

Career Colleges of America



EST. 1988

School Catalog

July 1, 2011 – December 31, 2011

CAMPUS LOCATIONS

SOUTH GATE (Main Campus)

5612 East Imperial Highway
South Gate, CA 90280
(562) 923-4CCA
(562) 923-4222

GARDENA (Auxiliary Classroom)

555 W. Redondo Beach Blvd., Suite 100
Gardena, CA 90248
(562) 231-1820

SAN BERNARDINO (Branch Campus)

184 Club Center Drive
San Bernardino, CA 92408
(909) 783-4CCA
(909) 783-4222

LOS ANGELES (Branch Campus)

1801 South La Cienega Blvd., Suite 301
Los Angeles, CA 90035
(310) 287-9901

www.careercolleges.edu

Nationally Accredited By



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Approval Disclosure Statement

Career Colleges of America (CCA) was granted institutional approval from the Bureau for Private Postsecondary and Education (BPPE) pursuant to §94915 of the California Education Code. This approval means that the institution and its operations comply with minimum standards established under law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved periodically and is subject to continuing review. The following programs/courses are approved:

Programs	Clock Hours	Credit Hours	Length In Weeks
Alcohol & Drug Counseling (ADC)	920	24.53	32
Dental Assistant (DA)	928	24.75	36 and 52
Diagnostic Medical Sonographer (DMS)	2,388	63.68	92
Medical Assistant (MA)	920	24.53	37
Medical Biller (MB)	920	24.53	37
Nurse Assistant (NA)	170	4.53	7
Pharmacy Technician (PT)	760	20.27	32
Surgical Technology (ST)	1,620	43.19	62
Vocational Nurse (VN)	1,820	48.54	70
Stand-Alone Courses	Clock Hours	Credit Hours	Length In Weeks
Home Health Aide (HHA)	40	1.07	2
Phlebotomy Technician 1 (PT-1)	80	2.13	4

NOTE: *Not all programs are offered at all campuses. Additionally, Career Colleges of America does not offer instruction in English as a Second Language (ESL).*

Instruction is conducted in-house with facility occupancy levels accommodating the following number of students at each campus: 800 South Gate, 200 at Gardena, 600 San Bernardino, and 400 at Los Angeles. Prospective enrollees are encouraged to visit the school's facilities and to discuss their personal educational and occupational plans with school personnel before signing an enrollment agreement.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying that fact.

This school currently has government-sponsored programs available to provide grants and/or to pay for a portion of tuition and fees. The grant program available is the Federal Pell Grant.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov, Tel: (916) 574-7720 or (888) 370-7589 / Fax (916) 574-8646. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

All information contained in this school catalog is current and correct, and is so certified by Ronald S. Schaechter, President.

Signature  Pres.

Ronald S. Schaechter, President

School History, Mission, & Approvals

HISTORY AND OWNERSHIP

Career Colleges of America (also referred herein as “the College” or “the school”) was established in 1988 to provide entry-level training in various career opportunities. The school was purchased in 1991 and its name was changed to Career Colleges of America (CCA). Since then CCA has continued to update and improve its program offerings and facilities. Innovative and experienced instructors were hired to contribute their expertise in expanding the services and training programs offered by the school. Additional vocational programs have since been implemented in order to satisfy the increasing demands of the industry. Based on similar needs in Riverside, San Bernardino, and Los Angeles counties of Southern California, Career Colleges of America opened its San Bernardino campus in 1994 and Los Angeles campus in 2003. In June 2011, CCA opened an auxiliary classroom in Gardena to serve enrollment overflow from South Gate. On December 14, 1999, Career Colleges of America received full accreditation from the Accrediting Council for Continuing Education & Training (ACCET). Career Colleges of America is a “dba” name of CCA Educorp, Inc., and does not have a pending petition in bankruptcy nor is it operating as a debtor in possession. Further, CCA has neither filed a petition nor had a petition in bankruptcy filed against it within the previous five years.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of Career Colleges of America is, *“To provide quality and valued–training programs and services to our students in order for them to obtain the skills and competencies needed for entry-level positions in their chosen fields; to locate employment opportunities for our graduates; and to promote an environment for employees and students, which fosters teamwork, personal growth, and respect for the individual.”*

Career Colleges of America is dedicated to providing trade and technical training relevant to the needs of the communities it serves. Since its inception, the school’s educational philosophy has been to:

- Offer technical programs so that students can achieve their career, educational, and personal goals;
- Provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry-level employment;
- Ensure only relevant equipment and materials are used in the training of students; and
- Hire qualified instructors.

