

California College of Business , Science & Technology

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January 1st 2021 until December 31st 2021

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CATALOG DISCLOSURE

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution’s website to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

MISSION

The Mission of California College of Business Science & Technology is to train students to become skilled and effective at the highest level of academic and creative standards by providing outstanding Natural Healing education for Massage Therapists, Physical Therapy Aides and Chiropractic Assistants.

California College of Business Science & Technology is dedicated to assisting students in acquiring skills to meet their targeted profession with Holistic Health principles. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

OBJECTIVES

- To encourage and foster the value of life-long learning in our students;
- To foster health, healing, joy, meaning, awareness and appreciation;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.
- To teach students proper techniques as well as business ethnics.

NON-DISCRIMINATION POLICY

California College of Business Science & Technology is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs.

DISCLOSURE STATEMENTS

- ✓ California College of Business Science & Technology is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ California College of Business Science & Technology is not accredited.
- ✓ California College of Business Science & Technology does not offer distance education and does not plan to offer distance education.
- ✓ 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

P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.

- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ 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) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ California College of Business Science & Technology does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- ✓ California College of Business Science & Technology does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- ✓ The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ California College of Business Science & Technology is not approved to participate in State or Federal Student Aid programs.
- ✓ California College of Business Science & Technology does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ California College of Business Science & Technology does not provide housing assistance services to the students.
- ✓ There are available housing options located reasonably near the institution's facilities.
- ✓ The average cost for a room or apartment rental varying from between \$550 for a room per month to \$1,250 per month for a 2 bedroom apartment.
- ✓ Students will find rental information on Craig's List at <http://losangeles.craigslist.org/search/apa>
- ✓ California College of Business Science & Technology has no responsibility to find or assist a student to find housing.

FACILITIES

All class sessions are held at California College of Business Science & Technology LLC campus which occupies 1,200 square feet at 2266 Davie Ave, Commerce CA 90040, which is divided into reception area, offices, dispensary, theory and practical classrooms, student lounge, resource center, and restrooms for male and female students. The school assumes no responsibility or liability for lost or stolen personal item. Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources, which are for the use of students. A practical supplies consisting with all equipment necessary to complete their chosen course of study are purchased by the students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The campus is wheel chair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

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LIBRARY AND LEARNING RESOURCES

California College of Business Science & Technology has established a resource center consisting of textbooks and periodicals providing information in the various the healing arts and related massage therapy and business administration disciplines offered by the institution. The institute subscribes to the several periodicals that expose students and faculty to the very latest in the healing arts and massage therapy industry. In addition, California College of Business Science & Technology offers a wide variety of resource material related to general education including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. California College of Business Science & Technology also will provide students with online library resources. A student may conduct a search by title, author, subject area, or key words. Student may sign out books, videos or CDs out for a period of 2 weeks. Books may be renewed only twice. Students are limited to two (2) books to be checked out at one time. Students are held responsible for any book checked out on their library check out card.

ADMISSIONS POLICIES

PROCEDURES FOR ADMISSIONS

Potential applicants should contact The California College of Business Science & Technology by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

GENERAL ADMISSIONS CRITERIA

Each program offered at California College of Business Science & Technology has its own admission standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

- ✓ The California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.
- ✓ The California College of Business Science & Technology has no articulation agreement in place with other schools or colleges. At this time California College of Business Science & Technology does not recognize transferability of credits you earn at other colleges.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- ✓ All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.

ADMISSION STANDARDS

For admission to one of The California College of Business Science & Technology' programs, a potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at California College of Business Science & Technology. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Attain an acceptable score on the applicable admission test given to all certificate program applicants when necessary. (E.g. Wonderlic/ TOEFL).
- ✓ Attend a new student orientation.
- ✓ Complete and submit an application form.
- ✓ Complete, sign, and submit an enrollment form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$250.00.

WONDERLIC TEST SCORE

Prospective applicants without proof of a high school diploma or its equivalency certificate (GED) must successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

ENGLISH LANGUAGE REQUIREMENT:

California College of Business Science & Technology does not provide English language services. All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiency.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam. In such instances the applicant will be required to present

documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.

