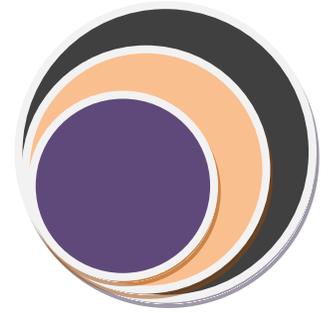


# School Catalog 2018



## Southern California Health Institute

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## Catalog & Changes

This catalog is current as of the time of publication. Southern California Health Institute (SOCHI) reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff and the school calendar. SOCHI publishes a catalog addendum to announce changes to any provisions of this catalog. All policies and procedures in this catalog apply to all students.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the school performance fact sheet, which must be provided prior to signing an enrollment agreement.

## Photographs

All photographs are the exclusive property of Southern California Health Institute (SOCHI) and are an accurate representation of the school, equipment, and other representations, as of the publication date of this catalog.

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## Contacting Southern California Health Institute (SOCHI)

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CAMTC Approval Code: SCH0074



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# Southern California Health Institute

## About Us

In 1996, Southern California Health Institute (SOCHi), then known as the Institute of Professional Practical Therapy opened its doors in Los Angeles, California. In 2011, the institute became officially named Southern California Health Institute (SOCHi) and relocated to the NOHO Arts District of North Hollywood, California. In January 2016 the school made another move to its current location in Reseda which is approximately 20 miles from downtown Los Angeles. The campus occupies approximately 30,000 square feet, which includes classrooms, lab, fitness and massage clinics, and administrative space. The campus provides a healthy and comfortable learning environment. The personal fitness gym, physical therapy lab and massage clinic as well as the medical assistant lab are all outfitted with the treatment tools and equipment needed for practical application of all learning. Television screens, white boards, computers, anatomical models and program specific specialty equipment such as massage tables, treatment tables, exam supplies, and other items are available in each classroom along with an instructor work station. All massage therapy, physical therapy aide, personal fitness trainer, medical billing & coding, and medical assistant related equipment is located on the premises of the campus.

## School Mission

Southern California Health Institute's (SOCHi) mission is to provide quality allied health programs in an environment of scholastic learning to produce empathetic and

compassionate allied health workers, dedicated to the ethical and social principles of the profession. SOCHi measures the success of its mission through the success of its graduates and their attainment of gainful employment.

## Objectives/Goals

- To provide programs of study that are educationally sound, up-to-date, of high quality, and demonstrably effective.
- To publicly state and clearly demonstrate that the institution does not discriminate on the basis of age, race, ethnic origin, gender, sexual orientation, or religion.
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing the institution and its services to all people.
- To provide effective student services which recognize the individual differences and ensures successful student retention, graduation, and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied students.
- To ensure proper and ethical administration of all financial aspects of the institution.
- To embrace voluntary self-regulation, which is inherent to the accreditation process.
- To demonstrate a commitment to the people served by the institution through local community involvement and participation.
- To demonstrate the effectiveness of private

educational training, thereby providing essential skills to support a productive workforce.

- To promote training programs of the highest quality and integrity.

## Approvals & Authorizations

### State Approval

Southern California Health Institute (SOChi) was granted institutional approval to operate a post-secondary institution in the state of California from Bureau for Private Post-Secondary Education (BPPE) pursuant to California Education Code, Article 9, Section 94915. Southern California Health Institute's school code number is 1925331. The Bureau's approval means that the institute and its operation comply with the required standards established under the law for occupational instruction by private post-secondary educational institutions. Southern California Health Institute (SOChi) is not a public institution. The school is a privately owned vocational school.

SOChi is approved by the state of California Workforce Investment Board to provide workplace training for eligible individuals. The California Department of Education describes the program as follows: "the purpose of the Workforce Investment Act (WIOA) is to provide Workforce Investment Activities that increase the employment, occupational attainment, and retention and earnings of participants, which

will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy... WIOA adult funds provide services to all adults plus specialized training and other services to economically disadvantaged adults facing serious barriers to employment. Dislocated worker funds provide rapid response services to workers affected by plant closures and layoffs, industry retraining, and readjustment services."

SOChi is approved by the California Approving Agency for Veterans Education (CSAAVE) to accept veteran's benefits (Montgomery G.I. Bill) for those students who qualify.



### Accreditation

Southern California Health Institute (SOChi) is currently accredited by the Accrediting Council for Continuing Education & Training (ACCET).

ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Accrediting Council for Continuing Education and Training (ACCET):

1722 N St, NW  
Washington, DC 20036  
(202) 955-1113

[www.accet.org](http://www.accet.org)

## Memberships & Other Affiliations

SOCHi maintains memberships and affiliations with various organizations. The following is a list of some of the organizations that SOCHi is a member of or affiliated to:

- NASM
- AAPC
- BBB
- ABMP
- AMTA
- NCBTMB

## Statement of Ownership

Southern California Health Institute is owned by IPPT Career School Inc. with principle offices located at 18040 Sherman Way, 4<sup>th</sup> Floor, Reseda, CA 91335. The Executive Officer of IPPT Career School Inc. and 100% owner is Marina Isounts, President.

## Student Notifications

As of the publication of this catalog (and current addendum) Southern California Health Institute does not have pending a petition in bankruptcy, is not operating as a debtor in possession, has filed a petition within the preceding five years, nor has 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.).

Southern California Health Institute has been approved to participate in the following federal student financial aid programs as administered by the U.S. Department of Education federal student aid office:

- Federal PELL Grant Program
- Federal Family Education Loan Program (currently not being offered)
- Federal Direct Student Loan Program
- Federal Perkins Loan Program (currently not being offered)
- Federal Supplemental Educational Opportunity Grant Program (currently not being offered)
- Federal Work-Study Program (currently not being offered)
- Academic Competitiveness Grant and National Science and Mathematics Access to Retain Talent Grant Programs (currently not being offered)
- Iraq and Afghanistan Service (currently not being offered)

## Admissions Requirements

### General Admissions Requirements

Southern California Health Institute processes applicants on a rolling basis. Unless otherwise specified, applicants will be considered for the next scheduled start date prior to applying for, and being accepted for admission to the institution. All applicants are required to meet with an admissions representative for a personal interview and a tour of the school.

All applicants that meet the following requirements will be admitted as a regular student:

- Be a high school graduate or have a General Educational Development (GED) certificate

- Be 18 years of age by the date of graduation from SOCHi

All applicants must also complete the following admissions procedures:

- Complete an interview and tour of the school with an admissions representative
- Complete an Application for Admission
- Complete an Enrollment Agreement
- Complete a Statement of Health
- Complete a Photo/Video Release (part of enrollment agreement)
- Complete a Self Employment Attestation (for massage & physical therapy aide students only)
- International students must have a Skype or phone interview to determine their English proficiency

### Statement of Nondiscrimination

Southern California Health Institute admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. This policy of nondiscrimination applies to, but is not limited to, the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973

- The Americans With Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-a)

Concerns regarding discrimination in any form can be directed to the office of the Campus President of Southern California Health Institute.

### Denial of Admission

SOCHi reserves the right to deny admission to any applicant for reasons including but not limited to:

- Failing to meet the stated entrance requirements.
- Being unable to meet financial obligations to the school.
- Exhibiting a lack of motivation towards the enrollment process including missing admissions or financial aid appointments, document submission deadlines, or failing to maintain contact with admissions.
- Having a prior violation of the certifying body of the program to which you are applying.
- Displaying the physical inability to perform tasks required in various programs of study which will become regular on the job tasks.

In the case when SOCHi denies admission, the decision is made by the Director of Admissions. An appeals process is available for individuals seeking to enter the institution after admission has been denied. The denied prospective student must write a letter within 7 business days to the campus president explaining why they should be eligible for admissions despite failing to meet the above. The campus president and admissions director will meet and come to a decision and notify the prospective

student within 14 days of the receipt of the appeal letter.

### **Reasonable Accommodations**

Southern California Health Institute will make reasonable accommodations to individuals including auxiliary aids and services to those individuals with a bona-fide disability. Southern California Health Institute will not fundamentally alter the nature of its programs, nor will it provide accommodations that are considered unreasonable and that would significantly alter the programs of study and services that Southern California Health Institute provides students. Requests for auxiliary aids and services to accommodate a disability should be submitted via a written request to the Administrative dean prior to starting classes at Southern California Health Institute.

### **Re-Admission**

Students who previously attended Southern California Health Institute and choose to return will be subject to the admissions policy in effect at the time in which they reenter. Previously enrolled students who intend to be readmitted after 180 days from their last date of attendance must adhere to the admissions policy in effect at that time. Those students, who intend to reenter within 180 days from their last date of attendance, please refer to the re-entering student policy in this catalog.

### **Articulation Agreement**

Southern California Health Institute does not currently engage in articulation agreements with any other school, college or university.

Please see the “Transferability of Coursework” policy on page 21 of this catalog for more information regarding transfer of coursework out of, or into, Southern California Health Institute.

### **BPPE Essentials**

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.

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:

2535 Capitol Oaks Drive, Ste. 400

Sacramento, Ca. 95833

Toll free phone: 888.370.7589

Fax: 916.263.1897

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

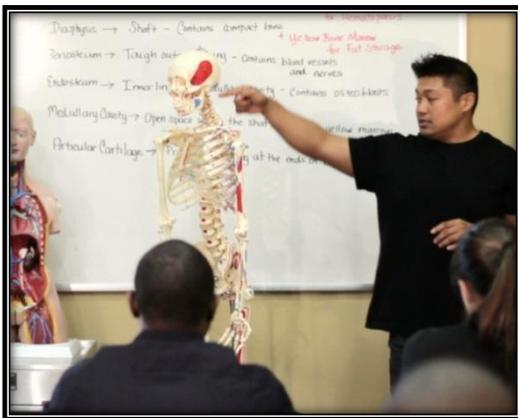
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Southern California Health Institute issues a new catalog annually. Occasionally, as policies get updated, the changes will be reflected in the catalog addendum. Students become notified of any such changes via an email notification.

### **English as a Second Language (ESL)**

Southern California Health Institute does not provide English as a second language instruction. Students must be proficient in all areas of the English language, including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting successful completion of high school or equivalent.

All courses are taught only in the English language.



## General Information

## Hours of Operation

Southern California Health Institute holds classes at its campus at 18040 Sherman Way, 4<sup>th</sup> Floor, Reseda, CA 91335 between 8:30 a.m. and 10:30 p.m. Monday through Friday.

Administrative office hours are scheduled during normal business hours of between 9:00 a.m. and 8:00 p.m., Monday through Friday. Please refer to posted administrative hours by department as some offices hold hours before and after normal business hours. Any change in the hours of operation will be posted at the campus.

## Internal Grievance Procedures

From time to time, differences in interpretation of school policies will arise among students, faculty 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 Campus President. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the Campus President should be contacted. Normally, the informal procedure of “discussing” the difference (s) 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 a reasonable timeframe and will be sent to the student in writing.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

*1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.*

*2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.).*

*3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus*

*or course outline, correspondence between the student and the institution).*

**4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org) Note: Complainants will receive an acknowledgement of receipt within 15 days.**

Additionally, complaints may be addressed with the Bureau for Private Postsecondary Education:

2535 Capitol Oaks Drive, Ste. 400  
Sacramento, CA 95833  
Toll free phone: 888.370.7589  
Fax: 916.263.1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Notification of Rights – FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. SOChi notifies students of their rights under FERPA.

- Each student enrolled at Southern California Health Institute shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information.
- A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the

student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education.

- Record to fulfill his or her professional responsibility or commitment to the school.
- Students may request a review of their education records by submitting a written request to the Campus President. The review will be allowed during regular office hours under appropriate supervision.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Administrative dean, with the reason for the requested change stated fully.
- Directory information is information on a student that the school may release to third parties without the consent of the student.

Southern California Health Institute has defined directory information as the student's name, address(s), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the registrar within 10 days after the date:

- of the student's initial enrollment or by such later date as the institution may specify.
- the written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- Except under one of the special conditions described in 34 CFR 99.31, a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

- If a parent or eligible student so request, SOCHi must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, SOCHi must provide the student with a copy of the records disclosed
- SOCHi may disclose personally identifiable information without student consent to the following parties:
  - School officials with legitimate educational interests
  - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
  - State and local officials
  - Authorized organizations conducting educational research
  - Accrediting agencies
  - Alleged victim of a crime
  - Parent of a Dependent Student as defines by the IRS
  - Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse
- In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information

pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, SOCHI must comply with FERPA's recordkeeping requirements under 34 CFR 99.32 when disclosing information pursuant to a standard court order or subpoena.

SOCHI must make a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

- A student who believes that Southern California Health Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.
- SOCHI maintains health records for each student who applies for special accommodations for a disability. If a health record is used to make a decision in regard to a student's education program (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

SOCHI only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

- In response to the terrorist on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 107-56: DCL April 12, 2002. SOCHI complies with the changes made to FERPA as a result of the Patriot Act as outlined in DCL April 12, 2002.  
FERPA Contact Information:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605  
Phone: 202-260-3887  
Email: [ferpa@ed.gov](mailto:ferpa@ed.gov) (schools only)  
Website address:  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

### **Students Participating in Workforce Investment Act (WIOA)**

Students participating in the WIOA program, please see the WIOA addendum for details.

### **Students Receiving Veterans' Benefits**

Students receiving VA benefits for education, please see the VA addendum for details.

### **International Students**

All programs are taught in English and visa services are provided at no cost to the student. SOCHI will verify student status where the school has issued a

form i-20 to the student. International students, please see the international student addendum for details.



## School

### School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all published school policies. By enrolling in Southern California Health Institute, students agree to accept and abide by the terms stated in this catalog and all school policies. In the event that a written policy in this catalog is in conflict with the school enrollment agreement, the enrollment agreement is the binding agreement between Southern California Health Institute and the student.

### Student Appearance

Students are required to maintain professional standards of modesty, cleanliness and appropriateness at all times. The professional attire for the SOCHI students except the Medical Assistant Program is a freshly laundered SOCHI t-shirt, or black or white t-shirt

without any graphics, and black or khaki bottoms of your choice. Medical Assistant students must wear the SOCHI scrubs that are issued. Denim is not permitted.

Students must practice proper hygiene, maintaining a clean and healthy appearance. Students will be counseled for unprofessional appearance. Failure to comply with dress code standards may result in class dismissal and an absence for that class.

