and clinical instruction presented in classroom. Return demonstrations by the student are also required and shall be under the immediate supervision of the Instructor or Director of Staff Development or other licensed nurse who has no other responsibilities while supervising students.

During clinical training and demonstration of skills, there shall be no more than 15 students assigned to each instructor at any time. Clinical training shall take place in a nursing facility and shall be conducted in conjunction with classroom instruction. To be counted toward 100 hours of clinical training, the successful performance of a nurse assistant must be verified by the Instructor or the Director of Staff Development.

DAY	MODULE	THEORY	CLINICAL	SKILLS LAB
1	1	2	0	0
2	2	3	1	0
3	3	2	0	0
4	4	1	1	0
5	5	2	4	0
6	6	2	8	0
7	7	1	1	0
8	8	14.5	27	2
9	9	7	17	0
10	10	3	7	0
11	11	2	6	0
12	12	2	1	0
13	13	4	4.5	0
14	14	2	4	0
15	15	9	1	0
16	16	.5	0	0
17	17	6	0	0

Coursework

Module No Description

Module I: Introduction

- A. Roles and responsibilities of a Nursing Assistant (NA)
- B. Title 22, division 5, California Code of Regulations, Overview
- C. Requirements for Nursing assistant certification
- D. Professionalism
- E. Ethics and confidentiality

Module II: Patient's Right

- A. Title 22
- B. Health and Safety Code
- C. Code of Federal Regulations
- D. Preventing, recognizing, and Reporting residents' right violations

Resident's Right

- A. Knock on door before entering
- B. Pull privacy curtains during personal care
- C. Keep patient information confidential
- D. Treat patient with respect and dignity
- E. Encourage patient to make choices
- F. Explain procedures to patient

Module III: Impersonal Skills:

- A. Communications
- B. Defense mechanisms
- C. Sociocultural factors
- D. Attitudes toward illness and /health care
- E. Family interaction

Module IV: Prevention & Management of Catastrophe & Unusual Occurrences

- A. Emergency
- B. General safety rules
- C. Fire and disaster plans
- D. Roles and procedures for Nursing Assistants (NA)
- E. Patient safety

Module V: Body Mechanics

- A. Basic rules of body mechanics
- B. Transfer techniques
- C. Ambulation
- D. Proper use of body mechanics and Positioning techniques
 - 1. General use of gait belt
 - 2. Assist patient up to head of bed with two assistants
 - 3. Turn and position the patient:
 - a) Supine
 - b) Side- lying
 - c) Use of lift sheet
 - 4. Assist transfer from bed to chair or wheelchair
 - 5. Assist transfer from chair or wheelchair to bed
 - 6. Use of mechanical lift

Module VI: Medical and Surgical Asepsis Infection Control

- A. Micro-organisms
- B. Universal precautions (Standard Precautions)
- C. Basic Principles of asepsis

Module VII: Weights & Measures

- A. Hand washing
- B. Proper handling of linen
- C. Use of standard precautions:
 - 1. Gloving
 - 2. Gowning
 - 3. Applying mask
 - 4. Dispose of trash and waste by Double bagging
- D. Measure oral intake

- E. Measure urinary output
- F. Use Military time in documentation

Module VIII: Patient's Care Skills

- A. Dressing
 - 1. Dress and undress patient
- B. Oral hygiene
 - 1. Mouth care of the unconscious patient
 - 2. Denture care
 - 3. Assist with oral hygiene
- C. Hair care, hair shampoo, medicinal shampoo, nail care, and shaving
 - 1. Use of medicinal shampoo
 - 2. Nail care
 - 3. Combs patient's hair
 - 4. Shave patient with razor and electric shaver
- D. Prosthetic devices
- E. Skin care including prevention of decubitus ulcers
- F. Bowel and bladder retraining
 - 1. Assist with use of urinal
 - 2. Assist with use of the bedpan
 - 3. Bladder retraining
 - 4. Bowel Retraining
 - 5. Perineal care
 - 6. Assist to toilet or bedside commode
- G. Bathing and medicinal baths
 - 1. Back rub
 - 2. Bed bath and partial bath
 - 3. Tub bath
 - 4. Shower

