

OXMAN COLLEGE

318 Westlake Center, Daly City, CA 94015
www.oxmancollege.com

1-800-249-5661

CATALOG

January 1, 2023 – December 31, 2023

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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 Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov, Telephone and Fax #'s: (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

Oxman College provides each prospective student with a school catalog either electronically or in print. School catalog is always available for general public for download as a PDF from www.oxmancollege.com. **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.**

Oxman College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, did not file a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court.

The Catalog is updated annually. If changes in educational programs, 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.

I. Mission Statement

MISSION AND OBJECTIVES

Oxman College is a private, postsecondary, and vocational educational institution dedicated to providing individuals with career, personal, and social skills that will increase their potential and capacity to secure fulfilling opportunities in both public and private sectors.

The mission of Oxman College is to elevate the individual and collective skill levels of the trainees whom it serves in order for them to secure gainful, permanent, and long-term employment. It is committed to the pursuit of quality and excellence in human resource development by fostering relationships and consistently providing a level of service exceeding the expectations of our clients. Oxman College stresses the importance of not only going through the structured and systematic training but also of implementing what is learned.

Institutional Goals

- ❑ To provide high quality training in key-skills areas using the quickest, most effective training methods available via qualified faculty/staff.
- ❑ To create an effective educational environment by making available quality curriculums that will allow individuals to secure gainful employment or to remain gainfully employed due to enhanced skills.
- ❑ To provide a range of student services to address the unique needs of every student.
- ❑ To help students to develop values for life-long learning and to acquire the skills for self-directed learning.

Course Approval

Oxman College is a private institution established since 1991 and has been granted approval to operate by the California Bureau for Private Postsecondary Education. The following are the approved courses:

- ❑ Computer Aided Drafting
- ❑ Nurse Assistant
- ❑ Job Site Skills
- ❑ Office Automation I
- ❑ Restorative Nursing Assistant

Approval to operate by BPPE means compliance with state standards as set forth in the CEC and 5, CCR.

Oxman College, and its programs, are not accredited by any accrediting agency recognized by the United States Department of Education.

II. General Information

FEES AND EXPENSES

Books & Supplies: Students must purchase all books and most of the supplies required by their courses.

TUITION

Registration: \$100 **STRF (non-refundable):** \$2.50 per \$1,000 of institutional charges

Program	Number of Weeks	Books & Supplies	Total Charges for a Period of Attendance	Estimated Schedule of Total Charges for Entire Educational Program
Computer Aided Drafting	24	\$300	\$8,400	\$8,400
Nurse Assistant	8	\$300	\$5,100	\$5,100
Restorative Nursing Assistant	2	\$200	\$1,700	\$1,700
Job Site Skills	6	\$200	\$5,320	\$5,320
Office Automation I	1	\$100	\$225	\$225

Lab Supplies and Kits: 100; Equipment: N/A; Uniforms: N/A; In-resident housing: N/A; Tutoring: N/A; Assessment fees for transfer of credits: N/A; Fees for transfer credits: N/A; Other institutional charges or fees: N/A; Charges paid to an entity other than an institution that is specifically required for participation in the educational program: N/A.

FINANCIAL AID

Students enrolled in a non-accredited school are not eligible for federal financial aid programs.

Oxman College does not participate in any federal or state financial aid programs. The school currently does not participate in any form of financial aid. **If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund.**

FACILITIES

Classes will be held at the main facility, located at 318 Westlake Center, Suite 280, Daly City, CA 94015.

Job Site Skills class will take place at the participating employer's site.

Currently approved branch site: 8215 Auburn Blvd #E, Citrus Heights, CA 95610.

Approved satellite locations: 5841 Geary Blvd, San Francisco, CA 94121, 156 Ellis St 2nd Floor, San Francisco, CA 94102, 1133 Post St, San Francisco, CA 94109.

If a program includes externship, the externship sites are listed in the Program Description section of this Catalog. Externship sites include: SF Department of Public Health, Laguna Honda Rehab, UCSF Medical Center, RCH Center, St. Luke's Healthcare Center, San Miguel Villa.

Business Hours

The school office currently operates Monday to Friday, 1pm-5pm. Also a school representative can be reached by phone at 1-800-249-5661, Monday to Friday, 10am-5pm.