### Mobile Devices

Cellular telephones and all other electronic mobile devices must be turned off during class time to prevent interruption. Mobile devices are not permitted to be used during test taking.

### Guests on Campus

Non students are not permitted in any SOCHI classes except the public clinics, unless prior approval has been granted by the academic department for a guest speaker or classroom demonstration.

### Pregnancy

Students who become pregnant during the program will need to make special arrangements to complete their program. The student is responsible for contacting the Administrative dean when she learns of her pregnancy. A medical release will be required from the student's health provider before she is permitted to participate in hands on classes.

### Personal Property

Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no personal belongings have been left behind.

Upon request SOCHi may issue lockers and locks to students for use while enrolled at the institution. If a student is dismissed or withdraws from the institution, the student will have 10 business days from date of termination to collect the contents of the locker they were issued and turn in the lock. If the student does not do so, the school will open the issued locker and dispose of the contents.

Southern California Health Institute is not responsible for any lost or stolen property.

### **Non Academic Termination**

Southern California Health Institute reserves the right to dismiss a student for any of the following reasons:

- Failure to adhere to the code of conduct
- Behavior that presents a danger to the school, staff, faculty or fellow students on or off campus
- Excessive absences
- Failure to meet financial obligations to the school
- Students that are unable to be financially packaged within 30 days of their class start date due to missing tax returns, unresolved Title IV default, or missing other necessary documentation.

### **Non Academic Appeals**

Students who are suspended or terminated for cause may appeal the school's decision in writing to the Campus President. The Campus President must receive the appeal from the student within two business days of being

notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school. For attendance appeals refer to the "Attendance Policy". For academic appeals refer to the "Satisfactory Academic Progress Policy".

### **Drug Free Environment**

As a matter of policy, Southern California Health Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity held off premises. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Campus President.

### **Unlawful Harassment**

Southern California Health Institute is committed to the policy that all members of the School's community including its faculty, students, and staff, have the right to be free from any harassment by any other member of the School's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Campus President or the Administrative dean. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances, unlawful sexual harassment will not be tolerated.

Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees.

## Conduct

All students are expected to conduct themselves in an orderly and considerate manner when on the school premises, as well as, off site at any events that the school and students are participating in. It is also expected that students understand and adhere to a policy of respect for the rights of others. Students will be held responsible for conforming to the laws of the national, state and local governments.

Students who are outside the norm of the conduct policy may be withdrawn from the institution at the discretion of the Campus President. A student in such a circumstance may request to appeal the decision. Please refer to the appeals policy in this catalog for further details.

## Academic Integrity

Southern California Health Institute places the highest value on academic integrity among its students. It is the policy of this school that students shall be responsible for maintaining academic integrity at all times. Cheating and / or plagiarism are violations of this policy and will not be tolerated. Academic dishonesty is grounds for dismissal.

Academic dishonesty is defined as the following but not limited to the following:

- Plagiarizing another student's work

- Plagiarizing material obtained from another source
- Providing your work to another student to copy or submit as his or her own work
- Soliciting another student or other individual to complete your assignment(s)
- Submitting work that you did not create or complete
- Completing assignments or tests for another student
- Providing test or quiz answers to another student
- Copying from another student's work during a test or quiz
- Soliciting answers or other assistance from another student while taking a test or quiz
- Possessing or attempting to possess a copy of a test or quiz prior to taking it
- Distributing or attempting to distribute a copy of a test or quiz to others prior to its administration
- Using devices to obtain answers during a test or quiz (except for translation purposes when authorized by the instructor)
- Providing detailed information to another student regarding answers to tests, quizzes or assignments

## Academic Information

### Academic Freedom

Southern California Health Institute values the right to free speech as demonstrated in the instruction provided by its faculty members. SOCHi assures academic freedom in the classroom, within the stated mission of the school and in compliance with the established academic policies and procedures. In the classroom, faculty members may express their professional points of view and conclusions

supported by relevant evidence. Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom.

### Unit of Credit

The quarter credit hour is the unit of measurement used by Southern California Health Institute to measure its Advanced Professional Massage Therapy and Physical Therapy Aide/Sports Rehab programs. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter credit hour. The Personal Fitness Trainer/Health & Wellness Professional, Medical Billing and Coding Specialist, and Medical Assistant programs are measured in clock hours.

### Enrollment Status

A student is considered full-time if he or she is enrolled in a minimum of 20 contact hours per week.

### Transferability of Coursework

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

SOCHi may grant academic credit to students who have successfully completed the same, or substantially the same, course work as required in the curriculum at other institutions of postsecondary education that are accredited by an accrediting agency recognized by the US Department of Education. The granting of such

transfer credit is totally at the discretion of SOCHi. Students' transfer credit evaluations will be conducted using the following guidelines.

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
2. A copy of the catalog or course syllabi from the institution at which the course work was completed by the student must be furnished before any application for transfer credits can be evaluated.
3. A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. No credits earned as a result of a "pass/fail" option are eligible for transfer.
4. No more than 40 percent of the credits necessary to earn a certificate from SOCHi will be accepted for transfer.
5. Coursework completed more than three years ago may only be transferred with the School President's approval.
6. Transfer of credit must be completed prior to enrollment through a written request to the School President with supporting documentation such as an official transcript, school catalog, or course syllabus. Securing an official transcript in a timely manner is the sole responsibility of the student.
7. Tuition adjustments will be made based on clock hour or credit hour charges for any course accepted.
8. The School President shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.
9. An appeal to a negative decision regarding acceptance for transfer of credit must be made in writing to the School President within five days of the decision. The School President will make a final determination within five days of the dated written appeal. All decisions made by

the School President are final.

10. SOCHi will accept 100% of applicable credits/clock hours taken at SOCHi by prior SOCHi students upon re-enrollment. Additionally, SOCHi will accept all credits/clock hours for applicable courses completed with a grade of C or better by students transferring from one SOCHi program to another SOCHi program.
11. Credit that has been transferred into Southern California Health Institute from previous completed courses are used in calculating percentage of completion for maintaining SAP, but does not have any effect on the grade point average requirement for sap. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study.

CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION. THE DECISION TO ACCEPT SOCHi CREDITS IS SOLELY UP TO THE RECEIVING INSTITUTION. However, upon notification that a current or former student wishes to transfer credits/clock hours into another institution, SOCHi will provide transcripts and other appropriate documentation to assist the student upon request.

*For VA students looking to transfer credits to Southern California Health Institute please see the VA addendum for details.*

### Challenge Examinations & Achievement Exams

SOCHi does not allow for challenge examinations or achievement tests in order to receive proficiency credit for required courses.

### Ability to Benefit

SOCHi does not accept ability to benefit students.

## Grading System

Grade reports are issued to students at the completion of each module. Grades are based on the quality of work as shown by written tests, laboratory work, practical assessment, out of class work and projects as indicated on the course syllabus. The grading scale is as follows:

| letter grade | % score                               | included in CGPA | quality points |
|--------------|---------------------------------------|------------------|----------------|
| A            | 90-100%                               | yes              | 4.00           |
| B            | 80-89.9%                              | yes              | 3.00           |
| C            | 70-79.9%                              | yes              | 2.00           |
| D            | 60-69.9%                              | yes              | 1.00           |
| F            | < 60%                                 | yes              | 0.00           |
| R            | repeat                                | no               | n/a            |
| TC           | transfer credit                       | no               | n/a            |
| W            | withdrawn                             | no               | n/a            |
| P            | pass                                  | yes              | 4.0            |
| WE           | withdrawal w/extenuating circumstance | no               | n/a            |
| SC           | section change                        | no               | n/a            |

## Application of Grades

Grading is used to assess a student's academic progress. Grades are issued at a maximum of five (5) days from the last day of completion of a course. A grade of an "A", "B", "C" are passing grades as a further breakdown, an "A" indicates an excellent level of achievement, a "B" indicates a good level of achievement, and a "C" indicates an average level of achievement. A "D" is considered unsatisfactory and any student who earns a "D" grade in a course must repeat and successfully complete the course with a "C" or higher prior to graduation. Failing is designated with a "F" grade. Any student earning a grade of "F" in a course must repeat and

successfully complete the course with a “C” or higher prior to graduation. An “R” indicates that a student has repeated a course. The grade is issued to replace a prior failing grade only after the student successfully completes the repeated course. For all courses the first retake is free if the student successfully graduates from the program. Additional retakes will be charged to the student’s account.

A “W” indicates a withdrawal, meaning that the student either withdrew from the course voluntarily or administratively. “WE” indicates withdrawal with extenuating circumstance and has no effect either quantitative or qualitative on the student’s CGPA. “TC” indicates transfer credits. Transfer credits are not considered when calculating cumulative grade point average. A “P” indicates a passing grade. The “P” also indicates that the course is designed as a pass-fail course. “SC” indicates a section change and has no effect either quantitative or qualitative on the student’s CGPA.

## Attendance

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Students are encouraged to schedule medical or dental appointments after class hours and should notify the instructor or Program Director if they plan to be absent and make alternative arrangements to get the class information that was missed. Students who miss class time due to extenuating circumstances should provide documentation of medical or other issues contributing to their absence. Attendance will be considered a factor when an instructor issues grades for a course. Student attendance is taken daily and the

minimum attendance required is 80% across all programs.

SOChi expects that students will be on time for each class. The time is documented on the attendance rosters for late arrivals and early departures and those times frames are deducted from the daily attendance hours when entered into the student management system, which affects the overall attendance percentage for the program. Excessive or chronic tardiness may be addressed by academic administration. Faculty will not repeat class materials to accommodate tardy students. Each student is responsible for any content missed due to tardiness or early departure.

Southern California Health Institute’s attendance and absence policy is as follows:

1. Any student not in attendance for more than fourteen (14) consecutive calendar days, including holidays and scheduled or emergency closures less than 5 days, may be terminated from the program and issued a grade of “W” (withdrawn) for the current course(s) attempted. Students can appeal this decision by submitting a written statement explaining the circumstances that led to the excessive number of absences. The statement must be submitted to the Campus President within two (2) class days from the date of which the student was withdrawn. All appeals will be responded to within ten (10) business days of receipt by the school. The decision of the Campus President regarding whether to allow the student to remain enrolled is final. If the student is allowed to remain then the academic department and registrar will determine the schedule for proceeding with the courses in their respective program.

2. Students who are withdrawn from the institution are subject to the school's refund policy in effect at that time. *Please see the VA addendum for students receiving VA benefits.*

### **Make Up Tests, Exams and Assessments**

All occasions of missed tests, exams or assessments will result in the deduction to a student's grade. The maximum grade earned for any makeup test, exam or assessment will be 70%.

### **Out of Class Work**

*This section only pertains to students enrolled in the Advanced Professional Massage Therapy and Physical Therapy Aide/Sports Rehab programs.*

Students will be assigned an equivalent of five (5) hours of out of class work for every twenty (20) hours of in class participation. The assignments will be in the form of projects, journals, essays, research papers, and reading requirements with assessments to measure their understanding of the material. This is not distance education or correspondence education. These assignments will be factored into the final grade for each course. If, the out of class work is not submitted on time, or the student has elected to not submit the work at all, his/her grade will be adversely affected. Out of class work accounts for twenty percent (20%) of the student's overall grade in any given course. Should a student fail to turn in the scheduled out of class work, they will receive zero points for that assignment. Students have a maximum of five (5) days past the end of the

course completion date to turn in the missed out of class work to receive a maximum of seventy percent (70%) for that assignment. Should he/she fail to turn the work in at that point, no credit will be given for that assignment.

If a student has an extenuating circumstance and needs additional time to turn in his/her out of class work, the student should work closely with his/her instructor to devise a plan for completing the missed assignment(s).

### **Make-Up Hours**

Make-up hours must be prearranged with the Instructor, and must be completed outside of normally scheduled class hours. Only time spent on Instructor-approved activities that are comparable in content, time and delivery of the classes missed will count as make-up hours.

### **Course Retake**

Should a student fail to complete a course successfully, he/she may retake the course when it becomes available. Retaking a course will push the graduation date to a later date. Students that have not successfully completed a course from the prerequisite module may not progress to any modules following. When retaking a course, the highest grade achieved for that course will be used in calculating the Cumulative Grade Point Average (CGPA). Course retakes are always added as a course attempted in calculating completion rate for evaluating Satisfactory Academic Progress. For all courses the first retake is free if the student successfully graduates from the program. Additional retakes will be charged to the student's account.

### **Drop/Add Period**

Southern California Health Institute does not allow students to drop, add or substitute individual courses.

## Standards of Satisfactory Academic Progress – Academic Warning, Probation & Appeal

### Credit Hour Programs:

Satisfactory Academic Progress for Credit Hour programs is measured in two ways:

- **Qualitative Progress:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting the minimum cGPA of a 2.0 (70%) at the conclusion of each evaluation period.
- **Quantitative Progress:** Qualitative Progress is defined as the credit hours achieved divided by the credit hours attempted. To be making Satisfactory Academic Progress a student must have successfully completes at least 67% of the credits attempted at each evaluation point.

Grades of F are counted as hours attempted but have a 0.0 value toward the GPA. Repeated courses are counted as hours attempted. The lowest grade is dropped, and highest grade used to calculate the GPA. Course work completed may adversely affect the student’s academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Student who withdraw from a course receive a grade of W, which has no impact on the GPA, but does count as hours attempted.

A student must be meeting these standards to

be considered as meeting Satisfactory Academic Progress and in Good Standing. Any student who has not achieved the minimum cumulative GPA of 2.0 (70%) or who has not successfully completed at least 67% of the credit hours attempted at each required evaluation period is not considered to be in Good Standing and may not be eligible for Title IV assistance, if applicable.

### Evaluation Periods for Academic Purposes

All students will be evaluated for academic progress at the end of each module. Consistent with SAP measurements, the evaluations will assess each student’s progress against the qualitative and quantitative standards mentioned above.