- 5. Shampoo bedridden resident
- 6. Shampoo with shower or tub bath
- H. Change clothes of patient with IV
- I. Care and use of artificial limbs
- J. Use and application of splints
- K. Apply and remove behind-the-ear hearing aid
- L. Measure height of patient in bed
- M. Weigh patient in bed
- N. Measure and weigh patient using upright scale

Module IX: Patient’s Care Procedures & Resident Care Procedures

- A. Collection of specimens, including stool, urine, and sputum
- B. Care of patients with tubing to include but not be limited to urinary, gastric, oxygen and intravenous.

This care does not include inserting.

- C. Intake and output
- D. Bed making
- E. Bandages and Non-sterile dry dressings, including the application of non-legend topical ointments to intact skin
- F. Make occupied bed
- G. Make unoccupied bed
- H. Administer commercially prepared cleansing enema
- I. Administer enemas-tap water-soap suds
- J. Administer laxative suppository
- K. Empty urinary bag
- L. Care for patient with
 - 1. Oxygen

2. IV
 3. Gastrostomy
 4. Nasogastric
 5. Urinary catheter
- M. Apply Anti-embolic hose, elastic hose, elastic stockings (TED) hose
- N. Admit, transfer and discharge patient
- O. Apply non-sterile dressing
- P. Apply topical non- prescription ointment

Module X: Vital Signs

- A. Measures and record temperature using mercury-free and electronic devices for:
1. Oral
 2. Axillary
 3. Rectal
- B. Measure and record pulse: radial and apical
- C. Measure and record respiration
- D. Measure and record blood pressure: Manual (Stethoscope, sphygmomanometer), and digital/electronic and electronic devices for Oral, Axillary, Rectal.

Module XI: Nutrition

- A. Feed the patient who is unable to feed themselves
- B. Assist patient who can feed self
- C. Verify patient given correct diet tray
- D. Use of assistive devices such as orthopedic utensils, cups and other devices

Module XII: Emergency Procedures

- A. Apply postural supports as safety devices
- B. Apply soft wrist/ankle restraints as safety devices
- C. Heimlich maneuver for conscious patient

- D. Heimlich Maneuver for unconscious patient
- E. Position call light properly

Module XIII: Long-Term Care Patients

- A. Special needs of persons with developmental and mental disorders including intellectual disability, cerebral palsy, epilepsy, Parkinson's disease, and mental illness
 - 1. Special needs of persons with Alzheimer's disease and related dementias
- B. Introduction to anatomy and physiology
- C. Physical and behavioral needs and changes
- D. Community resources available
- E. Psychological, social and recreational
 - 1. Use of dementia related communication skills including listening and speaking strategies
 - 2. Identify your name and purpose of inter-action
 - 3. Make eye contact at patient's eye level
 - 4. Use of a continuum of verbal and other non-physical techniques such as redirect, for combative patients
- F. Physical and behavioral needs and changes
- G. Community resources available
- H. Psychological, social and recreational

Module XIV: Rehabilitative/Restorative Nursing Care

- A. Perform range of motion
- B. Assist ambulation of patient using gait belt
- C. Assist patient to ambulate with walker
- D. Assist patient to ambulate with cane
- E. Proper use of rehabilitative devices

Module XV: Observation & Charting

- A. Observation of patients and reporting responsibility
- B. Patient care plan
- C. Patient care documentation
- D. Legal Issues of charting
- E. Medical terminology and abbreviations
- F. Report appropriate information to charge nurse
- G. Document vital signs, and activities of daily living timely and correctly
- H. Document changes in patient bodily functions and behavior
- I. Participate in resident care planning

Module XVI: Death and Dying

- A. Stages of grief
- B. Emotional and spiritual needs of the patient and family
- C. Signs of approaching death
- D. Monitoring the patient
- E. Postmortem care

Module XVII: Abuse

- A. Preventing, recognizing and reporting instances of resident abuse
- B. **TOTAL OF HOURS: THEORY= 63 CLINICAL= 100.5**

Approval of the CDPH of American West College

American West College has been approved by California Department of Public Health (CDPH). Its Professional Certification Branch (PCB) administers the certification of Nursing assistants (NAs). It also oversees the approval of the NA.