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

The transferability of credits you earn at California College of Business Science & Technology is at the complete discretion of the 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 California College of Business Science & Technology to determine if certificate will transfer.

ACADEMIC POLICIES

California College of Business Science & Technology' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

ATTENDANCE/PROBATION/DISMISSAL

The faculty and staff of California College of Business Science & Technology consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) will be placed on probation. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. Any student absent for ten (10) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief of Academic Officer. A student is considered tardy when arriving 8 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardy students may or may not be allowed into Technical Instruction at the discretion of the School Director. Tardiness and early departures are included in the student's attendance record of absences.

- ✓ One tardy equals 1-2 hours of absence (depending on the program)
- ✓ One early departure equals one hour of absence;

LETTER GRADE AND GRADE POINT SYSTEM

California College of Business Science & Technology grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100 %	Excellent
B	80-89 %	Good
C	70-79 %	Satisfactory
D	60-69 %	Unsatisfactory
F	Below 59 %	Failing

70% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation. Students need to retake tests scored below 70%.

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve at the next evaluation point, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

COURSE RETAKE POLICY

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed sixty (60) consecutive days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student.

Failure to return to College as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

ATTENDANCE PROBATION

At least once a week, the Chief Academic Officer monitors the student attendance cards of all active students and calls those students that have missed one or more days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level or module will be put on probation until the next evaluation point. If the student’s attendance does not improve at the next evaluation point, the student will be dropped from the program. A probation letter will be sent to that student.

MAKE-UP WORK

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which a College instructor is present. All assignments, tests and homework may be made up. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as an "O" (zero) when calculating the academic progress grade point average.

AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend College for ten (10) consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice (at specific evaluation points) during the one enrollment period

STUDENT ACTIVITIES AND SERVICES

California College of Business Science & Technology offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

ACADEMIC COUNSELING

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

ACADEMIC ADVISEMENT

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by the College has to be preauthorized by the Chief Academic Officer.

PLACEMENT SERVICES

California College of Business Science & Technology does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The College makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught in workshops offered by student services towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

GENERAL TERMS AND CONDITIONS

DRESS CODE

Classroom dress is casual yet appropriate. Massage students will be draped at all times.

DRESS FOR SUCCESS

Professional dress is recommended at all times, and for some programs, specific uniforms are required. The dress policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of California College of Business Science & Technology expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best. Good personal hygiene is required. Hair must be professional in style and clean.

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR WOMEN

Recommended

Dresses Backless Attire

Skirt and Blouse

Pant Suits Tank Tops/Halters

Dress Slacks and Blouse

Dress Shoes/Boots

Sweater Shorts, Athletic Attire

Limited jewelry

Prescribed Uniforms

(clean/good condition)

professional in style and clean

Not Recommended

Bare Midriff/Low cut tops

Leggings, Jeggings, jeans/denims

Hat/Cap/Hair Net

Heels over 2"

See-through Clothing Athletic Shoes

Ragged, Frayed Clothing Hair must be

Spandex Pants

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR MEN

Recommended

Dress Shirt/Tie

Dress Slacks

Sport shirt Jeans/Denims

Sweater Sandals

Limited jewelry

Prescribed Uniforms

(clean/good condition)

Not Recommended

T-Shirts/Tank Tops

Shorts/Athletic Attire

Shoes without socks

Hat/Cap/Hair Net Athletic shoes

Students who are out of dress code, unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division California College of Business Science & Technology will not allow any attire, which is known as gang colors, or gang related clothing.

GENERAL CONDUCT

Students are expected to comply with College policy regarding curriculum, testing, absences, tardiness and makeup while displaying courtesy and consideration towards instructors, staff and other students. California College of Business Science & Technology defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for College policy. Improper conduct is cause for suspension or expulsion.

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The College reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

IMPORTANT NOTICE

Cellular phones, beepers/pagers, headset, personal radios, CD players and iPods will not be allowed during class or at any time while the student is on school property. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage of any student's property.

- Eating and/drinking is not allowed in any of the classrooms at any time.

- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- Telephone: The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment, this is reserved for personnel.

