United School of America

701 E. Ball Road, Suite 100, Anaheim, CA 92805
Office: (714) 765-5900 Fax: (714) 776-3028
www.unitedschoolofamerica.com

Catalog
January 01, 2018 to December 31, 2018
BPPE School Code: 3014371

TABLE OF CONTENTS

Mission and Objectives:
Our mission and Objectives 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. We specialize in working with injured workers. We understand that for many of our students returning to school and learning a new profession is very challenging, especially when they have injuries. Our goal is to provide the necessary training in a professional and respectful manner. We tailor our programs to meet the unique needs necessary to provide quality retraining for our students.

A Brief History of the Institution:
United School of America began through its 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. Since the school's inception, new programs and an online platform were added in order to meet with the changing demand in the workforce. Throughout its existence, the school has maintained its original mission of providing high quality and reasonably priced vocational training programs.

School Location:
United School of America   *(www.unitedschoolofamerica.com)*
701 E. Ball Road, Suite 100, Anaheim, CA 92805
Office: (714) 765-5900 Fax: (714) 776-3028

Student Information:
At United School of America we try our best to maintain a professional communication track with all our students. We understand that from time to time contact information may change. Please keep us updated through email or in writing of any changes in order for us to expedite your learning needs.

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.

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, (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.

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.

Requirements for Eligibility for Licensure:
None of the educational services offered lead to occupations that require licensure.

Programs:

Floral and Bridal Design

Length of Program

500 Hours

Frequency of Lessons

M-F 5 hrs. per day

Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment as a Floral and Bridal Arrangement Designer.

Citation of Texts

The Art of Floral Design by Norah T. Hunter

Creative Wedding Floral You Can Make by Terry Rye

Mode of Instruction

Classroom

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 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

Diversified Photography& Graphic Design

Length of Program

500 Hours

Frequency of Lessons

M-F   5 hrs. per day

Objective

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.

Occupational Goal

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.

Citation of Texts

Adobe Photoshop CS5
DreamWeaver web design

Mode of Instruction

Classroom

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 Controls Using the control panel 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 Focus options Exposure options Brightness and saturations options Contrast and tone options
DPGD 102	Photographing of People, Landscape, Nature & Animals	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: Portraits Birds in flight People in action Wildlife Family portrait Movement underwater Panoramic view Landscapes
DPGD 103	Photography of Architecture & Events	The student will how learn how to photograph Architecture & Events. Upon completing the course the student would be able to photograph the following: City landmarks Weddings Nocturnal cityscape Holidays, festivals, and events
DPGD 104	Artistic Expression & Application	The student will learn how to photograph Artistic Expression & Application. Upon completing the course the student would be able to photograph the following: Light trails Textures Art on the street Capturing what the eye does not see
DPGD 105	Intro to Lighting	The student will learn how to use light to benefit their photographs. Upon completing the course the student would have learned the following: Read lighting diagrams White balance Measuring light Depth of field

DPGD 106	Lighting Equipment	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
DPGD 107	Controlling, Creating & Traveling Light	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: Modifying flashes Picking equipment Working with backdrops High speed sync Gangling strobes Color light Light patterns Long expression
DPGD 108	Intro to Photoshop	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: Setting preferences Sort and filter Using Photoshop toolbox Managing images
DPGD 109	Changing & Selecting Image	The student will learn how to change and select an Image. Upon completing the course the student would have learned the following: Change Size Change Resolution 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

Computer Repair Technician (A+ Prep)

Length of Program

500 Hours

Frequency of Lessons

M-F   5 hrs. per day

Objective

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.

Occupational Goal

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.

Citation of Texts

Upgrading and preparing DCS by Scott MuellerWeb Support Microsoft Corp.

Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 controls — Using the control panel Deleting and restoring items — Operate user settings
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 Operate the Finder menu
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
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 — Input/output Ports Audio hardware features Audio/Video troubleshooting and maintenance
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 tip
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

Medical Assistant Front Office

Length of Program

500 Hours

Frequency of Lessons

M-F 5hrs per day

Objective

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 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.

