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UNITED SCHOOL  
OF AMERICA

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## **United School of America**

701 E. Ball Road, Suite 100, Anaheim, CA 92805

Office: (714) 765-5900 Fax: (714) 776-3028

**[www.unitedschoolofamerica.com](http://www.unitedschoolofamerica.com)**

Catalog

December 1, 2016 to December 31, 2017

BPPE School Code: 3014371

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## **Mission**

### **A Brief History of the Institution:**

United School of America was founded by Krishna Surapaneni in the year 2000.

It began delivery of its instructional programs from its first location at United School of America, in the city of Anaheim. The first courses offered included: Floral & Bridal Design, Diversified Photography, Computer Repair Technician, Medical Assistance and Computer Clerical Office Business Skills. The school was purchased by the present owner in May 5<sup>th</sup> of 2006. During this time the school has maintained its original mission of providing high quality and reasonably priced vocational training programs in the city of Anaheim.

### **Mission and Objectives:**

Our mission is to provide an educational career program, which prepare students to succeed in a variety of professions. Students are provided with the opportunity to develop essential knowledge and skills; self-discipline, self-confidence, a professional attitude, and the ability to meet employer expectations. The objective of our programs is to assist students in preparation for employment through their acquisition of specialized knowledge and skills. We specialize in working with displaced injured workers. We tailor our programs to meet the unique needs necessary to provide quality retraining to these workers.

### **School Location:**

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For those students that are still recovering from injuries, consistent with our mission to re-train injured workers, we will take the classroom to your home if you are unable to attend classes at our location. This is not correspondence or online education in that we actually have the instructor administer the classes one-on-one with you in your home. You then are able to complete your assignments, just as you would homework, prior to your next individual face-to-face class with your instructor at home. Additionally, some programs are offered online as well.

### **BPPE Approval**

United School of America is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE). "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, and Title 3 of the California Education Code.

United School of America is a sole proprietorship owned in full by Moises Castaneda.

### **Accreditation:**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

**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 2535 Capital Oaks Dr., Suite 400 Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 431-6959 or toll free at (888) 370-7589, Fax (916) 263-1897

**Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**Complaints**

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](http://www.bppe.ca.gov).

**Address of Instructional Location**

United School of America

721 E. Ball Road, Suite 102, Anaheim, CA 92805

**Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

**Programs**

<b>Title</b>	<b>Floral and Bridal Design</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Objective</b>	The student will learn to decorate an album for weddings, fifteen year's celebration. The student will also learn the decoration of pillows and frames for pictures. During this program the student will develop skills through a fundamental floral arrangement for weddings and for special occasions. The student will be taught how to create a resume, fill out applications, attend interviews, write thank you letters, and use correct telephone techniques.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment as a Floral and Bridal Arrangement Designer.
<b>Citation of Texts</b>	The Art of Floral Design by Norah T. Hunter Creative Wedding Floral You Can Make by Terry Rye
<b>Mode of Instruction</b>	Classroom
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required
<b>Sequential Outline of Subject Matter</b>	

<b>Module</b>		<b>Description</b>
FBD	101	Introduction to Floral Design The student will learn the tools and supplies used in the industry, along with general care and handling procedures. Upon completing the course the student would have learned the following: Tools and Supplies                      Using Floral Foam Mixing Flower Food                      Wire & Glue Techniques Bow Techniques
FBD	102	Flower Identification The student will gain basic identifying knowledge of flowers. Upon completing the course the student would have learned the Classification of Flowers Flower for Holidays Tropical & Desert Flowers Popular & Exotic Flowers
FBD	103	Design The student will learn various flower arrangement designs that are used every day. Upon completing the course the student would have learned the following: Common Designs Triangle Arrangement
FBD	104	Sympathy Arrangements The student will learn various flower arrangements for sympathy occasions. Upon completing the course the student would have learned the following:

			Traditional Sympathy Basket Casket Spray Sympathy wreath Sympathy Cross and designs
FBD	105	Bridal and Wedding Arrangements	The student will learn various flower arrangements for the bridal party and for the wedding. Upon completing the course the student would have learned to create the following: Bridesmaid bouquet                      Corsages Headband & Bridal Veil                      Wedding flower arrangements and cake tops
FBD	106	Album & Pillow Decor	The student will learn how to decorate albums and pillows various types of occasions. Upon completing the course the student would have learned to create the following: Quinceañera photo album Ceremony album and pillow Photo pillow
FBD	107	Balloons	The student will learn how to decorate with balloons. Some of the subjects covered include safety and environmental issues, double-stuffed balloons, and balloon bouquets
FBD	108	Displays	The student will learn how to operate Access by knowing basic Microsoft Access Terminology, Developing Databases, Reports, and Templates
FBD	109	Packaging	The student will learn how to properly pack flower arrangements. Some of the packaging methods taught include wrapping flowers, packaging flowers in boxes, and wrapping gift baskets.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Diversified Photography&amp; Graphic Design</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Objective</b>	The student will learn how to use a 35mm digital camera using different apertures and shutter speeds. The student will develop strategies in or out the studio by learning different lighting techniques using different backgrounds. They will learn how to restore pictures and retouching, as well as special effects. The student will be introduced to Adobe Photoshop CS5. They will learn to prepare a resume, fill out applications, prepare for interviews, write thank you letters, and use correct telephone techniques.
<b>Occupational Goal</b>	The program objective of the course is to provide the students with skills and knowledge to secure entry-level employment as either photographer or a digital technician doing photo restoration, retouching, special effects, or manipulation of digital images.
<b>Citation of Texts</b>	Adobe Photoshop CS5 DreamWeaver web design
<b>Mode of Instruction</b>	Classroom
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required

**Sequential Outline of Subject Matter**

		<b>Module</b>	<b>Description</b>
CCOBS	101	Computer Introduction (Windows)	The student will learn basic computer elements that are essential for properly using a computer with Windows 7 & 8 operating systems. Upon completing the course the student would have learned the following: Basic computer terminology                      Using Basic Programs Using the start menu                                      Personalizing a menu Using the computer library                              Using removable devices Using Program Window                                      Using the control panel Controls Deleting and Restoring items
CCOBS	102	Mac Introduction	The student will gain basic Mac knowledge and skills to be able to work on the Operating System. Upon completing the course the student would have learned the following: Basic Mac terminology                                      Using basic applications Using the Apple menu    Using the Mac control panel
DPGD	101	Elements of Photography	The student will learn elements that go into photography. Upon completing the course the student would have learned the following: Features of digital camera

