



CAPSTONE
COLLEGE

Catalog

January 1, 2016 – December 31, 2016



1200 N. FAIR OAKS AVE., #32 PASADENA, CALIFORNIA 91103 • (626) 486-1000 • FAX (626) 486-1001

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ADMINISTRATION

Lou Rodriguez School Director
Mark Hecht..... Financial Aid Director
J. Ramon Villanueva Registrar

FACULTY

HVAC Technician Program:

Mr. Ed Lim, HVAC Instructor: Mr. Lim is certified by the Operating and Maintenance Engineers Local 501 Training Center for HVAC/R, Instrumentation and Controls. He earned a diploma from the Quality Air Institute in Las Vegas and is certified as a NATE Senior technician. Mr. Lim has over 30 years of experience in the HVAC/R Industry working for large air conditioning contractors.

Mr. Anthony V. Ortega, HVAC Instructor: Mr. Ortega earned a Bachelor's of Science in Mechanical Engineer from Mapua-Institute of Technology in the Philippines and a Master's of Business Administration (MBA) from the University of Malaysia-Malaysia. He has over 25 years of HVAC/R work experience and holds numerous professional certifications including NATE.

Kenneth Lacey Jr. HVAC Lab Instructor: Mr. Lacey has over 20 years of HVAC/R experience. He has owned and managed his own HVAC business as well as working for major HVAC employers as project manager leading large teams. Mr. Lacey is a union trained professional.

Chiropractic Assistant/Physical Therapy Aide Program:

Brigido Garcia, PTA Instructor: Mr. Garcia has more than 3 years of experience in the in the Physical Therapy Industry, primarily in a high volume rehabilitation clinic setting. Mr. Garcia is a Physical Therapy Aide and certified by the American Heart Association Basic Life Support for Healthcare Providers.

Medical Assistant Program:

Ramy Seang, PA, BS, CMA

Mr. Seang earned a Physician Assistant and Bachelor's of Science in Health Science from UCLA Charles R Drew Postgraduate University in 2002. Mr. Seang is a Certified Medical Assistant and has worked in the medical field since 1997. He maintains up to date certifications and also provide instruction in all the general science classes.

SCHOOL PHILOSOPHY and MISSION STATEMENT

The philosophy of Capstone College is to train its students in the skills, habits, and attitudes required for success in the work place. Capstone College provides an academic environment with flexible instruction adapted to the individual student's needs.

Our Mission: To offer vocational educational programs designed to meet the academic and technical skill standard expectations of industry for students to become successfully employed in the career field each program is designed for, to foster life-long learning and meet the changing needs of the students and the communities we serve.

Our Objectives: Capstone College supports its mission by an on-going review of its educational process, industry standard expectations and we effectively serve our students and communities by:

- Providing instruction based on job-specific curriculum design with industry-experienced faculty
- Using instructional materials and equipment that meets industry standards and expectations
- Providing Student Support and Career Services to assist graduates with job placement
- Maintaining an Advisory Committee to ensure programs remain relevant

NON-DISCRIMINATION CLAUSE

No person shall be denied admission, graduation, or any other rights or privileges of the School because of race, creed, sex, religion, national origin, age or physical disabilities. The institution accepts applicants with physical or mental handicaps or learning disabilities. The building, bathrooms, elevators, and classrooms are all handicapped accessible. Applicants must pass the Admissions Examination or the Ability-to-Benefit Test, which is a part of the admissions process and is required. Special procedures for administration of these tests may be utilized where appropriate and as designated by the test publisher. The individual will be counseled by the Director of the school as to the realities of employment at the completion training, and may be asked to sign a statement to that effect.

APPROVAL DISCLOSURE STATEMENT

Capstone College is a private institution located at 1200 N. Fair Oaks Ave., #32 in Pasadena, California. The school is approved to operate by the Bureau for Private Postsecondary Education. The Bureau approval means that the institution and its operations comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be renewed and is subject to continuing review. Capstone College is also approved for the training of veterans. The following are approved currently offered courses:

	CLOCK HOURS
HVAC TECHNICIAN	900
CHIROPRACTIC ASSISTANT/PHYSICAL THERAPY AIDE	825
MEDICAL ASSISTANT	720

Instruction is in residence with Capstone College occupancy level accommodating 100 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

Instruction is provided in English and in no other language. English as-a-second language is not provided.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.



Signature: _____
School Official

ACCREDITATION

Capstone College is accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the United States Department of Education.

SCHOOL HISTORY

Capstone College is located in Pasadena, California near the Foothill Freeway (I-210). The Institution was founded in 1987 and was moved to its current location in September, 2013. Since its inception the school has offered career focused training programs to adult learners. In 1993 the stock of the corporation was purchased by Merrill Lyons and Janet Grossfeld. In 2006, Merrill Lyons became sole stockholder of the corporation. On April 2, 2009, Capstone College was acquired by Capstone Colleges, LLC, a division of Capstone Education. The governing Board members are J. Ramon Villanueva, and Mark Hecht.

FACILITIES

Capstone College is housed in a 10,000 square foot facility consists of offices and classrooms with a capacity for two hundred students. The building has full handicapped access, convenient sanitary facilities, and a relaxing atmosphere. Student parking is available at no extra charge. The classrooms are adequately furnished and equipped with up-to-date instructional equipment to enable the students to develop the skills in current demand by employers. Personal computers and printers are available for students' use with internet access.

The facilities and equipment fully comply with all federal, state and local ordinances and regulations. A library consisting of books, publications, trade magazines, CDs and DVDs current and relevant to industry is maintained. Library resources are made available to students through a systematic process supporting the education delivery process. In addition, student are may request copies of the resources for use on campus or for home use by making arrangements with the registrar. Personal computers and printers with internet access are made available to students for completion of assignments or conduct research.

Prospective students are encouraged to visit the physical facilities of the School, and discuss their individual educational and occupational plans with school personnel before seeking admission.

CLASS SIZES

Capstone College maintains class sizes that allow for an individualized instructional approach. Maximum class sizes are 25 students in a lecture class with no more than 20 students per instructor in a laboratory class.

ADMISSIONS POLICY AND PROCEDURE

1. All applicants are required to complete an application for admission and an enrollment agreement prior to the start of any class.
2. Completion of a personal interview with an Admissions Representative is also a requirement for admission to the school. The interview enables administrators to determine the qualifications of a potential applicant. It is also designed to provide the candidate with a better understanding of career fields, program descriptions, school information, and a tour of campus.
3. All applicants must be at least 18 years old.
4. Applicant must have a high school diploma or GED certificate.
5. Admissions Procedure for students with special needs: The institution accepts applicants with physical or mental handicaps or learning disabilities. The building, bathrooms, elevators, and classrooms are all handicapped accessible. The individual will be counseled by the Director of the school as to the realities of employment at the completion training, and may be asked to sign a statement to that effect.

