



# Golden Bridge College

## **01/01/2019 – 12/31/2019 CATALOG**

**Campus** 10423 Valley Blvd. # B2  
**Location** El Monte, CA 91731  
**Phone:** (626) 542-3123  
**Fax:** (626) 228-0841  
**Web:** [www.goldenbridgecollege.net](http://www.goldenbridgecollege.net)

Catalog is updated annually. Last updated on March 29, 2019.

"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 GBC school catalog can also be found on the website at [www.goldenbridgecollege.net](http://www.goldenbridgecollege.net)

What You Should Know About Our State Re-Approval Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Welcome!

Thank you for your interest in the Golden Bridge College. We look forward to helping you reach your educational goals.

We are committed to providing a positive learning environment for our students. We offer most popular programs with convenient schedules which can easily fit into any student's busy schedule. We also offer courses online which you can take advantage of learning from your own place. Whether you are pursuing our programs as a stepping stone into an entry-level office career, it is an exciting time to be entering the field. Business professionals with computer skills are greatly demanded by all kinds of industries more than ever. With your newly learned skills here at GBC, you could start your new path with confidence. Whatever path you choose, Golden Bridge College pledges to support your growth and make learning fun!

We invite you to attend an informational open house to take a tour of the school, sign up to attend a free orientation, and learn more about our programs, schedules, and tuition. Please call or visit our website [www.goldenbridgecollege.net](http://www.goldenbridgecollege.net) for more information. We look forward to hearing from you.

Golden Bridge College will provide school catalog to a prospective student or the general public, either in writing or electrically. The GBC school catalog can also be found on the website at [www.goldenbridgecollege.net](http://www.goldenbridgecollege.net).

If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, the school will provide a translator in your language to help you.

Golden Bridge College updates its catalog annually depending on any new government regulations governing schools. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Juying Liu

School Director

*\*\*In the continued efforts to better serve its education purposes in a complex and changing world. Golden Bridge College reserves the right to modify or change any or all programs, policies, and procedures described in this publication.*

# Golden Bridge College

## TABLE OF CONTENTS

Approval Disclosure Statement .....	4
Mission Statement.....	5
Faculty.....	5
Programs Offered.....	6
Admission .....	18
Academic Policy .....	18
Attendance Policies.....	19
Leave-of-Absence .....	20
Student Conduct.....	22
Student Services.....	23
Student Complaint and Grievance Procedure .....	25
Fees .....	26
Student Tuition Recovery Fund (STRF) .....	27
Cancellation, Withdrawal and Refund Policies.....	28
Refund Policy.....	28

Our internet website provides the following:

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report.

## **APPROVAL DISCLOSURE STATEMENT**

Golden Bridge College is a private institution that is approved to operate by the Bureau for

Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. This approval **may not** imply that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

### **LICENSE TO OPERATE**

BPPE License to operate number

BPPE School Code: 35714214

### **CAMPUS LOCATION**

The class sessions for all programs will be held at 10423 Valley Blvd. # B2, El Monte, CA 91731. The class sessions for Computer Application Online program, Graphic Design Window Online program, and Computerized Accounting Online program can also be held online using TeamViewer and GoToMeeting.

### **HOURS OF OPERATION**

Monday through Friday from 8:30 a.m. to 5:00 p.m.

### **ACADEMIC CALENDER**

Programs of study begin and end on varying schedules per their length. The beginning and end date of each program for which a student enrolls is noted on the enrollment agreement.

### **HOLIDAY**

Golden Bridge College is closed during the following holidays:

- Martin Luther King Jr. Day: January 21, 2019
- Presidents' Day: February 18, 2019
- Memorial Day: May 27, 2019
- Independence Day: July 4, 2019
- Labor Day: September 2, 2019
- Thanksgiving: November 28&29, 2019

Golden Bridge College closes during the Winter Break. The dates are December 24, 2019through January 1, 2020.

### **FACILITIES**

Golden Bridge College is located at 10423 Valley Blvd. #B2, El Monte, CA 91731. It locates in a spacious air-conditioned facility and is accessible to all public transportation. The building has sufficient parking spaces for all students and faculty.

The building is equipped with heating and air conditioning systems, well-lit and furnished in a professional manner. It has a handicap access. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. Golden Bridge College has four classrooms, administrative offices and student records room. The College owns equipment such as: student desks, student chairs, computers, cabinets, projector, camcorder, screens and TV, massage tables, anatomical charts, skeleton models, reference books, white boards, erasers, markers, fax and copy machine, chairs, pillows, bolsters.

## MISSION STATEMENT

Golden Bridge College's mission is to prepare students in short term programs for employment. This is accomplished by a professional faculty, as well as a qualified administration and support staff. Facilities are well equipped, nicely decorated and the atmosphere is vibrant, friendly and warm. The quality of education is the highest priority at Golden Bridge College. Students are accepted on their ability to benefit without regard for race, color or creed.

## PURPOSES

Golden Bridge College's objective is to provide each enrolled student with high quality program in an environment that allows students to attain real world skills by adopting a straightforward and pragmatic methodology. Our goal is to educate and train our students for success with diligence and integrity. Our overall approach gives graduating students the ability to obtain employment.