ADMINISTRATIVE STAFF

Michael Dvorkin - President/Director of the School

Lana Dvorkin - Administrator, Registrar, Student Advising and Placement

FACULTY

All faculty members possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

Faculty by Program

June Amrhein, RN.....*Medical Skills, Nurse Assistant*
MSN University of Phoenix

Meriam Signo, RN.....*Continuous Improvement, Medical Skills*
MSN University of Phoenix, DNP Cal State University Fresno

Terrell Clima, RN.....*Medical Skills, Nurse Assistant, RNA*
BS California State University, Long Beach

Carlos Salazar, RN..... *Nurse Assistant, Medical Skills*
BA Psychology, MSN, San Francisco State University

Marinetta Aleksanyan, RN.....*RNA, Medical Skills*
RN, BS in Education, Baku State University, MSN University of Phoenix

Minda Bunggay, RN, BSN, MBA..... *Team Building, Nurse Assistant, Medical Skills*
John F Kennedy University

Corazon Teves, RN.....*Nurse Assistant, RNA, Medical Skills*
BSN, University of St Tomas, Philippines

Lani Sitchon, RN.....*RNA, Medical Skills*
BSN, Iloilo University, Philippines

Vicki Fields-Johnson, RN.....*Team Building, Medical Skills*
MA Health Administration, Antioch University

Cristina Bunggay, RN.....*Nurse Assistant, RNA, Medical Skills*
BSN, Angeles University, Philippines

Velma Gaines-Miller, LVN.....*Nurse Assistant, RNA*
Licensed Vocational Nurse

Jessica Lee, RN.....*Nurse Assistant, RNA*
ASN San Francisco City College

Gennadi Mikhailik..... *Computerized Accounting, Office Automation I*
BS in Applied Economics, USF, MS in Finance, USF

Cesar Escalante.....*Computer Aided Design*
MS in Architecture, University of Texas

Roberto Figueroa.....*Team Building/Continuous Improvement*
BS in Political Sciences, minor in Communication, SFSU

Luis Buenfil..... *Computer Aided Design*
BA in Architecture, Universidad del Valle de México

Donny Lam.....*Computer Aided Design*
BA in Architecture, Cal Polytechnic University

III. Academic Policies

ADMISSION STANDARDS

Oxman College admits students without regard to race, color, gender, age, nationality, religious beliefs, or political affiliations.

The admission requirements for the **Certificate** programs are as follows.

1. An applicant must:
 - a. Be a high school graduate, or
 - b. Possess a General Education Development (GED) Diploma

Applicants who have completed their high school education outside of the United States must provide an evaluated copy of their foreign high school diploma.

2. All applicants must complete an Enrollment Agreement.
3. All applicants must complete an admission interview.
4. All applicants must submit 2 professional references.
5. All applicants must complete financial arrangements prior to starting class.
6. The applicants must pass the Wonderlic entrance test with a score of 20 or above.

Oxman College does not accept students on the Ability-to-Benefit (ATB) basis.

Applications for admission may be submitted throughout the calendar year. The college retains a right to accept or reject an applicants based on the applicant's character reference, scholastic and/or financial status.

Oxman College does not provide English language preparation classes. All applicants must have proficiency in verbal and written English communication. The English language proficiency of the applicant will be determined at the entrance test and admission interview.

Re-Enrollment

Any student, who wishes to re-enroll in the program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. The school at its sole discretion will determine the student's re-enrollment. Any student who re-enrolls (same program, previously cancelled or terminated from) must sign a new enrollment agreement at the current tuition rate. The Registration Fee must be paid prior to applicant re-enrolling. All outstanding balance due to program cancellation/terminations must be paid in full. The student will be credited for any books and/ or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost.

Transferring from another institution

A maximum credit the College will accept in transfer from another institution is limited to 15 semester units.

Credits may be transferred only for courses completed with a grade of C or higher. The option to apply for credit is the sole responsibility of prospective students. Applications for credit for previous education must be completed before the first day of the course. Credits earned at colleges and universities outside of the United States will be evaluated on an individual basis. Applicants with foreign credentials must submit official transcripts

from institutions attended evaluated by the foreign credential evaluation services. Transcripts in foreign languages must be accompanied by a notarized translation.

Articulation and Transfer

Oxman College currently does not have any articulation or transfer agreement with any other college or university.

Credit for Experiential Learning

Oxman College does not award credits toward any of its programs based on prior experience or knowledge.

English Language Proficiency

Students who do not speak English as their primary language must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. Students must have a minimum total score of 500 paper based, 173 computer based and 61 internet based. Testing must be completed prior to signing the enrollment agreement. Applicants must provide a copy of their TOEFL test results. Oxman College does not provide English language services or ESL instruction.

**SCHOLASTIC REGULATIONS
ATTENDANCE POLICY**

Attendance

- "Full time" study means enrollment for at least 30 hours for certificate programs.
- Students are expected to maintain good attendance. The minimum acceptable attendance rate is 80%. Maximum number of absences cannot exceed 20% of the program hours.
- *Absence* - Will be considered excused under the following circumstances: illness, death, or birth in the immediate family. All other unsubstantiated reasons for absences will be considered unexcused. Make-up work may be required for any absence.
- *Tardiness* - Students arriving late for class or leaving early are considered tardy. Tardiness is a disruption of the learning process. Two occasions of tardiness without reason will be considered as one unexcused absence.

Students who are absent from College for ten consecutive class days will be dismissed from the program.

Dropout/Withdrawal

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to formally drop or withdraw from your course(s).