GRADUATION REQUIREMENTS AND COURSE COMPLETION

Successful completion of a course is based on examination, class work, written reports and practical accomplishments. The intent is to determine student ability and proficiency in the subject being covered.

Students are awarded a Certificate for successful completion of all graduation requirements for the chosen program of study. A minimum grade point average (GPA) of 2.0 and a minimum completion of 90 % of the hours of the program is a requirement for graduation.

TRANSCRIPTS

Graduates who satisfy all financial obligations to the college will be provided with a copy of their educational records upon written request addressed to the school.

ATTENDANCE POLICY

Students are expected to attend classes regularly. Absences from class can seriously affect the quality of the training and the student's potential in the job market. It is recognized that certain situations may arise from time to time over which a student has no control. However, it is the responsibility of the student to notify the school in advance if they will be absent or late, just as it is necessary to inform an employer.

ELEMENTS OF SATISFACTORY ATTENDANCE

Absenteeism: Students are expected to maintain a minimum of 90% of attendance throughout the enrollment period. Attendance is checked at a minimum every (8) eight weeks. Failure to maintain satisfactory attendance will result in Attendance Probation for a period of Sixty (60) days. Students with (10) ten days of continuous non-attendance will automatically be considered withdrawn from the program. Absences may be made up based on an hour of make-up to an hour of absence basis.

Excused Absences: An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day, of the absence, or under special circumstances such as illness, provides a written note specifying the reason for the absenteeism. The student may notify the registrar, instructor, or the administration office. The absence will be recorded as excused however, excused absences are included in the calculation to determine the minimum attendance requirement.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardiness will constitute one (1) day of missed attendance.

Early Departures: For the purpose of satisfactory attendance, students leaving more than 15 minutes early without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Four (4) unexcused early departures will constitute one (1) day of missed attendance.

Make-up Time, Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given. However, absences will remain on record unless missed time is made-up, documented and approved by the school director. Students are responsible for arranging time with the respective instructor for make-up of time, work and exams.

GRADING SYSTEM

Capstone College uses the following letter grade system to evaluate academic performance:

100 - 90	A = 4.0	69 – 60	D = 1.0
89 - 80	B = 3.0	Below 59	F = 0.0
79 - 70	C = 2.0	I = Incomplete	(No point value)

CLOCK HOUR TO CREDIT CONVERSION

Capstone College measures all programs based on the clock hour system.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

For purposes of measuring Academic Progress, students must maintain a minimum of a 2.0 grade point average throughout the entire enrollment period. Academic progress is verified at the completion of course module (level) within the educational program but no less often than fifteen (15) weeks.

At the midpoint of the program, measured by scheduled hours, the student must have completed a minimum of ninety (90) per cent of the scheduled hours and achieve a 2.0 grade point average. If a student does not meet the requirements at midpoint, financial aid will be suspended and the student will be placed on a sixty (60) day probation period. Upon attainment of satisfactory progress, financial aid eligibility will be reinstated. Failure to achieve the minimum requirement at the end of the sixty (60) day period will result in termination by the education department.

PROBATION, TERMINATION AND REINSTATEMENT:

Academic and Attendance Probation: Students who fall below the minimum requirement of a 2.0 grade point average are placed on Academic Probation. Students with less than 90% of the scheduled attendance are placed on Attendance Probation. The probation period is for sixty (60) days in which students are expected to demonstrate improvement towards meeting the minimum requirements. Failure to make improvement and meet the minimum progress requirements by the next scheduled progress verification point will result in dismissal.

Termination: A student will be terminated, if at the end of a probationary period, the student has not corrected all progress deficiencies. A student may also be terminated for violation or noncompliance of school policy.

Reinstatement and Appeal Process: A student may request reinstatement by requesting re-enrollment. Re-enrollment may be granted at the discretion of the School Director. For students who are terminated as a result of failure to meet satisfactory progress or attendance policy, may request reinstatement. However, if reinstatement is granted, the student will be placed on probation for a period of sixty days and will be expected to comply with the minimum requirement of completing ninety percent of the total hours by the end of the probation period.

TRANSFER OF CREDIT POLICY and PROCEDURE

Advanced placement/transfer of credit may be requested and awarded up to a maximum of one-third of the total program clock hours based on the following policy:

1. Transfer credits for classes from another institution must have a minimal grade of B or 80%.
2. Transfer credit must be from a class that;
 - a) Is in an equivalent discipline;
 - b) Consists of a minimum of 90% of the hours as the corresponding class offered at Capstone College;
 - c) The coursework was completed at an accredited postsecondary institution; and
 - d) An official catalog and transcript from the transferring institution is required for evaluation of the content for transfer.
3. Credit based on life experience/knowledge must be earned by a grade of B or 80% on a Capstone administered exam, which will be the same as the final exam or series of tests administered for the challenged class.
4. Tuition and fees will be adjusted on a pro rata basis per clock hour transferred.

5. Any adjustments in clock hours and weeks may impact financial aid eligibility as determined by Title IV regulations.
6. The transferability of credit is dependent on the receiving institution. Therefore, Capstone cannot guarantee that other schools will accept credits completed at Capstone for transfer. However, Capstone will assist students when requesting transfer to other institutions by providing guidance or counseling and providing an official transcript, catalog and course outlines.
7. Appeal process for denial of transfer of credit: A student may appeal the denial by writing a letter to the School Director. The Director will meet with the appropriate faculty and the registrar to review the student's documentation submitted to support transfer of credit. The student shall be notified within 48 hours of the school's decision.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Capstone is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or certificate you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Capstone to determine if your credits or certificate will transfer.

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually accessed and considered on a case by case, course by course basis. Capstone, while fully accredited, does not currently possess the same types of accreditation as most four year colleges and universities offering associate, baccalaureate, and beyond, programs and degrees. Prospective students of Capstone will need to consider this if they plan to continue their academic credentials.

Capstone College has not entered into an articulation or transfer agreement with any other college or university.

INCOMPLETE COURSES

The Instructor shall record an "Incomplete" grade whenever the student misses an examination, test, or any other element required in the course necessary for the full evaluation of the student's progress. The completion of the missing element, within five (5) days of the last class of the course, will result in the replacement of the "I" grade with a letter grade. If the missing element has not been completed at the conclusion of that time, an "F" will be recorded automatically for the affected subject. Exceptions to this rule may be made by the School Director or Director of Education due to documented extenuating circumstances. An Incomplete grade will stand, in lieu of the F, for those who did not complete a class due to an approved Leave of Absence.