## FACULTY

- Dr. Chen Chi Wu -----Instructor -----Computerized Medical Office Management
  - California Chiropractic License number DC27193.
  - Medical billing and coding experience 5 years.
  - Owner of Chen Chi Wu Chiropractic Clinic.
- Shuguang Fa-----Instructor -----Massage Program  
Meridian Massage program in Liaoning Chinese Medicine University.  
More than 20 years of experience of the therapeutic massage career.
- Chuanfeng An .....Instructor.....Massage Program
  - California CMT number 39906.
  - Owner of Canna SPA, Burbank, CA.
- Juying Liu .....Instructor -----Massage Program
  - California CMT number 21529.
  - 6 years of experience in teaching massage program.
- Lawrence Castro-----Instructor----- Computerized Accounting Online
  - Bachelor of Science Degree in Business Administration from California State University.
  - 4 years of Staff Accountant and manager in Go Green Tableware
- Gloria Linares -----Instructor ----- Graphic Design Online
  - 4 years of experience of Graphic Designer.
  - Graduated from Chaffey college, major in Graphic Design.
- Jun Yang -----Instructor ----- Computer Application Online
  - Bachelor of Science Degree from Tianjin Education University.
  - 10 years of experience as an instructor of computer application and graphic design program.
- Andres A Baquerizo-----Instructor ----- Graphic Design Online
  - Bachelor of Savannah College of Art and Design.
  - 10 years of experience as a Graphic Designer.

## **PROGRAMS OFFERED**

<b><u>Courses:</u></b>	<b><u>Clock Hours</u></b>
Massage Therapy – 500 Hours	500
Massage Therapy – 750 Hours	750
Computer Application Online	240
Computer Application Online (Spanish)	240
Graphic Design Window	288
Graphic Design Window (Spanish)	288
Computerized Accounting Online – 180 Hours	180
Computerized Accounting Online	360
Medical Insurance Biller and Coder Online – 240 Hours	240
Computerized Medical Office Management	720

### **Massage Therapy – 500 Hours**

The student enrolled in a massage therapist course shall consist of five hundred (500) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

This program provides knowledge and skills needed to be able to perform occupational duties as it pertains to an educated and well balanced therapist. By using the different modalities of massage, the technician will best meet the needs of the clients. Balance the body with Western massage skills as well as Eastern massage skills.

This program consists of prerequisite 250-hour Massage Practitioner courses and additional 250 hours Advance Massage Training. Total number of scheduled supervised hours received upon completion is 500 hours.

<b>Minimum in class Hours of Theory Instruction</b>	<b>350</b>
Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and Regulations	20
Anatomy and Physiology: Cell, Tissue, Terminology, and body System	55
Anatomy, Physiology: Musculoskeletal System & Kinesiology	55
Anatomy, Physiology: Nervous, Endocrine, Digestive, & Lymphatic Systems	30
Pathology	40
Benefits, Indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
Introduction of Traditional Chinese Medicine	40
Reflexology Mapping	10
Reflexology, Chair Massage, Shiatsu and Tuina Application	20
<b>Minimum Specified Practical Operation Hours</b>	<b>150</b>
Swedish Massage Application	50
Disinfection and Sanitation Procedure	10

Draping Procedure of Body Massage	15
Aromatherapy practice	15
Shiatsu and Tuina therapy practice	20
Reflexology practice	20
Chair massage practice	20

## **Licensure**

There are no requirements for eligibility for licensure of massage therapist only for certification in the State of California. Some cities have an application process for a city permit.

### **Certification requirements:**

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

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

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level is 31-9011 Massage Therapists.

## **Massage Therapy – 750 Hours**

Our 750-hour program prepares students to become successful practicing massage and bodywork specialists by giving them an in-depth knowledge of the art and science of massage therapy. This program includes courses in Anatomy and physiology, giving students a solid understanding of the body and enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. While also teaching sound business practices which prepare students for success in the marketplace.

When you learn how to relieve pain through touch, a new world of possibilities opens to you.

You will be confident, effective, professional, and geared towards success.

Total number of scheduled supervised hours received upon completion is 750 hours.

<b>Minimum in class Hours of Theory Instruction</b>	<b>470</b>
Historical overview of massage	5
Disinfection & Sanitation	10
Business, Ethics and Regulations	20
Anatomy and Physiology	180
Pathology	40
Benefits, Indication and Contraindications of Massage	20
Bodywork Assessment and Application instruction	45
➤ Aromatherapy	
➤ Swedish massage	

Introduction of Traditional Chinese Medicine	40
➤ Induction of Channels and Points of whole body	
➤ Non-Western Anatomy & Physiology	
➤ TCM Pathology, Assessment, & Diagnosis	
Reflexology Mapping	10
Reflexology, Chair Massage, Shiatsu and Tuina	20
Deep Tissue Massage	20
Hydrotherapy	20
Massage Therapy Law and Professional Ethics	20
Massage Business set up and Management	20
<b>Minimum Specified Practical Operation Hours</b>	<b>280</b>
Swedish Massage Application	50
Procedure of body massage and sanitation	25
Aromatherapy practice	15
Shiatsu, Tuina, Reflexology and chair massage Practice	60
Deep Tissue Massage practice	60
Clinical Internship	50
Hydrotherapy Application and Treatment	20

## **Licensure**

There are no requirements for eligibility for licensure of massage therapist only for certification in the State of California. Some cities have an application process for a city permit.

## **Certification requirements:**

There are No Licensing Requirements. Massage Therapist Certificate may be granted by California Massage Therapy Counsel (CAMTC). Certified Massage Therapist (CMT) applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all the other requirements in law to be certified.

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

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level is 31-9011 Massage Therapists.

## **Computer Application Online Program**

Introduction to Computer Application Online Program which will include lectures, group discussions, presentations, and creative work, all in English. The Equipment and materials we provide to students are all 2019 Laptop, printer, earphone, mouse, Microsoft Office Suite Software 2019.

Introduction to computer technology, includes decision-making, productivity, communication, and problem-solving skills. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as use of emerging technologies.