Nursing Assistant Testing Vendors

National Nursing Assistant Training and Assessment Program (NNAAP)

Southern California

Regional Testing Center Hosted at Golden West College

15744 Golden West Street Forum I, Room 112A

Huntington Beach, CA 92647

Phone: (714) 895-8708

Covers area from Oxnard to the Mexican border.

Current schedule of examination dates and locations for the Southern Region is available at website: Southern Regional Test Information

Student/candidate questions can be sent to: S.RegionalTestingCenter@ccd.edu

TUITION AND FEES FOR ON CAMPUS PROGRAMS

Fees

Application Fee (non-refundable):	\$ 100
Charge for Returned Checks:	\$ 25
Graduation & Commencement Fee	\$ 200
Late Tuition Payment Fee	\$ 100
Late Registration Fee	\$ 20
Transcript of Records	\$ 35

Tuition

	<u>Certificate</u> Massage Therapy	<u>Certificate</u> Medical Assistant	<u>Certificate</u> Nursing Assistant	<u>Bachelor of</u> Science Business Administration
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Tuition	\$6,500	\$10,000	\$2,000	\$2,400/semester
Registration Fee	\$100	\$100	\$100	\$100
Equipment and Instruments	\$250	\$1,000	\$1,000	
Books	\$610	\$250	\$610	\$400
STRF Fee (When applicable, see information below)	\$16.50	\$25.00	\$4	\$6.00
Total Tuition and Fees	\$7,460	\$11,350	\$3,714	\$19,200
The Estimated Charges for the Current Period of Attendance	1st 16 weeks-- \$5,000	1st 16 weeks-- \$8,000	\$3,714	\$19,200
	2nd 6.5 weeks-- \$2,460	2nd 4.5 weeks-- \$3,350		

Student Tuition Recovery Fund (STRF)

AWC have to operate the student tuition recovery fund and students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to them:

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.

The State of California established the Student Tuition Recovery Fund (STRF) for the purpose

of relieving or mitigating economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Student Tuition Recovery Fund (STRF)

Rate Change: Effective April 1, 2024

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

AWC must operate the STRF for the purpose of relieving or mitigating economic loss of a student who has a right of tuition refund. It is important that students keep copies of their enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

The Student's Right and Responsibility

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the

institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for

recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education (BPPE), 1747 N. Market Blvd., Ste, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Or by mail:

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

P (916) 754-8900 or (888) 370-7589 F (916) 263-1897

Or by BPPE Website Visit:

www.bppe.ca.gov

Equipment, Tools

Equipment List for Massage Therapy:

Item	Description	Leased	Owned	Quantity
Computer	Each classroom is equipped with a PC		Yes	25
Monitor	Each Classroom is equipped with a large monitor or projection equipment		Yes	15
Keyboard	Each Classroom equipped with PC		Yes	15

Mouse	Each Classroom equipped with PC, software and accessories		Yes	15
Printer	A variety of Printers		Yes	7
Copier	Canon Image Runner Copier		Yes	4
Projector	Projection and Presentation Software		Yes	4
Television	Westinghouse Large Flat Screen TV		Yes	2
Massage Table	Ironman Astoria Massage Table with Warming Pad		Yes	3
Heat	Fabrication Enterprises Prossage Heat		Yes	5
Gel	Fabrication Enterprises Bio Freeze Gel		Yes	20
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy		Yes	3
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool		Yes	1
Massage Chair	Strong Lite Ergo-Pro Massage Chair		Yes	2
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.		Yes	5