LEAVE OF ABSENCE (LOA)

A leave of absence may be granted based on the following policy and procedures:

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he or she must be withdrawn.
2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half 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.
3. The student must sign the leave of absence request and specify a reason for the leave in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning to his/her course of study.
5. The institution will document approval of the leave of absence request in accordance with this policy.

6. The institution will not assess the student any additional charges as a result of the leave of absence.
7. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item 2.

Subsequent LOAs will only be granted for jury duty, military reasons, work conflict or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3) enacted February 5, 1993. Students who are on probation when beginning a LOA will re-enter under the same probationary conditions as when they left their program. Regardless of the number of leaves granted, in no case may the total LOA time exceed the maximum length described above.

A leave of absence may require adjustment of financial aid and revision of the graduation date.

REPETITION OF COURSEWORK

Students who have received "D" or "F" grades in a particular subject may repeat the work within the maximum time frame permitted, and if a higher grade is attained the second time, the improved result will be recorded; both grades will be averaged in the GPA.

APPEALS

Any student placed on probation can file an appeal with the School Director. The School Director may require that the appeal be in writing and that it be supported by documentation setting out the facts on which the appeal is based. Under special circumstances, the School Director may grant one additional probation period to the student. The Director's decision is final.

STUDENT CONDUCT POLICY

All students have the right to a training environment conducive to learning job skills. Unfavorable conduct will result in disciplinary probation, suspension, or termination. Capstone College reserves the right to dismiss any student whose conduct, poor attendance, or scholastic performance is judged by the Director to reflect unfavorably upon the Institution, staff and other students.

MODIFICATION OF COURSES

As demands of the job market change, course changes are necessary to keep pace with changes. Capstone reserves the right to make course modifications when such action is desirable. Book and supply substitutions may be made as required without prior notice. Curriculum may vary somewhat for each individual.

PROGRAM OR CLASS CHANGE

The Institution recognizes that student's circumstances may change over time. While program and class changes are generally discouraged, they may be possible upon the approval of the Director of Education. All changes must be requested and approved in writing.

TUITION POLICY

Total tuition and fees for a program are due and payable upon starting classes for the specified term or enrollment period. The following methods of payments are accepted, Cash, Check and Money Order. Arrangements will be made for students to make payments according to a schedule acceptable to the student and the school. The specific payment schedule will be clearly delineated on the individual student's enrollment agreement or an attachment thereto. Capstone College will accept the standard payment schedule for a student receiving Federal Financial Aid as long as such student remains in good standing. Out-of-school students seriously delinquent and unresponsive to requests for payment may be turned over to an agency for collection.

FINANCIAL AID

Opportunities and Requirements for Financial Aid

Capstone College does not provide financial assistance to students. However, the school is approved by the Department of Education to participate in the Federal Student Aid-Title IV programs. Loans and grants are available to eligible students. Financial Aid Staff is available to assist student applicants to determine eligibility. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

The school does not participate in State Financial Aid Programs.

WITHDRAWAL

A withdrawal shall be assumed if a student has failed to attend classes for a two week period. The date of the student's withdrawal shall be deemed the last date of recorded attendance. If a student finds it necessary to withdraw, it is in his/her best interest to notify the School in writing, as soon as possible. Any incomplete coursework will be assigned an "I" for incomplete. An official withdrawal will be process within the allotted time, a refund calculation will be performed and a refund, if any, will be processed following the school's stated refund policy and provisions. A withdrawal may be effectuated by the student's written notice, or by the student's conduct, including but not necessarily limited to, a student's lack of attendance.

BUYER'S RIGHT TO CANCEL AND REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student's tuition is sponsored through outside sources or programs, the refund will be sent to the sponsoring agency. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. For self-paying students, the refund will be sent to the student. A request to cancel or withdraw from the school must be in writing to the Registrar.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

REFUND CALCULATION:

The school calculates refunds following the State of California requirements. For students receiving Title IV financial aid, an additional refund calculation, following the U.S. Department of Education Return of Title IV Aid requirements, is performed. The one that provides the highest refund amount is utilized.

California Refund Policy

The refund policy pursuant to section 94919(c) of the State of California Code states that the institution shall provide a pro rata refund of nonfederal student financial aid moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. It covers the entire enrollment period. It is calculated as follows:

(1) The number of days the student attended, or was scheduled to attend, prior to withdrawal divided by the number of days in the program.

(2) Except as provided for in section 3, all amounts paid by the student in excess of what is owed as calculated in section 1 shall be refunded to the student within 45 days from the date of completion of, or withdrawal from, the educational program in which the student was enrolled.

(3) Except for the STRF assessment, a \$100 registration fee, and any unused books, supplies, or equipment returned within 10 business days of the withdrawal, all amounts that the student has paid shall be subject to refund. Books, supplies, or equipment, if unused and in original sealed packaging can be returned for credit of the amount charged by the institution.

Return of Title IV Funds Policy

The Higher Education Amendment of 1998 required schools to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (including Federal PLUS loan funds) OR has met the conditions that entitle the student to a late disbursement. The Amendment makes clear that Title IV funds are awarded to students with the assumption that he/she will attend school for the entire payment period. (The payment period is equal to one half of the total hours in the program.) If a student receiving assistance completely withdraws from school or ceases to attend classes, the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

The withdrawal date is used to determine the point in time that the student withdrew or ceased to attend so that the percentage of the payment period completed can be determined. A student's withdrawal date will vary depending on the type of withdrawal. If a student officially withdraws, the date the institution would use would be the day the student started the withdrawal process or notifies their intent to withdraw whichever is earlier. However, the school may choose to use an earlier last date of attendance at an academically related activity as the student's withdrawal date. If a student does not notify the institution that he/she has withdrawn, the date that the student withdrew would be the date the institution became aware that the student ceased to attend classes. Students can officially withdraw by filling out a withdrawal notice and submitting it to the school Registrar.

The percentage of Title IV aid earned is equal to the percentage of the payment period the student completed. In cases in which funds must be returned, the school will reimburse the Title IV programs in the following order: Unsubsidized Stafford Student Loan, Subsidized Stafford Loan, Parent Loan (PLUS), Pell Grant, SEOG Grant. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. In such cases, the Financial Aid Office will notify the student the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due.

Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. In addition, a financial obligation will be placed on the student's account by the institution, which will prohibit the student from registering in future semesters, receiving academic transcripts, or receiving any additional federal aid funds. In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the "post-withdrawal" disbursement via an award letter. The award letter must be returned to the Financial Aid Office before the date specified on the letter or the "post-withdrawal" disbursement will be cancelled.

Time Frame for the Return of Title IV Program Funds

1. The college will return any unearned Title IV funds it is responsible for returning within 45 days of the date the college determined the student withdrew, and offer any Post-withdrawal disbursement of loan funds within 30 days of that date.

2. The college will disburse any Title IV grant funds a student is due as part of a Post-withdrawal disbursement within 45 days of the date the college determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

Earned aid is not related in any way to institutional charges. The school's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the school for the course.

OTHER REFUND PROVISIONS:

i. Rejection of Applicant:

If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made to the applicant.

ii. Program Cancellation:

If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.

iii. Cancellation Prior to the Start of Class or No Show:

If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$100, if such charges are clearly noted in the enrollment agreement as being non-refundable.

iv. Cancellation After the First Day of Class:

Except for the STRF assessment, a \$100 registration fee, and any unused books, supplies, or equipment returned within 10 business days of the withdrawal, all amounts that the student has paid shall be subject to refund. Books, supplies, or equipment, if unused and in original sealed packaging can be returned for credit of the amount charged by the institution.

Reimbursement to Veterans and Eligible Persons for VA Benefits

The Department of Veterans Affairs will pay the school tuition and fees directly to the school and student's expenses directly to the student. The amount and terms are determined by the DVA. For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 888-442-4551.

STUDENT TUITION RECOVERY FUND (STRF)

Subdivision (a)

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

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

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

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

Subdivision (b)

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

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

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

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

STUDENT LOAN OMBUDSMAN

All student loan recipients may access the Student Loan Ombudsman

By Telephone: 1-877-557-2575

By Internet: <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>

By Mail: U.S. Department of Education
FSA Ombudsman Group
830 First Street, NE Mail Stop 5144
Washington, DC 20202-5144

RULES AND REGULATIONS

ALCOHOL AND DRUGS

No drug or alcohol use is permitted in class, on the school grounds, or at Capstone College events. Being under the influence in class or on school grounds will result in your suspension or expulsion.

POLICY ON DRUGS AND ALCOHOL

IT IS OUR POLICY TO OFFER TO OUR STUDENTS A DRUG AND ALCOHOL FREE ENVIRONMENT. OUR DRUG AWARENESS PROGRAM IS AVAILABLE TO STUDENTS THROUGH THE FINANCIAL AID OFFICE.

OUR REGULATIONS

No alcohol possession, consumption, and/or sale will be tolerated on the school premises and/or at any sponsored function off-campus. Any student believed to be intoxicated on the school premises or at a sponsored event off-campus must leave the premises when the discovery is made. The student must meet the next class day with the Director to face disciplinary action. Such action may include dismissal of the student or disciplinary probation. The finding of the Director will become part of a student's permanent file.

The use of any non-prescription drug that is a "controlled substance" (including, but not limited to: marijuana, cocaine, stimulants, and/or depressants) will not be tolerated on the Capstone College premises or at any school sponsored function. Any student believed to be under the influence and/or in possession of a non-prescribed "controlled substance" will be suspended immediately, pending investigation of the incident.

Should it be determined that a student was under the influence or in possession, and/or involved in the purchase or sale of such while on the premises he will be dismissed. Beyond the control of Capstone College, criminal charges may additionally be filed which could negatively affect one's career goals as well. Should it be determined that the student was not involved in the above activity, he/she will be reinstated and lost class time will be added to the normal completion time. Students are responsible for the use of drugs prescribed for them.

VOTER REGISTRATION

Recent changes in the Higher Education Act require colleges and universities to make voter registration information available to all enrolled students. Any Capstone College student not currently registered to vote may obtain more information, as well as appropriate materials and forms, from the Registrar. Additionally, Voter Registration Forms are available through the California Secretary of State's website.

SCHOOL SERVICES & GENERAL INFORMATION

PLACEMENT ASSISTANCE

Capstone College assists graduates in obtaining employment upon the successful completion of the proposed program. The school's Placement Counselor conducts an active search in the labor market and strives to identify vacancies for which qualified graduates may interview. However, the School does not in any way guarantee employment, and the student must assume final responsibility for securing a job.

HOUSING ASSISTANCE

Capstone College does not provide nor assumes responsibility for student housing, and does not maintain any dormitories facilities under its control. No housing assistance is provided through the college.

According to City-Data.com, rental properties in the Pasadena California area are approximately 1,072 to \$1,385 per month with a medium rent of \$1,179. More information can be obtained at <http://www.city-data.com/housing/houses-Pasadena-California.html>.

UPDATE OF PERSONAL INFORMATION

Students must notify the Office of any changes in their personal information on file with the school. This would include changes of name, address, telephone number, employment information and emergency contact person.

CHILD CARE

Capstone College is not equipped or staffed to provide child care services. Students are not allowed to bring children into the classroom.

COUNSELING

Academic counseling may be arranged with an instructor or the Director of Education. All financial counseling is to be arranged with the Office. The entire Capstone College staff cares about the well-being of all of the students and is available individually to talk to students. Psychological, marital, legal, or other counseling should be discussed with professionals outside the school. Capstone College cooperates with local law enforcement agencies in providing educational material to students, regarding health risks associated with drugs and alcohol.

PARKING

Students may park in any space in the designated parking areas. Capstone College is not responsible for any theft, vandalism, or damage to your vehicle while parked in the student parking lot or adjacent areas.

BEHAVIOR IN CLASS

Loudness, rudeness, or disruption while a class is in progress will result in your being suspended or expelled. You are free to stand up, stretch, or move about when necessary, but not to talk to, or otherwise interfere with, the other students in the room.

SMOKING

No smoking is allowed in the classrooms, offices, or in the lunchroom. Smoking is allowed in outside and in designated areas only.

STUDENT RESPONSIBILITY POLICY

Each student is held responsible for compliance with the regulations contained in this catalog and other policies and/or regulations as they are published from time to time. Failure to read these regulations does not relieve the student from liability.

CONSTITUTION DAY

Each year on September 17th, Capstone College celebrates Constitution Day commemorating the signing of the United States Constitution. The school distributes educational materials to all students. Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men on September 17, 1787, recognizing all who are born in the U.S. or who by naturalization have become citizens.