			<p>Focus options  Exposure options  Brightness and saturations options  Contrast and tone options</p>								
DPGD	102	Photographing of People, Landscape, Nature & Animals	<p>The student will learn how to photograph people, landscapes, Natures, and Animals. Upon completing the course the student would be able to photograph the following:</p> <table> <tr> <td>Portraits</td> <td>Birds in flight</td> </tr> <tr> <td>People in action</td> <td>Wildlife</td> </tr> <tr> <td>Family portrait</td> <td>Movement underwater</td> </tr> <tr> <td>Panoramic view</td> <td>Landscapes</td> </tr> </table>	Portraits	Birds in flight	People in action	Wildlife	Family portrait	Movement underwater	Panoramic view	Landscapes
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People in action	Wildlife										
Family portrait	Movement underwater										
Panoramic view	Landscapes										
DPGD	103	Photography of Architecture & Events	<p>The student will how learn how to photograph Architecture &amp; Events. Upon completing the course the student would be able to photograph the following:</p> <table> <tr> <td>City landmarks</td> <td>Weddings</td> </tr> <tr> <td>Nocturnal cityscape</td> <td>Holidays, festivals, and events</td> </tr> </table>	City landmarks	Weddings	Nocturnal cityscape	Holidays, festivals, and events				
City landmarks	Weddings										
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DPGD	104	Artistic Expression & Application	<p>The student will learn how to photograph Artistic Expression &amp; Application. Upon completing the course the student would be able to photograph the following:</p> <p>Light trails  Textures  Art on the street  Capturing what the eye does not see</p>								
DPGD	105	Intro to Lighting	<p>The student will learn how to use light to benefit their photographs. Upon completing the course the student would have learned the following:</p> <p>Read lighting diagrams  White balance  Measuring light  Depth of field</p>								
DPGD	106	Lighting Equipment	<p>The student will learn how to operate Lighting Equipment. The lighting equipment that the students will be familiarized with is camera flash, studio lighting, and natural lighting</p>								
DPGD	107	Controlling, Creating & Traveling Light	<p>The student will learn how to control, create and understand how to photograph traveling light. Upon completing the course the student would have learned the following:</p> <table> <tr> <td>Modifying flashes</td> <td>Picking equipment</td> </tr> <tr> <td>Working with backdrops</td> <td>High speed sync</td> </tr> <tr> <td>Gangling strobes</td> <td>Color light</td> </tr> <tr> <td>Light patterns</td> <td>Long expression</td> </tr> </table>	Modifying flashes	Picking equipment	Working with backdrops	High speed sync	Gangling strobes	Color light	Light patterns	Long expression
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Working with backdrops	High speed sync										
Gangling strobes	Color light										
Light patterns	Long expression										
DPGD	108	Intro to Photoshop	<p>The student will learn how to operate the software Photoshop to be able to edit their images and create graphic designs. Upon completing the course the student would have learned the following:</p> <p>Setting preferences  Sort and filter  Using Photoshop toolbox  Managing images</p>								
DPGD	109	Changing & Selecting Image	<p>The student will learn how to change and select an Image. Upon completing the course the student would have learned the following:</p> <p>Change Size  Change Resolution</p>								



			Trim Image Color Range
DPGD	110	Manipulating Image	The student will learn how to Manipulate Image. Upon completing the course the student would have learned the following: Skewing or Distorting Using Brushes Adjusting Levels
DPGD	111	Working with and Applying Layers	The student will learn how to work with and apply layers. Upon completing the course the student would have learned the following skills: Creating layers Renaming layers Filling layers Editing layers
DPGD	112	Filters, Shapes, & Typing	The student will learn how to work with filters, shapes, and typing. Upon completing the course the student would have learned how to do the following: Blur Images Sharpen Images Add Texture Liquefy Filters Draw Shapes
DPGD	113	Automating & Saving Work	The student will learn how to automate and save projects on Photoshop. Upon completing the course the student would have learned the following: Create PDF Save GIF Save JPEG Save for the Web Print
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Computer Repair Technician (A+ Prep)</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Objective</b>	The student will learn to determine what tools and equipment will be required to be a Computer Repair Technician. They will start with basic keyboarding techniques, key stroking skills, keyboard memorization accuracy, and speed. The student will learn the function of Windows 8 operating system. They will learn to install and configure hardware components and computer peripheral. They will also learn the function and interconnection among peripherals. There will be a comprehensive look at various systems and software tools for aiding in diagnostics and troubleshooting procedures. They will learn to prepare a resume, fill out applications, prepare for interviews, write thank you letters, and use correct telephone techniques.
<b>Occupational Goal</b>	The program objective of the course is to provide the student with the necessary classroom, practical, and laboratory training to meet the minimum requirements to become employed as a computer repair technician.
<b>Citation of Texts</b>	Upgrading and preparing DCS by Scott Mueller Web Support Microsoft Corp.
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required
<b>Sequential Outline of Subject Matter</b>	

		<b>Module</b>	<b>Description</b>										
CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements that are essential for properly using a computer with Windows 7 &amp; 8 operating systems. Upon completing the course the student would have learned the following:</p> <table border="0"> <tr> <td>Basic computer terminology</td> <td>Using basic programs</td> </tr> <tr> <td>Using the start menu</td> <td>Personalizing a menu</td> </tr> <tr> <td>Using the computer library</td> <td>Using removable devices</td> </tr> <tr> <td>Using program window controls</td> <td>Using the control panel</td> </tr> <tr> <td>Deleting and restoring items</td> <td>Operate user settings</td> </tr> </table>	Basic computer terminology	Using basic programs	Using the start menu	Personalizing a menu	Using the computer library	Using removable devices	Using program window controls	Using the control panel	Deleting and restoring items	Operate user settings
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CCOBS	102	Mac Introduction	<p>The student will gain basic Mac knowledge and skills to be able to work on the Operating System. Upon completing the course the student would have learned the following:</p> <table border="0"> <tr> <td>Basic Mac terminology</td> <td>Using basic applications</td> </tr> <tr> <td>Using the Apple menu</td> <td>Using the Mac control panel</td> </tr> <tr> <td>Operate the Finder menu</td> <td></td> </tr> </table>	Basic Mac terminology	Using basic applications	Using the Apple menu	Using the Mac control panel	Operate the Finder menu					
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CRT	101	Installation	The student will learn the processes of installing the latest versions of Windows operating system, drivers, and software/programs/applications.										

CRT	102	Components & Processors	The student will get familiarized with software and hardware, as well as knowledge of processors specifications, features, and types.
CRT	103	Motherboards, BIOS, Memory and ATA/IDE	The student will learn specifications on the motherboard, BIOS, memory, and ATA/IDE. Upon completing the course the student would have learned the following: Motherboard form factors and connections      Troubleshooting memory Types of I/O buses      ATA standard System resources      IDE interface Motherboard ROM BIOS Upgrading BIOS Memory basics, standards, speed and features
CRT	104	Storage	The student will learn how to utilize all forms of storage in a Computer. Upon completing the course the student would have learned the following: Comprehensions of magnetic storage      DVD technology Data-Encoding schemes      Ripping/Copying discs HDD operations      Troubleshooting optical drives Flash memory devices
CRT	105	Hardware, External I/O & Input Devices	The student will get familiarized with hardware, external I/O, and input devices. Upon completing the course the student would have learned the following: Video display adaptors Audio hardware features Audio/Video troubleshooting and maintenance Input/Output Ports
CRT	106	Internet and Network	The student will learn about internet connectivity trends, types and putting a network together for clients
CRT	107	Power, Upgrading & Maintenance	The student will learn about the power supply, upgrading, and maintenance of a computer. Upon completing the course the student would have learned the following: Motherboard Power Connections      Diagnostic Software Power Protection System      The Boot Processes System Assembly & Disassembly      Computer maintenance Troubleshooting new Installations      Troubleshooting tips
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Medical Assistant Front Office</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5hrs per day
<b>Objective</b>	The student will learn about keyboarding disposition and finger assignment to improve speed and technique. Using Microsoft Word, they will learn how to set-up a page layout, select fonts, styles, and sizes. Using Microsoft Excel, they will also learn how to create and format worksheets by entering text, values, and formulas. During this program the student will learn how to use Medisoft software for insurance claim printing, electronic claim submission, accounts receivable tracking, and practice managing reports in healthcare practices and billing services. The student will also learn how to use ICD-9 and CPT for coding diagnoses and procedures. The program will train the student in the skills needed to function in the medical office front desk or medical clinic. They will learn to prepare a resume, fill out applications, prepare for interviews, write thank you letters, and use correct telephone techniques.
<b>Occupational Goal</b>	The program prepares the Student for entry-level positions as a Medical Assistant in administrative and medical office settings. The emphasis of the program is placed on medical ethics, terminology, business procedures, human relations, secretarial, and business skills for the medical front office.
<b>Citation of Texts</b>	Medical Assistant Terminology
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required