An important part of the training at California College of Business Science & Technology includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, California College of Business Science & Technology has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and College staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. California College of Business Science & Technology' students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

GROUNDINGS FOR DISCIPLINARY ACTION

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

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request readmittance into their program by following the procedure Student Grievance Procedure as noted in this catalog.

STUDENT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

www.bppe.ca.gov

Mailing address is:

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

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959

Fax: (916) 263-1897

By E-mail to: bppe@dca.ca.gov

LIABILITY

California College of Business Science & Technology assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

RETENTION OF RECORDS

California College of Business Science & Technology will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Uniform, Books and Supplies	**Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Refundable</i>	<i>Refundable</i>
Physical Therapy Aide	\$100.00	\$4,290.00	\$0.00	\$280.00	\$4,670.00
Chiropractic Assistant	\$100.00	\$4,290.00	\$0.00	\$280.00	\$4,670.00
Massage Therapy	\$100.00	\$6,500.00	\$0.00	\$280.00	\$6,880.00

*Since January 1st 2015 the STRF fee has been temporarily REDUCED to \$0.00

**These are the total charges for the period of attendance and are the total charges for the entire program.

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

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

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

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

CANCELLATION AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

You have the right to cancel the enrollment agreement you sign for a course of instruction including any unused/ unopened equipment, such as unused/ unopened books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the College shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

STUDENT WITHDRAWAL, REFUND POLICY

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled. If the student withdraws prior to completion of the Program of study in which she/he is enrolled the College determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student's enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the College shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrollment Agreement. If the student withdraws from his/her Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the College will issue such refund to the student less a registration fee \$250.00, within 45 days follow. If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition (unopened/unused) within 30 days following the date of your withdrawal, the school shall refund the charge for the books or equipment paid by you.

CERTIFICATE PROGRAMS

MASSAGE THERAPY

Certificate Level Courses (Below college level courses)
650 Clock Hours/22 weeks at 6 hours a day/ 5 days a week

Program Description

The Massage Therapist Program is designed to provide students with complete and comprehensive training in Massage Therapy and advanced massage techniques including shiatsu, lymphatic, stone and pregnancy massage. Graduates of the Massage Therapist program will receive a certificate upon completion and are eligible to sit for MBLEX (Massage & Bodywork Licensing Examination). Graduate may apply for certification from the California Massage Therapy Council (CAMTC) as a Certified Massage Therapist (CMT).

Admission Requirements

Applicants must possess a High School diploma or GED certificate or successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Program Objectives:

Graduates shall be able to:

- Demonstrate knowledge of the health care delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including AIDS.
- Exhibit an understanding of the principles of the theories of therapeutic massage and demonstrate the proper techniques of massage manipulations.
- Demonstrate safety and health practices that are conducive to the hygiene of massage therapist and the client/patient.
- Demonstrate an understanding of human anatomy and physiology as related to the practice of massage.

Occupational Objective:

This program was designed specifically to prepare the student for city and country licensing requirements within the State of California. Graduate may apply for certification from the California Massage Therapy Council (CAMTC) as a Certified Massage Practitioner (CMP).

O*NET-SOC Code 31-9011.00 - Massage Therapists Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

Sample of reported job titles: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMT), Registered Massage Therapist, Bodywork Therapist, Clinical Massage Therapist, Hospice Massage Therapist, Integrated Deep Tissue Massage Therapist, Medical Massage Therapist

Program Outline

Module Number	Module Title	Lecture Hours	Lab Hours	Clock Hours
MT 101	Terminology	8	0	8
MT 102	Anatomy & Physiology	90	0	90
MT 103	Theory and Practice of Massage	48	60	108
MT 104	Kinesiology: Upper Body	20	0	20
MT 105	Kinesiology: Lower Body	20	0	20
MT 106	Pathology	40	0	40
MT 107	Business and Ethics	10	0	10
MT 108	Deep-tissue Therapy	2	10	12
MT 109	Sports Massage	12	30	42
MT 111	Shiatsu Massage	25	50	75
MT 112	Swedish Massage	25	50	75
MT 113	Chair Massage	25	50	75
MT 114	Spa Treatment	25	50	75
	Total Hours	350	300	650

Licensure

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

**Certified Massage Therapist (CMT) required completing at least 500 hours of massage education and training at an approved massage therapy school. CMTs also must undergo background checks, including fingerprinting and other identification verification procedures.