### Evaluation Periods for Financial Aid Purposes

Students who are receiving financial aid will also be evaluated at the Mid-Point and End-point based on scheduled credit hours. Consistent with SAP measurements, the evaluations will assess each student’s progress against the qualitative and quantitative standards mentioned above and determine eligibility for continued financial aid.

| Program                                | Evaluation Period Scheduled credits | Evaluation Period Scheduled credits |
|--|-------------------------------------|-------------------------------------|
| Advanced Professional Massage Therapy  | 27.2                                | 54.4                                |
| Physical Therapy Aide/<br>Sports Rehab | 28                                  | 56.15                               |

### Maximum Time Frame for Credit Hour Programs

Maximum Time Frame (MTF) is the maximum amount of time in which a student can successfully complete any of the programs offered at the school. The maximum time frame may not exceed 150% of the published length of the program as measured in quarter credit hours.

| Program                                | Program Length<br>Hours/Weeks   | MTF<br>Hours/Weeks               |
|--|---------------------------------|----------------------------------|
| Advanced Professional Massage Therapy  | 54.4 quarter credit hours / 37  | 81.6 quarter credit hours / 55.5 |
| Physical Therapy Aide/<br>Sports Rehab | 56.15 quarter credit hours / 38 | 84.2 quarter credit hours / 57   |

### Clock Hour Programs:

Satisfactory Academic Progress for Clock Hour programs is measured in two ways:

- Qualitative Progress: The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting the minimum cGPA of 2.0 (70%) at the conclusion of each evaluation period.
- Quantitative Progress: The student must attend at least 80% of the scheduled clock hours cumulatively for

each evaluation period.

A student must be meeting these standards to be considered as meeting Satisfactory Academic Progress and in Good Standing. Any student who has not achieved the minimum cumulative GPA of 2.0 (70%) or who has not successfully achieved a cumulative rate of at least attendance of 80% at each required evaluation period is not considered to be in Good Standing and may not be eligible for Title IV assistance, if applicable.

### Evaluation Periods for Academic Purposes

All students will be evaluated for academic progress at the end of each module. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards mentioned above.

### Evaluation Periods for Financial Aid Purposes

Students who are receiving financial aid will also be evaluated at the Mid-Point and End-Point based on scheduled clock hours. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards mentioned above and determine eligibility for continued financial aid.

| Program   | Evaluation Period<br>Scheduled<br>Hours | Evaluation period<br>Scheduled<br>Hours |
|---|---|---|
| Personal Fitness Trainer/Health & Wellness Professional | 450                                     | 900                                     |

|   |     |     |
|---|-----|-----|
| Medical Billing<br>And Coding<br>Specialist | 450 | 900 |
| Medical<br>Assistant                        | 450 | 900 |

Whether in a credit hour or clock hour program, and whether or not a student is receiving financial aid, any student not meeting SAP requirements at any the end of any evaluation period will be issued a Warning Letter and placed on 'Warning' status through the next evaluation period.

#### Maximum Time Frame for Clock Hour Programs

Maximum Time Frame (MTF) is the maximum amount of time in which a student can successfully complete any of the programs offered at the school. As students must maintain a cumulative attendance rate of 80%, the maximum time frame may not exceed 120% of the published length of the program as measured in clock hours.

The 'Warning' period is a time of accelerated performance where affected students must remedy the cause of the warning while achieving the regular progress requirements for the warning period.

As part of the 'Warning' status, students will be required to meet with the Assistant Director of Education. During the meeting, the student and Assistant Director of Education will create a plan for the student to achieve 'Good Standing' by the end of the 'Warning' period.

During the Warning period, students are eligible for financial aid funds.

| Program  | Program Length<br>Hours/Weeks | MTF<br>Hours/Weeks |
|--|-------------------------------|--------------------|
| Personal Fitness<br>Trainer/Health<br>& Wellness<br>Professional | 900 / 36                      | 1080 / 43          |
| Medical Billing<br>And Coding<br>Specialist                      | 900 / 36                      | 1080 / 43          |
| Medical<br>Assistant   | 900 / 36                      | 1080 / 43          |

#### Probation Period

If a student fails to meet the Satisfactory Academic Progress standards after the 'Warning' period, he or she will be terminated from the Institution, subject to an appeal. Student whose appeal is successful will be issued a Probation Letter and placed on 'Probation' status. The Probation Letter will be sent to students via mail or email.

As part of the Probation status, students will be required to meet with the Assistant Director of Education. During the meeting, the student and the Assistant Director of Education will create a plan for the student to achieve 'Good Standing' by the end of the 'Probation' period.

#### Return to Good Standing

#### Warning Period

If a student achieves Satisfactory Academic Progress by the end of the 'Warning' period, he or she will return to 'Good Standing' and title IV funding will continue.

If the student fails to meet Satisfactory Academic Progress by the end of the 'Probation' period, he or she will be Academically Terminated from the program.

### SAP Appeals

Students not meeting the Satisfactory Academic Progress standards are notified by means of a Letter or email from the Campus President. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the Campus President. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or special mitigating circumstance. Appropriate documentation should be included with the written appeal. Such documentation might include a physician's statement, accident report, or other statements. The Campus President will notify the student of their decision within 10 days of receiving the student's appeal. The decision is final.

In cases where an appeal is accepted, that student is placed on 'Probation' status through the next evaluation period. The institution will provide the student an Academic Plan that, if followed, will ensure the student meets

Satisfactory Academic Progress standards by a specified time, and can return to Good Standing.

### Academic Termination

If a student fails to return to Good Standing at the end of a 'Warning' period and does not successfully appeal that determination, he or she will face Academic Termination. In the case of Academic Termination, the last day of attendance (LDA) will be used to calculate the student's refund and/or balance due.

*Please see the VA addendum for students receiving VA benefits.*

Below is a table of grades used in satisfactory academic progress calculation:

#### **Grading Table:**

| letter grade | % score                               | included in CGPA | quality points |
|--------------|---------------------------------------|------------------|----------------|
| A            | 90-100%                               | yes              | 4.00           |
| B            | 80-89.9%                              | yes              | 3.00           |
| C            | 70-79.9%                              | yes              | 2.00           |
| D            | 60-69.9%                              | yes              | 1.00           |
| F            | < 60%                                 | yes              | 0.00           |
| R            | repeat                                | no               | n/a            |
| TC           | transfer credit                       | no               | n/a            |
| W            | withdrawn                             | no               | n/a            |
| P            | pass                                  | yes              | 4.0            |
| WE           | withdrawal w/extenuating circumstance | no               | n/a            |
| SC           | section change                        | no               | n/a            |

*see description of grading system on page 20 of this catalog under the grading system section*

## Effect of Previous Completed Courses at SOCHi

Credit that has been transferred into Southern California Health Institute from previous completed courses at Southern California Institute are used in calculating percentage of completion for maintaining SAP, but does not have any effect on the grade point average requirement for sap. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study.

## Effect of Program Change

When a student elects to change a program at Southern California Health Institute the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credit hours earned at Southern California Health Institute in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

*For VA students, please refer to page 3 of the VA addendum regarding transfer credit.*

## Re Entering Student

A student must wait at least one grading period before they are eligible for re-entry. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students may re-enter within 180 days from last date of attendance. Re-entering students will be eligible for Federal Financial Aid. After 180 days, returning students will need to re-apply to the institution.

## Leave of Absence

There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in his/her training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. In order to attain a leave of absence, the following policy must be adhered to prior to approval of the leave:

- The leave-of-absence is limited to 180 calendar days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn.
- The leave of absence request must be approved and signed by the school director.
- SOCHi will not grant a leave of absence if it does not have a reasonable expectation that the student will return from the leave of absence.

- SOCHi will not assess the student any additional institutional charges as a result of the leave of absence.
- A student granted a leave of absence that meets these established criteria is not considered to have withdrawn. There will be no refund calculation required.
- A leave of absence has no effect on the Satisfactory Academic Progress policy.
- If student was deemed to be maintaining Satisfactory Academic Progress prior to a leave of absence or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- Failure to return from the approved leave of absence on the exact return date as shown on the leave of absence written request will result in termination from the program of study.
- The withdrawal date for students not returning from a leave of absence for purposes of refund calculation is the student's last day of attendance.
- While on a leave of absence, the student is not eligible for any additional Federal Student Aid.
- Total number of days allowed for a leave of absence may not exceed 180 days in a 12-month period.
- Students on approved leave of absence need to be aware that said leave of absence may affect financial aid. Therefore, before final consideration is given to grant the requested leave of absence, a Financial Aid Advisor will meet with the student and provide information regarding the following:
  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notification to lending institutions
  - deferments may be canceled
  - if veteran-benefits may be affected
  - grace periods exhausted
  - consequences of not returning to Greenspoint Barber College at the expiration of the leave of absence

Documentation of requests for leaves of absence will be maintained in the student file and monitored by the institution to ensure that the student returns by the scheduled end of the leave or terminated from the institution should the student not return on schedule.

#### Leave of Absence Impact on Title IV Funds

- Students receiving Title IV funds must adhere to all policy guidelines. Failure to do will result in the student being terminated from the program.
- A student who has been granted a leave of absence will be considered withdrawn if he/she does not return to school at the end of the leave of absence. In said case, the student's the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.

### Deployed Military Leave of Absence Policy

A student required to take a leave of absence (LOA) due to military deployment will not have a loss of clock hours completed or application/registration fees paid when returning from deployed status. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

## Copyright Policy

### PERMISSIBLE PHOTOCOPYING OF COPYRIGHTED WORKS

Teachers may reproduce copyrighted works for classroom use and for research without securing permission and without paying royalties when the circumstances amount to what the law calls "Fair Use."

#### "Fair Use" - Current Law:

In determining whether the use is a "Fair Use" the law requires consideration of the following factors (17 U.S.C. sec. 107):

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

- The effect of the use upon the potential market for or value of the copyrighted work.

The Guidelines in this report discuss the boundaries for Fair Use of photocopied material. Fair Use cannot always be expressed in numbers: either the number of pages copied or the numbers of copies distributed. Therefore you should weigh the various factors in the Act to determine whether the intended use of photocopied copyrighted material is within the spirit of the Fair Use doctrine. You should secure permission from the copyright owner unless the intended use is clearly permissible under Fair Use.

## Student Services

### Learning Resource Center

The school provides a computer learning center where students have access to internet on the 5<sup>th</sup> floor. There are multiple computer workstations for students to conduct research or obtain information through online resources as well. There are no fees for use and the resource center is open from 8:30am to 10:30pm.

Additionally, students can visit the West Valley Regional Library located 2 miles from campus at 19036 Vanowen Street, Reseda, CA 91335.

### Books & Supplies

Please refer to the catalog addendum for the cost of books and supplies by program.

### Advising

Southern California Health Institute cares about the welfare of its community of students and staff. As

such, academic advising is available to students on a regular basis. Any student seeking advice on their program of study may speak with their instructor or, any member of the academic staff. Please refer to posted office hours for instructor availability or, schedule an appointment with the Administrative dean. The Campus President at Southern California Health Institute may provide information on community resources for students and staff that are in need of social services, drug and alcohol counseling or family counseling.

### **Alpha Beta Kappa National Honor Society**

Alpha beta kappa is the premier national honor society for America's private postsecondary schools, institutes, colleges, universities, and distance learning institutions - serving many institutions for the past 34 years. Alpha Beta Kappa places chapters in institutions which have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. SOChi is known as the sigma gamma chapter of the Alpha Beta Kappa national honors society. Student members are selected by faculty nomination only, and are chosen through excellence in CGPA, attendance, and personal character.

### **Housing**

If you are moving to the area from out of town and need housing, we can help. We post rental notices from students, local real estate agencies and other community members who have housing to offer. However, SOChi assumes no

responsibility for student lodging at these or other accommodations, does not have dormitory facilities under its control, nor offers financial student housing assistance. Average rental properties range widely from city to city in the Los Angeles metro area with specifics available at [www.rentals.com](http://www.rentals.com). Prices in the institution's zip code range from \$1425-\$2775 for one and two bedroom rentals. If you're interested in housing assistance, please contact the Administrative dean.

### **Records Retention**

Southern California Health Institute 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 when it is convenient to both the student and the school administration. Only the student and authorized members of the school administration have a right to review student records. No outside personnel or third-party will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. Financial payment documents will be kept for a period of at least five (5) years after completion or withdrawal of the student. The institution reserves the right to refuse to issue transcripts for training for a student who is not in good financial standing with Southern California Health Institute.

### **Transcripts**

Upon graduation, each graduate will receive two transcripts.\* A student or graduate may request a copy of an official transcript of academic coursework that has been completed at Southern California Health Institute by submitting the appropriate form, which must include the student or graduate's signature, to the registrar. Requests may take up to two weeks to process.

*\*Southern California Health Institute reserves the right to deny official transcript requests to any student or graduate who is not in good financial standing with the school.*

### Employment Placement Assistance

Southern California Health Institute does not guarantee employment to any student upon graduation. Southern California Health Institute does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. SOCHi career services personnel will assist the student with their job search. Assistance consists primarily of educating students in developing the ability to successfully perform the following tasks as the student begins to seek employment:

- 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

SOCHi provides its graduates with the educational training for entry-level positions in their chosen field of study. Students are encouraged to work closely with Southern California Health Institute and be diligent in their job search. Some employers may require a criminal background check as a condition of employment. Employers may additionally require a prospective employee to submit to a drug test.

### Educational Enhancement

Southern California Health Institute strives to enhance the student experience in a variety of ways during their time at the institution.

Tutoring is available at no additional cost to students in need of assistance with their studies.

Field trips, guest lecturers and classroom demonstrations of additional modalities and techniques to diversify their skills after graduation are scheduled regularly. Special events and opportunities to give back to the community further provide enrichment to the students during their time at SOCHi.

As a promoter of wellness within the community, the institution feels that all students should have opportunities to improve their well-being. The SOCHi fitness center and massage clinic are available

to students and employees at a significantly reduced cost.



## Financing Your Education

### Tuition Payment

Southern California Health Institute accepts payment for tuition, books, equipment and other fees through cash payment, visa, mastercard, personal and/or third-party check. SOCHi will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with

the school in order to remove their delinquency and remain in good financial standing.

Various payment schedules are available depending on whether the student is self paying, using Federal Financial Aid, Veteran Benefits, WIA benefits, or is an international student. For details on eligibility for federal student aid and/or other types of payment plans, please visit the finance office on campus.