**Sequential Outline of Subject Matter**

		<b>Module</b>	<b>Description</b>								
CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements that are essential for properly using a computer with Windows 7 &amp; 8 operating systems. Upon completing the course the student would have learned the following:</p> <table border="0"> <tr> <td>Basic computer terminology</td> <td>Using Basic programs</td> </tr> <tr> <td>Using the start menu</td> <td>Personalizing a menu</td> </tr> <tr> <td>Using the computer library</td> <td>Using removable devices</td> </tr> <tr> <td>Using program window controls</td> <td>Using the control panel</td> </tr> </table>	Basic computer terminology	Using Basic programs	Using the start menu	Personalizing a menu	Using the computer library	Using removable devices	Using program window controls	Using the control panel
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CCOBS	102	Mac Introduction	The student will gain basic Mac knowledge and skills to be able to work on the Operating System. Upon completing the course the student would have learned the following: Basic Mac terminology                      Using basic applications Using the Apple menu                         Using the Mac control panel Using the finder menu
MAFO	101	Introduction to Medical Assisting	The student will learn what the position of Front Office Medical Assistant is. Some of the subjects that are covered in this lesson include procedures, duties, and the Ethics and Laws of Medicine.
MAFO	102	Introduction Medical Terminology	The student will learn how to effectively study medical terms. By comprehending word parts of medical terms, the student is able to determine the word meaning of the terms quicker. Medical terminology will be studied throughout the program.
MAFO	103	Administrative Skills	The student will learn basic administrative procedures and duties required to work as a Medical Assistant in the front office. The lesson includes telephone procedure, scheduling, patient procedures, and daily duties
MAFO	104	Health Information	The student will learn the role that medical records and health insurance plays with in the Medical Assistant field. The lesson includes the following Comprehending medical records Filing Procedures for medical records Comprehending health care data
MAFO	105	Basic Billing and Coding	The student will be introduced to basic billing and coding. This lesson includes the following: Basic ICD-9-CM                                 Coding system procedure Coding process                                    Types of claims Diagnostic coding                                Booking entries Basic CPT
MAFO	106	Management Skills	The student will learn management skills that will benefit them in the Medical Assistant field. This lesson includes the following: Selecting staff members                        Orientation and training Accounting systems                              Management tools Payroll records                                    Marketing strategies Accounts payable procedures                 Customer service
MAFO	107	Emergency Preparedness	The student will learn emergency preparedness, safety procedures, general emergency rules, and disposal of hazardous waste.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Computer Clerical Office Business Skills</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5hrs per day
<b>Objective</b>	The student will learn to type by starting basic keys stroking skills, and how the basic functions of popular software applications work. They will learn the different operations associated with a standard calculator and the use of office machines and equipment. They will learn about designing and laying out presentations with Power Point. The student will learn how to set up basic data using Microsoft Access including forms, reports, queries, and tables. They will learn to prepare a resume, fill out applications, prepare for interviews, write thank you letters, and use correct telephone techniques.
<b>Occupational Goal</b>	The program objective of this course is to provide the student with the training to meet the minimum requirements to begin employment in an office requiring computer clerical business skills. The office applications taught reflect those that are used in many businesses for word processing, databases management, and presentations.
<b>Citation of Texts</b>	Learning Microsoft Office 2010
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required

**Sequential Outline of Subject Matter**

		<b>Module</b>	<b>Description</b>										
CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements that are essential for properly using a computer with Windows 7 &amp; 8 operating systems. Upon completing the course the student would have learned the following:</p> <table> <tr> <td>Basic computer terminology</td> <td>Using Basic programs</td> </tr> <tr> <td>Using the start menu</td> <td>Personalizing a menu</td> </tr> <tr> <td>Using the computer library</td> <td>Using removable devices</td> </tr> <tr> <td>Using program window controls</td> <td>Using the control panel</td> </tr> <tr> <td>Deleting and restoring items</td> <td></td> </tr> </table>	Basic computer terminology	Using Basic programs	Using the start menu	Personalizing a menu	Using the computer library	Using removable devices	Using program window controls	Using the control panel	Deleting and restoring items	
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Using program window controls	Using the control panel												
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CCOBS	102	Mac Introduction	<p>The student will gain basic Mac knowledge and skills to be able to work on the Operating System. Upon completing the course the student would have learned the following:</p> <ul style="list-style-type: none"> <li>Basic Mac terminology</li> <li>Using the Apple menu</li> <li>Using the finder menu</li> <li>Using basic applications</li> <li>Using the Mac control panel</li> </ul>
CCOBS	103	Internet Introduction	<p>The student will learn how to access the internet, research effectively, operate multiple webpages, and utilize electronic mail.</p>
CCOBS	104	MS Word	<p>The student will learn how to operate the program Microsoft Word along with learning how to create and utilize word templates. Upon completing the course the student would have learned the following:</p> <ul style="list-style-type: none"> <li>Basic Word terminology</li> <li>Fonts and alignment functions</li> <li>Inserting tables, and illustrations</li> <li>Using page design functions</li> <li>Utilizing mail, editing, and viewing tools</li> <li>Creating a professional letter, Creating a resume</li> <li>Using file menu</li> </ul>
CCOBS	105	MS Excel	<p>The student will how learn how to operate the program Microsoft Excel along with learning how to create and utilize Excel templates. Upon completing the course the student would have learned the following:</p> <ul style="list-style-type: none"> <li>Basic Excel terminology</li> <li>Creating and utilizing formulas</li> <li>Creating an inventory report</li> <li>Creating an expense report</li> <li>Operating the data functions</li> <li>Creating an invoice</li> <li>Creating a budget report</li> </ul>
CCOBS	106	MS PowerPoint	<p>The student will learn how to operate the program Microsoft PowerPoint and give an effective slide show presentation. Upon completing the course the student would have learned the following:</p> <ul style="list-style-type: none"> <li>Basic Microsoft PowerPoint terminology</li> <li>Operate slide show functions</li> <li>Transitions and animations</li> <li>Set up and operate a slide show</li> </ul>
CCOBS	107	MS Publisher	<p>The student will learn how to operate the program Microsoft Publisher along with creating and utilizing publisher templates. Upon completing the course the student would have learned the following:</p> <ul style="list-style-type: none"> <li>Basic Microsoft Publisher terminology</li> <li>Inserting objects</li> <li>Creating a business card</li> <li>Creating a brochure</li> <li>Creating a newsletter</li> </ul>
CCOBS	108	MS Access	<p>The student will learn how to use Microsoft Access by gaining understanding in Access terminology, developing databases, reports, and templates</p>
CCOBS	109	MS Outlook	<p>The student will learn how to use Microsoft Outlook by gaining understanding in Outlook terminology, email, contacts, calendar, and task options</p>

CCOBS	110	MS OneNote	The student will learn how to use the program Microsoft OneNote by gaining understanding in One Note terminology as well as creating and organizing a OneNote notebook
CCOBS	111	Office Procedures	The student will learn telephone procedures, fundamental operations of filing systems, operating office equipment, and office organizational skills
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters.