Occupational Goal

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.

Citation of Texts

Medical Assistant Terminology

Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 controls — Using the control panel
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

Computer Clerical Office Business Skills

Length of Program

500 Hours

Frequency of Lessons

M-F   5hrs per day

Objective

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.

Occupational Goal

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.

Citation of Texts

Learning Microsoft Office 2010

Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 controls Using the control panel 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 Using the finder menu
CCOBS 103	Internet Introduction	The student will learn how to access the internet, research effectively, operate multiple webpages, and utilize electronic mail.
CCOBS 104	MS Word	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: Basic Word terminology Utilizing mail, editing, and viewing tools Fonts and alignment functions Creating a professional letter, Creating a resume Inserting tables, and illustrations Using file menu Using page design functions
CCOBS 105	MS Excel	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: Basic Excel terminology Operating the data functions Creating and utilizing formulas Creating an invoice Creating an inventory report Creating a budget report Creating an expense report
CCOBS 106	MS PowerPoint	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: Basic Microsoft PowerPoint terminology Operate slide show functions Transitions and animations Set up and operate a slide show

CCOBS 107	MS Publisher	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: Basic Microsoft Publisher terminology Inserting objects Creating a business card Creating a brochure Creating a newsletter
CCOBS 108	MS Access	The student will learn how to use Microsoft Access by gaining understanding in Access terminology, developing databases, reports, and templates
CCOBS 109	MS Outlook	The student will learn how to use Microsoft Outlook by gaining understanding in Outlook terminology, email, contacts, calendar, and task options
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.

Commercial and Residential Electrician

Length of Program

500 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment as a commercial or residential electrician.

Citation of Texts

NFPA 70. (2014). *National electrical code.* (2014 ed.). Quincy National Fire Protection Association.

Mode of Instruction

Classroom / Lab

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed

Internship/Externship

None Required

Course	Module	Description
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 Use	The student will learn how to use equipment for general use including: Fixture Wires — Luminaires and Lamps Switches — Lighting Systems Receptacles, Connectors and Plugs — Appliances Switchboards and Panel Boards — Fixed Electric Space Heaters Industrial Control Panels — 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 — Ignitable Fiber Hazards — Commercial Garages and Storage Intrinsically Safe System — Aircraft Hangers Combustible Ducts — Bulk Storage Plants Zone, 0, 1, and 2 Locations — 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

Medical Coding and Billing Clerk

Length of Program

500 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment in the medical/medical insurance field.
Textbook

Fordney, M. (2012). *Insurance handbook for the medical office.* (12th ed.). Ventura: Elsvier.
(2012). *2012 CPT.* (Standard Edition). Chicago: AMA
Buck, C. J. (2011). *2012 icd-9-cm.* (Professional ed.). St. Louis: Elsvier.
Ehrlich, Ann, and Carol Schroeder. *Medical Terminology for Health Professions* . 7th Edition. Clifton Park: DELMAR CENGAGE Learning, 2013. Print.
Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"

Internship/Externship

None Required

Course	Module	Description
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 controls Using the control panel Deleting and restoring items Operate user settings
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, Operate the Finder menu, Using the Mac control panel.
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 Claims Process Tricare and Champva Medicaid Privacy in Insurance Billing Deleting and Restoring Items Receiving Payments Office and Insurance Collection
MCBS 102	Current Procedural Terminology	This module examines the Current Procedural Terminology (CPT) Guidelines: Evaluation and Management Services Anesthesia Guidelines Surgery Guidelines Radiology Guidelines Medicine Guidelines Pathology and Laboratory Guidelines
MCBS 103	International Classification of Diseases	This module introduces students to International Statistical Classification of Diseases (ICD-9-CM), ICD-9-CM Background Characteristics of ICD-9-CM, Coordination and Maintenance of ICD-9-M
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

Professional Cake Decorating

Length of Program

375 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment as a professional cake decorator..