In this course, students can acquire skills required to create, edit, and publish industry appropriate documents. Area of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving discussion among peers.



**Potential Occupations after Completion:**

Students will be able to seek entry-level positions, namely: Customer’s Service, General Office Assistant and Office Filing Clerk. **Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks

**Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	<b>Windows OS (Operating System)</b>	60
	<b>Microsoft Word:</b>	
2	Create, save, format, retrieve, and print documents and graphics	60
	<b>Microsoft Excel:</b>	
3	Enter, save, load, format, and print documents and graphics	60
	<b>Microsoft PowerPoint</b>	
4	Learn how to create slides, presentations, invitations and insert videos as well as print documents	60
<b>Total</b>		<b>240</b>

**Track 1: Mornings**

Mon – Fri 9:00 am to 12:00 pm  
4 months in length/15 instructional Hrs/week

**Track 2: Afternoons**

Mon – Fri 6:00 pm to 9:00 pm  
4 months in length/15 instructional Hrs/week

**Computer Application Online Program – Spanish**

Introduction to Computer Application Online Program which will include lectures, group discussions, presentations, and creative work, all in Spanish. The Equipment and materials we provide to students are all 2019 Laptop, printer, earphone, mouse, Microsoft Office Suite Software 2019.

Introduction to computer technology, includes decision-making, productivity, communication, and problem-solving skills, all in Spanish. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as use of emerging technologies.

In this course, students can acquire skills required to create, edit, and publish industry appropriate document. Area of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving discussion among peers.

**Potential Occupations after Completion:**

Students will be able to seek entry-level positions, namely: Customer’s Service, General Office Assistant and Office Filing Clerk. **Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks.

**Program Hours Breakdown**

Module	Course	Clock Hours
1	<b>Windows OS (Operating System)</b>	60
	<b>Microsoft Word:</b>	
2	Create, save, format, retrieve, and print documents and graphics	60
	<b>Microsoft Excel:</b>	
3	Enter, save, load, format, and print documents and graphics	60
	<b>Microsoft PowerPoint</b>	
4	Learn how to create slides, presentations, invitations and insert videos as well as print documents	60
<b>Total</b>		<b>240</b>

**Track 1: Mornings (Spanish)**  
 Mon – Fri 9:00 am to 12:00 pm  
 4 months in length/15 instructional Hrs/week

**Track 2: Afternoons (Spanish)**  
 Mon – Fri 6:00 pm to 9:00 pm  
 4 months in length/15 instructional Hrs/week

**Graphic Design Window Online Program**

Introduction to Graphic Design Window which will include lectures, group discussions, presentations, and creative work. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving among peers. It also emphasizes on visual concepts and fundamental design.

The Equipment and materials we used are all 2019 Laptop, printer, earphone, mouse, Adobe Creative Cloud All Apps 2019.

**Potential Occupations after Completion:** Students will be able to seek the positions in professional businesses, such as graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online stores or organizations. **Students will**

receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 27-1024 Graphic Designers, 27-4032 Film and Video Editors, 27-4090 Miscellaneous Media and Communication Equipment Workers, and 15-1255 Web and Digital Interface Designers.

**Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	<b>Adobe Photoshop CS6 Beginner</b> Get accustomed with the program. Basic Photo Corrections, layering, mask and channels.	48
2	<b>Adobe Photoshop Cs6 Advanced</b> Advanced typography, Compositing, and Layering. Will also learn Vector Drawing, Mixer Brush, and preparing files for the web.	48
3	<b>Adobe Illustrator CS6 Beginner</b> Getting Familiar with the program. Creating and editing shapes as well as selecting and aligning. Being able to transform objects, draw with a pen and pencil tools. Will also learn how to color and paint.	48
4	<b>Adobe Illustrator CS6 Advanced</b> Work with layers and perspective drawing. Learn how to blend colors and shapes. Applying effects, appearance attributes and graphic styles. Working with brushes and symbols.	48
5	<b>InDesign CS6 Beginner</b> Get to know InDesign. Set up documents and work with pages.	48
6	<b>InDesign CS6 Advanced</b> Import and modify graphics, create tables, and working with transparency. Also learn how to work with color and styles.	48
		<b>288</b>

**Track 1: Mornings**

Mon – Thurs 9:00 am to 12:00 pm  
6 months in length/12 instructional Hrs/week

**Track 1: Afternoons**

Mon – Thurs 6:00 pm to 9:00 pm  
6 months in length/12 instructional Hrs/week

**Graphic Design Window Online Program - Spanish**

Introduction to Graphic Design Window which will include lectures, group discussions, presentations, and creative work, all in Spanish. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving among peers. It also emphasizes on visual concepts and fundamental design. The Equipment and materials we used are all 2019 Laptop, printer, earphone, mouse, Adobe Creative Cloud All Apps 2019.

**Potential Occupations after Completion:** Students will be able to seek the positions in professional businesses, such as graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online stores or organizations. **Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 27-1024 Graphic Designers, 27-4032 Film and Video Editors, 27-4090 Miscellaneous Media and Communication Equipment Workers, and 15-1255 Web and Digital Interface Designers.