### **Student Loans – Student Responsibility**

If the student is eligible, and obtains a loan guaranteed by the federal or state government to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan (1) the federal or state government or a loan guarantee agency may take action against the student, including attaching any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **Student Account Overage**

Students who are eligible for more Federal Financial Aid than the cost of their program of study will have an overage on their student account once the second disbursement is

applied. In those cases, the school will credit the student's ledger account for the amount of Title IV funds the student or parent is eligible to receive and pay the amount of any credit balance due before the school submits a request for Title IV funds. A check will be issued to the student and students may pick up their overage checks at the Student Finance Office.

### **Dependency Overrides & Professional Judgment**

A Dependency Override occurs when a Student Finance Advisor exercises professional judgment and overrides the Department of Education's criteria for dependent students. An override may only be granted on a case by case basis for students with unusual and exceptional circumstances. These circumstances must show compelling reason for a student to be considered independent rather than dependent. The decision is made final by the Director of Student Finance.

### **Federal Financial Aid Eligibility and Awarding Aid**

Federal Financial Aid is available to those who qualify. All applicants for Title IV Federal Student Aid funds must complete a Free Application for Federal Student Aid (FAFSA) for each award year. Once the FAFSA is received in the Student Finance Office, the student's Estimated Family Contribution (EFC) is determined. The EFC is subtracted from the Cost of Attendance (COA) to determine each student's demonstrated financial need.

PELL Grants will be awarded based on the student's EFC unless a student holds a Bachelor's degree or higher. Eligibility for Subsidized and/or Unsubsidized

Direct Loans will be calculated and added to the package.

A review of the following information is made prior to awarding Federal Financial Aid:

- Citizenship or permanent resident status
- High school diploma or GED
- Admitted into SOChi
- Not in default on any Title IV financial aid program
- Selective Service registration status
- Aggregate Loan amounts

### **Student Tuition Recovery Fund (STRF)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying

institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as

required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Cancellations & Refunds

### Cancellation & Refund Policy

A student has the right to cancel the enrollment agreement they signed for a program through attendance at the first class day or the seventh day after enrollment, whichever is later to receive a full refund of charges. The notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the enrollment agreement. However, if a student attended at least one day, in the cancellation period, and did not return to class he/she will be treated as a cancel as it relates to the refund policy and all monies will be returned. If a student is a “no show”, meaning they enrolled and never attended a single day of class he/she will also be treated as a cancel as it relates to the refund policy and all monies will be refunded. In both of these instances a formal notice is not required. The student can either no show, stop attending in the cancellation period or notify admissions verbally that he or she wishes to cancel this enrollment agreement before the end of the cancellation period.

### Return to Title IV Financial Aid

Southern California Health Institute has designed the following policies and procedures to ensure proper accountability when a student leaves school.

### Calculating the Title IV Return of Unearned Funds

The U.S. Department of Education regulations shall be strictly adhered to in all instances of calculating a return of Title IV unearned funds.

As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he or she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all excused absences according to the attendance policy (see attendance policy in the Southern California Health Institute course catalog) and a leave of absence has not been requested (or one has been requested but denied) on the 14th consecutive day of non-attendance the student will be unofficially withdrawn as of the last date attended. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that 70% of the scheduled award remains unearned and must be returned to the Department of Education. Once a student has completed more than 60% of the payment period, he or she has earned all of the grant money for that disbursement period.

Once the amount of Title IV aid is determined by the Student Finance office, the student will receive a

letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student. Upon withdrawal if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed. If the amount earned by the student is less than the amount disbursed, then a Title IV return of fund calculation is performed. If the amounts earned and disbursed are equal, no further action is taken. When a return of PELL grant funds is due, the school and the student both have a responsibility for returning the funds.

### **Post-Withdrawal Disbursements**

If the student receives less PELL grant monies than the amount earned, Southern California Health Institute will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. SOCHi will credit a student's account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. SOCHi will send notification no later than 30 calendar days after the date the Student Finance Office determines the student withdrew. The student will then be sent notification about the post-withdrawal disbursement. Southern California Health Institute will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the

funds will then be returned to the federal PELL grant program.

### **Title IV Aid to be Returned**

If the student receives more PELL grant monies than the amount earned, either Southern California Health Institute or the student – or both – must return the unearned funds. When a return of PELL grant funds is due, both Southern California Health Institute and the student have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's share is calculated. SOCHi will return all unearned funds within 30 days from the date the Director of Student Finance determines that the student withdrew. Necessary funds will be returned to the federal PELL grant program by the business office.

If a student owes a repayment to the PELL grant program, Southern California Health Institute will notify the student within 30 days that he or she is responsible for repaying the overpayment. Such notification will contain the following:

- The fact that the student must return funds due to an overpayment of PELL grant
- That the student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.
- That there are two positive actions a student can take to extend eligibility for title iv funds:
  - The student may repay the overpayment in full to the school within 45 days.

- The student may sign a repayment agreement with the department of education.
- If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the department of education for collection.
- That the student should contact the school to discuss his/her options.

### **Treatment of Return of Title IV Funds (R2T4)**

If a student withdraws, drops, or for some reason fails to complete a period for which they have paid the tuition, Southern California Health Institute will calculate what, if any, return needs to be made. The student's last date of attendance (LDA) will be used to perform the refund calculation and all refunds will be made within 45 days of the date of determination (DOD). The DOD is the date which the student either gave notice to the institution of his/her withdrawal or the date which the institution itself determined that the student will no longer be attending. If the student is a PELL grant recipient, it will, in many cases, require a return of a portion of the monies received by both the institution and the student to the PELL grant program. The calculation will be according to the department of education's "return of Title IV funds." The regulation requires a calculation based on the actual percentage of the period the student was scheduled to attend. Southern California Health Institute may charge the student for any monies which the school must return to the PELL grant

program. Refunds to students who are paying their own tuition or agencies that are sponsoring a student who withdraws or is dropped, may receive a refund according to the institutional refund policy.

Examples of the application of the refund policy are available upon request. Students who believe that individual circumstances warrant exception from the published policy may appeal to the Director of Student Finance. The Director of Student Finance, in consultation with the Campus President shall determine whether the student's circumstances warrant an exception.

### **Withdrawal Requirements**

A student wishing to withdraw from Southern California Health Institute prior to the end of a module and/or a financial aid disbursement period must provide notice to the school either in writing or verbally. This is an official withdrawal. Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the

same program within 180 days are considered to be in the same payment period. Written or verbal notice should be submitted to the Southern California Health Institute's Campus President. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by the administration, or the last date of attendance. The withdrawal process shall be as follows:

- The notice will be forwarded to the student's instructor to obtain the student's grade at the time of the withdrawal.

- The notice will also be immediately forwarded to the Student Finance Office if the student is on financial aid.
- The Student Finance Office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
- The student will be billed for any refunds due to the Federal Financial Aid programs.
- If the student has not repaid the funds within 45 days, the repayment due will be posted to the national student loan data base showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the collection department of the U.S. Department of Education will be notified.

### Institutional Refund Policy

If a student drops or withdraws from a program at Southern California Health Institute before completion, tuition refunds will apply as follows:

Students who withdraw from school or stop attending within the first five (5) days of scheduled classes will receive a full refund for tuition and fees.

For refund calculations of tuition and fees, students who withdraw from the program prior to completing sixty percent (60%) of the program will be refunded tuition on a pro rata basis relating to the time enrolled until the last date of attendance. However, if a student withdraws from the institution after completing sixty percent (60%) of the program, no refund

will be due them and the tuition cost of the program period will be the student's responsibility.

The student's last date of attendance (LDA) will be used to perform the refund calculation and all refunds will be made within 45 days of the date of determination (DOD). The DOD is the date which the student either gave notice to the institution of his/her withdrawal or the date which the institution itself determined that the student will no longer be attending.

If a student does not return from an approved leave of absence, then the last date of attendance will be used as the withdrawal date. Also, if a student does not attend class for fourteen (14) consecutive days, on the 15th day of non-attendance the student will be unofficially withdrawn as of the last date attended.

SOCHi is required to be licensed by BPPE and the state mandates a cancellation and refund policy, the institution must demonstrate compliance with that policy as well as with any unique requirements of ACCET's refund policy. The institution compared and analyzed its institutional refund policy with the state's refund policy and with ACCET's refund policy. The institution determined that because all of SOCHi's programs have a less than 12 month period of financial obligation and because the Institution's policy is always more favorable to the student when compared with ACCET or BPPE, that the institutional refund policy will always be implemented and followed as per the footnote of ACCET's policy on Document 31. Sample calculations of the three policies at different periods of enrollment are available in the Office of Student Finance.

This policy applies to students who withdraw from the school, either officially or unofficially, or are administratively dismissed. Tuition and fee refunds for these students are determined according to the following policy:

The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the higher education act of 1965 (as amended) and the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Plus Loans, Federal PELL Grants, Academic Competitiveness Grants (ACG), National Smart Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG).

A student's withdrawal date is the earlier of the date the student began the school's withdrawal process (as described in the Southern California Health Institute catalog) or officially notified the Campus President of intent to withdraw; or fourteen (14) consecutive days after a student ceases attending scheduled classes without notifying the school.

*Note: medical withdrawals and the return of Title IV funds - students who are granted medical withdrawal are treated in the same manner as students who withdraw from the institute.*

### **Refunds and the Return of Federal Funds**

Students who cancel or no show cannot have excluded charges in excess of \$200 in application/registration fees. Students withdrawing from SOCHi by the close of business on the fifth (5<sup>th</sup>) day of the first module will receive a one hundred percent (100%) refund.

Refunds will be sent to students' mailing (permanent) addresses following withdrawal. Adjusted bills will be sent to the students' email addresses.

In accordance with federal regulations, when Federal Financial Aid is involved refunds are allocated in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Plus Loans
4. Federal PELL Grants
5. Federal ACG (if applicable)
6. Federal Smart (if applicable)
7. Federal SEOG (if applicable)
8. Other Title IV federal assistance (if applicable)
9. Other federal sources of aid (if applicable)
10. Other state, private and institutional aid (if applicable)

Southern California Health Institute's responsibilities in regard to the return of title iv funds include providing each Federal Financial Aid recipient with the information given in this policy; identifying students who are affected by this policy and completing the return of Title IV federal funds calculation for those students; and making required returns of Title IV federal funds that are due the title iv programs.

The student's responsibilities in regard to the return of Title IV funds include notifying the Campus President in person of the intent to withdraw; following the school's prescribed procedures for officially withdrawing and returning to the title iv federal programs any funds that were disbursed directly to the student for which the student was or is determined to be ineligible.

## Excluded Charges

Students who receive a refund after the start of class may have excluded charges which are not calculated in the return of funds. The amount is prorated based on the materials distributed and attributable to the portion of the program in which the student has attended and based on the last date of attendance. The following charges would be excluded from the return of funds for student who attended class beyond the cancellation date:

- Unpaid charges for the current module
- Institutional charges for prior modules
- Registration fees
- Orientation fees (if applicable)
- Textbook fees
- Fees for non-returnable supplies and equipment

Note that students who no show or cancel cannot have excluded charges that exceed \$200 in application/registration fees.

## Other Refunds

Any notification of a withdrawal shall be made to the Campus President or Administrative dean. Cancellation of enrollment applications (prior to enrollment in classes) should as stated in the above cancellation policy.

If a student believes that his or her individual circumstances warrant that their charges or refund should be determined in a manner other than described in Southern California Health Institute's published policies, please contact the Campus President in writing to explain your circumstances or justification for an exception. The Campus President shall determine whether

the student's circumstances warrant an exception.

## Delinquent Tuition and Fees

Delinquent tuition and fees will be collected by either a third party servicer or SOCHI's Student Finance department. Students and graduates will be notified by mail, email, and telephone of their past due payments. Once all attempts to collect have been exhausted, SOCHI will turn delinquent accounts to a collection agency.

Disclaimer: the fees, procedures, and policies listed above supersede those published previously and are subject to change at any time when required by changes in federal regulations. This policy reflects Southern California Health Institute's good faith effort to interpret federal regulations that have a bearing on such matters.

## Academic Programs

### Credential Awarded

Southern California Health Institute awards a certificate to students who complete the graduation requirements as stated in this catalog. The following certificate programs are offered at Southern California Health Institute.

### Programs of Study

| program   | units                      | weeks |
|---|----------------------------|-------|
| Advanced Professional Massage Therapy<br><b>SOC 31-9011</b>                   | 54.4 quarter credit hours  | 37    |
| Physical Therapy Aide/Sports Rehab<br><b>SOC 31-2022</b>                      | 56.15 quarter credit hours | 38    |
| Personal Fitness Trainer/Health & Wellness Professional<br><b>SOC 39-9031</b> | 900 clock hours            | 36    |
| Medical Billing and Coding Specialist<br><b>SOC 43-3021</b>                   | 900 clock hours            | 36    |
| Medical Assistant<br><b>SOC 31-9092</b>                                       | 900 clock hours            | 36    |

### Graduation Requirements

A certificate of completion will be awarded to those students meeting the following graduation requirements:

1. CGPA 2.0 or better
2. 80% attendance for the entirety of the program is required in all programs
3. Completion rate of 66.67% for all credit hour courses attempted and 80% for all clock hour courses attempted.
4. In good financial standing with the school

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a CGPA of 2.0 or better and a minimum of 80% attendance for

the entirety of the program. If a third-party is paying for a student's program of study, the school will not issue the certification of completion until the balance has been paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

All students in the Advanced Professional Massage Therapy, Physical Therapy Aide/Sports Rehab, and Personal Fitness Trainer/Health & Wellness Professional programs must have their first aid & CPR certification prior to graduation.

### Externship/Student Clinic

Externship/student clinic is a critical aspect of training and education at Southern California Health Institute and requires a great deal of commitment. It is the practical application of everything the student has learned during his or her course of study. See the externship manual for additional details.

Externship/student clinic is considered a regular class in the student's course of study. The schedule is set and must be adhered to. Externship/student clinic hours are calculated to maintain the student's full-time enrollment status. Failure to complete the mandatory scheduled externship/student clinic hours can

Also affect the student's eligibility for Title IV federal student aid.

Attendance at both the student clinic and the externship site is essential to successful completion of the student's course of study.

Any missed hours must be made up before a student shall be permitted to graduate. If a student is unable to attend scheduled externship/student clinic hours for any reason, the student must notify career services as soon as possible in order to schedule the required make-up hours.

Students may not receive payment or any form of compensation for duties performed at the externship site or student clinic; the student receives only credit toward the completion of his or her program of study.