Textbook

Garrett Toba, T. (2007). *Professional Cake Decorating*. Danvers: John Wiley & Sons. INC.

Mode of Instruction

Classroom / Lab

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"

Internship/Externship

None Required

Course	Module	Description
PCD 101	Piping Floral and Border Skills	The students learn and practice how to pipe, create floral designs, and boarders. Equipment utilized Rope Paper cones Rosebuds Star Flower Grape cluster Shells Bows Zigzagging Bottom and Top Borders
PCD 102	Writing	The student will learn and practice various techniques to print, write cursively, 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. Primrose 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

Solar Panel Installation

Length of Program

450 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment installing or repairing solar panels/systems.

Textbook

Boxwell, M. (2014). *Solar electricity handbook*. (2014 ed.). Greenstream Publishing

Mode of Instruction

Classroom / Lab

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"

Internship/Externship

None Required

Course	Module	Description
SPI 101	Introduction to Solar Energy	The student will learn basic information on solar energy. Source of Solar Power Principles of Solar Electricity Understanding the Terminology Fuel Cells Grid-Tied Solar Electric
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 Grid-Tie inverters Mixing and matching solar panels Appliances Solar controller
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 Positioning batteries Circuit protection Solar frame mounting
SPI 112	Installation	The student will learn about installing the solar panel. Testing solar pane Installing solar panels l Installing Grid Tie Installing batteries Installing control equipment
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

Video Editing

Length of Program

500 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

Successful graduates of this program will attain the skills and knowledge for entry-level employment installing or repairing solar panels/systems.

Textbook

Adobe Photoshop CS5 – Classroom in a Book: The official Training Workbook from Adobe Systems. Pearson Publishing

Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"

Internship/Externship

None Required

Course	Module	Description
CCOBS 101	Computer Introduction (Windows)	The student will learn basic computer elements to properly interact with a computer using Windows 7 & 8 Operating System. Basic Computer Terminology Operate Basic Programs Operate the Start Menu Operate User settings Operate the Computer Library Operate Personalize Menu Operate Program Window Controls Operate Removable Devices Deleting and Restoring items Operate Control Panel
CCOBS 102	Mac Introduction	The student will gain basic Mac knowledge and operating skills. Basic Mac Terminology Operating the Apple menu Operating the Finder menu Operating basic Applications Operating the Mac Control Panel
VE 101	Introduction to Adobe Photoshop	The student will be introduced to Adobe Premiere Pro CS5 and its basic features. Installing Adobe Premiere Pro CS5 Importing assets Optimizing Performance Using Media Browser The workspace layout Importing P2 Media Selecting project settings by sequence Mixing media formats Deleting and Restoring items P2 folder Structure
VE 102	Capturing Video	The student will learn tips for shooting great video and trimming a clip.
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, Combining layers, Using matte keys Color correction, Auto color effect
VE 108	Managing Projects	The student will learn how to manage video projects and tasks thought out 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 auto play 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

Workers Compensation Clerk

Length of Program

500 Hours

Frequency of Lessons

M-F 5 hrs. per day

Educational Objective

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.

Occupational Goal

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.

Textbook

Workers' Compensation Collections 101 Manual, N.V.S. Specialized Training Programs
Workers' Compensation Laws of California 2013 Edition, Matthew Bender & Co, Inc.

Mode of Instruction

Classroom or Online

Final Exam

No final exam, however all assignments/projects must be satisfactorily completed with a grade of "Pass"