### Program Hours Breakdown

Module	Course	Clock Hours
1	<b>Adobe Photoshop CS6 Beginner</b> Get accustomed with the program. Basic Photo Corrections, layering, mask and channels.	48
2	<b>Adobe Photoshop Cs6 Advanced</b> Advanced typography, Compositing, and Layering. Will also learn Vector Drawing, Mixer Brush, and preparing files for the web.	48
3	<b>Adobe Illustrator CS6 Beginner</b> Getting Familiar with the program. Creating and editing shapes as well as selecting and aligning. Being able to transform objects, draw with a pen and pencil tools. Will also learn how to color and paint.	48
4	<b>Adobe Illustrator CS6 Advanced</b> Work with layers and perspective drawing. Learn how to blend colors and shapes. Applying effects, appearance attributes and graphic styles. Working with brushes and symbols.	48
5	<b>InDesign CS6 Beginner</b> Get to know InDesign. Set up documents and work with pages.	48

6	<b>InDesign CS6 Advanced</b> Import and modify graphics, create tables, and working with transparency. Also learn how to work with color and styles.	48
---	---	----

**Total** **288**

**Track 1: Mornings (Spanish)**  
Mon – Thurs 9:00 am to 12:00 pm  
6 months in length/12 instructional Hrs/week

**Track 2: Afternoons (Spanish)**  
Mon – Thurs 6:00 pm to 9:00 pm  
6 months in length/12 instructional Hrs/week

### **Computerized Accounting Online Program – 180 Hours**

This online program provides the student with bookkeeping and Quick Book Software application training. This course will cover accounting procedures for typical businesses.

This course has the basic structure of accounting: receivables, payables, and inventories in a computerized setting. The class will be conducted using an online lecture format via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving discussion among peers.

**Potential Occupations after Completion:**

Students will be able to perform the duties of a General Bookkeeper, Accounting Clerk, Administrative Clerk, Payroll Clerk, Accounts receivable Clerk, Accounts Payable clerk, Billing Control Clerk.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

#### **Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	Bookkeeping and Basic Accounting Terminology	18
2	Account Setup	18
3	Payroll Setup	18
4	Initial Company Setup and Create Invoice	18
5	Record Payments and Pay Sales Tax	18
6	Service Company and Merchandising Company	18

7	Career Project: Application Letter, Appropriate Business Attire, and Resume	18
8	Backup data and Generate Reports	18
9	Case Study (Part 1 & 2)	36
<b>Total</b>		<b>180</b>

### **Track 1: Mornings**

Mon – Fri 9:00 am to 12:00 pm  
3 months in length/15 instructional Hrs/week

### **Track 2: Afternoons**

Mon – Fri 6:00 pm to 9:00 pm  
3 months in length/15 instructional Hrs/week

## **Computerized Accounting Online Program**

This online program provides the student with accounting concepts and Quick Book Software application training. This course will cover accounting procedures for typical businesses.

This course has the basic structure of accounting: receivables, payables, and inventories in a computerized setting. The class will be conducted using an online lecture format via TeamViewer and GoToMeeting to demonstrate the software along with a discussion board for problem solving discussion among peers.

### **Potential Occupations after Completion:**

Students will be able to perform the duties of a General Bookkeeper, Accounting Clerk, Administrative Clerk, Payroll Clerk, Accounts receivable Clerk, Accounts Payable clerk, Billing Control Clerk.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

### **Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	Introduction to Basic Accounting Principle	36
2	Account Setup	36
3	Payroll Setup	36
4	Initial Company Setup and Create Invoice	36
5	Record Payments and Pay Sales Tax	36

6	Assets, Equity, Liability and Banking	36
7	Career Project: Application Letter, Appropriate Business Attire, and Resume	36
8	Backup data and Generate Reports	36
9	Case Study (Part 1 & 2)	72
<b>Total</b>		<b>360</b>

### **Track 1: Mornings**

Mon – Fri 9:00 am to 12:00 pm  
6 months in length/15 instructional Hrs/week

### **Track 2: Afternoons**

Mon – Fri 6:00 pm to 9:00 pm  
6 months in length/15 instructional Hrs/week

## **Medical Insurance Biller and Coder Online Program**

Introduction to basic medical office administration procedures. Emphasis is on records management, ICD/CPT insurance coding, billing form preparation, and collection procedures. The course concludes with job search techniques.

In this course, students can acquire skills required to handle insurance billing, coding & claims. We want our students to be able to perform well in a real working environment, associating with real patients and insurance companies, just as well as performing technical tasks.

### **Potential Occupations after Completion:**

Students who successfully complete this program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations or insurance companies, and State and local community health and home health agencies in entry-level positions such as: Billing Clerk, Billing specialist, Patient Account Representative, Patient Services Representative.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3011 Bill and Account Collectors, 43-3021 Billing and Posting Clerks, 43-601 Medical Secretaries and Administrative Assistants, and 31-9092 Medical Assistants.

### **Student Learning Objectives:**

- Identify the purpose of medical filing and define medical terminology.
- Describe the use of the CPT and ICD-10 Code in filing claims.
- Demonstrate ability to use CPT and ICD-10 Code Manuals.
- Practice of Insurance billing, coding.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

### **Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	Medical Terminology of Body Systems	40

2	Insurance Health Care Plans and Ethics	40
3	Basic MS Office Suite, Word, and Excel	20
4	The Use of the CPT and ICD-10 Coding Reference	60
5	Practice of Insurance Billing, Coding, Completing, Submitting, Tracing	60
6	Career project: Application Letter, and Resume	20
<b>Total</b>		<b>240</b>

### **Track 1: Mornings**

Mon – Fri 9:00 am to 12:00 pm  
4 months in length/15 instructional Hrs/week

### **Track 2: Afternoons**

Mon – Fri 6:00 pm to 9:00 pm  
4 months in length/15 instructional Hrs/week

## **Computerized Medical Office Management Program**

Introduction to basic medical office administration procedures. Emphasis is on records management, ICD/CPT insurance coding, billing form preparation, and collection procedures, inventory of supplies and equipment, routine maintenance of office equipment, physical plant maintenance, accounts receivable and payable, banking and payroll. The course concludes with job search techniques.