### **Occupational Licensing Requirements**

No state licensure is required for Physical Therapy Aides, Massage Therapists, Personal Fitness Trainers, Medical Billing and Coding Specialists, or Medical Assistants in the state of California. However, massage therapists are required to obtain a permit from the city or county in which they want to work. Prior to enrollment, all students are advised to check with the city and/or county where they would like to be employed about the requirements needed to obtain a massage permit in that city or county. Before enrolling, students should also be aware that background checks may be required in order to obtain permits, licensure, or voluntary certification for a career in massage therapy. SOCHi Southern California Health Institute's students are eligible, upon graduation and successful passage of the MBLEX exam, to become a certified massage therapist (CMT) through the California Massage Therapy Council (CAMTC). The CAMTC has approved Southern California Health Institute's

curriculum for certification in accordance with senate bill 731 (SB 731) of the state of California. For more information about certification through the CAMTC contact them directly at (916) 669-5336 or at <http://www.camtc.org>.

The state of California does not issue any type of licensure to massage therapists or physical therapy aides. In order to practice massage therapy, graduates of either the Advanced Professional Massage Therapy or Physical Therapy Aide programs may receive voluntary certification from CAMTC. This voluntary certification will permit the therapist to practice massage throughout the state of California depending on the employer's requirements. Students who wish to work as massage therapists outside of California are encouraged to research the specific requirements needed to be legally eligible for employment within that state. Licensure and/or certification requirements vary state to state.

Likewise, the state of California does not issue any type of licensure in order to work as a Personal Fitness Trainer. However, voluntary certification is available through various organizations. The Personal Fitness Trainer/ Health & Wellness Professional program at SOCHi is designed by NASM to prepare the student to sit for the NASM certified personal trainer certification exam. Licensure and/or certification may vary state to state.

Additionally, there is not a California state regulation which requires Medical Billing and Coding Specialists or Medical Assistants to be licensed to work in their field. The Medical Billing and Coding Specialist program at SOCHi is designed by the American Association of Professional Coders (AAPC) to prepare the student to sit for the AAPC

certification exam(s). Licensure and/or certification may vary state to state. The Medical Assistant program at SOCHi prepares its students to sit for a certification exam as a Certified Clinical Medical Assistant (CCMA) from the National Healthcareer Association (NHA) or NCCT.

### **California Massage Therapy Council (CAMTC: School Code SCH0074)**

Because SOCHi voluntarily applied for approval to be a CAMTC approved school for its Advanced Professional Massage Therapy and Physical Therapy Aide/Sports Rehabs programs, it is required to publish the following:

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

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

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

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

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

### **Classroom Ratios**

Southern California Health Institute has an average student:teacher ratio of 30:1 in lecture settings and 15:1 in lab settings. Additionally, classroom assistants are used as needed to provide the optimum learning environment.

## Advanced Professional Massage Therapy Program

### Program Description

The 54.4 Quarter Credit Hour (37 week) Advanced Professional Massage Therapy program at Southern California Health Institute (SOCHi) provides the student with training in massage therapy with an integrated approach to health and wellness. The program enhances the therapist's skill set by offering study in massage theory and application. The program provides career training in medical massage therapy, eastern massage, specialized massage, Russian sports massage, spa treatment modalities, and additional massage therapy modalities including lymph drainage, myofascial release, and trigger point therapy. The program also offers training in anatomy, physiology & kinesiology, pathology, CPR and first aid certification, professional ethics, hygiene, and business principles. Students in this program have the opportunity to apply the skills and concepts that they have learned in a spa or clinical setting by completing hours in the massage clinic on our campus. Graduates of this program are eligible to sit for the MBLEx exam and apply for voluntary certification from the California Massage Therapy Council (CAMTC) to practice massage therapy.



## Program Outline – Advance Professional Massage Therapy

| Course Code  | Course Name                                | In Class Lecture Hours | In Class Lab Hours | Out of Class Work | Practicum Hours | Total      | Qtr. Credit Hours |
|--------------|--|------------------------|--------------------|-------------------|-----------------|------------|-------------------|
| AH110        | Professional Ethics & Hygiene              | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| AP110        | Anatomy & Physiology I                     | 80                     | 0                  | 20                |                 | 100        | 8.0               |
| AP102        | Anatomy & Physiology II                    | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| AP103        | Anatomy & Physiology III                   | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| BU100        | Business Principles                        | 40                     | 0                  | 10                |                 | 50         | 4.0               |
| KIN101       | Kinesiology for the Manual Therapist       | 10                     | 50                 | 15                |                 | 75         | 3.5               |
| MBP100       | M-BLEX Prep                                | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| MT100        | Foundations of Therapeutic Massage Therapy | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT100-CL     | Therapeutic Massage Clinic Lab             | 0                      | 0.5                | 5                 | 19.5            | 25         | 0.7               |
| MT200        | Medical Massage Modalities                 | 40                     | 20                 | 15                |                 | 75         | 5.0               |
| MT102        | Deep Tissue Massage                        | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT102-CL     | Deep Tissue Massage Clinic Lab             | 0                      | 0.5                | 5                 | 19.5            | 25         | 0.7               |
| MT103        | Specialized Massage Therapy                | 25                     | 15                 | 10                |                 | 50         | 3.25              |
| MT104        | Eastern Massage                            | 25                     | 15                 | 10                |                 | 50         | 3.25              |
| MT105        | Spa Treatment Modalities                   | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT300        | Russian Sports Massage                     | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| PHY100       | Pathology                                  | 40                     | 0                  | 10                |                 | 50         | 4.0               |
| SMC100       | Student Massage Clinic                     | 5                      | 24                 | 25                | 71              | 125        | 4.0               |
| <b>Total</b> |  | <b>385</b>             | <b>245</b>         | <b>185</b>        | <b>110</b>      | <b>925</b> | <b>54.4</b>       |

## Program Sequence – Advance Professional Massage Therapy

| Module                | Courses # | In Class Hours | Total In Class Contact Hours |
|-----------------------|-----------|----------------|------------------------------|
| Prerequisite Session* | AH110     | 20             | 160                          |
|                       | MT100     | 40             |                              |
|                       | MT100-CL  | 20             |                              |
|                       | AP110     | 80             |                              |
| Mod 1                 | KIN101    | 60             | 160                          |
|                       | PHY100    | 40             |                              |
|                       | MT300     | 40             |                              |
|                       | MBP100    | 20             |                              |
| Mod 2                 | MT102     | 40             | 160                          |
|                       | MT102-CL  | 20             |                              |
|                       | MT103     | 40             |                              |
|                       | MT104     | 60             |                              |
|                       | AP103     | 20             |                              |
| Mod 3                 | MT200     | 60             | 160                          |
|                       | AP102     | 20             |                              |
|                       | BU100     | 40             |                              |
|                       | MT105     | 40             |                              |
| Capstone Session**    | SMC100    | 100            | 100                          |

**Note:**

\* The prerequisite session must be taken prior to entering any modules. After successful completion of the prerequisite session, students may enter any module 1-3. Modules 1-3 need not be taken in sequence.

\*\* The capstone session may only be taken once all modules have been successfully completed.

## Course Descriptions

### AH110

#### Professional Ethics & Hygiene

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: None

This course focuses on standard ethical practices and hygiene for individuals engaged in the fields of manual therapy or rehabilitation. Ethical practices taught include informed consent, right of refusal, confidentiality and personal, professional and legal boundaries. Hygiene practices include universal precautions, preventing the spread of pathogens, and ensuring the safety of patients and staff in the clinical setting.

### AP110

#### Anatomy & Physiology 1

Lecture Hours: 80

Lab Hours: 0

Out of Class Work: 20

Total Hours: 100

Quarter Credit Hours: 8.0

Prerequisites: None

In this course, the student will be introduced to the general concepts of human anatomy and physiology and how structure relates to function. The overall study of cells, tissues, and an overview of the body systems and broad anatomical and physiological concepts will be covered. Additionally, the student will gain a

general understanding of the skeletal, muscular, and nervous systems in this course.

Terminology related to diagnosis and treatment, as well as identifying and understanding medical terms in general will be part of the course material. The student will gain an understanding of the relationship between the anatomy and physiology concepts and systems covered in this course with the practice of massage therapy.

### AP102

#### Anatomy & Physiology 2

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 20

Quarter Credit Hours: 2.0

Prerequisites: None

In this course, the student will gain an anatomical and physiological understanding of the integumentary, endocrine, cardiovascular and lymphatic/immune systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

### AP103

#### Anatomy & Physiology 3

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: None

In this course, the student will gain an anatomical and physiological understanding of the respiratory, gastrointestinal, urinary, and reproductive systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

### **BU100**

#### **Business Principles for Manual Therapists**

Lab Hours: 0

Lecture: 40

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 4.0

Prerequisites: None

This course provides basic business strategies every entrepreneur needs to know. In this course, the therapist will learn customer service, “soft skills”, how to start a new practice and how to develop an existing practice. Additionally, the student will learn how to develop better marketing strategies as well as strengthen his or her management skills. Additionally, this course is designed to provide students with the readiness to seek employment as manual therapists in clinical rehabilitative settings. Job-seeking skills are taught including developing an effective resume, interviewing skills and overall professionalism. Additionally, in order to maximize business profitability the student is introduced to the concepts of insurance billing and coding for reimbursement of manual therapy services. Topics include, scope of practice, billing codes, understanding types of insurance cases, handling reimbursement issues

and claims filing, dealing with denials, reductions or errors, accurate tax reporting and filing, proper documentation for submitting claims, as well as issues of patient confidentiality and overall business practices for the manual therapist as it relates to the issues of billing, reimbursement and collections.

### **KIN101**

#### **Kinesiology for the Manual Therapist**

Lecture Hours: 10

Lab Hours: 50

Out of Class Work: 15

Total Hours: 75

Quarter Credit Hours: 3.5

Prerequisites: MT100, AH110

This course introduces the student to the discipline of kinesiology and the study of movement. The student examines the physiological and biomechanical theories of dimensional massage in the rehabilitation of the physically active individual. Presents principles and techniques of and dimensional massage commonly integrated into the treatment/rehabilitation plan for the major joints and spine.

### **MT100**

#### **Foundations of Therapeutic Massage**

Lecture Hours: 10

Lab Hours: 30

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 2.5

Prerequisites: None

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are professional boundaries, standards of hygiene, contraindications, Swedish massage, massage palpation fundamentals,

deep muscle techniques and an introduction to the human anatomy as it relates to the massage session. Skills include basic massage techniques, kneading techniques, palpation, timing, sequencing and body mechanics. Additionally, this course covers topics in history of therapeutic massage, the history of Russian medical massage, the history of Swedish massage, and the developments of each as they evolved as a healing modality. The student will also learn about the massage equipment, environment, and creating that “total” massage experience. Also, the importance of safety in any massage environment will be emphasized. Specifics are included to illustrate how one should be diligent in protecting the client and oneself at all times: obtain the knowledge required to enable you to practice safely.

#### **MT100-CL**

##### **Therapeutic Massage Clinic Lab**

Lecture Hours: 0

Lab Hours: 0.5

Practicum hours: 19.5

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 0.7

Prerequisites: MT100, AH110

Upon successful completion of MT100, students will have the opportunity to practice the full body therapeutic massage routine they have learned in MT100 on clients in the massage clinic. This will provide the student with an invaluable opportunity for experiential learning and they will be able to receive client feedback and gain confidence as therapists and develop their communication and professionalism as student therapists under the supervision of the

clinic coordinator. Clients will complete written evaluations of the students and the students will be expected to maintain records and perform client intake and document soap notes in accordance with clinic policy.

#### **MT200**

##### **Massage Therapy Modalities**

Lecture Hours: 40

Lab Hours: 20

Out of Class Work: 15

Total Hours: 75

Quarter Credit Hours: 5.0

Prerequisites: MT100, AH110

In this course the student is introduced to the techniques which comprise cranial sacral spinal therapy, as it exists in the Russian medical massage paradigm. The course focuses on cervical, thoracic, and lumbar paravertebral massage, regional massage for injuries, segmental spinal mobilization, manual spinal discharge and manual traction of the spine.

#### **MT102**

##### **Deep Tissue Massage**

Lecture Hours: 10

Lab Hours: 30

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 2.5

Prerequisites: MT100, AH110

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues and specific muscular structures. Topics include the use of pressure and monitoring pain. Physical skills focus on body mechanics, palpation skills, stretching techniques and deep tissue massage techniques.

**MT102-CL****Deep Tissue Massage Clinic Lab**

Lecture Hours: 0

Lab Hours: 0.5

Practicum hours: 19.5

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 0.7

Prerequisites: MT102

Upon successful completion of MT102, students will have the opportunity to practice the deep tissue therapeutic massage routine they have learned in MT102 on clients in the massage clinic. This will provide the student with additional opportunities for experiential learning. The student will be able to receive client feedback and gain further confidence in his/her therapeutic skills. Additionally, the student is able to further develop their communication skills and professional demeanor as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluation of the student's deep tissue massage skills and the students will maintain records and client intake and document soap notes in accordance with clinic policy.

**MT103****Specialized Massage Therapy**

Lecture hours: 25

Lab hours: 15

Out of Class Work: 10

Total hours: 50

Quarter credit hours: 3.25

Prerequisites: MT100, AH110

This course introduces the student to specialized massage modalities such as chair massage, carpal tunnel relief, pregnancy massage, acupressure for tension headaches and massage for the elderly.

**MT104****Eastern Massage**

Lecture hours: 25

Lab hours: 15

Out of Class Work: 10

Total hours: 50

Quarter credit hours: 3.25

Prerequisites: MT100, AH110

This course introduces the student to forms of energy bodywork including, shiatsu, Thai massage and reflexology. This course includes theory, basic techniques, routines and integration into massage sessions.

**MT105****Spa Treatment Modalities**

Lecture hours: 10

Lab hours: 30

Out of Class Work: 10

Total hours: 40

Quarter credit hours: 2.5

Prerequisites: MT100, AH110

This course is an introduction to aromatherapy, hot stone therapy and facial massage, including the benefits, contraindications, and proper application of each in a massage environment.