<b>Title</b>	<b>Commercial and Residential Electrician</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	Students will learn definitions of electrical terms along with requirements for electrical installation, wiring, and how to safely work with electricity. Students will get familiar with equipment, and working conditions.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment as a commercial or residential electrician.
<b>Citation of Texts</b>	NFPA 70. (2014). <i>National electrical code</i> . (2014 ed.). Quincy National Fire Protection Association.
<b>Mode of Instruction</b>	Classroom / Lab
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed
<b>Internship/Externship</b>	None Required
<b>Module Descriptions</b>	

CRE	101	Introduction	The student will learn basic electrical terminology and definitions. Along with terminology, students will also learn requirements for electrical installations.
CRE	102	Wiring and Protection	The student will learn basic wiring and how to protect themselves while performing wiring projects. Identification of Grounded Conductors      Branch Circuits Feeders      Service Calculations Overcurrent Protection
CRE	103	Wiring Methods and Material	The student will learn more wiring methods and materials used. Wirings Methods and Materials      Conduit Bodies and Fittings Integrated Gas Spacer Cable      Enclosures Conductors for General Wiring      Armored Cables Cutout Boxes and Meter Sockets      Flat Cable Assemblies Outlet, Pull, and Junction Boxes      Medium Voltage Cable
CRE	104	Equipment For General	The student will learn how to use equipment for general use

		Use	including: Fixture Wires Switches Receptacles, Connectors and Plugs Switchboards and Panel Boards Industrial Control Panels Luminaires and Lamps Lighting Systems Appliances Fixed Electric Space Heaters Outdoor Electric Deicing
CRE	105	Special Occupancies	The student will learn how to operate in special occupancies that involve special care including: Class I, II, III locations Hazards Storage Intrinsically Safe System Combustible Ducts Zone, 0, 1, and 2 Locations Ignitable Fiber Commercial Garages and Aircraft Hangers Bulk Storage Plants Spray Applications
CRE	106	Special Equipment	The student will learn how to work with special equipment such as Electric Signs and Outline Lighting Manufactured Wiring Systems Office Furnishing Systems
CRE	107	Special Conditions	Some of the Special Conditions students will learn include Emergency Systems and Standby Systems
CRE	108	Special Equipment	The student will learn how to work on Communications Systems. Upon completion, the student will have learned about Communications Circuits, Radios, and Television Equipment.
CRE	109	Tables	The student will learn how to recognize and understand tables used by electricians.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Medical Coding and Billing Clerk</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	This course prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students will learn the role that insurance plays with billing and coding. Our Students will also gain experience using the ICD-9 codes for diagnosis of conditions or diseases being treated. Students will learn how to work in a medical office environment.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment in the medical/medical insurance field.
<b>Textbook</b>	Fordney, M. (2012). <i>Insurance handbook for the medical office</i> . (12th ed.). Ventura: Elsevier. (2012). <i>2012 CPT</i> . (Standard Edition). Chicago: AMA Buck, C. J. (2011). <i>2012 icd-9-cm</i> . (Professional ed.). St. Louis: Elsevier. Ehrlich, Ann, and Carol Schroeder. <i>Medical Terminology for Health Professions</i> . 7th Edition. Clifton Park: DELMAR CENGAGE Learning, 2013. Print.
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"
<b>Internship/Externship</b>	None Required

### Module Descriptions

CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements that are essential for properly using a computer with Windows 7 &amp; 8 operating systems. Upon completing the course the student would have learned the following:</p> <table> <tr> <td>Basic computer terminology</td> <td>Using Basic programs</td> </tr> <tr> <td>Using the start menu</td> <td>Personalizing a menu</td> </tr> <tr> <td>Using the computer library</td> <td>Using removable devices</td> </tr> <tr> <td>Using program window controls</td> <td>Using the control panel</td> </tr> <tr> <td>Deleting and restoring items</td> <td>Operate user settings</td> </tr> </table>	Basic computer terminology	Using Basic programs	Using the start menu	Personalizing a menu	Using the computer library	Using removable devices	Using program window controls	Using the control panel	Deleting and restoring items	Operate user settings
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Using the start menu	Personalizing a menu												
Using the computer library	Using removable devices												
Using program window controls	Using the control panel												
Deleting and restoring items	Operate user settings												
CCOBS	102	Mac Introduction	<p>The student will gain basic Mac knowledge and skills to be able to work on the Operating System. Upon completing the course the student would have learned the following:</p> <table> <tr> <td>Basic Mac terminology</td> <td>Using basic applications</td> </tr> <tr> <td>Using the Apple menu</td> <td>Using the Mac control panel</td> </tr> <tr> <td>Operate the Finder menu</td> <td></td> </tr> </table>	Basic Mac terminology	Using basic applications	Using the Apple menu	Using the Mac control panel	Operate the Finder menu					
Basic Mac terminology	Using basic applications												
Using the Apple menu	Using the Mac control panel												
Operate the Finder menu													

MAFO	102	Introduction Medical Terminology	The student will learn how to effectively study medical terms. By comprehending word parts of medical terms, the student is able to determine the word meaning of the terms quicker. Medical terminology will be studied throughout the program.
MCBS	101	Introduction to Health Insurance	The student will gain knowledge of the role insurance plays in Medical Coding and Billing. They will learn  HIPPA Compliance Tricare and Champva Privacy in Insurance Billing.. Receiving Payments  Claims Process Medicaid Deleting and Restoring Items Office and Insurance Collection
MCBS	102	Current Procedural Terminology	This module examines the Current Procedural Terminology (CPT) Guidelines  Evaluation and Management Anesthesia Guidelines Radiology Guidelines Pathology and Laboratory Guidelines  Services Surgery Guidelines Medicine Guidelines
MCBS	103	International Classification of Diseases	This module introduces students to International Statistical Classification of Diseases (ICD-9-CM)  ICD-9-CM Background Coordination and Maintenance of ICD-9-M  Characteristics of ICD-9-CM
MCBS	104	Medical Office Skills	This module is designed to introduce the student to the basic office protocols for the medical environment. Students will learn the general principles to communicate effectively in a medical environment by composing business letters, memos, and reports. Students will learn medical etiquette, medical office workflow, medical record management and computerized practice management.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Professional Cake Decorating</b>
<b>Length of Program</b>	375 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	The Educational Objective of the Professional Cake Decorating program is to provide the student knowledge of the tools and supplies used in the industry, along with how to pipe, create floral designs, and practice border skills. Throughout the course, students will have the opportunity to practice royal icing, hand modeling, pastillage and gumpaste techniques. Students will also have the opportunity to learn how to decorate cupcakes and cookies. Wrapping cake board, utilize color charts, and paint cakes will also be taught. In the Career Development module, students will learn the skills to find employment in this field.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment as a professional cake decorator..
<b>Textbook</b>	Garrett Toba, T. (2007). <i>Professional Cake Decorating</i> . Danvers: John Wiley & Sons. INC.
<b>Mode of Instruction</b>	Classroom / Lab
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed with a grade of “Pass”
<b>Internship/Externship</b>	None Required

### Module Descriptions

PCD	101	Piping Floral and Border Skills	<p>The students learn and practice how to pipe, create floral designs, and borders.</p> <p>Equipment utilized</p> <p>Rope</p> <p>Paper cones</p> <p>Rosebuds</p> <p>Star Flower</p> <p>Grape cluster</p> <p>Shells</p> <p>Bows</p> <p>Zigzagging</p> <p>Bottom and Top Borders</p>
PCD	102	Writing	The student will learn and practice various techniques to print, write cursive, and use various fonts.