Business and Professions Code Section 4600-4620 states: Successfully completed, at an approved school, curricula in massage and related subjects totaling a minimum of 250 hours that incorporates appropriate school assessment of student knowledge and skills. Included in the hours **shall be instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, with at least 100 hours.**

Please notice that in our curriculum the module MT 102 addresses anatomy and physiology, MT 103 addresses health and hygiene, MT 106 addresses contraindications, MP 107 addresses business and ethics for more than the specified 100 hours.

Module Number	Module Title	Clock Hours	Subject matter covered in each module	Clock Hours devoted to subject
MT 102	Anatomy & Physiology	90	anatomy and physiology	90
MT 103	Theory and Practice of Massage	108	health and hygiene	10
MT 106	Pathology	40	contraindications	20
MT 107	Business and Ethics	10	business and ethics	10

Requirement for Satisfactory Completion

Students who have completed theory and operations with an average of “C” (70%) and attendance minimum of 80% of 650 clock hours (520 clock hours) or better will receive the “Certificate of Completion”.

Class Schedules

Students will attend class up to 6 classroom hours a day from Monday through Friday from 9:00 A.M. to 3:00 P.M. A course time hour is 50 minutes of instruction during a 60 minute period.

Morning	9:00	- 9:50	Class	1 hour
	9:50	- 10:00	Break	10 minutes
	10:00	- 10:50	Class	1 hours
	10:50	- 11:00	Break	10 minutes
	11:00	- 11:50	Class	1 hour
	11:50	- 12:00	Break	10 minutes
	12:00	- 12:50	Class	1 hour
	12:50	- 1:10	Lunch Break	20 minutes
Afternoon	1:10	- 2:00	Class	1 hour
	2:00	- 2:10	Break	10 minutes
	2:10	- 3:00	Class	1 hours

PHYSICAL THERAPY AIDE

Certificate Level Courses (Below college level courses)
330 clock hours/ 11 weeks at 6 hours a day/ 5 days a week

Program Description

A physical therapist aide works under the direct supervision or direction of a physical therapist or physical therapist assistant to support physical therapy treatment. Physical therapy treatment entails helping patients that may be accident victims or persons with disabling conditions.

Physical Therapy aides prepare patients and treatment area for physical therapy treatment and assist Physical Therapists and Physical Therapists Assistants with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed-registered Physical Therapist or Physical Therapists Assistant. Our program is designed to provide students with complete and comprehensive training as a Physical Therapy Aide. Graduates are prepared to obtain entry-level positions in a physical therapy environment.

Admission Requirements

Applicants must possess a High School diploma or GED certificate or successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Program Objectives:

Graduates will acquire the following competences and be able to:

- Clean and organize work area and disinfect equipment after treatment.
- Instruct, motivate, safeguard, or assist patients practicing exercises or functional activities, under direction of medical staff.
- Record treatment given and equipment used.
- Administer active or passive manual therapeutic exercises, therapeutic massage, or heat, light, sound, water, or electrical modality treatments.
- Transport patients to and from treatment areas, using wheelchairs or providing standing support.
- Secure patients into or onto therapy equipment.
- Schedule patient appointments with physical therapists and coordinate therapists' schedules.
- Observe patients during treatment to compile and evaluate data on patients' responses and progress and report to physical therapist.
- Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.

Occupational Objective: The program will prepare a student to work as a Physical Therapy aides. O*NET- SOC Code Physical Therapist Aides - 31-2022.00. Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area. Sample of reported job titles: Clinical Rehabilitation Aide, Physical Therapy Technician, Rehabilitation Attendant, Physical Therapy Aide (PTA)

Program Outline

Module Number	Module Title	Lecture Hours	Lab Hours	Clock Hours
PTA 101	Orientation to Physical Therapy	35	0	35
PTA 102	Medical Terminology	35	0	35
PTA 103	Anatomy and Physiology	35	0	35
PTA 104	Physical Therapist Office Reception	35	10	45
PTA 105	Patient Registration	35	10	45
PTA 106	Health Information Management	35	10	45
PTA 107	Physical Therapy Aide	50	40	90
Total		260	70	330

Requirement for Satisfactory Completion

To graduate a student must complete their program within 150% of the length of the program and must successfully completed the courses required in the training program with a minimum of "C" or major qualification and maintained at least a minimum of 85% of assistance. Graduates will receive a certificate of completion.