In this course, students can acquire skills required to manage basic medical office operations which includes but not limited to filing patient records, maintaining office environment, basic insurance coding & claims, maintaining office daily operations, answering phone, performing basic accounting for medical office, etc.

The class will be emphasizing on two components of a medical assistant position: basic computer skills and interpersonal social skills. We want our students to be able to perform well in a real working environment, associating with real patients and insurance companies, just as well as performing technical tasks.

### **Potential Occupations after Completion:**

Students who successfully complete this program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations or insurance companies, and State and local community health and home health agencies in entry-level positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing specialist, Patient Account Representative, Patient Services Representative, Hospital Admissions Clerk, Medical Records Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are

43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors, 43-3021 Billing and Posting Clerks, 43-601 Medical Secretaries and Administrative Assistants, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive and 31-9092 Medical Assistants.



**Student Learning Objectives:**

- Identify the records that should be gathered in preparation for the patient’s visit.
- Identify the purpose of medical filing and define medical filing terminology.
- Demonstrate the ability to file medical records per alphabetic, numeric, terminal digit, cross-reference and color code filing methods.
- Identify the purpose of various kinds of medical filing equipment.
- Describe the use of the CPT and ICD-10 Code in filing claims.
- Demonstrate ability to use CPT and ICD-10 Code Manuals.
- Develop an understanding of the role of the medical assistant in maintaining accounts receivable and accounts payable.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.**

**Program Hours Breakdown**

<b>Module</b>	<b>Course</b>	<b>Clock Hours</b>
1	Broad Medical Terminology of Body Systems	74
2	Patient’s Medical Records Management in the Medical Office	74
3	Management of Health Care Forms and Insurance Health Care Plans and Ethics	74
4	Basic MS Office Suite, Word, and Excel	74
5	CPT and ICD-10 Coding Reference and Collection Plans	74
6	Inventory Control and Purchasing and Maintaining Office Equipment	74
7	Accounts Receivable and Accounts Payable Bookkeeping	74
8	Practice of Insurance billing, coding, completing, submitting, and tracing.	74
9	Describe the use of the CPT and ICD-10 Code in filing claims.	74
10	Career project (part1) Application Letter, Appropriate Business Attire, and Resume	74
11	Career project (part2) Thank You Letter and Presentation	74
<b>Total</b>		<b>720</b>

### **Track 1: Mornings**

Tues/Wed/Thurs 8:30 am to 12:30 pm  
15 months in length/12 instructional Hrs/week

### **Track 2: Afternoons**

Mon – Thurs 6:00 pm to 9:00 pm  
15 months in length/12 instructional Hrs/week

## **ADMISSIONS**

### **Admission Requirement**

The general requirements for admission to The Golden Bridge College are as follows:

1. The student must have reached the age of 18, as verified by the student's driver license or government issued ID card.
2. The student must have high school diploma or its equivalent (GED). The students must have high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.
3. If you are at least 18, an immigrant to the United States and have completed high school in your country of origin, to enroll at Golden Bridge College, you need to provide a copy of your secondary school education credential as well as an English translated copy which clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. Golden Bridge College can provide a list of such translation services if needed. The translation must be conducted at your own expense before enrollment. Students pay translation fee to the third party directly.
4. All students in a postsecondary educational program are required to possess a high school diploma or its equivalent, or otherwise successfully take and pass an Ability to Benefit examination as required by section 94904 of the Code. An institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination. Our institution uses the CELSA; Combined English Language Skills Assessment Test. The minimal passing score is 97.
5. Our school does not recruit students already attending or admitted to another school offering a similar program of study.

## **ACADEMIC POLICIES**

### **Maximum Time to Complete Program**

Students must complete their program within the specified time given. If a student does not finish within the specified time given and wishes to continue, the student may submit a request to do so in writing. The determination of whether to grant the student's request will be made at the Director's discretion.

### **Standards for Student Achievement**

Students are encouraged to finish their coursework in a timely basis and within the specified time given to finish a program. All programs are divided into modules. At the end of each module a quiz/test, or a project are assigned to evaluate student progress. You must refer to the guidelines offered for the specific course you are taking, in order to assess the amount of tests or projects that students are required to take, re-take, or pass. Golden Bridge College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests, modules, as necessary.

The approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation is 10 days.

### **Grading system**

Students must complete the requirements classroom hours of a class or course to receive a certificate. The grading standards are on a "A-F" grading policy whereby a grade point average (GPA) can be calculated. Students must receive a minimum of 70% on all tests or quizzes to pass the class.

To be eligible for graduation a student must earn an overall grade point average of a “C” and above and fulfill the attendance policies.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

## Attendance Policy

Students are highly encouraged to attend all class sessions. If a class is missed, it is the student’s sole responsibility to make up any coursework, assignments, quizzes, or tests.

Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. For In-Class Education, Students with 21 consecutive days of absences will be withdrawn. For Distance Education, students who accumulates more than a week’s absences in any class (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may file a petition in the Admissions and Records Office requesting that the student be dropped from the class. In addition, students who fall below 80% of attendance will be placed on attendance probation and are allowed a maximum of thirty days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day period, if the student’s attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

**1. Absences** - Attendance is taken daily. Students are advised to call the school to inform their instructor of their absence. If the instructor is not available, leave a message on their voice mail.

**2. Tardiness/Leaving Early** - Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students arriving fifteen (15) minutes late for a class or leaving fifteen (15) minutes early prior to the end of class will be considered “tardy” or “left early”. Three times of “tardy” or “left early” constitute an absence, which may affect the student’s overall attendance and must be made up.