Equipment List for Medical Assistant

Description	Leased	Owned	Quantity
Examination tables		Yes	4

Exam lights		Yes	4
EKG machines		Yes	1
Scales		Yes	1
Hemoglobin machines		Yes	1
Locked cabinetry		Yes	1
Autoclave		Yes	1
Syringes		Yes	5
Biohazard Sharps Containers		Yes	2
Exam gowns		Yes	5 boxes
Cotton balls and swabs		Yes	2 boxes
Suturing materials		Yes	2
Masks and gloves for staff		Yes	2 boxes
Sterilizing solution		Yes	5
Glucometer		Yes	2
Otosopes		Yes	5
Tongue depressors		Yes	5
Penlights		Yes	5
Sphygmomanometers		Yes	2
Ear scopes		Yes	1
Tuning forks		Yes	2
Scalpels		Yes	1
Forceps		Yes	2
Hemostats		Yes	2
Needle holders		Yes	3
Computers /Software		Yes	5
File Cabinets/files		Yes	2
Copy Machine/ Printer		Yes	2
Phone		Yes	1

Equipment List for Nursing Assistant:

Equipment	Ratio of Students to Equipment	Owned/Leased
Computer	1:1	Owned
Hospital Bed	2:1	Owned
Bedside Table	2:1	Owned
Curtains or screen separations	4:1	Owned
Top Sheet	4:1	Owned
Fitted Bottom Sheet	4:1	Owned
Spreads	4:1	Owned
Draw Sheets	4:1	Owned
Pillow and Cases	4:1	Owned
Towels, Wash cloths	4:1	Owned
Equipment	Ratio of Students to Equipment	Owned
Bath blankets	4:1	Owned
Wash Basins	5	Owned
Emesis basins	4:1	Owned
Fracture bed pans	4:1	Owned
Tooth brushes with dental floss	4:1	Owned
Combs	4:1	Owned
Electronic thermometer	1:5	Owned
Blood Pressure Cuffs	1:1	Owned
Stethoscopes	1:1	Owned
Stethoscope (double)	1:5	Owned

Accu check equipment	5:1	Owned
Graduate measuring cups	5:1	Owned
Toilet hats, amby bags for ventilation during CPR	5:1	Owned
Wheel Chairs	5:1	Owned
Sets of crutches	5:1	Owned
Disposable gloves	1:1	Owned
Hospital gowns	1:1	Owned
Iv poles	5:1	Owned
Face mask /Face shield	1:1	Owned
Spirometer	5:1	Owned
Mannequin	5:1	Owned
CPR mannequin's adult, child, infant	4:1 OPTIONAL IF OUTSIDE CPR DO NOT NEED	Owned
Liquid measuring cups	5:1	Owned
Male urinals	5:1	Owned
Chux	1:1	Owned
Cholostomy care products	5:1	Owned
Ted hose	5:1	Owned
Walkers	5:1	Owned
Quad canes	5:1	Owned
Videos for each area of study content	Entire lecture class	Owned
Anatomical charts	Entire lecture class	Owned
Gauze and elastic bandages	5:1	Owned
Disposable hot and cold packs	5:1	Owned
Urine specimen containers	1:1	Owned
Scale	10:1	Owned

Oxygen mask and nasal cannula	5:1	Owned
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Textbooks for Massage Therapy Program

Name of Book	Author	Publisher	ISBN	Cost
<i>Theory & Practice of Therapeutic Massage, 5th Edition</i>	Mark F. Beck	Milady	9781435485242	82.37
<i>Trail Guide to the Body & Trail Guide to the Body, 4th Edition,</i>	Andrew Biel	Books of Discovery	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3rd Edition</i>	Donald C. Rizzo	Cengage	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3rd edition</i>	Donald Schumann	Lippincott Williams & Wilkins	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5th</i>	Ruth Werner	Lippincott Williams & Wilkins	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7th Edition</i>	Stedman	Lippincott Williams & Wilkins	9781608316922	36.89
<i>Medical Conditions and Massage Therapy: A Decision Tree Approach (LWW Massage Therapy and Bodywork Educational Series)</i>	Tracy Walton	Lippincott Williams & Wilkins	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	Enterprise Publishing	9780964466258	25.95