Class Schedules

Students will attend class up to 6 classroom hours a day from Monday through Friday from 9:00 A.M. to 3:00 P.M. A course time hour is 50 minutes of instruction during a 60 minute period.

Morning	9:00	- 9:50	Class	1 hour
	9:50	- 10:00	Break	10 minutes
	10:00	- 10:50	Class	1 hours
	10:50	- 11:00	Break	10 minutes
	11:00	- 11:50	Class	1 hour
	11:50	- 12:00	Break	10 minutes
	12:00	- 12:50	Class	1 hour
	12:50	- 1:10	Lunch Break	20 minutes
	Afternoon	1:10	- 2:00	Class
2:00		- 2:10	Break	10 minutes
2:10		- 3:00	Class	1 hours

CHIROPRACTIC ASSISTANT

Certificate Level Courses (Below college level courses)

Length of Program: 330 clock hours/ 11 weeks at 6 hours a day

Program Description

The Chiropractic Assistant program orients a student in the business, philosophy, science and art of the chiropractic profession. Students acquire specialized training in chiropractic administrative office, procedures and technical skills for assist assisting Doctors of Chiropractic and helping to run an efficient and effective administrative offices as well is being able to assist a clinical environment. Our program is designed to provide students with complete and comprehensive training as a Chiropractic Assistant.

Graduates are prepared to obtain entry-level positions in a Chiropractic office environment.

Admission Requirements

Applicants must possess a High School diploma or GED certificate or successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Program Objectives:

Graduates shall be able to:

- Understand about a Doctor of Chiropractic's education and look at the history of chiropractic.
- Understand about basic spinal anatomy.
- Investigate the musculoskeletal and nervous system anatomy.
- Identify what is meant by the term "subluxation complex".
- Understand the common vocabulary terms related to chiropractic.
- Understand about the duties of a chiropractic assistant.
- Understand about medical records and the skills related to great medical records note taking
- Identify some of the keys to working with worker's compensation and motor vehicle collision cases.
- Understand about blood borne pathogens and how to correctly clean up spills.
- Understand about working with patients from different cultures.
- Develop skills related to time management.
- Understand about the presenting signs and symptoms of common cardiovascular emergencies that you may or may not ever see in chiropractic practice.
- Understand what vital signs are and how to obtain them.
- Understand the key components of a good history.
- Assist the CA in understanding what "professional boundaries" are and how these boundaries apply to their job duties and working environment.
- Understand about patient's rights.
- Understand about legal issues associated with physiotherapy.
- Understand about the different forms of physiotherapy and how to safely apply.
- Investigate the concepts of exercise and rehabilitation.

- Understand about the basic terminology of radiology and radiographic guidelines that are used in chiropractic.
- Understand how to protect the patient during radiographic examinations.

Occupational Objective:

The program will prepare a student to work as a Chiropractic Assistant.

Program Outline

Module Number	Module Title	Lecture Hours	Lab Hours	Clock Hours
MT101	Anatomy and Physiology	75	0	75
CP101	Orientation to Chiropractic Methods	20	20	40
PTA102	Medical Terminology	35	0	35
CP102	Administrative Duties	20	20	40
CP103	Introduction to Physical Therapy	20	20	40
CP104	Therapeutic Rehabilitation	30	30	60
CP105	CPT/ICD Coding	20	20	40
	Total Hours	220	110	330

Requirement for Satisfactory Completion

To graduate a student must complete their program within 150% of the length of the program and must successfully completed the courses required in the training program with a minimum of "C" or major qualification and maintained at least a minimum of 85% of assistance. Graduates will receive a certificate of completion.

Class Schedules

Students will attend class up to 6 classroom hours a day from Monday through Friday from 9:00 A.M. to 3:00 P.M. A course time hour is 50 minutes of instruction during a 60 minute period.