**MT300****Russian Sports Massage**

Lecture hours: 10

Lab hours: 30

Out of Class Work: 10

Total hours: 50

Quarter credit hours: 2.5

Prerequisites: MT100, AH110

This course introduces the student to the basic skills and practice of pre and post athletic event rehabilitative massage therapy. Emphasis is placed on applying Russian sports massage to areas of the body to be exerted before an athletic event, as well as, therapeutic massage after athletic activities. Topics covered include Theory, application, benefits and contraindications to Russian sports massage therapy, as well as specific application methods of pre and post event rehabilitative massage. Furthermore, the student will be introduced to the theory and application of various stretching techniques employed in the rehabilitative and bodywork disciplines. The methods covered will instruct the student on the benefits, contraindications, and applications of facilitated and active stretches, including strain-counterstrain, proprioceptive neurological facilitation, and range-of-motion stretching and how they may be employed to improve a patient's mobility, balance, functional capacity, and overall performance.

### **MBP100**

#### **M-Blex Prep**

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: MT100, AH110

This course helps prepare the student to take the M-BLEX exam in order to become certified as a massage therapist with the California Massage Therapy Council (CAMTC). Topics covered will include the application process,

study skills, an overview of study aids and how to use them, a review of the topics that may be encountered on the exams and opportunities to take practice exams to help the student with test-taking skills.

### **PHY100**

#### **Pathology**

Lecture Hours: 40

Lab Hours: 0

Out of Class Work: 10

Total Hours: 40

Quarter Credit Hours: 4.0

Prerequisites: MT100, AH110

This course concentrates on recognition and treatment of common musculoskeletal pathologies; covers identification of dysfunctions, creation of specific treatment plans, and ways that manual therapy affects both the diseases themselves and their consequences. Additionally, the course provides the student with an overview of the contraindications involved when providing patient care across a variety of clinical settings. The focus will be on contraindications to manual and rehabilitative treatment protocols with instruction on how these can be extrapolated to additional clinical environments.

### **SMC100**

#### **Student Massage Clinic**

Lecture Hours: 2

Lab Hours: 30

Practicum: 68

Out of Class Work: 25

Total Hours: 125

Quarter Credit Hours: 4.0

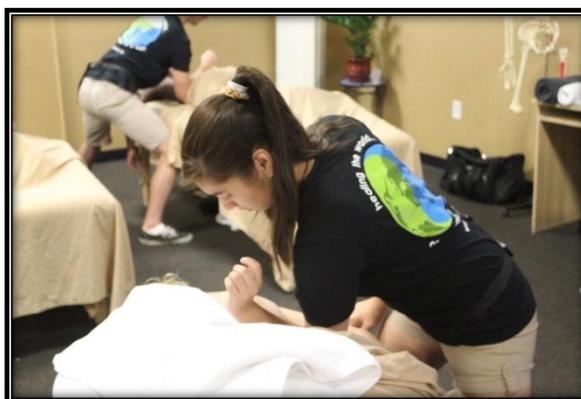
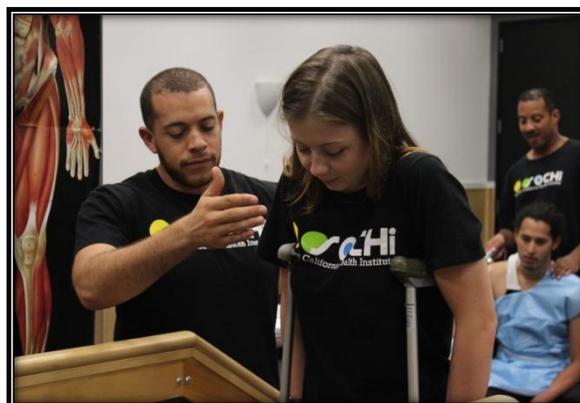
Prerequisites: Successful completion of all other courses

Students will be working as a student therapist in the public massage clinic. Under the supervision of the student clinic coordinator, the student will gain confidence by acquiring additional hands-on massage experience with the benefit of receiving client feedback. The student will have the opportunity to develop and refine their client interaction skills, professional demeanor, and documentation and record-keeping habits. Additionally, the student learns how to interface with actual clients in a real world setting and better understand the benefit and physiological effects of medical massage as a healing modality.

# Physical Therapy Aide/Sports Rehabilitation Program

## Program Description

The 56.15 Quarter Credit Hour (38 week) Physical Therapy Aide/Sports Rehabilitation program at Southern California Health Institute (SOCHi) provides the student with career training as a Physical Therapy & Sports Rehab Aide and a Massage Therapist. The program applies an integrated approach to health and wellness by incorporating medical massage and physical therapy modalities. Training is provided in the utilization of physical therapy equipment and the treatment of back and limb disorders through medical massage. The program also offers training in physical agents in rehabilitation, anatomy, physiology, pathology, kinesiology, event rehabilitative sports massage, CPR and first aid certification, professional ethics & hygiene, and business principles. Upon completion of this program, the student may qualify for an entry-level clinical position as a physical therapy & sports rehab aide. Graduates of this program are eligible to sit for the MBLEx exam and apply for voluntary certification from the California Massage Therapy Council (CAMTC) to practice massage therapy.



## Program Outline – Physical Therapy Aide / Sports Rehab

| Course Code  | Course Name                                  | In Class Lecture Hours | In Class Lab Hours | Out of Class Work | Practicum Hours | Total      | Qtr. Credit Hours |
|--------------|--|------------------------|--------------------|-------------------|-----------------|------------|-------------------|
| AH110        | Professional Ethics & Hygiene                | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| AP110        | Anatomy & Physiology I                       | 80                     | 0                  | 20                |                 | 100        | 8.0               |
| AP102        | Anatomy & Physiology II                      | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| AP103        | Anatomy & Physiology III                     | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| EX110        | Therapeutic Exercise                         | 10                     | 10                 | 5                 |                 | 25         | 1.25              |
| KIN101       | Kinesiology for the Manual Therapist         | 10                     | 50                 | 15                |                 | 75         | 3.5               |
| MBP100       | M-BLEX Prep                                  | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| MT100        | Foundations of Therapeutic Massage Therapy   | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT100-CL     | Therapeutic Massage Clinic Lab               | 0                      | 0.5                | 5                 | 19.5            | 25         | 0.7               |
| MT300        | Russian Medical Massage                      | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT102        | Deep Tissue Massage                          | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| MT102-CL     | Deep Tissue Massage Clinic Lab               | 0                      | 0.5                | 5                 | 19.5            | 25         | 0.7               |
| MT105        | Spa Treatment Modalities                     | 10                     | 30                 | 10                |                 | 50         | 2.5               |
| PT100        | History & Theory of Physical Therapy         | 20                     | 0                  | 5                 |                 | 25         | 2.0               |
| PT101        | Physical Therapy Procedures                  | 30                     | 10                 | 10                |                 | 50         | 3.5               |
| PT103        | Therapeutic Regional Massage                 | 20                     | 40                 | 15                |                 | 75         | 4.0               |
| PT104        | Physical Agents in Rehabilitation            | 30                     | 10                 | 10                |                 | 50         | 3.5               |
| PT107        | Customer Service in a Rehabilitation Setting | 40                     | 0                  | 10                |                 | 50         | 4.0               |
| PHY100       | Pathology                                    | 40                     | 0                  | 10                |                 | 50         | 4.0               |
| EXT100       | Externship                                   | 2                      | 0                  | 20                | 78              | 100        | 2.8               |
| <b>Total</b> |  | <b>402</b>             | <b>241</b>         | <b>190</b>        | <b>117</b>      | <b>950</b> | <b>56.15</b>      |

## Program Sequence – Physical Therapy Aide/Sports Rehab

| Module                | Courses # | In Class Hours | Total Contact Hours |
|-----------------------|-----------|----------------|---------------------|
| Prerequisite Session* | AH110     | 20             | 160                 |
|                       | MT100     | 40             |                     |
|                       | MT100-CL  | 20             |                     |
|                       | AP110     | 80             |                     |
| Mod 1                 | KIN101    | 60             | 160                 |
|                       | PHY100    | 40             |                     |
|                       | MT300     | 40             |                     |
|                       | MBP100    | 20             |                     |
| Mod 2                 | PT100     | 20             | 160                 |
|                       | EX110     | 20             |                     |
|                       | AP103     | 20             |                     |
|                       | PT101     | 40             |                     |
|                       | MT102     | 40             |                     |
|                       | MT102-CL  | 20             |                     |
| Mod 3                 | PT103     | 60             | 160                 |
|                       | AP102     | 20             |                     |
|                       | PT104     | 40             |                     |
|                       | PT107     | 40             |                     |
| Capstone Session**    | MT105     | 40             | 120                 |
|                       | EXT100    | 80             |                     |

**Note:**

\* The prerequisite session must be taken prior to entering any modules. After successful completion of the prerequisite session, students may enter any module 1-3. Modules 1-3 need not be taken in sequence.

\*\* The capstone session may only be taken once all modules have been successfully completed.

## Course Descriptions

### AH110

#### Professional Ethics & Hygiene

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 10

Total Hours: 30

Quarter Credit Hours: 2.0

Prerequisites: None

This course focuses on standard ethical practices and hygiene for individuals engaged in the fields of manual therapy or rehabilitation.

Ethical practices taught include informed consent, right of refusal, confidentiality and personal, professional and legal boundaries.

Hygiene practices include universal precautions, preventing the spread of pathogens, and ensuring the safety of patients and staff in the clinical setting.

### AP110

#### Anatomy & Physiology 1

Lecture Hours: 80

Lab Hours: 0

Out of Class Work: 20

Contact Hours: 100

Quarter Credit Hours: 8.0

Prerequisites: None

In this course, the student will be introduced to the general concepts of human anatomy and physiology and how structure relates to function. The overall study of cells, tissues, and an overview of the body systems and broad anatomical and physiological concepts will be covered. Additionally, the student will gain a

general understanding of the skeletal, muscular, and nervous systems in this course.

Terminology related to diagnosis and treatment, as well as identifying and understanding medical terms in general will be part of the course material. The student will gain an understanding of the relationship between the anatomy and physiology concepts and systems covered in this course with the practice of massage therapy.

### AP102

#### Anatomy & Physiology 2

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: None

This course, the student will gain an anatomical and physiological understanding of the integumentary, endocrine, cardiovascular and lymphatic/immune systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

### AP103

#### Anatomy & Physiology 3

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

In this course, the student will gain an anatomical and physiological understanding of

the respiratory, gastrointestinal, urinary, and reproductive systems of the body. The student will gain an understanding of the relationship between the anatomy and physiology of the systems covered in this course with the practice of massage therapy.

### **PT107**

#### **Customer Service in a Rehabilitation Setting**

Lecture Hours: 40

Lab Hours: 0

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 4.0

Prerequisites: None

This course covers procedures in a medical office. Students will be introduced to the rehabilitation team operations within various clinical settings. This course also focuses on the rules of etiquette, standards from the Health Insurance Portability and Accountability Act (HIPAA), and ethics as they are applied to office and telephone interaction. Additionally, students will become familiar with the creation and maintenance of accurate electronic medical records as they pertain to a physical therapy practice. Patient scheduling and in-take while providing a high standard of patient customer service will be emphasized in this course and an overview of patient safety will be discussed. Furthermore, the student will be introduced to the concepts of marketing and other sound business practices in a clinical or a massage setting should the student chose work in that capacity. Finally, job seeking skills will be presented and applied including, resume writing, interviewing and professional letters.

### **EX110**

#### **Therapeutic Exercise**

Lecture Hours: 5

Lab Hours: 15

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 1.25

Prerequisites: None

In this course the student is introduced to the theory and application of therapeutic exercise as it is related to the rehabilitation disciplines. The course will cover the benefits, contraindications, and applications of therapeutic exercises to assist patients in recovering from a loss of functional capacity by improving range of motion, stability, and increasing strength as part of the active care plan or home exercise plan outlined by the supervising practitioner.

### **KIN101**

#### **Kinesiology for the Manual Therapist**

Lecture Hours: 10

Lab Hours: 50

Out of Class Work: 15

Total Hours: 75

Quarter Credit Hours: 3.5

Prerequisites: MT100, AH110

This course introduces the student to the discipline of kinesiology and the study of movement. The student examines the physiological and biomechanical theories of dimensional massage in the rehabilitation of the physically active individual. Presents principles and techniques of and dimensional massage commonly integrated into the treatment/rehabilitation plan for the major joints and spine.

**MT100****Foundations of Therapeutic Massage**

Lecture Hours: 10

Lab Hours: 30

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 2.5

Prerequisites: None

This course introduces the student to the basic skills and practice of massage therapy and healing through massage. Topics covered are professional boundaries, standards of hygiene, contraindications, Swedish massage, massage palpation fundamentals, deep muscle techniques and an introduction to the human anatomy as it relates to the massage session. Skills include basic massage techniques, kneading techniques, palpation, timing, sequencing and body mechanics. Additionally, this course covers topics in history of therapeutic massage, the history of Russian medical massage, the history of Swedish massage, and the developments of each as they evolved as a healing modality. The student will also learn about the massage equipment, environment, and creating that "total" massage experience. Also, the importance of safety in any massage environment will be emphasized. Specifics are included to illustrate how one should be diligent in protecting the client and oneself at all times: obtain the knowledge required to enable you to practice safely.

**MT100-CL****Therapeutic Massage Clinic Lab**

Prerequisite: MT100

Lecture Hours: 0

Lab Hours: 0

Practicum: 20

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 0.7

Prerequisites: MT100

Upon successful completion of MT100, students will have the opportunity to practice the full body therapeutic massage routine they have learned in mt100 on clients in the massage clinic. This will provide the student with an invaluable opportunity for experiential learning and they will be able to receive client feedback and gain confidence as therapists and develop their communication and professionalism as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluations of the students and the students will be expected to maintain records and perform client intake and document soap notes in accordance with clinic policy.

**MT102****Deep Tissue Massage**

Lecture Hours: 10

Lab Hours: 30

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 2.5

Prerequisites: MT100, AH110

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues and specific muscular structures. Topics include the use of pressure and monitoring pain. Physical skills focus on body mechanics, palpation skills, stretching techniques and deep tissue massage techniques.