<i>Kinesiology: The Mechanics and Path mechanics of Human Movement</i>	Carol A Oatis, PT, PhD	Lippincott Williams & Wilkins	9780781774222	85.15
<i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition (LWW Massage Therapy and Bodywork Educational Series)</i>	Clay, James H. and David M. Pounds	Lippincott Williams & Wilkins	9780781756778	58.11
<i>Traditional Chinese Medicine: An Authoritative and Comprehensive Guide</i>	Henry Lu	Basic Health Publications	9781591201328	19.95

Textbooks for Medical Assistant Program

Name of Book	Author	Publisher	ISBN	Cost
<i>Medical Terminology for Health Professions, 7th Edition</i>	Ann Ehrlich, Carol Schroeder	Delmar Cengage	9781111543273	110.95
<i>Lippincott Williams & Wilkins' Clinical Medical Assisting, 4th Edition</i>	Judy Koronenberger	LWW	9781451115758	94.99
<i>Study Guide for Lippincott Williams & Wilkins' Clinical Medical Assisting, 4th Edition</i>	Judy Koronenberger	LWW	9781451115765	39.99

<i>Lippincott Williams & Wilkins' Administrative Medical Assisting, 3rd Edition</i>	Laura Durham	LWW	9781451115796	93.99
<i>Study Guide for Lippincott Williams & Wilkins' Administrative Medical Assisting, 3rd Edition</i>	Laura Durham	LWW	9781451115802	39.99
<i>Understanding Health Insurance: A Guide to Billing and Reimbursement (with Cengage EncoderPro.com Demo Printed Access Card)</i>	Michelle A Green	Cengage	9781285737522	169.95
<i>Workbook to Accompany Understanding health Insurance: A Guide to Billing and Reimbursement, 11th Edition</i>	Michelle A Green	Cengage	9781133283751	59.95
<i>Electronic Health Records 3rd edition</i>	Byron R. Hamilton	McGraw Hill	9780073402147	121.75
<i>Microsoft® Word 2016 - Illustrated Introductory, 1st Edition</i>	Jennifer Duffy	Cengage Learning	978-1285093123	74.95
<i>Step by Step: Microsoft Excel 2016</i>	Curtis D. Frye	Microsoft Press	9780735681019	29.99

Textbooks for Nursing Assistant Program

Myra S. Reuter (2025), Nursing Assistant. CVTC(e-book).

Jetta Fuzy (2025), Nursing Assistant Care: Basics (4th edition). Hartman Publishing, Inc(e-book).

S.A. Sorrentino and L. Remmert (2018, 2023). *Mosby's Textbook for Nursing Assistants*. (9th ed.). St Louis, MO. Elsevier.

Barbara Acello (2016, 2023). *Nursing Assistant: A Nursing Process Approach*. (11th ed). Boston, MA. Cengage Learning.

Barbara Acello (2016, 2023). *Workbook to accompany: Nursing Assistant: A Nursing Process Approach*. (11th ed). Boston, MA. Cengage Learning.

P. J. Carter (2017). *Lippincott Essentials for Nursing Assistants: A Humanistic Approach to Caregiving*. (4th ed.) Philadelphia, PA. Lippincott Williams & Wilkins.

S. A. Hedman, J. Fuzy, & S. Rymer (2018). *Hartman's Nursing Assistant Care: Long-Term Care* (4th ed.). Albuquerque, NM. Hartman Publishing, Inc.

Carrie L. Jarosinski, *CNA Nursing Assistant Certification. Accelerated Edition textbook*.
Gertrude D. Cherescavich, *Textbook for Nursing Assistants*.

Oskar Mancino, *PASS THE CNA (CERTIFIED NURSING ASSISTANT) CERTIFICATION EXAM (USA) 2023-2024*.

CNA Study Guide 2024-2025: Pass the Certified Nursing Assistant Exam with Flying.
CNA Exam Flashcard Study System.