- *Drop* - The act of dropping one or more classes for a given semester, while remaining in other classes.
- *Withdrawal* - The act of officially dropping all courses for a given semester.

Leave of Absence

A student can request a leave of absence for the semester in progress only in the case of exceptional circumstances. The request must be accompanied by supporting documentation. Such a leave of absence, if granted, will not usually exceed one month. As the student is responsible for completion of all material covered in class during his or her absence, leave of absence can only be granted if the timing is feasible and the student has enough time upon return from the leave to make up for missed coursework before the end of the semester. Leaves must be applied for in writing to the School Director and must be cleared by the administrative office. If a student fails to return from leave of absence on a scheduled date, he/she will be considered withdrawn from the course. Withdrawal date will be back-dated to the last date of attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students at Oxman College are required to make satisfactory academic progress toward the completion of their courses. The progress of students who are enrolled in certificate programs is assessed at the end of each semester.

To maintain satisfactory academic progress a student:

- a) Must achieve a cumulative grade point average of 70%;
- b) May attempt no more than 150% of the credits required for completion of the certificate program.

Academic progress standards apply to all students, full-time and part-time.

GRADING SYSTEM

Grades are based on examinations, class work and homework. Final grades are a permanent part of the student's file and are the basis of the student's transcript. Grades are issued at the end of each module.

The grading system that is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

Numerical Equivalent	Letter Grade		Quality Points
90-100	A	Excellent	4.00
86-89	B+	Very Good	3.33
80-85	B	Good	3.00
76-79	C+	Better than Satisfactory	2.33
70-75	C	Satisfactory	2.00
66-69	D+	Low Pass	1.33
60-65	D	Below Level Expected	1.00
Below 60	F	Fail, no credit	0.00
	I	Incomplete- needs additional work	N/A

An incomplete grade will be given to those students who fail to meet the minimum requirements because of illness, unforeseen circumstances or other serious problems. The student will be given 30 days to complete the incomplete modules. At that time, the incomplete grade will be changed to either a passing or failing grade, which will be entered of the student's transcript.

Calculation of Grade Point Average

GPA is calculated by dividing the total points earned by the total number of credit hours attempted. Points earned for a particular course are calculated by multiplying the grade points by the number of credits. For instance, a grade B in a 3-credit course is worth 9 points.

If a student takes four three-credit courses (12 credit hours for the semester) and receives one A, two B's and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be 3.0

The cumulative GPA is derived by dividing the total number of credit hours taken into the total number of points earned for those courses.

PROBATION AND DISMISSAL

Students falling below the required cumulative grade point average will be placed on academic probation. Students who do not meet the goals of the probationary status and whose grade point average do not meet the standards specified above may be dismissed. Students may appeal to the School Director if they wish to have a formal review of the dismissal.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the School Director for any of the following reasons: excessive absenteeism or tardiness, failure to adhere to institution code of conduct, inability to meet financial obligations to the school. Students to be terminated are notified in writing and may appeal to the School Director.

READMISSION

Any student, who wishes to apply for readmission in the same program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any of credit given for prior training will be determined on a case-by-case basis by a school official.

GRADUATION REQUIREMENTS

In order to graduate a certificate program, students must:

- Complete all required courses.
- Complete with a passing grade all requirements for their program of study within the maximum time frame permitted and attain a minimum CGPA of 2.0.
- Return all property belonging to the College.
- Fulfill all financial obligations to the College prior to graduation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Oxman 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 credits or 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 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 contracting an institution to which you may seek to transfer after attending Oxman College to determine if your credits or certificate will transfer.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Student's Rights *Students have a right to:*

- Be treated as adults, with respect to their individual aspirations and career goals.
- Information concerning employment conditions, entry level salaries and advancement opportunities currently existing in the occupational fields of their choice.
- Information concerning course completion requirements, rules and regulations, tuition fees, and other eligibility requirements for financial aid programs.
- A fair and impartial admission process based upon reasonable standards of the basic skills and aptitude required in their chosen fields.
- Instruction by a qualified faculty, using appropriate educational and training materials, in adequate facilities.
- Placement assistance upon graduation.

Student's Responsibilities *Students are expected to:*

- Carry a fair share of the burden of their own education and training by demonstrating a spirit of cooperation and responsibility and a genuine interest in learning.
- Attend classes regularly, complete all assignments, maintain a passing grade and meet course completion and requirements.
- Adhere to established standards of adult behavior and to conduct themselves with respect for the needs and feelings of the other members of the school community. Cooperate with the school's placement office in seeking employment after graduation and to notify the school upon accepting a position, whether placed directly by the school or through other means.

Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. Normally, the informal procedure of discussing and addressing the situation will resolve the problem. For this reason, students should communicate any problems that arise directly to the individual(s) involved and/or their instructor. If the problem is not resolved the student should contact a student services representative. If the complaint is not resolved within one week, the student should submit the complaint in writing to the Director of the School.