Internship/Externship

None Required

Course	Module	Description
BS 101	Introduction Computers (Windows)	The student will learn basic computer elements to properly interact with a computer using Windows 7 & 8 Operating System. Basic Computer Terminology Operate Basic Programs Operate the Start Menu Operate User settings Operate the Computer Library Operate Personalize Menu Operate Program Window Controls Operate Removable Devices Deleting and Restoring items Operate Control Panel
CCOBS 102	Mac Introduction	The student will gain basic Mac knowledge and operating skills. Basic Mac Terminology Operating the Apple menu Operating the Finder menu Operating basic Applications Operating the Mac Control Panel
CCOBS 103	Internet Introduction	The student will learn how to access the Internet, research effectively, and utilize electronic mail.
CCOBS 104	Microsoft Word	The student will learn Microsoft Word. They will learn how to create and utilize word templates. 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
MAFO 102	Intro to Medical Terminology	The student will learn how to effectively search for medical terms. Students will learn to find medical terms using parts of other medical words.
MAFO 105	Basic Billing and Coding	The student will be introduced to basic concepts of medical billing and coding. 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.
WCC 101	Introduction	The student will learn a brief history of the workers compensation insurance industry and how it works today.
WWC 102	Terminology	The student will learn the terminology used within the workers compensation insurance field.
WCC 103	Labor Codes	The student will learn the basic Labor Codes as they relate to workers compensation insurance
WCC 104	EAMS and EDEX	The student will learn the difference between the Electronic Adjudication System (EAMS) and the Electronic Data Exchange System and how they function.
WCC 105	WC Forms	The student will become familiar with and recognize the various forms that are used in the workers compensation insurance industry
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

Faculty

Name:	Qualifications:
Jose Alvarado	***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.
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.
Terisa Castillo	***Program: Medical Assistant Front Office & Billing and Coding Clerk***
	Director of Out-Patient Services
	Certificate Medical Administrative Assistant
	BA Psychology – Argosy University
	Instructor – Platt College
Marvin Del Cid	***Program: computer Office Skills***
	State of CA Certificate in vocational teaching
	NC Programmer and designer
	Instructor – ICDC College
Andrew Risen	***Program: Professional Cake Decorating***
	Diploma – Western Culinary Institute
	Cake Artist - Amazing Cake
	Private Instructor - Pastry Tutor
Karla Coria	***Programs: Workers Compensation Clerk, Medical Office Assistant***
	Workers Compensation Specialist - Cedar Medical Group
	Diploma – Everest College
Eduardo Martinez	***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
Paul Constantine	***Program: Video Editing***
	Videographer – NAMIOC Production
	AA Degree – Orange Coast College

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 school. 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 by the independent third party. 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:

- 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 of 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.

Cancellation and Withdrawal Policies

The Student's right to cancel the enrollment agreement or withdraw from United School of America is subject to the following terms and conditions: cancellation and withdrawal must be in writing.

Students are considered enrolled until written notice is received by the school, but is effective from the date the notice is mailed or delivered to the school. No other form of cancellation or withdrawal will be accepted

The student has the right to cancel the agreement and receive a full refund, minus any non-refundable fees (ie: registration fee) before the first lesson has been taught and before materials are shipped.

If the school sent the first lesson and materials before an effective cancellation notice was received, the school shall make a refund within 45 days after receipt of student's unused materials by the school, if returnable. Cancellation shall occur only when you give notice of cancellation or withdrawal to the School by mail or hand delivery. Written notice of cancellation or withdrawal sent by mail must be mailed to: 701 E. Ball Rd. Suite 100, Anaheim, CA 92805, and is effective on the date the written notice is sent. You should keep a record of the date, time and place of mailing of the notice of cancellation or withdrawal.

You will be provided with one of the School's "Notice of Cancellation" form which you may use to cancel your enrollment from the School. However, the written notice of cancellation need not take any particular form; however expressed in writing, is effective if it's signed and dated, and it indicates that you no longer desire to be bound by the enrollment agreement or attend class

Students are obligated to pay only for educational services rendered, including fees associated with those services and non-refundable charges. A student may withdraw from a course after instruction has started and receive a prorated refund. If you decide to withdraw from a program which has already started and the period allotted for cancellation has expired, you may receive a refund minus non-refundable charges as outlined below in the refund policy.,

Refund Policy
NOTICE: If all fees were paid through a third party such as an insurance company, the refund will be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student

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. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. 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 regardless of the amount of lessons completed.

All refunds will be forwarded no more than 45 days from the date the school receives your cancellation or withdrawal notice. In order to receive a refund of monies paid, minus any non-refundable charges, the cancellation or withdrawal notice must be in writing as noted above.