**3. Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: \*

1) Make-up must be completed no later than 30 calendar days from the scheduled date of the missed assignment or test.

2) Make-up of assignments and tests. The appropriate instructor must approve tests or retests.

Because the courses are based on hours, missing school necessitates a postponement of your anticipated completion date. Each hour missed extends your program.

## Graduation Requirements

Students are required to complete all modules in their program with a “C” or better grade average in order to satisfy the requirements for graduation.

## Probation and dismissal Policies

Students will be dismissed or suspended from classes or courses if they are disruptive or exhibit inappropriate behavior within the classes, or if they miss more than 20% of a class, or if they do not meet the minimum requirements for

satisfactory academic progress. A record of progress and all classes or courses completed will be kept in the student's file in the administrative office. Once the student is put on probation they will be evaluated at the next evaluation point. If the student meets the required attendance percentage at that evaluation point, the student is removed from probation and is notified in writing of having achieved good attendance standing. The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. Termination also may be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance policy, c) the conduct policy.

### **Leave-Of-Absence**

Written requests for leave will be considered at the discretion of the school administration. A leave of absence will be granted for emergencies only. A leave of absence must not exceed 60 days during the program. Students may request a leave of absence exceeding 60 days only for medical reasons. It is the student's responsibility to contact the school after the leave of absence to continue their program.

### **Reinstatement**

The appeal process may reinstate a student who has been terminated for failing to maintain satisfactory academic progress or attendance. The reinstatement process must have the approval of the Director. A student may reinstate only once.

### **Distance Education**

Golden Bridge College offers distance education for certain programs to students anywhere in the United States who cannot physically attend any of our schools. We use methods such as GoToMeeting, Team Viewer and Skype for visual and oral instruction. Coursework and projects may be turned in online. Feedback, evaluations, and grades are provided online to the student.

### **Distance Education Disclaimer**

As part of the online training program, Golden Bridge College utilizes the services of GoToMeeting and Team Viewer as the main application for sharing computer screens between the instructor and the student during class time. With this application, the instructor may request access to the student's computer screen and the student may grant permission by clicking "confirm" on the requesting dialog.

The instructor can only access the student's screen after receiving permission from the student. Golden Bridge College will install Team Viewer account on student's computer. Once GoToMeeting and TeamViewer is enabled on the student's computer, the instructor may access the student's computer without receiving permission through a computer form or dialog. The request to access Team Viewer is verbal.

These programs are to be used only during class. It is the student's sole responsibility to uninstall these programs at the end of their course. Golden Bridge College will no longer have access to the student's computer once uninstalled.

### **Program Changes**

Golden Bridge College reserves the right to make any program or curriculum changes at any time. However, school will work with students who wish to continue instruction with our school in other programs if the original desired program is no longer available. We will make every effort to notify students of such changes in advance to allow them to make accommodations in a timely manner.

### **Language Proficiency**

General knowledge of English and/or Spanish, written and spoken is necessary to participate in our programs. The level of proficiency is equivalent to the twelve grade of education. No languages services are provided.

### **International student**

Golden Bridge College does not admit international students from other counties and does not provide visa services. College will not vouch for status and will not charge any associated fee.

**English as a second language**

Classes are conducted in both English and Spanish. For specific language of instruction for each program, please refer to the schedule of classes.

**Credit for Prior Experiential Learning: N/A**

Golden Bridge College does not grant credits for prior experiential learning to a student.

**Transfer and Articulation Agreements**

Golden Bridge College has not entered into an articulation or transfer agreements with any other colleges or universities. Students are not required to have a minimum number of units from another institution, and any certification courses are not transferable to another institution for credit.

**Credit Transfer****NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at Golden Bridge College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Golden Bridge College to determine if your certificate will transfer.

**FINANCIAL INFORMATION****Financial Aid/Vouchers**

Golden Bridge College participates in state financial aid programs. We accept supplemental job displacement vouchers. Students who wish to enroll in any of our courses must present a voucher issued by their issuing insurance company as proof of financial responsibility. Golden Bridge College will decide at its discretion the admittance of such student into a program upon verification.

Golden Bridge College also accepts students who wish to enroll in any of our programs and wish to pay the tuition themselves using cash, guaranteed student loans, or personal loans.

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 money not paid from federal student financial aid program funds.

## **STUDENT CODE OF CONDUCT**

Golden Bridge College reserves the right to suspend or terminate the enrollment of any student found to be in violation of this code of conduct. Violations include, but are not limited to the following:

- \* Being under the influence of drugs/alcohol during class time.
- \* Possession of drugs/alcohol on school premises
- \* Disruptive or disrespectful behavior
- \* Obstruction or disruption of classes
- \* Theft or damage of property belonging to the college and/or member of the college
- \* Excessive absences/tardiness
- \* Any behavior that does not conform to school policies
- \* Harassment, assault, battery, abuse, or any threat of force or violence directed toward students, staff, or any member of the college

### **Anti-harassment Policy**

Golden Bridge College is committed to providing a learning environment free of unlawful harassment. College will take all reasonable steps to prevent such from occurring. In addition to prohibiting other forms of unlawful discrimination, the school maintains a strict policy prohibiting harassment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, age, sexual orientation, and any other basis protected by applicable federal, state or local law. All such harassment is prohibited. Golden Bridge College's anti-harassment policy applies to everyone involved in the operation of the school and all students, and prohibits harassment by any school student, employee, including supervisors, co-workers, and any person conducting business with or for the school.