The School Director is responsible for receiving and resolving student complaints and is accessible before or after class sessions to meet with the students. The School Director has the authority and duty to do the following:

- Investigate the complaints thoroughly.
- Reject the complaint if determined unfounded, or resolve the complaint in any reasonable manner.
- Record a summary of the complaint in the student's file and in the school complaint log.
- If the complaint is valid, determine what other students may have been affected by the same situation and provide appropriate remedy for those students.
- Implement policies and procedures to avoid similar complaints in the future.
- Provide the student, that submitted a complaint, a written response within 10 days of receiving the complaint.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau for Private Postsecondary Education at 1747 N. Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone (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) 370-7859 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

RULES OF CONDUCT

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor and respect. Conduct which violates these standards and is disruptive of academic processes includes, but is not limited to, the following:

- Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty.
- Purposely furnishing false information to any college official, faculty member or office.
- Forgery, alteration or misuse of any college document, record, form or instrument of identification.
- Verbal abuse, physical abuse, assault, threats, intimidation, harassment, sexual harassment or other conduct which threatens or endangers the health and safety of any person on college premises.
- Intentional damage, destruction, attempt to damage or destroy, or theft of college property or the property of college personnel, other students or any other person on college premises.
- Illegal or unauthorized use of computer resources.
- The unlawful distribution, sale, possession or use of illicit drugs, or being under the influence of illicit drugs on the school property.
- Possession, use or distribution of alcoholic beverages on the school property, or during assigned school hours, or returning to school under the influence of alcohol.
- Use or possession of a firearm, weapon or explosive.

Any behavior that is detrimental to the faculty, staff, students or facility is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract with the school, without any penalty or obligations as described in the Notice of Cancellation form that will be given to you at the first class session you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- You have the right to stop attending class at any time and receive a refund for the part of the course not taken. Your refunds are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund.
- The student records will be maintained for the period of 5 years from the enrollment date.

POLICIES ON RETENTION OF STUDENT RECORDS

Oxman College maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Student records are maintained for a period of 5 years. Oxman College shall maintain, for each student granted a certificate, permanent records of all of the following: (1) The certificate granted and the date on which that certificate was granted. (2) The courses and units on which the certificate was based. (3) The grades earned by the student in each of those courses. Transcripts for each students are maintained permanently.

FINANCIAL AID LOANS

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take actions against the student, including garnishing an income tax refund; and
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

IV. Student Services

STUDENT SERVICES

The student services are designed to support each student in his/her educational endeavors in progressing to a certificate and in effective career planning and placement.

Oxman College provides student services, which include counseling appointments, tutoring, career services and job placement assistance. Counseling is made available at any stage during the training. As part of professional development, a counselor can also clarify on-the-job problems.

Academic Advising and Tutoring:

The College tutorial assistance program assists students who do not achieve satisfactory progress, either in a specific course or in a general area of academic skills.

Academic counseling services provide students who need academic assistance the opportunity to meet with a counselor to identify positive steps that might be taken to improve their academic performance. Individual counseling might focus on effective time management, reading for comprehension, effective note taking and studying for tests. Assistance can also be given in finding tutors in a variety of academic disciplines.

Career Services:

Career services staff assist students in:

- Exploring a full range of career and work possibilities that match individual career goals
- Preparing students to present themselves effectively as candidates for employment
- Obtaining information on employment opportunities and prospective employers
- Connecting with employers through campus interviews, job listings, referrals, alumni networking.

Career services staff develop and maintain relationships with the local employers that provide career development and employment opportunities for students.

Job Placement Services:

Oxman College does not guarantee employment. While the college can not guarantee employment, it provides a variety of job placement activities, and most of our graduates are employed in the field of training.

Each student is encouraged to start participating in the job placement activities within 30 days prior his/her graduation. The College provides employment assistance not only to current graduates but also to the past graduates throughout their career advancement.

Job placement services include, but not limited to:

- Job search services
- Job referrals
- Interview and resume workshops
- Internet access to job resources
- Labor market information

Each student shall prepare a typed resume and meet with the Placement Assistance Coordinator. Following that each student is supposed to participate in the job placement activities and/or develop job leads on

his/her own. While every effort is made to make students employable and to aid students in securing employment for which they were trained, the ultimate responsibility for finding a job rests with the student. Many students find employment without the help of the Placement Office. These graduates are requested to inform the Placement Office of their employment.

Library Resources:

The school library consists of textbooks and instructional materials that are accessible to all students. The school facility also provides internet access to online resources and instructional materials which support the instructional needs of the students. All material is at the disposal of the students and may be checked out for supplemental course work reading and for other curriculum related information. The library is accessible to students during operating hours.

Additionally, the San Francisco State University Library resources can be accessed by purchasing Friends of the Leonard Library Membership card. The SFSU Library contains over 1M of books, 2,200 journals and about 72,000 electronic journals. Members have unlimited access to the on-line resources and electronic retrieval of information. The SFSU Library is located at 1600 Holloway Avenue and is accessible 7 days a week, 8am-Midnight. All students are encouraged to obtain library membership.