ACCREDITATION, STATE LICENSURE, AND APPROVALS

Career Colleges of America is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

Career Colleges of America is approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. This approval means the Bureau has determined and certified that this institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty.

Additionally, Career Colleges of America is recognized, authorized, and/or approved, by the following agencies:

- **U.S. Department of Education:** Authorized by the USDE to offer federal grants and loans to qualified students at all campuses.
- **U.S. Department of Veterans Affairs:** Approved under the provisions of Title 38, United States Code, to train eligible persons and veterans at all campuses.
- **Commission on Accreditation of Allied Health Education Programs:** Approved to offer the Surgical Technology program at South Gate and San Bernardino campuses by meeting standards established by CAAHEP, located at 1361 Park Street / Clearwater, FL 33756 / Tel: (727) 210-2350 / Fax: (727) 210-2354. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is located at 6 West Dry Creek Circle, Suite 110 / Littleton, CO 80120-8031 / Tel: (303) 694-9262 / Fax: (303) 741-3655.
- **Board of Vocational Nursing and Psychiatric Technicians:** Approved by the BVNPT to offer the Vocational Nurse program at the Los Angeles campus by meeting standards established by the California State Nursing Board. *(Refer to the VN Student Handbook for additional information.)*

Class & Facilities Information

FACILITIES, EQUIPMENT, AND STUDENT-TEACHER RATIOS

The **South Gate** campus is 39,000 square feet and conveniently located near the business district of the city of South Gate with easy access to major freeways and bus stops. The Gardena campus is 10,000 square feet and serves as an auxiliary site to South Gate for additional enrollments. As such, all administrative functions (e.g., entrance testing, financial aid, enrollment) are conducted at South Gate. The **San Bernardino** campus is 35,000 square feet and centrally located at the 10 and 215 freeway interchange just south of Hospitality Lane. The **Los Angeles** campus is 18,000 square feet and conveniently located near the business district of the city of Los Angeles, West Hollywood, and Hollywood with easy access to major freeways and bus stops. Each campus has various lab and lecture rooms, administrative offices, computer lab, student library, student cafeteria, and staff lounge.

The schools are housed in modern, centrally air-conditioned facilities that are wheel chair accessible. Fully equipped computer and medical labs afford students hands-on training and include computers with updated software, printers, and medical equipment. The student-to-computer ratio is one-to-one for each program. Teaching labs for all medical programs contain real-world workstations to augment the student's acclimation to patient care and other such needs that will be encountered in the professional setting.

Lecture Classes: For all programs except DMS, HHA, NA, and VN, the maximum number of students in a class is 35. For DMS, the maximum number of students in a class is 45; for ADC, DA, HHA, and NA, the maximum is 30. For VN, the maximum number of students is 60. The maximum student-to-teacher ratio for all programs is 30 to 1. Teaching assistants are provided, as necessary, to accommodate instructors with larger classes.

Lab Setting: For the MA, MB, and PT programs, the maximum number of students in a lab is 35; and the maximum teacher-to-student ratio is 35 to 1. For the ADC, HHA, and NA programs, the maximum number in a lab is 30; and the maximum teacher-to-student ratio is 15 to 1. For DA, DMS, and VN, the maximum number of students in lab is 15; and the maximum teacher-to-student ratio is 15 to 1. For ST, the maximum number of students in a lab setting is 12; and the maximum student-to-teacher ratio is 12 to 1.

CLASS SESSIONS AND SCHEDULES / CLOCK HOUR CONVERSION

CCA offers year-round enrollment, as all programs consist of a series of modules. Stand-alone courses are also available. Start dates always occur on Monday (or Tuesday when the school is closed on Monday for a recognized holiday) for all programs/courses and for all sessions. The beginning of a module offers an opportunity to join the program. Schedules for all program and course offerings are as follows:

ADC Program: Classes are held Monday–Friday for five hours each day during the following three sessions: **Morning** (8:00 am to 1:00 pm), **Afternoon** (1:00 pm to 6:00 pm), and **Evening** (6:00 pm to 11:00 pm).

DA & DMS Programs: Classes are held Monday–Thursday from 8:00 am to 2:30 pm (Day) and from 6:00 pm to 10:00 pm (Evening for DA only). For both schedules, Fridays are reserved for tutoring, make-up, and remediation testing, as needed. *There is no evening session offered for the DMS program.*

HHA Course & NA Program: Classes are held Monday–Thursday from 8:00 am to 2:30 pm (Day) and from 3:30 pm to 10:00 pm (Evening). For both schedules, Fridays are reserved for tutoring, make-up, and remediation testing, as needed.