DRESS CODE

You must wear shoes at all times. Gentlemen must wear pants and shirts; slacks or skirts for the ladies. No tank tops, tube tops, or halter tops.

COPYRIGHT INFRINGEMENT

The school has strict policies for students on copyright infringement such as textbooks, curriculum materials, and restricted and authorized items on the internet. Student use of school resources are limited to supervised use of copy machine and computers. Students may face civil/criminal liability for such copyright infringement and/or unauthorized use/distribution of materials.

EMERGENCY PROCEDURES

An emergency should be reported to the office as soon as it is reasonably possible. No student is to assist in a medical emergency unless they have training that will allow for a proper response. The obvious exception to this is when life-threatening conditions exist and then the action of a prudent person should be exercised. A very high degree of personal liability exists when proper medical emergency procedures are not followed.

In the case of a fire, all students are to evacuate the building immediately. If an earthquake should occur, it may be wise to take shelter under a desk or in a doorway until all movement has ceased and it appears to be safe to exit the building. Each student is to complete a Confidential Questionnaire indicating a name and telephone number to contact in the event of illness or injury. Any student with a chronic, health related condition should so note on that form. All information received is maintained in the strictest confidence.

BUREAU DISCLOSURES STUDENT RIGHTS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

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

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.

The school does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).

GRIEVANCE/COMPLAINT PROCEDURE

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school Director, Lou Rodriguez. If the student is still dissatisfied, written appeal may be made to the Director.

If the Director's response is unsatisfactory to the student, a written complaint may be made to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

(916) 431-6924

OR

Accrediting Council for Continuing Education and Training

1722 N Street, NW

Washington, DC 20036

(202) 955-1113

STUDENT RECORDS AND RIGHT OF PRIVACY

The Federal Right of Privacy enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of five years. In addition, transcripts are retained permanently. Students may request a review of their records by writing to the school registrar. All such reviews will be scheduled during regular school hours under appropriate supervision.

DISCLOSURE OF EDUCATION RECORDS-FERPA

The school guarantees its students the right to access their records.

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, the California Education Code as amended in 1976, and the School Policies, the disclosure of student records applies in the following cases: if the student asks in person; upon their written authorization, or as required by law.

Education records are defined as files, materials and documents which contain information directly related to a student and are maintained by the institution.

Students may examine their academic or financial records upon requesting a scheduled appointment to do so. Students are not entitled to inspect the financial records of their parents.

Written consent is required before education records will be disclosed to third parties with the exception of accrediting commissions or government agencies so authorized by law.

OPERATING SCHEDULE

SCHOOL DAYS & CLASS HOURS

The hours of operation are: Monday through Thursday, from 8:00 a.m. to 9:45 p.m. and Friday, from 8:00 a.m. to 5:00 p.m.

Day class schedule: 8:00 a.m. - 2:00 p.m.

Night class schedule: 6:00 p.m. - 10:00 p.m.

The schedule of class start dates varies by program as all Capstone College courses are on a Modular system. Contact the school to obtain specific dates for class start.

HOLIDAYS

The following 2015 holidays are observed:

NEW YEAR'S DAY	INDEPENDENCE DAY
MARTIN LUTHER KING JR. DAY	LABOR DAY
PRESIDENT'S DAY	THANKSGIVING DAY
MEMORIAL DAY	CHRISTMAS DAY

Capstone College will be closed for Christmas vacation during December 23, 2016 – January 2, 2017. Classes will resume January 3, 2017. Special consideration is given to holidays of all religious beliefs. Please consult the Director for details. Special holidays or half-days may be scheduled by the Administration.

Program Length, Tuition Charges and Fees:

HVAC Technician

900 Hours	Tuition:	\$ 14,700.00 (Includes books & supplies)
36 Weeks (Day)	Registration Fee:	\$ 100.00
54 Weeks (Evening)	STRF	\$ 0.00
	TOTAL COST	\$ 14,800.00

There are no other fees.

Chiropractic Assistant/Physical Therapy Aide

825 Hours	Tuition:	\$ 12,850.00 (Includes books & supplies)
30 Weeks (Day)	Registration Fee:	\$ 100.00
47 Weeks (Evening)	STRF	\$ 0.00
	TOTAL COST	\$ 12,950.00

There are no other fees.

Medical Assistant

720 Hours	Tuition:	\$ 12,850.00 (Includes books & supplies)
34 Weeks (Day)	Registration Fee:	\$ 100.00
51 Weeks (Evening)	STRF	\$ 0.00
	TOTAL COST	\$ 12,950.00

There are no other fees.

HVAC TECHNICIAN

CIP 47.0000, 47.0101, 47.0106, 47.0201, 47.9999

Program Description

The HVAC Technician Program is designed to provide students with the knowledge, skills, work habits, and practical applications of HVAC/R systems required for entry-level employment in today's HVAC /R industry. The HVAC Technician program prepares students to efficiently perform and specialize in the installation, maintenance and service of HVAC/R systems.

Program Mission and Objectives

The mission and objective of the HVAC Technician Program is to provide students with training in heating, ventilation, air conditioning, and refrigeration systems. Instruction includes safety procedures for the use of tools and testing equipment, basic electricity, electrical components, theory and practical applications of heating, ventilation, air-conditioning, and refrigeration systems, sheet metal installation, schematics, brazing and soldering, maintenance and service, troubleshooting, repair and installation of HVAC/R systems. Students will receive the training for practical applications on the fundamental HVAC/R processes in a real-world hands-on laboratory environment using equipment that is current with industry to be able to efficiently perform the entry-level skills required in the HVAC/R labor market.

Occupational Objectives

Graduates of the HVAC Technician Program will be able to perform installation, service, or repair of heating, air conditioning systems or refrigeration systems in residences or light commercial establishments. Graduates can obtain entry-level positions as HVAC Technician, HVAC Service Technician, HVAC/R Technician, HVAC/R Service Technician, HVAC Installers, HVAC Apprentices, HVAC Helpers, and Sheet Metal Workers and other related position according to O*Net Online. There is a bright outlook for HVAC Technicians in today's job market according to O*Net Online. Bright Outlook occupations are expected to grow rapidly in the next several years and will have large numbers of job openings. The Projected employment growth 2010-2020 for HVAC Technicians will much faster than average at 29%. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O*Net S.O.C. #49-9021.011. According to O*Net Online the sample of reported job titles include: Service Technician, Heating, Ventilation, Air Conditioning Service Technician (HVAC Service Technician), Heating, Ventilation, Air Conditioning Technician (HVAC Technician), Heating, Ventilation, Air Conditioning Installer (HVAC Installer), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), Heating, Ventilation, Air Conditioning Mechanic (HVAC Mechanic), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer), Mechanic.