Facilities, Equipment and Materials

The school facility is located in the two-story office building with elevator access, inside the Westlake Shopping Center, conveniently situated near I-280 highway and can be easily accessed via public transportation by bus lines 110, 120 & 14R or by BART. Ample parking is available for students and staff at no cost.

The school facility includes computer equipped classroom and lab, library with learning resources, and administrative area. Computers are used for class assignments, in-class information resources and cooperative learning tools. The learning media is utilized as needed, including video resources and computer software. All necessary equipment is provided for each program, as required for the instructional purposes.

The classroom is equipped with movable tables and chairs, white board, TV monitor, video projector, hospital bed, medical supplies, manikins and six student workstations with laptops and internet access. Medical equipment/supplies include stethoscopes, blood pressure kits, glucose monitors, bedpans, bedside table, walker, personal protective equipment, specimen collection supplies.

The school facility is well lighted and ventilated. The common area includes refrigerator and microwave, available for students and staff. The administrative office is equipped with two computer workstations, copy machine and printer.

Students with Disabilities Policy:

Oxman College will not discriminate any qualified student because of the person's disability. The school is committed to ensuring that students with disabilities receive appropriate accommodations in their instructional activities, if needed.

Housing Information:

Oxman College does not have any dormitory facility. The College does not provide assistance in finding housing. Local housing located within five miles radius of the College is available year around and can be found using a variety of rental websites. The current price range for local rooms is \$550 - \$1,500 per room, per month.

International Students:

Currently Oxman College does not admit international students, nor provides visa services. The College does not provide instruction in a language other than English.

VI. Refund Policy

CANCELLATION AND WITHDRAWAL POLICY

The students have a right to cancel the agreement for a program of instruction or withdraw.

If cancellation occurs through attendance at the first class session, or within the seventh day after enrollment, whichever is later, institution shall refund 100 percent of the money paid for institutional charges, less the registration fee not to exceed 100 dollars (\$100).

Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.

The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost of the equipment within 10 days after the period within which the student is required to return the equipment.

The school will provide the student with the Notice of Cancellation at the time of enrollment. The school will pay refunds within 45 calendar days of a student's cancellation.

A student may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

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. The refund will be less an application fee not to exceed \$100.00 within 45 days of withdrawal.

TUITION REFUND POLICY

Each student has the right to withdraw from a program of instruction at any time.

1. (a) If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money he has paid.

(b) If a student cancels his enrollment before the start of the training program, the institution shall refund to the student all the money he has paid, minus registration fee not to exceed 100 dollars (\$100).

(c) If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus registration fee not to exceed 100 dollars (\$100).

(d) If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 45 calendar days after the:

(a) Date of cancellation by a student of his enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes for refunds for books and supplies are resolved by the School Director on a case-by-case basis.

4. For the purposes of refund calculation:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition is calculated using the tuition and fees set forth in the enrollment agreement.

CALCULATION OF AMOUNT OF TUITION/EQUIPMENT REFUND

The refund to be paid to a student shall be calculated as follows:

- (1) Deduct a registration fee not to exceed hundred dollars (\$100) from the total tuition charge.
- (2) Divide this figure by the number of hours in the program.
- (3) The quotient is the hourly charge for the program.
- (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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, 1747 North Market St, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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.

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (https://www.bppe.ca.gov/forms_pubs/strf.pdf).

VII. Program Description

COMPUTER AIDED DRAFTING **Total Hours to Complete: 720 Clock Hours**

CAREER OBJECTIVE: CAD Specialist (SOC codes: 17-3011, 17-3012, 17-3013, 17-3019)

Course Description: This course is an introduction to Engineering and Architectural Drafting, using Autodesk Revit software. The course outline includes computer skills, blueprint reading, Revit architectural, mechanical, electrical and structural skills, necessary for positions as a Drafter, Designer, or Engineer. Completion of the program will enable the student to produce three-dimension drawings, running the Autodesk Revit program under Windows operating systems. *Computer Aided Drafting* program does not lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

Courses Required for Completion

Computer Skills: 120 hours

This is a comprehensive course that provides the student with a thorough knowledge of Windows Operating System, Microsoft Office, Windows Explorer, Internet and E-Mail.

Blueprint Reading: 120 hours

This course is an introduction to reading and understanding working drawings and other construction documents. Topics included: details of construction documents; interconnection with other trades using case studies; symbols for plumbing, HVAC and architectural and electrical systems; section views; diagrams; scheduling and scaling.

CAD/Revit Architecture: 160 hours

This course is an introduction to computer aided design and drafting concepts, as well as fundamentals of Autodesk Revit Architecture software. Topics include: Introduction to BIM and Revit Architecture, Revit Interface, Drawing Components, Modifying Tools, Modeling Tools, Documenting The Model, Worksharing and Working in Teams, Creating Custom Content.