PCD	103	Flowers and Cake Icing	The student will learn and practice royal iced piped flowers along with how to correctly ice a cake.  Pimorose Violets Design Transfer Technique Leveling, Splitting, Assembling, Damming, and Filing a cake Piping the Icing and Smoothing the Icing .
PCD	104	Modeling	The student will how learn how to model using their hands, marzipan, and chocolate.  Model Fruit and Vegetables                  Model Figuring Chocolate Flowers                                  Chocolate Bows
PCD	105	Advanced Icing Design	The student will learn advanced techniques using royal icing and rolled icing designs.
PCD	106	Pastillage and Gumpaste	The student will learn how to decorate cakes using pastillage and gumpaste techniques .
PCD	107	Small Cakes and Cookies	The student will learn to decorate cupcakes, petit fours, and cookies using various techniques.
PCD	108	Cake Boards and More Techniques	The student will learn how to properly cover a cake board, use a color chart, paint cakes, and more techniques that will become helpful.
PCD	109	Recipes	The student will learn a wide variety of cake, icing, fondant, pastillage, marzipan, and gumpaste recipes
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Solar Panel Installation</b>
<b>Length of Program</b>	450 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	Students will be provided an introduction to solar energy and they will also receive an introduction to electricity. Solar configuration, design, calculating, surveying, and the components that make up installation of solar panels are taught. Regulatory processes and approvals that are needed to design and install solar panels will also be taught. Students will learn how to complete the installation process.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment installing or repairing solar panels/systems.
<b>Textbook</b>	Boxwell, M. (2014). <i>Solar electricity handbook</i> . (2014 ed.). Greenstream Publishing
<b>Mode of Instruction</b>	Classroom / Lab
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"
<b>Internship/Externship</b>	None Required

### Module Descriptions

SPI	101	Introduction to Solar Energy	The student will learn basic information on solar energy. Source of Solar Power Understanding the Terminology Grid-Tied Solar Electric Principles of Solar Electricity Fuel Cells
SPI	102	Introduction to Electricity	The student will gain an introduction to electricity and the relationship between volts, amps, ohms, watts, and watt-hours
SPI	103	Configurations for Solar Power	The student will learn the four configurations for solar power that includes stand-alone/ off-grid, grid-tie, grid-tie with power backup and grid-tie fallback.
SPI	104	Solar Electric Systems	The student will learn about solar panels, batteries, and controllers, etc. which are the components that are involved with a solar electric system.
SPI	105	The Design Process	The student will how learn about the design process and producing a power analysis.
SPI	106	Calculating Solar Energy	The student will learn the effect of temperature on solar panels and working with approximate costs.
SPI	107	Surveying the Site	The student will learn how to future proof their system, and working with cabling.
SPI	108	Mounting Components	The student will learn how to mount the solar panels and solar array cables..

SPI	109	Stand Alone Systems	The student will learn about Grid-Tie Systems and Stand Alone Systems. Grid-Tie solar panels Mixing and matching solar panels Solar controller Grid-Tie inverters Appliances
SPI	110	Standards	The student will learn about the National and International standards for solar components.
SPI	111	Design	The student will learn about detailed solar electric design elements. Safety design Circuit protection Positioning batteries Solar frame mounting
SPI	112	Installation	The student will learn about installing the solar panel. Testing solar pane Installing Grid Tie Installing control equipment Installing solar panels 1 Installing batteries
SPI	113	Maintenance	The student will learn how to troubleshoot and maintain solar panels.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters



<b>Title</b>	<b>Video Editing</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	Students will learn the basic operating systems of both Windows and Mac. The editing software students will be provided and use is Adobe Premiere Pro CS5. How to shoot and capture video and editing clips together, effects, changing times, mixing, exploring, and managing projects will be taught. Students also will learn how to export their frames and authorizing a DVD.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment installing or repairing solar panels/systems.
<b>Textbook</b>	Adobe Photoshop CS5 – Classroom in a Book: The official Training Workbook from Adobe Systems. Pearson Publishing
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed with a grade of “Pass”
<b>Internship/Externship</b>	None Required

### Module Descriptions

CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements to properly interact with a computer using Windows 7 &amp; 8 Operating System.</p> <p>Basic Computer Terminology Operate the Start Menu Operate the Computer Library Operate Program Window Controls Deleting and Restoring items</p> <p>Operate Basic Programs Operate User settings Operate Personalize Menu Operate Removable Devices Operate Control Panel</p>
CCOBS	102	Mac Introduction	<p>The student will gain basic Mac knowledge and operating skills.</p> <p>Basic Mac Terminology Operating the Finder menu Operating the Mac Control Panel</p> <p>Operating the Apple menu Operating basic Applications</p>
VE	101	Introduction to Adobe Photoshop	<p>The student will be introduced to Adobe Premiere Pro CS5 and its basic features.</p> <p>Installing Adobe Premiere Pro CS5 Optimizing Performance The workspace layout Selecting project settings by sequence Deleting and Restoring items</p> <p>Importing assets Using Media Browser Importing P2 Media Mixing media formats P2 folder Structure</p>
VE	102	Capturing Video	<p>The student will learn tips for shooting great video and trimming a clip.</p>

VE	103	Video Effects	The student will how learn how to create titles, shapes, text roll, visual interest, and transitions.
VE	104	Special Effects	The student will learn how to create special effects along with adding key frame interpolation and velocity.
VE	105	Motion and Time	The student will learn how to examine motion setting, creating a picture within picture, speeding up clips and changing the length of the stills.
VE	106	Mixing and Editing Audio	The student will learn how to acquire, editing, and mixing audio for the video. Setting up a basic voice-recording area, recording voice overs, and cleaning up noisy audio are just some of the topic covered in this module.
VE	107	Working With Content	In this module, the student will learn the basics as it relates to analyzing and working with video content.  Modifying the metadata Using matte keys Auto color effect  Combining layers Color correction
VE	108	Managing Projects	The student will learn how to manage video projects and tasks throughout the editing process  Using the Project Manager Importing projects or sequences Re-creating the lower-third animation Importing projects into After Effects Editing an existing dynamically linked animation
VE	109	Exporting and Formats	The student will learn how to export single frames, use various formats, and work with edit decision lists.
VE	110	Using DVD's	The student will learn how to create an autoplay DVD, create a DVD menu, and create DVDs and Blue-ray Discs.
CD	112	Career Development	The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters

<b>Title</b>	<b>Workers Compensation Clerk</b>
<b>Length of Program</b>	500 Hours
<b>Frequency of Lessons</b>	M-F 5 hrs per day
<b>Educational Objective</b>	Students will become familiar with both Windows and Mac Operating Systems, along with being able to search the internet. Students will also receive training in Microsoft Word. A brief history on Workers Compensation will be presented for a better understanding of the industry. Students will learn workers compensation insurance and medical terminology. The program focus will be on understanding the labor codes as they relate to workers compensation, basic billing and coding, the Electronic Adjudication Management System (EAMS), as well as the Electronic Data Exchange (EDEX). Students will become familiar with workers compensation insurance forms that may be used.
<b>Occupational Goal</b>	Successful graduates of this program will attain the skills and knowledge for entry-level employment as a workers compensation billing or collections clerk for insurance companies, health care vendors, or attorneys specializing in assisting injured workers.
<b>Textbook</b>	Workers' Compensation Collections 101 Manual, N.V.S. Specialized Training Programs Workers' Compensation Laws of California 2013 Edition, Matthew Bender & Co, Inc.
<b>Mode of Instruction</b>	Classroom or Online
<b>Final Exam</b>	No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"
<b>Internship/Externship</b>	None Required