Educational Requirements

The HVAC Technician Program consists of a total of 900 hours. The program is divided into course modules. Students must complete all modules starting with any module and continuing until all modules are successfully completed. All theory and laboratory sessions are held at the school's location at 1200 N. Fair Oaks Ave., Pasadena, CA. Students who complete the program satisfactorily and graduate are awarded a Certificate as HVAC Technician.

Course Outline and Course Description

Course No	Course(s) Title	Clock Hours
Level I	HVAC Trade Orientation, Human Relations, Safety First Aid, Construction Mathematics, HVAC National and Local Codes	100
Level II	HVAC Fundamentals, HVAC Tools Materials and Supplies	100
Level III	HVAC Theory, HVAC Systems	100
Level IV	HVAC Electrical, HVAC Schematics	100
Level V	Brazing & Soldering, HVAC Sheet Metal Installation	100
Level VI	Refrigerants, & Charging Techniques, EPA Refrigerant Certification	100
Level VII	Heating Fundamentals	100
Level VIII	HVAC Lab	100
Level IX	Refrigeration Lab, Thermal Energy Systems, Job Search Skills	100

HVAC Trade Orientation

Provides students with an introduction to the industry and the common aspects of HVAC/R technology. Students learn the occupational job titles, job outlook, job descriptions, duties and tasks, and work environment within the HVAC/R industry as well as career opportunities available to graduates.

Human Relations

Introduces students to development of customer service skills and positive communication techniques. Emphasis is on providing students with effective skills for developing professional interpersonal relationships and service attitudes.

Safety and First Aid

Examines OSHA regulations, CAL-OSHA and general industry standards. Selected interpretation of the standards pertaining to HVAC/R industry is accessed, overviewed, discussed, and compiled into student resource materials.

Construction Math

Provides students with the ability to thoroughly understand formulas, equations, areas, volume and other algebra and geometry math fundamentals.

HVAC Tools, Materials, and Supplies

Study of the types and correct use of hand tools, test equipment, and supplies that are used in performing HVAC/R installation, service and repair. Students will build and equip their own personal tool kits with commonly used tools.

HVAC Sheet Metal Installation

Provides students with a practical knowledge of how to install or change existing ductwork for an efficient basic air distribution system. This course will focus on proper installation techniques of sheet metal related materials and supplies used in the HVAC industry. Also, students will learn the principles of venting, selecting and installing vent systems for gas-fired heating equipment.

HVAC National and Local Codes

Provides students with a thorough knowledge of the national and local codes associated with the installation and service of HVAC/R equipment.

HVAC Fundamentals

Introduces students to the basic principles and applications of HVAC/R systems. Students learn the history and development of early refrigeration and air-conditioning. Enables students to begin understanding refrigeration theory by learning temperature and pressure relationships, and principles of heat transfer.

HVAC Systems

Provides students with a common understanding of the types of HVAC/R systems and the selection process for determining an enclosed environment's heating/cooling needs.

HVAC Theory

Provides students with an increasing understanding of HVAC/R theory in relationship to the five thermal laws of refrigeration and the operation of the refrigerating cycle.

HVAC Electrical

Study of the principles of electricity as required by the HVAC/R industry, including the proper use of test equipment, electrical circuits, and component theory and operation. Student learn the installation and servicing techniques for wiring and connecting circuitry for HVAC/R systems and the various electrical components and wiring methods needed to wire HVAC/R equipment and meet national and local codes.

HVAC Brazing and Soldering

Provides students with practical skill sets in brazing and soldering techniques to safely join metals and piping materials with accuracy and efficiency.

HVAC Refrigerants and Charging Techniques

Provides students with a thorough knowledge of modern refrigerants, their use, and application in HVAC/R industry. This course will also expand the student's understanding of refrigerant usage and handling techniques to include proper refrigerant leveling methods used in a HVAC/R system after installation of parts to ensure proper system start-up and efficient refrigerant flow through the system.

HVAC Heating Fundamentals

Study of the principles of heating systems utilized in industry. This course provides students with a complete review of heat transfer principles and an introduction to heating system configuration, design, and operation. Students learn to interpret control circuit diagrams and to identify and use the service instruments needed to troubleshoot heating systems.

HVAC Schematics

A basic study of the essential elements of HVAC schematics used in industry. Students learn the ability to read and understand HVAC schematics and drawings. Several types of drawings and diagrams will be examined during this course; including Block, Pictorial, One-line, Wiring, Terminal, and Schematic. Individual component symbols will be presented along with an explanation of their function and purpose in the circuit. To facilitate learning and enable students to relate diagrams to actual equipment, students will see pictorial examples or photos of the components along with the description.

HVAC Laboratory

Provides students with a real-time job site experience in installation, maintenance and repair of different types of HVAC/R systems. Students learn to recover refrigerant, evacuate and charge HVAC/R systems.

EPA Refrigerant Certification Seminar

Prepares students for the certification test and contains all the information required to successfully complete the Section 608 Refrigerant Certification Test.

Job Search Workshop

Assists students with job preparation and employability skills including resume writing, interview techniques and job search strategies.

U.S. Department of Education Gainful Employment Program Disclosure

The U.S. Department of Education has designed a template for prospective students and parents; it contains information that may be helpful in choosing which school and which program to attend. The Gainful Employment Disclosure Template is available on our website, <http://www.capstonecollege.edu/HVAC-Installer>.

COST: The URL for program cost information available on the institution's website under Sec. 668.43(a): <http://www.capstonecollege.edu/NetPriceCalculator/npcalc.htm>.

MEDICAL ASSISTANT
SOC: 31-9092.00 - CIP: 51.0801

Program Description:

Medical Assistants are multi-skilled health care professionals trained to assist physicians and other health providers in the delivery of health care services. This program is designed to prepare graduates as health care professional to perform clinical tasks involved in the delivery of care, manage emergency situations and maintain medical facilities as Medical Assistants. Medical assistants work in physicians' offices, clinics, hospitals and other medical facilities under the supervision of a physician. The program consists of 560 hours of classroom and lab instruction and 160 hours of externship for a total of 720 hours. Upon completing of the program, student will receive a diploma and be eligible for certification through the National Healthcare Association as Clinical Medical Assistant (CMA).

Program Mission and Objective:

The mission of the Medical Assistant program is to provide students with the education and training necessary to meet the occupational objectives and the expectations of employers for entry level positions as Medial Assistant.