CAD/Revit MEP: 160 hours

This class covers fundamentals of Autodesk Revit MEP computer aided design and drafting concepts including: Basic Drawing and Editing Tools, Starting MEP Projects, Working with Views, Understanding MEP Systems, Performance Analysis, HVAC Systems, Hydronic Piping Systems, Plumbing Systems, Electrical Systems, Creating Construction Documents, Annotating Construction Documents, Tags and Schedules and Detailing.

CAD/Revit Structure: 160 hours

This class covers an introduction to Revit Structure, Basic Drawing and Editing Tools, Setting up Levels and Grids, Starting Structural Projects, Adding Columns and Walls, Adding Foundations Structural Reinforcement, Beams and Framing Systems, Floors and Shafts, Annotating Construction Documents, Scheduling, Detailing, Family Concepts & Techniques, Creating Custom Families Creating Trusses, Structural Analysis and Sample Project.

Schedule:

Monday – Friday 4pm-8pm and Saturday 8am-4:30pm, duration – 60 weeks.

Internship/Externship: N/A

Final tests or examinations: N/A

NURSE ASSISTANT

Total Hours to Complete: 160 Hours

CAREER OBJECTIVE: CNA (SOC code: 31-9099)

Course Description: This course is designed to prepare entry-level nursing assistants in how to provide safe, effective and caring service to residents of long-term care facilities, acute hospitals or rehabilitation facilities. The classes are taught by qualified instructors who use curriculum approved by California Department of Health Services. The Aide and Technician Certification Section (ATCS) will certify individuals as Certified Nurse Assistants upon successful program completion and passing the Competency Evaluation Exam.

Additional Admission Requirements for the Nurse Assistant program:

1. Each student enrolled in the Nurse Assistant program shall have a **health exam** prior to participating in segments of the program, which involve contact with patients in the nursing facility. This exam shall include:

(A) A medical history and physical examination.

(B) An intradermal PPD skin test for tuberculosis (or chest x-ray as appropriate).

2. California Department of Health Services requires a **criminal background check** for all individuals before they can provide patient care. A list of disqualifying penal codes can be found at the Department of Health Services site: <http://www.dhs.ca.gov/lnc/cert/default.htm>.

California State Training Requirements:

To achieve certification applicants must successfully complete the minimum training requirements for California CNAs:

- 60 hours of theory (classroom) and
- 100 hours of supervised clinical training in a nursing facility.

Eligibility for Certification:

Be at least 16 years old; pass a criminal background check; graduate from a Nursing Assistant program in California; pass the California Nurse Assistant Competency Evaluation Examination.

Courses Required for Completion

Module 1: Introduction

Module 2: Promoting Resident Rights & Independence

Module 3: Communication & Interpersonal Skills

Module 4: Prevention & Management of Catastrophic & Unusual Occurrences

Module 5: Body Mechanics

Module 7: Weights & Measures

Module 8: Patient Care Skills

Module 9: Patient Care Procedures

Module 10: Vital Signs

Module 11: Nutrition

Module 12: Emergency Procedures

Module 13: Long- Term Care Resident

Module 14: Rehabilitative/Restorative Care

Module 15: Observation & Charting

Module 16: Death & Dying

Module 17: Abuse

Externship Sites: Laguna Honda Hospital and Rehab, San Miguel Villa.

Final tests or examinations: Must complete written test for each module with a score of 70% or more.

Schedule:

Theory - 60 hours Monday-Thursday, 4pm-8pm

Clinical - 100 hours Monday-Thursday, 7am-3:30pm

Duration - 8 weeks

Job Site Skills

Total Hours to Complete: 200 hours

CAREER OBJECTIVE: Incumbent Worker (SOC code: 51-9199)

Course Description: This program is designed for training of employees to help them to remain gainfully employed due to the enhanced job related skills. This program is designed as a part of structured, on-site training. Coaching will be conducted at the facilities of the participating employers, at each trainee's specific worksite. Trainees will perform structured tasks/assignments under the direction of qualified instructors. This course is customized for each participating employer. Trainees at the healthcare facilities will learn didactic and clinical medical skills as applicable at each participating facility.

Job Site Skills program does not lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

COMPETENCY: Ability of a trainee to demonstrate the attainment of the skills level required for the job by the employer.

Menu of Topics Required for Completion

- Didactic medical skills for healthcare facilities
- Clinical medical skills for healthcare facilities
- Use of clinical skills for trainees in healthcare facilities
- Increasing quality of care in healthcare facilities
- Continuous Improvement
- Documentation and reporting in a workplace
- Team building in a workplace
- Working in a team
- Roles of individuals in a team
- Team building in healthcare
- Leadership skills and effective supervision
- Leadership in Healthcare
- Crisis Prevention and Intervention
- Learn safety terms
- Understand the problem-solving process
- Dealing with customers
- Improving customer satisfaction
- Use business math skills in the workplace
- Use computer skills in the workplace

Didactic Medical Skills:

This course is designed for employees, providing direct patient care in hospitals and skilled nursing facilities.