Morning	9:00	- 9:50	Class	1 hour	
	9:50	- 10:00	Break	10 minutes	
	10:00	- 10:50	Class	1 hours	
	10:50	- 11:00	Break	10 minutes	
	11:00	- 11:50	Class	1 hour	
	11:50	- 12:00	Break	10 minutes	
	12:00	- 12:50	Class	1 hour	
	12:50	- 1:10	Lunch Break	20 minutes	
	Afternoon	1:10	- 2:00	Class	1 hour
		2:00	- 2:10	Break	10 minutes
2:10		- 3:00	Class	1 hours	

COURSE DESCRIPTIONS

MT 101 Therapeutic Terminology

Students learn the terminology used in massage and body therapy including an understanding of human anatomy and physiology, and study of the normal and related functions of the human body and its systems in health and disease.

Prerequisites: Acceptance into the program

MT 102 Anatomy & Physiology

This class presents a study of human anatomy and physiology as appropriate to massage therapists and body workers. All body systems, including cells, tissues, the integumentary, musculoskeletal, and nervous systems are covered.

Prerequisites: MT 101

MT 103 Theory and Practice of Massage

The theory behind the effectiveness of massage therapy is discussed. Students learn the techniques and procedures for massage therapy and other body conditioning treatments for hygienic or remedial purposes. Massaging the body using a variety of established techniques for health purposes. Giving direction of a medical practitioner, giving instruction for activities such as reducing or remedial exercises. Entry-level employment may also be available as a physical or corrective therapist assistant.

Prerequisites: MT 101/MT102

MT 104 Kinesiology: Upper Body

The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper body and the postural expressions they produce. Students learn neuromuscular techniques to palpate the muscles and relieve chronic tension in the upper body.

Prerequisites: MT 101/MT102/MT103

MT 105 Kinesiology: Lower

The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of muscles of the lower body and the corresponding postures they produce. Students also learn the physiology and neurology of muscle tissue, plus movement and practice neuromuscular techniques to palpate the muscles and relieve chronic tension in the lower body.

Prerequisites: MT 101/MT102/MT103/MT104

MT 106 Pathology

Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. Students learn the symptoms of the pathologies, as well as the indications and contraindications for massage and bodywork. Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered.

Prerequisites: MT 101/MT102

MT 107 Business & Ethics

This class introduces students to the business of massage and the ethical issues facing the profession. Various employment options for massage therapists and body workers are presented. Students learn how to best present themselves for employment, and how to develop basic promotional materials. Topics also include ethics, success strategies, standards of practice, and tax and record keeping principles.

Prerequisites: MT 101/MT102

MT 108 Deep-tissue Therapy

Working with the layers of muscle and connective tissue, this technique helps facilitate structural release and balance, relieves tension and holding patterns, and brings greater awareness to the somato-emotional relationship of the body.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 109 Sports Massage

Sports massage uses a variety of techniques to help athletes maximize their physical potential. Pre-event massage used to aid flexibility and prepare the muscles for exertion, and post-event massage is used to decrease the buildup of lactic acid that can cause sore, inflexible muscles. Also, maintenance techniques are used during training to help athletes remain flexible and help prevent injury and speed recovery should an injury occur.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 111 Shiatsu Massage

Students learn Shiatsu technique using of fingers and palms of one's hands to apply pressure to particular sections on the surface of the body for the purpose of correcting the imbalances of the body, and for maintaining and promoting health. It is also a method contributing to the healing of specific illnesses

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 112 Swedish Massage

This course teaches the student to perform the techniques involved in a complete Swedish massage, including the use of massage media such as oils and lotions. Students will be able to explain and demonstrate the application and the effects of massage on the body systems for relaxation and stress reduction. This course also includes a historical overview of massage and its relationship to health care; classification of massage movements; requirements for the practice of therapeutic massage; sanitary and safety practices.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 113 Chair Massage

This module is designed to introduce the student to the theory and hands-on skills involved in practicing a form of massage known as Seated Chair Massage. The student will gain information about the growing popularity of workplace wellness programs. These employer-sponsored programs make services and activities available to employees to improve their overall health and well-being. Many businesses recognize the benefits of massage for their employees and seated chair massage has become a popular choice for most businesses exploring ways reduce stress on the job, maintain job related injuries and increase productivity.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 114 Spa Treatments

This course is designed to prepare students in the preparation and performance of the most popular current spa treatments available. A history and overview will also be entailed. Completion of this class gives the student a working knowledge to prepare a "signature" spa treatment for their own practice combining various methods from Aromatherapy, Hydrotherapy and various techniques of bodywork.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

PTA 101 Orientation to Physical Therapy

This introductory course provides an overview of the profession of physical therapy and focuses upon the role of the physical therapist assistant. Standards of Practice and core values of professionalism are emphasized. Communication skills are enhanced to better serve a multicultural health care environment.