Educational Objectives:

- Record patients' medical history, verify insurance benefits, vital signs and other information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms organized and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for examination by the physician.
- Prepare and administer medications as directed by a physician.
- Collect blood, tissue, or other laboratory specimens, record the specimens, and prepare them for testing.
- Provide prescription information to pharmacies as directed by the supervising physician.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Clean and sterilize instruments and use appropriate methods for the disposal of contaminated supplies.
- Perform routine laboratory tests and sample analyses.

Course Outline:

Course NO.	Course Title	Credit Hours
MA-101	The Medical Assistant Professional, The Medical Record, Medical Insurance Verification, Medical Asepsis and OSHA Standards	80
MA-102	Sterilization and Disinfection, Vital Signs, Cardiopulmonary Resuscitation (CPR), Emergency Procedures	80
MA-103	Physical Examination, Eye and Ear Assessment, Physical Agent & Tissue Healing	80
MA-104	Gynecology, Prenatal and Pediatric Exam, Minor Office Surgery	80
MA-105	Administration of Medication and IV Therapy, Cardiopulmonary Procedures, Male Reproductive Procedures	80
MA-106	Radiology and Diagnostic Imaging, The Clinical Laboratory, Phlebotomy	80
MA-107	Urinalysis, Hematology, Blood Chemistry and Immunology, Medical Microbiology	80
MA-108	Externship	160

MA 101: The Medical Assistant Professional, The Medical Record, Medical Insurance Verification, Medical Asepsis and OSHA Standards.

This course provides an overview of the functions, roles and responsibilities of a Medical Assistant, the scope of services and the legal aspects of the profession. It introduces students to medical records, information and safeguarding of information under HIPA disclosures. Asepsis, contamination and safety controls, bloodborne pathogens and OSHA standards are covered in the course.

MA 102: Sterilization and Disinfection, Vital Signs, Cardiopulmonary Resuscitation (CPR), Emergency Procedures.

This course introduces the student to the sterilization and the methods that are used for disinfecting and maintaining the environment as well as the equipment used in the medical setting. Of primary focus is the handling of sterilized equipment and the appropriate sterilization process to prevent contamination and spread of infection. Vitals signs, Cardiovascular Resuscitation (CPR) and emergency procedures are foundational skills for a successful medical assistant. The course provides the theory and the practical instruction to develop skills to the competency level to meet expectation of a proficient medical assistant.

MA 103: Physical Examination, Eye and Ear Assessment, Physical Agent & Tissue Healing.

This course provides students with knowledge and skills to assist in the performance of the physical examination, to understand its purpose and to apply appropriate procedures following ethical guidelines. Students will learn the importance of communication and culture diversity. It will prepare students to understand vision and hearing examination in relation to eye and ear assessment procedures and their role and responsibility as medical assistants in the performance of these procedures. Lastly, the course provides instruction on the physical agents used to promote tissue healing including casts, the application of heat and cold, bandaging and ambulatory aids.

MA 104: Gynecology, Prenatal and Pediatric Exam, Minor Office Surgery.

This course provides instruction on gynecological examination and prenatal care to include breast examination, pelvic examination, breast examination and vaginal infections. It addresses related anatomy and physiology, examination procedures and related diagnostic tests. The course also covers pediatric examination and minor office surgery procedures. The role and responsibilities of the medical assistant in during these examinations is discussed.

MA 105: Administration of Medication and IV Therapy, Cardiopulmonary Procedures, Male Reproductive Procedures.

This course provides students with knowledge in pharmacology and administration of medication within the scope of service and responsibilities of the medical assistant. Students will gain an understanding of the preparation use and actions of drugs in the body, obtain knowledge of the advantages of outpatient intravenous therapy. The course covers cardiopulmonary procedures from including heart anatomy and physiology, pulmonary function testing to home oxygen therapy. Colon procedure and male reproductive system is also cover in the course.

MA 106: Radiology and Diagnostic Imaging, The Clinical Laboratory, Phlebotomy.

In this course, students will learn the type and purpose of radiological and diagnostic imaging tests and procedures. It addresses the proper patient instructions, patient positioning of the radiographic examinations including mammography, bone density scan, gastrointestinal series, intravenous pyelography and ultrasonography examinations. Computer tomography, magnetic resonance imaging, nuclear medicine and digital radiology as also covered in the course. Students will be introduced to the clinical laboratory and learn the common tests and handling procedures for blood, other bodily fluids, and Phlebotomy.

MA 107: Urinalysis, Hematology, Blood Chemistry and Immunology, Medical Microbiology.

The course provides instruction on the structure, function, related conditions, tests and the collection and handling of specimens in the medical office for urinalysis, Hematology and immunology, blood chemistry and medical microbiology. The variety of testing automated equipment, its maintenance as well patient education on the appropriate use of self-testing instrumentation is covered in the course.

MA 108: Externship.

In this course, students perform under the direct supervision of licensing medical personnel where they will gain real-life clinical experience. Students are placed at a clinical facility arranged and approved by the school under an externship agreement with Capstone College. Students on externship are not entitled to any form of compensation. Students must complete and pass all courses to be eligible for clinical placement.

CHIROPRACTIC ASSISTANT/PHYSICAL THERAPY AIDE
SOC 43.3031.00 - O*Net 31-2022.00 CIP 51.0806

Program Description

The Chiropractic Assistant/Physical Therapy Aide Program provides students with the necessary knowledge, skills and work habits required for entry level employment as a Physical Therapy Aide or Chiropractic Assistant in today's healthcare industry. The program prepares students to efficiently perform the clinical and administrative tasks of assisting a Registered Physical Therapist or Chiropractor in a variety of settings.

Program Mission and Objectives

The mission and objective of the Chiropractic Assistant/Physical Therapy Aide Program is to provide students with training in a variety of patient care modalities including: massage therapy, ultrasound therapy, traction and electrical stimulation. Students will learn basic medical terminology, as well as being introduced to the Anatomy and Physiology procedures outlined in this course. Students are also trained in patient care, positioning patients, the proper use of exercising techniques, heat packs, transporting patients, use of ambulatory aids, customer service, patient charting and office procedures, insurance verification and eligibility, and basic computer operations. The program provides students with the training and skills to efficiently perform the clinical and administrative tasks of assisting a Registered Physical Therapist or Chiropractor in a variety of settings. These include: physical therapy offices, hospitals, chiropractic clinics, long-term care facilities, aquatic facilities, sport medicine clinics and health fitness centers.