Topics include: Advanced Cardiac Life Support (ACLS), Alzheimer's disease and related disorders, antibiotics stewardship, assault crisis management, Basic Life Support (BLS), bipolar disorder, blood borne pathogens, change in condition management, COVID-19, communication in nursing, CPI de-escalation skills, culturally competent care, dementia care, depression causes/intervention, diabetic management, dialectical behavior therapy (DBT), documentation/abbreviation, entry level nursing skills, evaluation and assessment procedures & criteria, Healthcare Provider CPR, infection control, interdisciplinary team process, intravenous therapy, medical diagnosis, medical direction in long-term care, medication administration management, mental health, nursing assistant training program, nursing assistant skills, pain management (acute and chronic), pillars of recovery, PointClickCare software, preventive skin care measures, problems and needs of the aged, psychosocial rehabilitation, psychotropic medication side effects, reporting to MDs & assessing clients, resident and family education, respiratory care, restorative nurse assistant, restraint and restraint reduction, safe transfer, signs and symptoms of cardiopulmonary distress, skin

Job Site Skills (continued)

assessment, social and recreational needs of the aged, the wellness recovery, action plan, therapeutic communication, urinary management, weights and vitals, immunizations, wound care.

Clinical Medical Skills:

This is a hands-on training program, provided in a clinical setting for staff working in direct patient care at the participating hospitals or long-term care facilities. Topics include: activities of daily living, Advanced Cardiac Life Support (ACLS), antibiotics stewardship, assessing of tube-fed individuals with diabetes, assisting and performing self-care skills with patients, assistive devices, Basic Life Support (BLS), bowel and bladder care, training of patients breathing patterns and respiratory function, cardiac conditions, charting care of clients with COPD, care of clients with diabetes, care of clients with hypertension, clinical skills review, COVID-19, CPI de-escalation skills, colostomy care, conduct range of motion exercises with patient, dementia care, dementia/Alzheimer's enteral feeding management, entry level nursing skills, facilitating functional gains of each patient, feeding tube (insertion, intermittent, and continuous), functional mobility and ambulation, Healthcare Provider CPR, gastrointestinal conditions, identification of patient change in condition, identification of skin impairments and prevention, immunizations, incontinence management (colostomy care), infection control, intravenous therapy, isolation techniques, managing patients with neurovascular conditions, medication management, monitoring of cardiovascular changes, nursing assistant training program, nursing assistant skills, operate safety devices with patient, pain management, patient assessment and care, patient care of foot and hand, patient safety, PointClickCare software, positioning of patients for correct body alignment, postoperative care, preceptor skills, preparing patient for procedure, preventing and identifying complications related to tube feeding, proper use of exercise equipment, rehabilitation services (physical, occupational, and speech therapy), residents with special needs, respiratory care, restorative nursing assistant care, safe patient handling, setting behavioral program objectives for patients, signs and symptoms of cardiopulmonary distress, skeletal/orthopedic conditions, special program techniques for the mentally disordered, therapeutic activities, therapeutic exercises, use of durable medical equipment, weights and vitals, wound management.

Continuous Improvement:

The goal of this program is to emphasize and execute continuous improvement in the organization. Topics include: communication skills in a workplace, customer service, interdepartmental collaboration, interdisciplinary team, problem analysis and problem solving, quality assurance/performance improvement (QAPI), statistical process control (SPC), total quality management (TQM), implementing Six Sigma, team building in healthcare, conflict resolution skills critical thinking skills, setting goals, organization and time management skills, leadership skills.

Team Building:

This training course centers around a total commitment to team building at all levels of the organization. topics include: what is teamwork & team building, examples of teamwork, why we should work in teams, key elements for improving team morale, structuring your team, stages in team, building, forming stage, team members roles, personality types, relevance of personality types in building a team, storming stage, negotiating skills, norming stage, behaviors change in a team, giving constructive feedback, receiving feedback, performing in a team, evaluating performance, successful team, positive results of teamwork.

Leadership:

This course covers leadership skills for effective supervision. Topics include: delegating successfully, managing change, dealing with conflict, facilitating effective meeting, building a winning team, communication and active listening, motivating through empowerment, coaching and counseling,

Job Site Skills (continued)

conflict resolution, improving employees' work performance, time management, managing team effectively, constructive feedback, decision making and problem solving, managing cultural diversity, strategic interviewing technics, high-performance organization paradigms.

Team Building in Healthcare:

This course focuses on impact of effective team on quality of care. Topics include: multidisciplinary team in healthcare setting, impact of effective team on quality of care, multidisciplinary team in healthcare setting, coordinate and collaborate with medical professionals, keys to building an effective team, communication and coordinating goals, collaborative mindset, sharing core values and principles, core values inherent in a team, shared goals and clear roles, effective communication, measurable processes and outcomes, effective leadership, teamwork improvements scope, coordinate and collaborate with medical professionals, keys to building an effective team, communication and coordinating goals, collaborative mindset, sharing core values and principles, core values inherent in a team, shared goals and clear roles, effective communication, measurable processes and outcomes, effective leadership, teamwork improvements scope, positive effects of team building in healthcare as relates to the quality of patient care.