## **MT102-CL**

### **Deep Tissue Massage Clinic Lab**

Lecture Hours: 0

Lab Hours: 0

Practicum: 20

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 0.7

Prerequisites: MT100, AH110, MT102

Upon successful completion of MT102, students will have the opportunity to practice the deep tissue therapeutic massage routine they have learned in mt102 on clients in the massage clinic. This will provide the student with additional opportunities for experiential learning. The student will be able to receive client feedback and gain further confidence in his/her therapeutic skills. Additionally, the student is able to further develop their communication skills and professional demeanor as student therapists under the supervision of the clinic coordinator. Clients will complete written evaluation of the students' deep tissue massage skills and the students will maintain records and client intake and document soap notes in accordance with clinic policy.

## **MT300**

### **Russian Sports Massage**

Lecture Hours: 10

Lab Hours: 30

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 2.5

Prerequisites: MT100, AH110

This course introduces the student to the basic skills and practice of pre and post athletic event

rehabilitative massage therapy. Emphasis is placed on applying Russian sports massage to areas of the body to be exerted before an athletic event, as well as, therapeutic massage after athletic activities. Topics covered include theory, application, benefits and contraindications to Russian sports massage therapy, as well as specific application methods of pre and post event rehabilitative massage. Furthermore, the student will be introduced to the theory and application of various stretching techniques employed in the rehabilitative and bodywork disciplines. The methods covered will instruct the student on the benefits, contraindications, and applications of facilitated and active stretches, including strain-counterstrain, proprioceptive neurological facilitation, and range-of-motion stretching and how they may be employed to improve a patient's mobility, balance, functional capacity, and overall performance.

## **PHY100**

### **Pathology**

Lecture Hours: 40

Lab Hours: 0

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 4.0

Prerequisites: None

This course concentrates on recognition and treatment of common musculoskeletal pathologies; covers identification of dysfunctions, creation of specific treatment plans, and ways that manual therapy affects both the diseases themselves and their consequences. Additionally, the course provides the student with an overview of the contraindications involved when providing patient care across a variety of clinical settings. The focus will be on contraindications to manual and rehabilitative treatment protocols with instruction

on how these can be extrapolated to additional clinical environments.

### **PT100**

#### **History & Theory of Physical Therapy**

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: None

This course introduces the student to the basic skills and practice of physical therapy as it relates to the physical therapy aide. Topics covered are the history of physical therapy, professional boundaries and standards of hygiene. An overview of physical therapy facilities, medical terminology and charting methods are also learned.

### **PT101**

#### **Physical Therapy Procedures**

Lecture Hours: 30

Lab Hours: 10

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 3.5

Prerequisites: None

This course introduces the student to the various types of physical therapy modalities used in physical therapy and rehabilitation. Body mechanics, therapeutic exercise, gait training and basic treatment methods are learned. In this course the student will also be introduced to the use of physical agents for rehabilitation in the physical therapy setting. Instruction will be provided in the benefits, contraindications, and process of application for

hot and cold therapies, ultrasound, electrical stimulation, mechanical traction, postural restoration, and body mechanics in the physical therapy setting. Students develop skills in utilizing these modalities and procedures in assisting with the comprehensive implementation of a physical therapy treatment plan.

### **PT103**

#### **Therapeutic Regional Massage**

Lecture Hours: 20

Lab Hours: 40

Out of Class Work: 15

Total Hours: 75

Quarter Credit Hours: 4.0

Prerequisites: MT100, AH110

This course introduces the student to various types of massage as it pertains to specific regional injuries and extremity assessment and rehabilitation as part of a comprehensive physical therapy treatment plan. Topics will focus on manual traction, segmental spinal mobilization and manual treatment of the distal extremities including the elbow, wrist, hand, ankle and foot, including benefits, contraindications, theory and applications of regional therapeutic massage and manual therapy for the distal extremities.

### **PT104**

#### **Physical Agents in Rehabilitation**

Lecture Hours: 30

Lab Hours: 10

Out of Class Work: 10

Total Hours: 50

Quarter Credit Hours: 3.5

Prerequisites: None

This course provides in-depth instruction in the science of injury and rehabilitation and the use of

physical agents based on evidence based outcomes in rehabilitative physical therapy practice. Topics covered include theory, practice, contraindications, and expected outcomes when applying physical agents within in a program of rehabilitation.

### **MBP100**

#### **M-Blex Prep**

Lecture Hours: 20

Lab Hours: 0

Out of Class Work: 5

Total Hours: 25

Quarter Credit Hours: 2.0

Prerequisites: None

This course helps prepare the student to take the M-BLEX exam in order to become certified as a massage therapist with the California Massage Therapy Council (CAMTC). Topics covered will include the application process, study skills, an overview of study aids and how to use them, a review of the topics that may be encountered on the exams and opportunities to take practice exams to help the student with test-taking skills.

### **EXT100**

#### **Externship**

Lecture Hours: 2

Lab Hours: 0

Practicum: 78

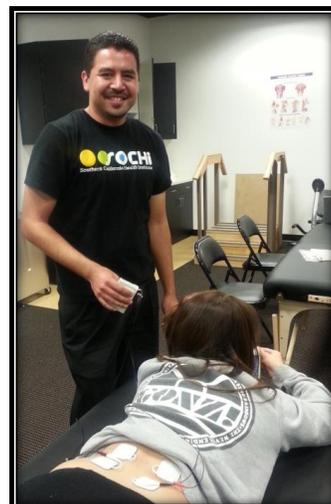
Out of Class Work: 20

Contact Hours: 100

Quarter Credit Hours: 2.8

Prerequisites: Successful completion of all other courses

Students will be working as a physical therapy aide in a clinical rehabilitative setting under the supervision of a physical therapist or chiropractor. The extern will perform direct patient care activities and indirect patient care activities at the discretion of the supervising practitioner. Activities may include application of therapeutic massage, use of physical agents, cleaning or organization of supplies, ordering of equipment, patient transfer and transport, record-keeping and proper documentation of care. The supervising practitioner is tasked with managing and evaluating the student's performance weekly to provide the student the needed input for successful employment in a rehabilitative clinical setting upon graduation.



# Personal Fitness Trainer/Health & Wellness Professional Program

## Program Description

The 900 Clock Hour (36 week) Personal Fitness Trainer/Health and Wellness Professional program at Southern California Health Institute (SOCHI) prepares the student for an entry level career as a Personal Fitness Trainer. The comprehensive curriculum is based on scientific research, fitness expert experience and is aligned with key critical occupational skills and abilities. A combination of scientific content areas, laboratory performance domains, and work related activities allow for students to experience a blend of didactic and hands on learning. Courses include anatomy and physiology, kinesiology of human movement, principles of weight management, exercise physiology, exercise psychology, sports-specific training, corrective exercise, client assessment and fitness program design, professional development, leadership skills, and first aid and CPR. Students will benefit from the activities that have occupationally relevant themes, created by fitness experts active in the field. Dr. Michael A. Clark, DPT, MS, CES, PES, is the founder of National Academy of Sports Medicine (NASM), and the creator of NASM's exclusive Optimum Performance Training™ (OPT) model used by thousands of health and fitness professionals worldwide. The Personal Fitness Trainer/Health and Wellness Professional program was designed by NASM to prepare the student for an entry level position as a fitness trainer.

Southern California Health Institute prepares the student to sit for voluntary certification exams as a Personal Fitness Trainer, Fitness Nutrition Specialist, and Corrective Exercise Specialist.



## Program Outline – Personal Fitness Trainer/Health & Wellness

| Course Code | Course Name                                       | Contact Hours | Lecture Hours | Lab Hours  | Practicum Hours |
|-------------|---|---------------|---------------|------------|-----------------|
| PFT118      | Anatomy & Physiology for the Fitness Professional | 60            | 60            | 0          |                 |
| PFT100      | Leadership, Business & Sales                      | 30            | 30            | 0          |                 |
| PFT101      | Essentials & Fitness Assessment                   | 60            | 0             | 60         |                 |
| PFT102      | OPT™ for Sports Specific Training                 | 60            | 0             | 60         |                 |
| PFT103      | Exercise Psychology & Lifestyle Coaching I        | 20            | 20            | 0          |                 |
| PFT104      | Exercise Psychology & Lifestyle Coaching II       | 20            | 20            | 0          |                 |
| PFT105      | Exercise Physiology                               | 60            | 40            | 20         |                 |
| PFT119      | Kinesiology of Human Movement                     | 60            | 40            | 20         |                 |
| PFT106      | Special Populations Fitness Prescription          | 40            | 20            | 20         |                 |
| PFT107      | Advanced Fitness Nutrition I                      | 40            | 30            | 10         |                 |
| PFT108      | Advanced Fitness Nutrition II                     | 40            | 30            | 10         |                 |
| PFT109      | Lifespan Fitness Solutions                        | 60            | 40            | 20         |                 |
| PFT110      | Principles of Weight Management                   | 40            | 40            | 0          |                 |
| PFT111      | Fitness Program Design I                          | 25            | 0             | 25         |                 |
| PFT112      | Concepts of Corrective Exercise                   | 50            | 25            | 25         |                 |
| PFT113      | Fitness Program Design II                         | 25            | 0             | 25         |                 |
| PFT114      | Fitness Program Design III                        | 25            | 0             | 25         |                 |
| PFT115      | NASM- CPT Exam Prep                               | 60            | 40            | 20         |                 |
| PFT121      | Professional Development                          | 25            | 25            | 0          |                 |
| PFT122-A    | Fitness Practicum I                               | 25            | 0             | 0          | 25              |
| PFT122-B    | Fitness Practicum II                              | 25            | 0             | 0          | 25              |
| PFT122-C    | Fitness Practicum III                             | 25            | 0             | 0          | 25              |
| PFT122-D    | Fitness Practicum IV                              | 25            | 0             | 0          | 25              |
| total       |   | <b>900</b>    | <b>460</b>    | <b>340</b> | <b>100</b>      |

## Course Descriptions

### PFT118

#### Anatomy & Physiology for the Fitness

##### Professional

Lecture Hours: 60

Lab Hours: 0

Contact Hours: 60

Prerequisites: None

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bony landmarks and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.

### PFT100

#### Leadership, Business & Sales

Lecture Hours: 30

Lab Hours: 0

Contact Hours: 30

Prerequisites: None

Students in this course will learn how to become successful business owners. In addition, students will learn basic business principles and how to create a successful career as a personal fitness trainer. Students will also learn about office productivity software, marketing materials, resume' development, business-plan development, licensing, and continuing education in the fitness industry.

### PFT101

#### Essentials & Fitness Assessment

Lecture Hours: 0

Lab Hours: 60

Contact Hours: 60

Prerequisites: None

Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses.

### PFT102

#### OPT™ For Sport-Specific Training

Lecture Hours: 0

Lab Hours: 60

Contact Hours: 60

Prerequisites: NONE

This lab course is the practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, power opt™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.

### PFT103

#### Exercise Psychology & Lifestyle Coaching I

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Prerequisites: NONE

Students in this course learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active.

#### **PFT104**

##### **Exercise Psychology & Lifestyle Coaching II**

Lecture Hours: 20

Lab Hours: 0

Contact Hours: 20

Prerequisites: NONE

This course introduces the student to psychological concepts necessary for effectively motivating clients. Students learn the effects of planned stress (e.g., exercise) and recovery (e.g., sleep, massage) on mental health, physical performance, and health-related quality of life. This course lays the foundation for students to effectively promote personal training and as part of a healthy lifestyle.

#### **PFT105**

##### **Exercise Physiology**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: None

Students in this course learn about the physiological adjustments that occur within the body during exercise. In addition, students learn about the physiological systems as they are affected by physical exercise, including observations of respiratory, circulatory,

nervous, and metabolic adjustments to physical exercise.

#### **PFT106**

##### **Special Populations Fitness Prescription**

Lecture Hours: 20

Lab Hours: 20

Contact Hours: 40

Prerequisites: NONE

Students in this course will learn and practice the skills and knowledge to develop fitness programs for clientele requiring special considerations. Populations to be studied include youths, seniors, pregnant women, obese people, diabetic people, those with osteoporosis, those with arthritis, and those with increased cardiorespiratory disease risk factors.

#### **PFT107**

##### **Advanced Fitness Nutrition I**

Lecture Hours: 30

Lab Hours: 10

Contact Hours: 40

Prerequisites: NONE

Nutritional guidance and support for overall health, weight loss, and long-term weight management is in high-demand. This course will provide essential knowledge and skill regarding energy balance, caloric needs, activity, metabolism, and food choices.

#### **PFT108**

##### **Advanced Fitness Nutrition II**

Lecture Hours: 30

Lab Hours: 10

Contact Hours: 40

Prerequisites: NONE

This course will provide the student with skills and theory necessary for developing individualized nutritional plans and how clients can stay motivated and on target.

#### **PFT109**

##### **Lifespan Fitness Solutions**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: NONE

In this course, the student will develop and demonstrate the appropriate skills and understanding necessary when applying fitness principles to specialized populations throughout the lifespan. The student will learn to tailor their approach to assessment and program design to the youth participant and the senior client. Special considerations, precautions and adaptations will be covered respective to each group's needs, abilities and limitations.

#### **PFT110**

##### **Principles of Weight Management**

Lecture Hours: 40

Lab Hours: 0

Contact Hours: 40

Prerequisites: None

This course will define the difference between being overweight and obese and highlight the physiological, psychological, and health effects of weight control. Participants will address alternative human assessment methodologies as well as weight loss specific programming. After completion of this course students will be able to communicate effectively potential plateaus and engage motivational strategies to keep the clients moving towards their goals.

#### **PFT111**

##### **Fitness Program Design I**

Lecture Hours: 0

Lab Hours: 25

Contact Hours: 25

Prerequisites: NONE

In this course students are instructed in the exercise principles necessary for effective program design of goal-specific opt™ programs, stabilization opt™ programs, strength opt™ programs, and cardiorespiratory training programs for each client.

#### **PFT112**

##### **Concepts of Corrective Exercises**

Lecture Hours: 25

Lab Hours: 25

Contact Hours: 50

Prerequisites: NONE

This course will present an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical know-how to develop and implement integrated strategies to improve common movement impairments.

#### **PFT113**

##### **Fitness Program Design II**

Lecture Hours: 0

Lab Hours: 25

Contact Hours: 25

Prerequisites: NONE

In this course students are provided with the skills necessary to implement appropriate exercise techniques. Additionally, the student will develop the understanding of how to modify, progress, and regress exercises as part of an overall fitness program design. The lab requires hands on demonstration of the principles of flexibility training,

course stability training, and neuromuscular stabilization training.