Prerequisite: Admission to the Program

PTA 102 Medical Terminology

This course will focus on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix. By learning the individual parts of a medical word, students will not need to memorize hundreds of complex medical terms and their definitions.

Prerequisite: Admission to the Program

PTA 103 Anatomy and Physiology

This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include integumentary, skeletal, muscular, and nervous.

Prerequisites: PTA 101/ PTA 102

PTA 104 Physical Therapist Office Reception

This course will prepare the learner with basic knowledge and skills necessary to coordinate various types of supplies, office equipment, preventative maintenance and contracts and maintain the physical office setting appropriate to accommodate patients and customers in a Physical Therapist Office.

Prerequisites: PTA 101/ PTA 102/ PTA 103

PTA 105 Patient Registration

This course will prepare the learner with basic knowledge and skills necessary to register patients in a Physical Therapist Office while greeting incoming patients, distributing paperwork, entering in pertinent information, including insurance and demographic, and handling the processing of insurance.

Prerequisites: PTA 101/ PTA 102/ PTA 103/ PTA 104

PTA 106 Health Information Management

This course will prepare the learner with basic knowledge and skills necessary to organize, recode, and file patient information in a Physical Therapist Office and the learner with elementary knowledge and skills necessary to organize health records, professional ethics, and the functions of a health information department, retention of records, medical forms, and health information practices.

Prerequisites: PTA 101/ PTA 102/ PTA 103/ PTA 104/ PTA 105

PTA 107 Physical Therapy Aide

This course will prepare the learner with basic knowledge and skills concerning the theoretical and procedural requirements for positioning and draping patients. To provide the learner with basic knowledge and skills concerning the theoretical and procedural requirements for positioning and draping patients. This course will prepare the learner to administer active or passive manual therapeutic exercises, therapeutic massage, or heat, light, sound, water, or electrical modality treatments.

Prerequisites: PTA 101/ PTA 102/ PTA 103/ PTA 104/ PTA 105/ PTA 106

CP 101 Orientation to Chiropractic Methods

This course will provide the student with a history of chiropractic practice. The course will present this occupation in the context of the rehabilitation team and emphasize how the contribution of the Chiropractic Assistant benefits the care of patients. The course explored the job opportunities that are available. Students will discuss licensure and certification for chiropractic professionals and legal/ethical issues in chiropractic. This course teaches the chiropractic assistant basic skills needed to prepare a patient for treatment.

Prerequisite: Admission to the Program

CP 102 Administrative Duties

This course is an intense comprehensive study of Medical Records/Reception Techniques, Insurance, Human Relations and Medical Ethics. This course emphasizes the understanding of administrative duties and responsibilities pertinent to patient management and office management. Instruction in medical correspondence and records, case histories of patients, filing, telephone procedures, appointment scheduling, and includes receptionist duties. Students learn to communicate with the doctor using the general vocabulary and terminology used in the chiropractic profession and how to differentiate between the common treatments and techniques that are used in chiropractic offices.

Prerequisite: CP 101

CP 103. Introduction to Physical Therapy

Students discover the principles of how to provide help to improve a patient's mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Students learn how to aid the Chiropractor whose patients include accident victims and individuals with disabling conditions such as low-back pain, carpal tunnel syndrome, sciatica, frozen shoulder, disc injuries, rheumatoid arthritis, and tennis and golf elbow. Students learn to read and interpret an EOB containing one or more types of chiropractic services and to identify and describe signs of spinal and vertebral conditions as well as recognize other conditions treated in the chiropractic profession. Students will be able to demonstrate proper body mechanics and ergonomics and patient preparation skills for chiropractic treatments.