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 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.

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 and receive academic counseling from the student coordinator. Your failure to achieve a passing grade at the end of the probationary evaluation period may, at the schools discretion, 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.

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.

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 (including instructors and tutors/training coordinators) 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®, Mozilla Firefox®, or Apple Safari®.

Minimum System Requirements:

Windows
Processor: 1GHZ
Operating System: Windows 10
Memory: 2GB of RAM
DVD player
Screen Resolution: 1024 x 768
Microsoft Internet Explorer 10 or Mozilla Firefox 57.0
Adobe Flash Player 8 and Adobe Acrobat DC
Virus detection Defender 360 or norton

Macintosh
Processor: G3 500MHz /
Operating System: OS 10.3
Memory: 512MB of RAM
DVD player
Screen Resolution: 1024 x 768
Mozilla Firefox 57 or Safari 10
Adobe Flash Player 8 and Adobe Acrobat DC

At the beginning a program, students will discuss with their tutor/training coordinator their level of experience with computers and using the internet. During the first 3 modules, students with learn computer and internet basics to insure they are able to navigate the remainder of the lessons satisfactorily, including submission of assignments and access to all books or other training materials. During all on online training, students will have a tutor/training coordinator assigned to them to ensure any questions or technical help is provided to the student. 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 throughout the course of study is managed through the online Learning Management System student portal. Students receive personalized attention through email, chats and telephone discussion with their instructor or tutor/training coordinator.

The primary academic goal is that students complete the course/module learning objectives and complete all textbook assignments within the course/module schedule. Instructors or tutors/training coordinators are responsible for maintaining 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, and through student and faculty surveys.

The recommended schedule is 25 hours per week and is shown in the syllabus for each course/module.

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.

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 or tutor/training coordinators. 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, Supplies & Misc.	STRF	Total Charges
Medical Assisting Front Office	500	$250	$4,250	$1000	$500	0	$6,000
Diversified Photography & Graphic Design	500	$250	$4,250	$1000	$500	0	$6,000
Computer Repair Tech (A+ Prep)	500	$250	$4,250	$1000	$500	0	$6,000
Computer Clerical Office Business Skills	500	$250	$4,250	$1000	$500	0	$6,000
Floral & Bridal Design	500	$250	$4,250	$1000	$500	0	$6,000
Commercial / Residential Electrician	500	$250	$4,250	$1000	$500	0	$6,000
Medical Coding and Billing Clerk	500	$250	$4,250	$1000	$500	0	$6,000
Professional Cake Decorating	375	$250	$3,250	$1000	$500	0	$5,000
Solar Panel Installation	450	$250	$4,250	$1000	$500	500	$6,000
Video Editing	500	$250	$4,250	$1000	$500	500	$6,000
Workers Compensation Clerk	500	$250	$4,250	$1000	$500	500	$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. If interested, students should inquire with the school's staff. 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

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

Maximum Time to Complete Program

To be considered an "on-time" completed, students must finish their coursework within the prescribed number of academic weeks for a program. If the student does not complete a program on time, but does so within 150% of the prescribed program length, the student will be counted as a 150% completer. If the student does not complete the program within 150% of the prescribed program length, the school may administratively withdraw the student or allow the student to complete the program, if the student requests, at their discretion.

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
Anchor pins or Foam Prongs	System
Candle Cups	Printer all in one
Floral Foam	Projector

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	Network Kit

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 (i.e.: 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.

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. Current rents for one and two bedroom apartments are in the $1,800-$2,300 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

Grounds for Disciplinary Action

United School of America reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

- 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, 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

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's President.

Academic Calendar: No Class

New Year Day	January	1
Martin Luther King Jr.	January	15
President's Day	February	29
Good Friday	March	30
Memorial Day	May	28
Independence Day	July	4
Labor Day	September	3
Thanksgiving	November	22-23
Christmas / New Year's Eve	December	24,25 and 31

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.

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

[End of Document]