#### **PFT114**

##### **Fitness Program Design III**

Lecture Hours: 25

Lab Hours: 0

Contact Hours: 25

Prerequisites: NONE

In this course the student will understand and be able to implement the safe usage of exercise equipment and training modalities. Different models of resistance training will be described and the student will be expected to incorporate these into the OPT™ model of training.

#### **PFT115**

##### **NASM – CPT Exam Prep**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: NONE

This course provides the student with tips and essential skills to take and pass the NASM-CPT (certified personal trainer) nationally accredited certification examination. This course provides the student with how to prepare for the exam and a comprehensive review of the requirements to demonstrate proficiency in the performance domains of basic and applied sciences; assessment; exercise technique and training instruction; program design; considerations in nutrition; client relations and behavioral coaching; and professional development, practice, and responsibility. The

certification test will be presented during the last class session, and students who successfully complete the training will receive the NASM-CPT designation.

#### **PFT121**

##### **Professional Development**

Lecture Hours: 25

Lab Hours: 0

Contact Hours: 25

Prerequisites: NONE

The students will concentrate on various strategies that include job search, resume´ formats, necessary pre-employment letters, and interview techniques. The students will develop effective communication skills to interact professionally with clients and colleagues.

#### **PFT119**

##### **Kinesiology of Human Movement**

Lecture Hours: 40

Lab Hours: 20

Contact Hours: 60

Prerequisites: NONE

Students will learn about the study of anatomy, biomechanics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Furthermore, students will learn the origin, insertion, and action of the skeletal muscles. Students will consider various exercise techniques to understand the kinetics of human motion.

## **PFT122-A through D**

### **Fitness Practicum**

Lecture Hours: 0

Practicum Hours: 25

Contact Hours: 25 (each practicum is 25 contact hours)

Prerequisites: NONE

In this course students will have the opportunity to participate with other classmates in a fitness gym. Students will break off into groups and play the role of a professional fitness trainer and client. As a fitness trainer the student will assess their client's (classmate) need and create a fitness plan that best suits them. Students will have an opportunity to work with various individuals in a supervised setting.

# Medical Billing and Coding Specialist Program

## Program Description

The 900 Clock Hour **Medical Billing and Coding Specialist Program** at Southern California Health Institute (SOCHI) provides the student with training in all areas of medical billing and coding procedures for outpatient settings. The program's educational materials are designed to prepare the student for entry level employment in the field.

Hands on experience with electronic health records (EHR) and billing and coding simulation software gives students the confidence to meet the challenges of medical reimbursement in today's rapidly growing and changing industry. The program also offers training in anatomy, physiology, medical terminology, the business of a medical office, as well as familiarizing you with all the diagnostic and procedural codes of the CPT, ICD-10 and HCPCS and how to use these tools to successfully bill and collect payments for outpatient services. The capstone consists of a 150 hour externship in a professional setting that will prepare the student for placement.

Completion of the courses will prepares students for basic entry level work in billing and if successful there, it may lead to higher levels of employment available to medical coders.



## Medical Billing and Coding Course List

| Course Code   | Course Title                | Contact Hours | Lecture Hours | Lab Hours  |
|---------------|-----------------------------|---------------|---------------|------------|
| <b>MBC120</b> | Billing, Coding and the EHR | 150           | 75            | 75         |
| <b>MBC113</b> | Professional Biller         | 150           | 75            | 75         |
| <b>MBC106</b> | Coding I                    | 150           | 90            | 60         |
| <b>MBC116</b> | Coding II                   | 150           | 90            | 60         |
| <b>MBC126</b> | Coding III                  | 150           | 30            | 45         |
| <b>MBC114</b> | Practicum                   | 150           | 0             | 150        |
|               | <b>Total</b>                | <b>900</b>    | <b>395</b>    | <b>505</b> |

Courses need not be taken in sequence. The Capstone Session may only be taken once all modules have been successfully completed.

## Course Descriptions

### **MBC106**

#### **Certified Professional Coder I**

Lecture Hours: 90

Lab Hours: 60

Contact Hours: 150

In this course the student will learn all the necessary guidelines for diagnostic and procedural coding from medical reports for the following IDC-10, CPT and HCPCS classifications: anesthesia, general surgery, integumentary system, musculoskeletal system, respiratory system and cardiovascular system.

### **MBC113**

#### **Professional Biller**

Lecture Hours: 75

Lab Hours: 75

Contact Hours: 150

This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or other healthcare entity, and as a claims examiner for insurance carriers.

### **MBC114**

#### **Practicum**

Practicum: 150

Contact Hours: 150

Prerequisites: Successful completion of all other courses

Externship helps new and experienced medical coders get real-world experience coding actual redacted medical charts. This coding practice tool helps to improve coding skills across multiple specialties, allowing a new coder to gain coding and billing experience.

### **MBC116**

#### **Certified Professional Coder II**

Lecture Hours: 90

Lab Hours: 60

Contact Hours: 150

In this course the student will learn all the necessary guidelines for diagnostic and procedural coding from medical reports for the following IDC-10, CPT and HCPCS classifications: hemic, lymphatic, mediastinum and diaphragm, digestive system, urinary and male genital systems, reproductive, intersex surgery, female genital system, maternity and delivery, endocrine and nervous systems, and eye ocular adnexa, auditory and operating microscope.

### **MBC120**

#### **Medical Coding and the EHR**

Lecture Hours: 90

Lab Hours: 60

Contact Hours: 150

In this course the student will learn the fundamentals of medical coding. Each body system will be covered in regards to medical terminology, structure and function, pathology, as well as the chapter guidelines for the basic coding skills related to the that body system. Additionally, an

introductory overview of modifiers and evaluation and management codes will be presented to prepare the student for advanced coding.

## **MBC126**

### **Certified Professional Coder III**

Lecture Hours: 75

Lab Hours: 75

Contact Hours: 150

In this course the student will learn all the necessary guidelines for diagnostic and procedural coding from medical reports for the following IDC-10, CPT and HCPCS classifications: radiology, pathology/laboratory, medicine, and a review of the proper use of evaluation and management codes and modifiers.

# Medical Assistant Program

## Program Description

The 900 Clock Hour Medical Assistant program at Southern California Health Institute is designed to provide students with the knowledge and skills necessary as an entry level team member in a medical office, clinic, or other health care setting. A foundation in the basic medical language as well as the structure and function of the human body is provided. The program focuses on helping students develop competency in the areas of administrative and clinical procedures, preparing patients for examinations, back-office clinical procedures, administration of medications, and routine laboratory procedures.

Additionally, the program provides the student with the soft skills and professionalism necessary to function as a member of the medical team in an efficient clinical setting. Topics in professional development and career preparation are also explored throughout the program. Upon successful completion of the classroom and laboratory training, students are required to complete 150 hours of externship. Students will receive a membership in the California Medical Assistants Association (CCMA). Upon successful completion of the program, graduates will be prepared for employment as entry-level Medical Assistants and will be eligible to sit for a certification exam as a Certified Clinical Medical Assistant (CCMA) from the National Healthcareer Association (NHA).

## Program Outline

| Course Code | Course Title   | Clock Hours | Lecture Hours | Lab Hours  | Practicum Hours |
|-------------|--|-------------|---------------|------------|-----------------|
| MA102       | Introduction to Medical Assisting                              | 150         | 100           | 50         | 0               |
| MA103       | Anatomy, Physiology & Human Diseases for the Medical Assistant | 150         | 150           | 0          | 0               |
| MA104       | Medical Insurance  | 50          | 50            | 0          | 0               |
| MA105       | Clinical Medical Assisting Duties                              | 150         | 50            | 100        | 0               |
| MA106       | Medical Office Administration                                  | 100         | 50            | 50         | 0               |
| MA107       | Pharmacology, Patient Education & Workplace Safety             | 150         | 50            | 100        | 0               |
| MA108       | Medical Assistant Externship                                   | 150         | 0             | 0          | 150             |
|             | <b>Total</b>   | <b>900</b>  | <b>450</b>    | <b>300</b> | <b>150</b>      |

## Course Descriptions

### MA102

#### Introduction to Medical Assisting

Lecture Hours: 100

Lab Hours: 50

Contact Hours: 150

Prerequisites: None

This course covers the role of the medical assistant, including professionalism, duties and responsibilities, and working within various medical specialties. Also covered in this course are communication skills, medical law and ethics, medical office management, and compliance and regulatory issues affecting the role of the Medical Assistant.

### MA103

#### Anatomy, Physiology & Human Diseases for the Medical Assistant

Lecture Hours: 150

Contact Hours: 150

Prerequisites: None

This course provides an overview to the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and function including how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the course discusses common issues and changes that occur in each body system through the life span. Additionally, this course covers medical

terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes.

### MA104

#### Medical Insurance

Lecture Hours: 50

Contact Hours: 50

Prerequisites: None

This course focuses on the knowledge and skills surrounding medical insurance policies and processes for the medical assistant. The topics include medical insurance basics, insurance claim submissions, and medical billing and coding.

### MA105

#### Clinical Medical Assisting Duties

Lecture Hours: 50

Lab Hours: 100

Contact Hours: 150

Prerequisites: None

This course covers skills and knowledge required for the medical assistant to identify and practice clinical medical assistant duties in the medical office. Topics include, but are not limited to assisting with minor surgery, physical and medical specialty exams; clinical laboratory testing procedures; radiology; electrocardiology and pulmonary function testing; and physical therapy and rehabilitation.

### MA106

#### Medical Office Administration

Lecture Hours: 50

Lab Hours: 50

Contact Hours: 100

Prerequisites: None

This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office.

Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

This course covers concepts and information required for the medical assistant to obtain and successfully participate in a professional practice experience or externship related to medical assisting duties in the medical office or hospital environment.

### **MA107**

#### **Pharmacology, Patient Education & Workplace Safety**

Lecture Hours: 50

Lab Hours: 100

Contact Hours: 150

Prerequisites: None

This course introduces general aspects of pharmacology, including terminology, concepts, and clinical applications. The content presented in this course prepares students to effectively demonstrate an understanding of pharmacology, mathematical procedures, and drug administration. Additionally, this course covers the skills and knowledge that are required by the medical assistant in order to provide patient education as well as learn to follow safety measures in the medical office environment.

### **MA108**

#### **Medical Assistant Externship**

Practicum Hours: 150

Contact Hours: 150

Prerequisites: Successful completion of all other courses

## VA Policies

Southern California Health Institute welcomes veterans of our nation's armed forces to study here. Our school is authorized to accept veteran's benefits (Montgomery G.I. Bill) for those students who qualify. VA benefits can cover a significant portion of the cost of attendance, and unlike federal and private student loans, these funds do not have to be repaid. Students and potential students who are veterans of the armed forces should contact their Veterans' Administration representative to see if they qualify for veteran's benefits. There are currently several categories and sub-categories of VA benefits, so students and prospective students must be cognizant of which benefit programs are applicable to them and to the school. Contact information is available at the finance office.

In order to access veteran's benefits, the student or prospective student will have to provide a copy of their form DD-214 (discharge form) to the financial aid office. Students and prospective students seeking to utilize VA benefits to pay for their training must comply with all rules and regulations set forth by the Veterans' Administration for qualification and use of VA benefits. Information regarding these qualifications can be found on the VA website: <http://www.vba.va.gov>. VA benefits must be calculated into a student or prospective students need analysis to determine how much, if any, Title IV Federal Student Aid the individual is qualified to receive. Students and prospective students seeking to utilize VA

benefits must meet with the financial aid office in order to determine how VA benefits might affect their eligibility for Title IV Federal Student Aid.

## VA Transfer Credit & Evaluation

Southern California Health Institute will accept transfer credits if applicable to any course offered within a program of study for students receiving veteran benefits. Students and potential students who have previously completed courses while engaged in military service, or at another learning institution, must complete the "VA Student Prior Postsecondary Transcript Acknowledgement" form at time of admission to SOChi. The student must provide at minimum unofficial transcripts of their prior education within the first ten (10) days of the start of their program of study. If it is determined that transfer credit should be awarded for a course the student is scheduled to attend within that first 10 days, tuition for that course will be returned to the Veteran's Administration. Additionally, all courses that are determined to be applicable to the program of study will be awarded with the clock hours or quarter credit hours of the program being shortened and tuition and fees reduced accordingly. The director of education will verify that the courses already taken are applicable to the student's or prospective student's program of study and that those courses correspond to the SOChi courses for which the student seeks

to transfer credit. Credits from a school that is not accredited by an accreditation bureau

recognized by the U.S. Department of Education will not be considered for transfer.

A student or prospective student seeking to transfer credit must have earned a grade of “C” (2.0) or higher in the courses to be transferred in order to receive transfer credit. Because of the nature of the courses and skills taught by Southern California Health Institute, a practical examination under the direction of one of our instructors may be required in order to demonstrate that the student or prospective student has achieved and maintained proficiency in the subject and technique under consideration. Transfer credit shall not be given to a student or prospective student who fails to pass a required practical examination.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as units attempted and earned in the time frame calculation.

All documentation supporting the evaluation and/or award of transfer credit will be maintained in the student’s academic file.

### **VA Standards of Satisfactory Academic Progress – Academic Warning & Probation**

Progress will be monitored at the end of each module for all students receiving veteran benefits. If at the end of any given evaluation period the student’s grade falls below 2.0

Cumulative Grade Point Average (CGPA) the student will be placed on academic warning for the following evaluation period. If by the end of the academic warning period the student’s grade is not raised to 2.0 CGPA the Veterans Administration will be notified and benefits will be interrupted. If the student fails the academic warning period, he or she will be placed on academic probation for another module, during which the student will be responsible for tuition and fees. If by the end of the academic probation period, the student fails to achieve a minimum of 2.0 GPA and/or an overall attendance of 80%, he or she will be withdrawn from the school.

### **VA Attendance – Warning, Probation & Consecutive Absence**

Attendance will be monitored for all students receiving veteran benefits. If a VA student is absent for more than 5 consecutive days, he or she will be withdrawn from the program and must meet with the Academic Department to be reinstated.

Students will be placed on attendance warning if at the end of any evaluation period (module), they fall below 80% overall attendance. If by the end of the attendance warning period the student’s attendance is not raised to an overall attendance of 80% the Veterans Administration will be notified and benefits will be interrupted. If a student fails the attendance warning period, they will be placed on attendance probation, during which the student will be responsible for tuition and fees.