### Module Descriptions

CCOBS	101	Computer Introduction (Windows)	<p>The student will learn basic computer elements to properly interact with a computer using Windows 7 &amp; 8 Operating System.</p> <p>Basic Computer Terminology Operate the Start Menu Operate the Computer Library Operate Program Window Controls Deleting and Restoring items</p> <p>Operate Basic Programs Operate User settings Operate Personalize Menu Operate Removable Devices Operate Control Panel</p>
CCOBS	102	Mac Introduction	<p>The student will gain basic Mac knowledge and operating skills.</p> <p>Basic Mac Terminology Operating the Finder menu Operating the Mac Control Panel</p> <p>Operating the Apple menu Operating basic Applications</p>
CCOBS	103	Internet Introduction	<p>The student will learn how to access the Internet, research effectively, and utilize electronic mail.</p>

CCOBS	104	Microsoft Word	<p>The student will learn Microsoft Word. They will learn how to create and utilize word templates.</p> <p>Basic Word Terminology                      Operate Page Design functions  Operate File Menu                                      Utilizing Mail, Editing, and View tool  Navigate through MS Office                      Operating MS Office Live/Sky Drive  Operate Font and Alignments                      Create Letters, Resume, etc.  Inserting Tables, and Illustration                      Utilizing Microsoft Word Template</p>
MAFO	102	Intro to Medical Terminology	<p>The student will learn how to effectively search for medical terms. Students will learn to find medical terms using parts of other medical words.</p>
MAFO	105	Basic Billing and Coding	<p>The student will be introduced to basic concepts of medical billing and coding.</p> <p>Basic ICD-9-CM                                      Cycle of Health Insurance  Coding Process                                      Insurance Plans  Diagnostic Coding                                      Types of Claims  Basic CPT    Booking Entries  Coding System Procedure                                      Collection Procedures</p>
WCC	101	Introduction to Workers Compensation	<p>The student will learn a brief history of the workers compensation insurance industry and how it works today.</p>
WWC	102	Workers Compensation Terminology	<p>The student will learn the terminology used within the workers compensation insurance field.</p>
WCC	103	Labor Codes	<p>The student will learn the basic Labor Codes as they relate to workers compensation insurance</p>
WCC	104	EAMS and EDEX	<p>The student will learn the difference between the Electronic Adjudication System (EAMS) and the Electronic Data Exchange System and how they function.</p>
WCC	105	Workers Compensation Forms	<p>The student will become familiar with and recognize the various forms that are used in the workers compensation insurance industry</p>
CD	112	Career Development	<p>The student will learn how to search for Employment, properly filling out job applications, preparing their resume and cover letter, interview preparations, and writing thank you letters</p>

## Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

### Faculty

#### Name:

Jose Alvarado

#### Qualifications:

##### ***Programs: Computer Repair***

Universal Career Institute, Computer Electronic Technician  
University National Autonomy of Mexico, (systems engineering)  
UCI - Computer Repair and Photography Instructor -3 yrs.

Maria del Pilar Garcia

##### ***Program: computer Office Skills***

University of Pedagogical National of Mexico - Bachelors  
Licenses in Psychology Education of Mexico  
Bachelors in Psychology Education  
Webster High School - Office Skill Instructor -12 yrs.

Natalie Flores

##### ***Program: Medical Assistant Front Office***

Diploma – Medical Administrative Assistant - Everest College  
Diploma – Pharmacy Technician – American Career College  
CPR certified  
Anaheim Pain Relief Clinic – Medical Administrative Assistant  
Pure Pediatric Therapy – Front Office Coordinator

Elsa Aguirre

##### ***Program: Floral and Bridal Design***

Certificate in Flower Design from ROP School from Anaheim CA  
Cypress College Advanced Wedding Design  
Advanced Flower Design Institute  
Lila's Contact Flowers-Independent Flower Design Instructor -10 yrs.

Sally Jimenez

##### ***Program: Medical Coding and Billing Clerk***

Medical Assistant/Office Manager – Charles F Wong, MD  
Diploma - Bryman/Everest College  
Instructor – Career College of California

Andrew Risen

##### ***Program: Professional Cake Decorating***

Diploma – Western Culinary Institute  
Cake Artist - Amazing Cake  
Private Instructor - Pastry Tutor

Karla Coria

##### ***Program: Workers Compensation Clerk***

Workers Compensation Specialist - Cedar Medical Group  
Diploma – Everest College

Danny Torres

##### ***Programs: Commercial / Residential Electrician, Solar Panel Installation***

Certificate – Solar Living Institute  
Certificate – Institute of Technology  
Electrician – Aerotek Service  
Solar Installer – National Services  
Solar Electrician – Makai Construction  
Electrician – Sun Edison

Paul Constantine      ***Program: Video Editing***  
Videographer – NAMIOC Production  
Video Producer – Faithnet  
AA Degree – Orange Coast College

### **Administrative Staff**

CEO	Moises Castaneda
School Director	Larry Madoski
Admissions & Placement Director	Brenda Lara
Student Service Director	Brenda Lara
Admissions Representative	Genesis Velazquez, Ruth Moreno, Lizzette Velazquez, and Lissette Clemente
Student Coordinator	Yahir Martinez, Sandy Contreras, Jenice Franco, Yessnie Hernandez, and Lisette Orihuela

### **Admissions Policies**

#### Admissions Policies

1. Student must have arrangements for payment in full , as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school. If the student is making payment arrangements using an insurance voucher issued as a result of a workers compensation claim, the school requires authorization for payment from the insurance carrier prior to actual enrollment in any program. At the student’s option, an institution may accept payment in full.
2. Student must have graduated from high school, or earned a GED. If the applicant is not a high school graduate and has not earned a GED, an applicant may take an Ability to Benefit test.
3. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A student must attain a qualifying score of 97.

### **Recognition of Credit Policies**

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
2. This institution has not entered into an articulation or transfer agreement with any other institution. Therefore, this institution does not accept and credit transfer units.
3. This institution does not award credit for experiential learning.

## **The Admission Process:**

- Student takes a tour of the campus if enrolling in an in-residence program.
- The student is asked to show proof of age and provide documentation of a high school diploma or its equivalent. (Student to pass an ATB Test if required).
- The applicant receives, and signs for, a copy of the current school catalog.
- The applicant is advised, orally and in writing, regarding the institution's refund and cancellation policies.
- The applicant receives, initials, and signs a current School Performance Fact Sheet.
- The applicant is asked to sign an enrollment agreement.
- If the applicant has been recruited in another language, tested in another language, or interviewed in another language, the student signs the enrollment agreement, receives the School Performance Fact Sheet, and is provided a current catalog in that other language.

## **Student's Right to Cancel**

The student has the right to cancel the 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable application fee not to exceed two hundred fifty dollars (\$250).

Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the BPPE Regulations. If the institution delivered the first lesson and materials/equipment before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials/equipment.