Leadership in Healthcare:

This course focuses on effective leadership and supervision skills in healthcare settings. Topics include: building and managing diverse healthcare teams, supervision and delegation in healthcare, motivating and engaging teams, motivating through empowerment, structure and functions of teams in long term care, decision-making skills in healthcare setting, using feedback to improve performance, preventing burnout and enhancing performance, managing medical errors and patients' concerns, how to handle escalation of care situations, dealing with conflict, facilitating effective meeting, effective time management, managing cultural diversity, positive impact of strong leadership in healthcare settings.

Customer Service:

This course will train participants to obtain the skills necessary to be able to identify customer needs and relate these needs to corporate and business goals. The training will equip a person to handle complaints and questions by phone or in person. Topics include: attitudes, coping, understanding the employment relationship, punctuality and attendance, getting along with others, problem-solving skills, ethics, identifying the needs of your customer, what is customer satisfaction, measuring quality and customer satisfaction, listening skills, diffusing a difficult customer, telephone courtesy and basic salesmanship.

Communication Skills:

Course covers workplace communication and problem solving techniques. This course will train participants in the following skills and topics: organizational vision, values and mission, goal setting, managing stress, managing yourself: prioritizing, planning, and organizing, dealing with procrastination, setting limits, delegating, share responsibilities, communication at work, emotion at work, motivating through empowerment, working in a diverse workplace, communication techniques for non-native English speakers.

Business Math in the Workplace:

This course covers review of basic math operations and concepts, and how they are applied for the workplace specific calculations and measurements.

Computer Skills in the Workplace:

This training is customized to teach computer skills in software applications, that are specific at the participating employer's worksite.

Externship Sites: N/A

Final tests or examinations: N/A

Office Automation I
Total Hours to Complete: 4
4 Clock Hours

COURSE OBJECTIVE: Office Assistant (SOC codes: 43-9061, 43-6014, 43-4171)

Course Description: This course provides students with comprehensive skills and knowledge necessary to efficiently manage various office settings, using up-to-date office technology and project management tools. *Office Automation I* program does not lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

Menu of Topics Required for Completion

Computer Skills

Microsoft Word

Introduction to Microsoft Word Interface, Formatting and Editing in Microsoft Word, Inserting Tables in Microsoft Word, Inserting Charts in Microsoft Word, Page Setup Options in Microsoft Word, Endnote & Footnote Options in Microsoft Word, Review Tab Options in Microsoft Word, View Tab Options in Microsoft Word, File Tab Options in Microsoft Word.

Microsoft Excel

Navigating Workbook, Understanding the Application and Workbook Window, Use of Ribbon components, Use AutoSum, Create your own formulas, Create functions using Formula AutoComplete, Use AutoFill options, Formatting Options, Charts and Graphs

Microsoft Power Point

Introduction to Microsoft PowerPoint Interface, Font Options & Slide Layouts, Inserting Tables, Inserting Pictures, Inserting Charts, Built-in Presentation Templates in Microsoft PowerPoint.

Business Skills

- Business Mathematics
- Business Bookkeeping
- Data Management
- Data Reporting
- Excel for Accounting
- Internet, Email
- Microsoft Office for Office Automation
- Office Management Tools
- Project Management
- Salesforce Administration
- QuickBooks

Job Readiness Skills

- Communication and Presentation Skills
- Customer Satisfaction
- Interview Skills
- Resume Development

Externship Sites: N/A

Final tests or examinations: N/A

Restorative Nursing Assistant (RNA)
Total Hours to Complete: 48 Clock Hours

CAREER OBJECTIVE: RNA (SOC Code: 31-9099)

Course Description: This course is designed to help certified nursing assistants to acquire fundamental restorative nursing concepts and skills. It is designed for nursing assistants working in long-term care and skilled nursing facilities. *Restorative Nursing Assistant* program does not lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

Topics Required for Completion

1. Applying restorative nursing approach to help residents to gain their highest possible functioning level.
2. Defining role of RNA as a part of the rehab team.
3. Using restorative nursing techniques, including:
 - active range of motion (ROM)
 - ambulating
 - special positioning techniques
 - assistive feeding devices
 - adaptive equipment
 - activities of daily living (ADL) training
 - bowel and bladder management
4. Describing care of patients with limited mobility:
Stroke patients
Patient with fractures
Patient with Parkinson's Disease
Arthritic patient
5. Evaluating and Documenting progress of residents.

Externship Sites: Laguna Honda Hospital and Rehab, San Miguel Villa.

Final tests or examinations: Must complete written test with a score of 70% or more.