Occupational Objectives

Graduates of the Chiropractic Assistant/Physical Therapy Aide Program will be able to perform the following duties under a licensed supervisor: patient care applying a variety of modalities, front office, ordering supplies, maintaining patient records and communicate effectively with patients and other health care providers, assisting with the patient's recovery, and helping make therapy sessions productive for all patients in this rewarding healthcare industry. There is a bright outlook for Physical Therapy Aides in today's job market according to O*Net Online. Bright Outlook occupations are expected to grow rapidly in the next several years and will have large numbers of job openings. The Projected growth in employment 2010-2020 for Physical Therapy Aides will much faster than average at 29%. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O*Net S.O.C. #31-2022.00. According to O*Net Online the sample of reported job titles include: Physical Therapy Aide (PTA), Physical Therapy Aide (PT Aide), Physical Therapy Technician, Rehabilitation Aide, Physical Therapist Aide (PTA), Physical Therapist Technician, Rehabilitation Technician, Restorative Aide (RA), Clinical Rehabilitation Aide, and Physical Therapy Attendant.

Educational Requirements

The Chiropractic Assistant/Physical Therapy Aide Program consists of 825 clock hours that includes classroom, laboratory and clinical setting. The Program is divided into course modules and Externship. Students must complete all modules starting with any module and continuing until all modules are successfully completed. Students in the Physical Therapy Aide Program must complete 150 hours of Externship training in a physical therapy setting. Externship locations include: Students who complete the program satisfactorily are awarded a Chiropractic Assistant/Physical Therapy Aide Certificate of completion. All theory sessions are conducted at the school's location at 1200 Fair Oaks Ave. Pasadena, CA. Externship locations include: The Chiropractic Wellness Center & Spa; 15701 Vanowen Street, Van Nuys, CA 91406; Advantage Health & Rehabilitation; 8780 Van Nuys Blvd. Suite #8, Panorama City, CA 91402; Dynamic Physical Therapy; 9612 Van Nuys Blvd., Panorama City, CA 91402. Simon Kohanoff Chiropractic, Inc. 16952 Ventura Blvd., Encino, CA 91316; Steven L. Smith Chiropractic, 131 N. El Molino Ave., Pasadena, CA 91101; El Monte Injury Center, 11100 Valley Blvd., Ste. 109, El Monte, CA 91731; BKP Chiropractic, 23734 Valencia Blvd., Ste. 202, Valencia, CA 91355.

Course Outline and Course Description

Course(s) Title	Clock Hours
Medical Terminology, Anatomy and Physiology	100
Physical Therapy and Rehabilitation	100
Physical Therapy Agents and Modalities	100
Electrical Modalities	100
Ranges of Motion and Traction, Work and Ambulation	100
Chiropractic Principles, Professional Standards	50
History Taking, Record Keeping, Insurance Verification	50
Medical Office, Micro Soft Office Skills, Customer Service	50
Job Skills	25
Externship	150

Medical Terminology

This course is an introduction to medical terminology and students will learn the meaning and pronunciation of medical terms, including prefixes, root words and suffixes. The student will also be able to identify all principal parts of the body systems and physiology.

Medical Office/Customer Service

Students will learn the importance of legal issues, the names and usage of basic reference books, basic medical abbreviations and symbols. Special attention will be given to customer service including telephone techniques, appointment setting, scheduling and organizational skills for an office.

Physical Therapy and Rehabilitation

The students will receive an introduction to physical therapy and associated terminology. They will learn the component members of a rehab team, including medical specialists. Students will also learn to take S.O.A.P. notes, understanding the importance, the purpose and the legal aspects of those notes.

Physical Therapy Agents and Modalities

This module will give students an understanding of and ability to assist the Physical Therapist utilizing a variety of therapy agents including heat therapy, hydrotherapy, cryotherapy, kinesio tape, and ultra violet therapy. The student will learn both the concept and terminology for these therapies, as well as the understanding of the equipment, precautions, indications and contraindications of each.

Electrical Modalities

The student will study the concept of use of electricity in therapy for different types of tissue: muscle, brain, fat, skin and bone; and will then concentrate on the three classifications of frequencies. In studying the three frequencies (low, middle, and high) the student will learn the different types of stimulation, equipment, precautions, indications and contraindications.

Ranges of Motion and Traction

Students will learn exercises for range of motion and also be able to understand the normal ranges of motion for each type (i.e.) flexion/extension, rotation/circumlocution, etc.) This class will also cover the purpose and benefits of traction. Students will also become familiar with the types of traction.

Work and Ambulation

Students will learn the basics of the various massage techniques (effleurage, petrissage, friction and percussion), and therapeutic exercises associated with work and ambulation. The student will also gain knowledge of the U.S. Federal Government guidelines for various work categories.

Medical Office, Micro Soft Office Skills, Customer Service

This course introduces students to medical office skills, the essentials and application of Micro Soft Skills in the medical office and customer skills. Basic computer keyboarding, touch typing and speed drills are used to improve accuracy and efficiency in data entry.

Chiropractic Principles, Professional Standards

This course presents the principles of Chiropractic Philosophy, explains ethical issues dealing with professional rights, responsibilities, and standards of conduct with regards to Chiropractors and Certified Chiropractic Therapy Assistants (CCTAs), discusses professional CCTA Conduct, Patient Conduct and Unprofessional Conduct, ethical issues dealing with professional rights and responsibilities, and explains HIPAA; its purpose, and the legal ramifications of Patient Privacy.

History Taking, Record Keeping, Insurance Verification

This course familiarizes the student with the procedures and processes in taking a patient history, preparing and keeping records, and verifying insurance and benefit eligibility. An introduction to insurance billing and collections and also provided in this course.

Job Search Skills

Students will learn job search techniques, preparing a resume, and interview techniques.

Externship

This course will provide students with actual hand-on experience in a real work setting and is the culmination and application of classroom and laboratory learning.

U.S. Department of Education Gainful Employment Program Disclosure

The U.S. Department of Education has designed a template for prospective students and parents; it contains information that may be helpful in choosing which school and which program to attend. The Gainful Employment Disclosure Template is available on our website, <http://www.capstonecollege.edu/Physical-Therapy-Aide>.

COST: The URL for program cost information available on the institution's website under Sec. 668.43(a): <http://www.capstonecollege.edu/NetPriceCalculator/npcalc.htm>.

COLLECTION OF TUITION AND CHARGES

CHIROPRACTIC ASSISTANT/PHYSICAL THERAPY AIDE: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$6,425. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$12,950.00 THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.

HVAC: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$7,350.00. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$14,800.00 THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.

MEDICAL ASSISTANT: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$6,425.00. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$12,950.00 THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.