Prerequisite: CP 101/CP 102

CP 104 Therapeutic Rehabilitation

This course prepares chiropractic assistants to assist patients in performing therapeutic exercise. Students learn the proper techniques needed for client safety and comfort. This course assists students in learning safe practices while demonstrating competency assisting the client. This course teaches the chiropractic assistant basic skills needed to prepare a patient for treatment. Students will learn and skillfully perform a variety of transfer techniques frequently used in the clinical setting. They will understand principles of chiropractic clinic design and function and be able to utilize safety and sanitation procedures in the chiropractic clinic. Students will demonstrate knowledge of education, certification/licensure requirements, and professional organizations as well as identify, understand, and comply with regulations and policies for confidentiality, HIPAA, OSHA and ADA.

Prerequisite: CP 101/CP 102/CP 103

CP 105 CPT/ICD Coding

Students gain experience in using the ICD and the code books with emphasis place on billing correctly for the right procedures at the correct amount. Student will prepare mock insurance claims for various types of insurance providers. Students will gain the ability to obtain and document patient information. The course covers CPT billing/Diagnostic coding, evaluation and management procedures as well as modifier codes and Insurance/Medicaid and Medicare with other forms (inpatient and outpatient facilities) and Electronic Medical Records. Students will learn to distinguish between correct insurance billing and fraudulent procedures as well as read and interpret an EOB containing one or more types of chiropractic service. Students will be able to describe the issues and consequences involved in unethical practices when managing collections and the clinic finances.

Prerequisite: CP 101

OWNERSHIP

California College of Business Science & Technology is owned by Deborah Cooper and Glenn Cooper.

ADMINISTRATIVE CONTROL STAFF

Deborah Cooper School Director

Naturopathic Holistic Health Practitioner, International College of Healing Arts, Los Angeles, California Holistic Healing Arts

Practitioner, International College of Healing Arts, Los Angeles, California Massage Therapist, Los Angeles Vocational Institute, Los Angeles, California

Physical Therapist Aide, Los Angeles Vocational Institute, Los Angeles, California Chiropractor Assistant, Institute of Professional Practical Therapy, Los Angeles, California Board Certified Naturopathic Doctor, American Naturopathic Medical Certification Board Certified Massage Therapist CMT 17068 (California Massage Therapy Council)

Glenn Cooper Director of Education

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FACULTY

Glenn Cooper Instructor

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Rebecca Cooper Instructor

Massage Therapist, International College of Healing Arts, Los Angeles, California

Master in Physiology and Rehabilitation, International College of Healing Arts, Los Angeles, California Naturopathic Holistic

Health Practitioner, International College of Healing Arts, Los Angeles, California Holistic Healing Arts Practitioner,

International College of Healing Arts, Los Angeles, California Deborah Cooper Instructor

Naturopathic Holistic Health Practitioner, International College of Healing Arts, Los Angeles, California

Holistic Healing Arts Practitioner, International College of Healing Arts, Los Angeles, California Massage Therapist, Los

Angeles Vocational Institute, Los Angeles, California

Physical Therapist Aide, Los Angeles Vocational Institute, Los Angeles, California Chiropractor Assistant, Institute of

Professional Practical Therapy, Los Angeles, California Board Certified Naturopathic Doctor, American Naturopathic

Medical Certification Board Certified Massage Therapist CMT 17068 (California Massage Therapy Council)

Douglas Bolanos Instructor

Holistic Healing Arts Practitioner, International College of Healing Arts, Los Angeles, California Massage Therapist,

International College of Healing Arts, Los Angeles, California

OFFICE HOURS

Business office hours are Monday through Friday from 8:30 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. California College of Business Science & Technology observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below.

SCHOOL HOLIDAYS 2021

New Year's Day	January 1
Martin Luther King Day	January 18
President's Day	February 15
Cesar Chavez Day	March 31
Memorial Day	May 31
Independence Day	July 5
Labor Day	September 6
California Admission Day	September 9
Native American Day	September 24
Veterans Day	November 11
Thanksgiving Day	November 24
Day after Thanksgiving	November 25
New Year's Day	December 31

Winter Holidays will last from December 23, 2021 until January 3, 2022. Additional holidays or school closures may be declared at the discretion of the School Director.