### **Non-discrimination and Diversity Policy**

School policy prohibits unlawful discrimination based on race, color, creed, sex, gender, marital status, age, pregnancy, national origin, physical disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. Golden Bridge College is committed to complying with all applicable laws and prohibits unlawful discrimination by any student, employee of the school, including supervisors and co-workers. If you believe you have been subjected to any form of unlawful discrimination, you may report the incident to any school official. Golden Bridge College's non-discrimination and diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

### **Appeals Policy**

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

## **STUDENT SERVICES**

### **Academic Assistance**

Golden Bridge College offers Technical Support and Basic Introductory Classes to students. Academic assistance is based on staff availability and is subject to change without prior notice.

Technical Support is available Monday-Friday between 8:30 am -5:00 pm

Academic Assistance of the Basic Introductory Classes are taught as follow:

12:00 a.m. – 1:00 p.m. & 5:00 p.m. – 6 p.m.

The Basic Introductory Classes are designed to prepare students with little or no prior computer knowledge before beginning their course.

### **Resume Workshops**

Golden Bridge College offers resume workshops. This workshop is offered twice a month and is based on staff availability without prior notice. The workshop is designed to help students develop a resume.

### **Learning Resources**

Our instructors make any learning material, recorded classes or missed coursework available to students upon request.

### **Students with Disabilities**

Golden Bridge College provides reasonable accommodations for students with disabilities. Students seeking academic accommodations due to a disability should make the request at the time of enrollment, or to the program instructor prior to or during the 1st week of class attendance. For assisting students who are unable to physically attend classes at our campus, we offer prerecorded class sessions, which can be reviewed online. Most of our programs can be taught live online and students can receive instant feedback. We will make every effort to deliver instruction to students with disabilities. However, we cannot guarantee that every case will have the desired outcome in regarding to the expected accommodations.

### **Professional Guidance**

The school administration provides professional guidance to students in their course selection, and in achieving their goals to work in anywhere.

### **Student Record Retention:**

GB College will maintain student records in a locked fireproof file cabinet on the school's premises for each student, whether the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Transcripts will be retained indefinitely. The student records shall be retrievable by student name and shall contain all the following applicable information:

- (1) Copies of all documents signed by the student, including contracts, instruments of indebtedness;
- (2) The copy of the language proficiency test given to the student before admission. The test used will be Combined English Language Skills Assessment (CELSA);
- (3) Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- (4) A document specifying the amount of a refund if applicable, including the amount refunded for tuition, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- (5) Copies of any official advisory notices or warnings regarding the student's progress;

(6) Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

Golden Bridge College will maintain an exemplar of all notices and disclosures provided to students and a record of the time within which each notice and disclosure was provided. The institution shall maintain records of student attendance on a roster and as part of each student's Educational Record.

Golden Bridge College will maintain all student records in locked, fireproof file cabinets as required by the California Education Code for at least five years at the institution's primary administrative location at 10423 Valley Blvd. # B2 El Monte, CA 91731. If Golden Bridge College closes, the institution and its owner is responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under state regulations, during normal business hours by any entity authorized by the Act to inspect and copy records.

### **Libraries and other Learning Resources**

Golden Bridge College does not have a library available to students. Our instructors make any learning material, recorded classes or missed coursework available to students upon request.

### **Placement Assistance service**

The school aids in placing the students in jobs by providing an updated list of positions offered by the potential employers. The administration actively advertises availability of skilled workers in newspapers and professional magazines. Furthermore, the school representatives will contact businesses regarding to the availability of employees in person, via mail and by phone. The school does not guarantee employment.

### **Transcripts**

Upon completion of our program and graduation, the student will be given one free transcript. Our college must receive a written consent from the student to release the copies of transcripts to any third parties.

### **Housing**

Golden Bridge College does not provide housing for its students. Golden Bridge College does not have dormitory. The college is located on a residential community of over 100,000 populations. Within the bus transportation and walking distance, there are many apartments and houses near the college for rent. The student can find a sharing apartment under \$500 per month. Golden Bridge College does not assist a student to find housing.

### **Student Rights and Responsibility**

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 and is also available on school's website. If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, the school will provide a translator in your language to help you.

All students' records are confidential, and only those agencies or individuals authorized by law are allowed access without written consent of the student. Students may request a record review or copies by writing a request to the school.

Golden Bridge College will provide school catalog to a prospective student or the general public, either in writing or electrically. The GBC school catalog can also be found on the website at [www.goldenbridgecollege.net](http://www.goldenbridgecollege.net)

The student also has the right to know:

1. The school's programs and its faculty.
2. What the cost of attending is and the policy on refunds to students who drop out.
3. How the school evaluates if the students are making satisfactory progress in the program.



4. How the school will work with students on their probationary status.
5. If the college will accept the students no matter what their race, color, religion, creed or sexual preference.

The student has responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Notify the school of a change in name, address, phone number and e-mail address since the student applied.

### **Student Complaint and Grievance Procedure**

This catalogue is the document of authority for all students. While every effort is made to ensure the correctness and timeliness of information contained in the catalogue, Golden Bridge College cannot guarantee its accuracy. The school reserves the right to change its policies, rules, regulations, graduation requirements, course offerings, fee information and any other contents of this catalogue at any time.

Golden Bridge College will publish a revised catalogue at the beginning of the academic year in order to keep the information up to date.