## **How to Cancel**

A notice of cancellation or withdrawal shall be in writing and the notice sent or delivered to the school administrative office at 701 E. Ball Rd, Suite 100, Anaheim, CA 92805. Student's conduct, including, but not necessarily limited to, a student's lack of attendance may also be grounds for cancellation or withdrawal.

## **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. Clock hours are identified as the number of hours the student was scheduled to attend class from the time of the start of a program until the student withdraws, or stops attending classes for more than three consecutive weeks without contacting the school and indicating their desire to continue in their educational program. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws in writing or is otherwise deemed withdrawn by virtue of not attending classes for three consecutive weeks without notifying the school of their desire to continue their program of instruction.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student enrolled in a distance education program, paid in full, and has requested and received all lessons, materials and equipment, there is no refund due.

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

If the student's educational costs have been paid by a third party such as through a workers compensation insurance company, refunds shall be made to that third party first. Any excess refunds, if any, will be made to the student.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

### **Academic Probation and Dismissal Policies**

If you fail to attain a passing grade for any course/module, you will be placed on probation for the next course/module. Your failure to achieve a passing grade at the end of the probationary evaluation period may result in your being administratively withdrawn.

### **Attendance Policy**

For in-residence programs, students are expected to attend school regularly and be on time.

Students are expected to call the office when you will not be in attendance so the instructor may be advised. Your instructor will submit regular attendance records to an administrator who will track each student's attendance. It is the responsibility of the student to communicate with the instructor for any make-up work. All assignments and assessments must be completed satisfactorily in order to receive a completion certificate.

When necessary, and with the schools permission, students that are unable to attend class regularly may alternatively be considered for a program to be administered through private tutoring using school faculty. This tutoring would be scheduled with the faculty member assigned and would be a minimum of two hours per week of one-on-one instruction. The personal instruction and work assigned by the instructor would be equal to the education the student would receive if they were enrolled in an in-residence program. The student would have to meet the same requirements for academic progress as students attending regular classroom instruction.

### **Appeal Process**

The student may submit a written appeal of his/her dismissal or other disciplinary action within five calendar days of receipt of the notice. The appeal should be addressed to the School Director. The appeal must be accompanied by evidence of mitigating circumstances that address the reasons for the dismissal or other disciplinary action.



The School Director will assess all appeals, and determine whether the student may be permitted to continue in school. The student will be sent the written decision within ten days of the institution's receipt of the appeal. The decision of the School Director is final.

### **Make Up Work:**

Make-up hours must be prearranged with the instructor. Only time spent on instructor-approved activities will count as make-up hours.

### **Leave of Absence**

In the event a student has a personal emergency, the student may take a Leave of Absence that must be approved by the School Director or other designated staff. The student may fill out a Leave of Absence request form indicating the dates and reason for the Leave of Absence and turn it into the student coordinator for processing and review.

### **Distance Education – Online Learning**

Approved distance education programs are delivered via the internet, asynchronously, and are not constrained by time and place. There are additional multi-media demos available through our online Learning Management System to demonstrate activities and techniques otherwise demonstrated live in the classroom. Multimedia demonstrations, training materials, ebooks, tutorials, discussion questions, and student/faculty interaction will provide a comprehensive education. Faculty is required to respond to questions or emails within 24 hours or sooner. Additionally, faculty shall respond with evaluation of assignments and quizzes within two days of submission by a student.

All students are required to have compatible computer equipment (see below for minimum requirements) and will be responsible for providing Internet access with appropriate browser navigation. The school recommends Microsoft Internet Explorer<sup>®</sup>, Mozilla Firefox<sup>®</sup>, or Apple Safari<sup>®</sup>.

#### **Minimum System Requirements:**

##### Windows

Processor: 850MHz

Operating System: Windows XP

Memory: 512MB of RAM

DVD player

Screen Resolution: 1024 x 768

Microsoft Internet Explorer 5.5 or Mozilla Firefox 1.5

Adobe Flash Player 8 and Adobe Acrobat 6

Virus detection software

##### Macintosh

Processor: G3 500MHz

Operating System: OS 10.3

Memory: 512MB of RAM  
DVD player  
Screen Resolution: 1024 x 768  
Mozilla Firefox 1.5 or Safari 1.2.2  
Adobe Flash Player 8 and Adobe Acrobat 6  
Virus detection software

Prior to beginning a program, students are required to complete an online orientation of the online Learning Management System where students will learn how to navigate through assignments, access ebooks, and upload assignments. Programs consist of the same courses/modules as in live classroom instruction and are identified in each course/module syllabus. Students are required to submit assignments and complete quizzes electronically at the same intervals as classroom instruction

Student/faculty interaction is mandatory throughout the course of study and managed through the online Learning Management System student portal. Students receive personalized attention through email, chats and discussion board postings.

The primary academic goal is that students complete the course/module learning objectives and complete all textbook assignments within the course/module schedule. Instructors are responsible for initiating substantive contact with students throughout the course/module and to monitor students' progress throughout their program. Monitoring and evaluation is accomplished by assignment submission, quizzes, discussion boards and through student and faculty surveys.

The recommended schedule is 25 hours per week and is shown in the syllabus for each course/module. Students will be expected to participate actively in required discussion forums by posting responses to questions and comments posted by instructors and other students.

Reading assignments will be identified in the course/syllabus. Electronic textbooks and any assigned supplemental reading materials will be available for students through our online learning platform. The electronic textbook and any other required reading materials are included in the program costs.

The minimum expectation for student involvement in the Discussion Forum and Threads is to provide an initial response to the weekly discussion question posted by the instructor, as well as commenting on at least one answer from another student's response to the weekly discussion question.

If a student feels that exceptional circumstances will prevent them from the timely submission of an assignment, they should contact their instructor prior to the due date. Students believing that exceptional circumstances have prevented them from submitting an assignment on time should also contact their instructor.

In addition to various assignments meant to assess the students understanding and knowledge, regular quizzes will be given by instructors. Answers will be submitted electronically through the online Learning Management System.

## Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Total Hours	Registration Fee	Total Program Tuition	Estimated Cost of Equipment	Estimated Cost of Books and Supplies	STRF	Total Charges
Medical Assisting Front Office	500	\$100	\$4,600	\$900	\$400	0	\$6,000
Diversified Photography & Graphic Design	500	\$100	\$4,600	\$900	\$400	0	\$6,000
Computer Repair Tech (A+ Prep)	500	\$100	\$4,600	\$900	\$400	0	\$6,000
Computer Clerical Office Business Skills	500	\$100	\$4,600	\$900	\$400	0	\$6,000
Floral & Bridal Design	500	\$100	\$4,700	\$700	\$500	0	\$6,000
Commercial / Residential Electrician	500	\$100	\$5,300	\$500	\$100	0	\$6,000
Medical Coding and Billing Clerk	500	\$100	\$4,600	\$900	\$400	0	\$6,000
Professional Cake Decorating	375	\$100	\$4,500	\$300	\$100	0	\$5,000
Solar Panel Installation	450	\$100	\$5,300	\$500	\$100	0	\$6,000
Video Editing	500	\$100	\$4,400	\$1,100	\$400	0	\$6,000
Workers Compensation Clerk	500	\$100	\$4,600	\$900	\$400	0	\$6,000

### All Programs except Professional Cake Decorating

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$6,000
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$6,000

### Professional Cake Decorating

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$5,000
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$5,000

### Loan Repayment

If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **Career Services**

The career services offered are to assist graduates with their job search efforts. This may include help with resume preparation and interview tips. Each program includes a one week component to help graduates prepare to look for employment using the internet and other methods. United School of America does not guarantee employment nor does it guarantee a specific wage.