Golden Bridge College is dedicated on providing a quality education to its students and maintaining an environment that is conducive to learning. However, if a student has a grievance against the college, the college has a complaint resolution procedure as follows:

**Step1.** Student begins by discussing the issue with the instructor verbally. If the complaint is not resolved within 3 business days:

**Step2.** Student can submit a Student Request Form to the Student Services Coordinator. If no resolution is reached within 5 business days:

**Step3.** Student will meet with the Director of Education at **10423 Valley Blvd. #B2 El Monte, CA 91731.**

Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the Director of Education for action. If the student has a concern, the Student Services Coordinator will make the necessary arrangements for the student to meet and discuss his/her concern with the instructor and the Student Services Coordinator together. If no resolution is then reached, the Student Services Coordinator arranges for the student to meet with the Director of Education.

Any student, who after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to present their grievance to Bureau for Private Postsecondary Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

#### **Bureau for Private Postsecondary Education (BPPE)**

**P.O. box 980818**

**West Sacramento, CA 95798-0818**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

**Toll Free number: (888) 370-7589 or 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 toll-free telephone number: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**OTHERS**

**Bankruptcy:** Golden Bridge College does not have a pending petition in bankruptcy, we are not operating as a debtor in possession, Golden Bridge College has not filed a petition within the preceding five years or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

**Accreditation:** Golden Bridge is not accredited by an accrediting agency recognized by the United States Department of Education. School does not offer degree program.

**FEES**

COURSE	TUITION	REGISTRATION FEE (Non-refundable)	BOOKS, MATERIALS	STRF (Non-refundable)	MBLEx TESTING FEE	TOTAL CHARGES
Massage 500 HOURS	\$5,000.00	\$250.00	\$660.00	\$0.00	\$195	<b>\$6,105.00</b>
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 6,105.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 6,105.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>
Massage 750 HOURS	\$7,350.00	\$250.00	\$810.00	\$0.00	\$195	<b>\$8,605.00</b>
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 8,650.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 8,650.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>
Computer Application Online	\$4,250.00	\$250.00	\$1,000.00	\$0.00	\$0	<b>\$5,500.00</b>
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>

Graphic Design Window Online	\$4,250.00	\$250.00	\$1,000.00	\$0.00	\$0	\$5,500.00
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>
Computerized Accounting Online	\$4,250.00	\$250.00	\$1,000.00	\$0.00	\$0	\$5,500.00
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 5,500.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>
Medical Office Management	\$9,800.00	\$250.00	\$950.00	\$0.00	\$0	\$11,000.00
<b>ESTIMATED DUE FOR THE ENTIRE PROGRAM</b>						<b>\$ 11,000.00</b>
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>						<b>\$ 11,000.00</b>
<b>TOTAL CHARGES YOU ARE OBLIGATED TO PAY UPON ENROLLMENT</b>						<b>\$ 250.00</b>

### **Student Tuition Recovery Fund:**

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.

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.

### **Cancellation Policies**

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation or withdrawal is effective only upon delivering written notice to the school in person or by mail. It is the student's responsibility to verify that Golden Bridge College has received written notice. Cancellation is effective on the date written notice of cancellation is received by Golden Bridge College. Written notice of cancellation sent by mail must be mailed to: 10423 Valley Blvd. STE B2, El Monte, CA 91731. You will be provided with a copy of the school's cancellation policy and form, which you may use to cancel your enrollment with the school. A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement or attend class.

You will be provided with a copy of the school's cancellation policy and form, which you may use to cancel your enrollment with the school. A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement or attend class.

### **Withdrawal from the program**

If a student withdraws from the program after a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund less applications fees and nonrefundable charges outlined in the student enrollment agreement. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Refund will be sent to the original payer of the agreement within 45 days of withdrawal.

### **Refund Policy**

If any portion of the tuition was paid from the proceeds of a loan or third party such as insurance company, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

All refunds will be forwarded within 45 days from the date the school receives your cancellation notice. We will forward you and your insurance company any documents and/or agreements provided by you during your enrollment.

In order to receive a full refund of the money paid, minus any non-refundable charges, the cancellation notice must be in writing and received within the time period mentioned above in the cancellation/withdrawal policy section. The form must be signed and dated.

## Refund Policy Example

Computer Applications Online Course refund example. This example is based on 100 hours attended before withdrawal:

Total Course Cost: \$5,500

\$ 250.00	Non-refundable Registration Fee
\$ 600.00	Computer (Non-Returnable)
\$ 100.00	Printer (Non-Returnable)
\$ 150.00	Software: Microsoft Office (Non-Returnable)
\$ 150.00	Software Installation and Shipping (Non-Refundable)
\$1,250.00	= Non-Refundable fees owed to School

\$4,250.00	Tuition
Divided by 240	Total amount of course hours
Equals \$17.71	Charge to Student per hour
Multiply by 100	100 hours attended before Written Notice of Withdrawal
=\$1,771.00	Tuition for training hours provided owed to School
=\$3,021.00	Total amount owed to School

\$5,500	Total Course Cost
-\$3,021.00	Total amount owed to School
=\$2,479.00	Total Amount of Refund Owed to Insurance Company

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of \$3,021.00 is rounded to \$3,000.00 multiplied by .0, which equals to \$0, amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

\$3,021.00	Total Amount Owed to School
+\$ 0.00	Student Tuition Recovery Fund Fee
=\$3,021.00	Total Charges

\$5,500.00	Total course cost	-
\$3,021.00	Charges	
=\$2,479.00	Total Amount of Refund Owed to Student	

The above example is a guideline to help the Student and the School determine the amount owed to the School and the amount of the refund returnable to the Insurance Company, under the terms and conditions provided in this agreement.

**NOTE:** If the school has transmitted the student the balance of the material as the student has requested, the school will provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but it will not be obligated to pay any refund after all of the lessons and material are transmitted.