## **STRF Disclosure**

### **STRF Fee (Nonrefundable)**

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

"The transferability of credits you earn at United School of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make

certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending United School of America to determine if your certificate will transfer.”

### **Visa Related Services**

This institution does not offer any visa related services.

### **Language Proficiency**

The following apply to students for whom English is not their primary language, except if their primary language is Spanish and are enrolled in a Program being taught in Spanish:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain a qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework in English at the college level. At no cost to the student, this institution provides students with access to a language-learning software program purchased and owned by the school.

### **Language of Instruction**

Instruction will be provided in English or Spanish.

### **Financial Aid**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a pass/fail basis. Checklists are used by instructors to record student acquisition of required skills.

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, a program scheduled for 20 weeks in length, must be completed within 30 calendar weeks (holidays and school breaks excluded). Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

### **Satisfactory Academic Progress Policy**

Your academic participation and assessments are reviewed to determine your qualitative progress. The minimum required is a passing grade and to have completed all assignments/projects satisfactorily at the conclusion of each evaluation period. Incomplete grades are not given, so you must repeat any courses/modules in which you do not pass.

## **Graduation Requirements**

To graduate and receive a certificate of completion you must complete the program and all prescribed courses/modules. You must complete all assignments/projects and earn a grade of "PASS". Additionally, you must have paid in full for any program equipment fees, materials, and tuition.

## **Certificate upon Graduation**

Upon graduation each student will receive a Certificate of Completion.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The school is located in two buildings of a commercial complex (701 and 721 Ball Rd., Anaheim, CA). The structures are of concrete tilt up design. There are administrative offices in both buildings. The classrooms are all located in the building at 721 Ball Rd. There are adequate restrooms in each of the respective suites. The facility is ADA compliant. All classrooms are equipped with tables or desks, good lighting, carpet or vinyl flooring, projectors and white boards.

### **Instructional Equipment:**

#### **Floral & Bridal Arrangement Design**

Waterproof Tape	Wire Cutters
Waterproof Clay	Apron
Floral Wires or Stem Wires	Laptop Computer with Windows 8 Operating System
Anchor pins or Foam Prongs	Printer all in one
Candle Cups	Projector
Floral Foam	

#### **Diversified Photography & Graphic Design**

Laptop Computer with Windows Operating system	Lighting
	Backdrops
Printer all in one	
Adobe Photoshop CS6	
Microsoft Office Software	
Projector	

#### **Computer repair Technician**

Laptop Computer with Windows Operating System	Apple Computer with iMac Operating System
Microsoft Office Software	Backup Data Kit
Printer all in one	Computer Repair Kit
Projector	

#### **Medical Assistant front Office**

Computer with Windows Operating System	MediSoft Software
Printer all in one	Projector
Projector	Microsoft Office Software

### **Computer Clerical Office Business Skills**

Computer with Windows Operating System  
Printer all in one

Microsoft Office Software  
Projector

### **Commercial / Residential Electrician**

Various Electrical Hand Tools  
Electrical Panels and Conduit Mock Up Models

Lighting Circuits  
Wiring and Plug / Receptacle Circuits

### **Medical Coding and Billing Clerk**

Computer with Windows Operating System  
Microsoft Office Software  
Printer all in one

MediSoft Software  
Projector

### **Professional Cake Decorating**

Various Cake Decorating Tools (ie: spatula's  
knives, specialty tools, etc)

Mixers and Bowls  
Decorating Work Tables

### **Solar Panel Installation**

Various Electrical and Solar Hand Tools  
Electrical Panels  
Conduit Training Mock Up Models  
Projector

Lighting Circuits  
Wiring and Plug / Receptacle Circuits  
Solar Panels

### **Video Editing**

Computer with Windows Operating Software  
Microsoft Office Software  
Projector

Printer all in one  
Adobe Photoshop Software

### **Workers Compensation Clerk**

Computer with Windows Operating Software  
Projector

Microsoft Office Software  
Printer all in one

### **Library Resources**

Due to the nature of the programs offered, and the inclusion of all necessary books and guides required to pass the courses, the school does not have a library on campus. However, students at the United School of America are welcome to use the three local libraries in Anaheim, listed below:

Anaheim Central Library  
500 W Broadway, Anaheim, CA  
(714) 765-1880

Euclid Library  
1340 S Euclid St, Anaheim, CA  
(714) 765-3625

East Anaheim Library  
8201 E Santa Ana Canyon Rd, Anaheim, CA  
(714) 765-3887

### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. This institution maintains a focus on the delivery of educational programs. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

These services include:

- Local public transportation routes and schedules
- Local medical / dental services information
- Information for personal counseling service can be provided. Note: Personal counseling is not available through United School of America, but information regarding licensed outside counseling services will be available
- Information locating a nearby childcare service provider

The school assumes no responsibility as to the quality of any particular service or provider. Students should conduct their own due-diligence before using any of these services.

### **Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any resources to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. There are available online rental agencies such as [www.apartmentguide.com](http://www.apartmentguide.com). Current rents for one and two bedroom apartments are in the \$1,200-\$1,600 per month range.

### **Student Grievance Procedures**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or their student coordinator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

United School of America  
701 E. Ball Rd Suite 100  
Anaheim, CA 92805

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.



## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting with the school director be held to resolve the matter. Each student file will contain student records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's original signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

The following behaviors are cause for disciplinary action, including immediate dismissal, at the sole discretion of the school director.

- Academic dishonesty, giving false information to United School of America
- Disorderly, lewd, indecent, obscene or offensive behavior
- Obstruction or disruption of educational or business activities of this institution
- Theft or damage to property of United School of America, students, or personnel
- Failure to promptly and fully comply with directions from United School of America staff
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon like
- Unauthorized entry into, or use of, United School of America property or facilities
- Smoking, eating, or drinking in areas where these activities are not allowed
- Verbal, physical, mental, emotional, sexual or any other type of harassment of any person on the premises
- Under the influence or in possession of any non-prescribed or non-prescription drugs or alcohol at any school activity or function

## **Academic Calendar: No Class**

New Year Day	January	1
Martin Luther King Jr.	January	16
President's Day	February	20
Good Friday	April	14
Memorial Day	May	29
Independence Day	July	4
Labor Day	September	4
Thanksgiving	November	23-24

Christmas / New Year's Eve	December	22,25 and 29
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### **Start & End Dates**

United School of America has open enrollment on a weekly basis. Most Classes begin every Monday, unless it falls on a holiday as specified above. However, Students and Counselors must check with the school for the starting dates of any classes.

### **Nondiscrimination Policy**

United School of American complies with the Equal Opportunity Act and is an Equal Opportunity Employer. This institution is committed to providing equal opportunities to all applicants to programs and 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 beliefs, 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 has the responsibility for assuring that this policy is followed.

### **Academic Freedom**

United School of America is committed to assuring academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution..

United School of America encourages instructors and students to freely engage in discussion and dialog as it relates to the program, course or module the student is enrolled in..

### **Sexual Harassment**

This institution is committed to providing an educational and work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students, as well as all faculty and staff, are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

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

This institution does not provide ESL instruction.

### **Distribution of This Catalog**

This institution makes its current catalog available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or going to the website [www.unitedschoolofamerica.com](http://www.unitedschoolofamerica.com).

**Renewal of Catalog**

This institution publishes a revised catalog no later than January of each year.

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