MA, MB, PT, & ST Programs: Classes are offered Monday–Friday during the following three sessions: **Morning** (8:00 am to 12:30 pm), **Afternoon** (1:00 pm to 5:30 pm), and **Evening** (5:30 pm to 10:00 pm).

PT-1 Course: This is a stand-alone course offered Monday–Friday from 7:30 am to 1:00 pm or from 4:30 pm to 10:00 pm. On Saturday, this course is offered from 7:00 am to 3:30 pm.

VN Program: Classes are held Monday–Thursday, with two days designated each for lecture and for clinical/lab training. Schedules for lecture are either from 8:00 am to 2:00 pm or from 4:00 pm to 10:00 pm. Schedules for clinical/lab are from either 7:00 am to 3:30 pm or from 1:30 pm to 10:00 pm; however, each of the two days may be one of the times indicated. Friday is reserved for tutoring, make-up, and remediation testing, as needed.

NOTE: *Not all programs are offered at all campuses and not all campuses offer programs during all sessions. Please check with the Admissions Department for the start dates and schedules at a particular campus.*

Class & Facilities Information

Clock Hour Conversion

One semester credit hour equals 37.5 clock hours. A clock hour is defined as a 60-minute span of time for lecture or lab, during which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

CAMPUS HOLIDAYS AND BREAKS*

Career Colleges of America does not hold classes on the following holidays: New Year's Day; Martin Luther King, Jr. Day; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Yom Kippur (*if occurs on a weekday*), Veterans' Day; and Thanksgiving (2 days). In addition to these holidays, school will be closed for summer and winter break, as follows:

Summer Break 2011:	July 4, 2011 – July 8, 2011 (<i>classes resume on July 11th</i>)
Winter Break 2011:	December 26, 2011 – January 2, 2012 (<i>classes resume on Jan. 3rd</i>)
Summer Break 2012:	July 2, 2012 – July 6, 2012 (<i>classes resume on July 9th</i>)
Winter Break 2012:	December 24, 2012 – January 4, 2013 (<i>classes resume on January 7th</i>)
Summer Break 2013:	July 1, 2013 – July 5, 2013 (<i>Classes resume on July 8th</i>)

When school is closed for a holiday, either an alternate class session is offered or an assignment is issued during the module in which the holiday occurs. Instructors announce this session or assignment prior to the holiday for students to plan accordingly. If a student does not attend the scheduled session or does not submit the assignment(s) in a timely manner, s/he will be marked absent for the applicable holiday. (*See Make-up Policy regarding absences.*) No alternate session or assignment is given for winter/summer breaks since this period of time does not count toward the student's enrollment. ***VN students must also refer to the VN handbook for additional information.**

Level Breaks (DMS, ST, & VN Programs)

For only the three programs noted above, there is a one-week break between each level. During this time, students do not attend school; and these periods do not count toward the student's enrollment. If a level break occurs during the same week as summer or winter break, no additional time off is given as doing so would result in a misalignment of module start dates.

OPERATING SCHEDULE

CCA's campus facilities are open Monday through Friday, generally from 8:00 am to 10:00 pm. Administrative offices are open generally Monday through Thursday from 8:00 am to 7:00 pm, and Fridays from 8:00 am to 5:00 pm. Operating hours may vary from campus to campus. Administrative staff is available during evening hours by appointment.

EQUAL OPPORTUNITY STATEMENT

It is CCA's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hiring for all positions and admission of students for all programs.

Reasonable accommodations will be made for students with disabilities, in accordance with state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the campus director to discuss possible options to facilitate his/her enrollment and training. Consideration for such students will be made on a case-by-case basis.

Admissions Policies & Procedures

REQUIREMENTS

In order to be admitted to his/her desired program, an applicant must do all of the following:

- Provide a valid high school diploma/transcript, GED, California High School Proficiency Certificate, or demonstrate the ability to benefit (see section below titled *Entrance Test*). A high school diploma or equivalent is required for admission to the following programs/courses: Alcohol & Drug Counseling (ADC), Dental Assistant (DA), Diagnostic Medical Sonographer (DMS), Pharmacy Technician (PT), Phlebotomy Technician 1 (PT-1), Surgical Technology (ST), and Vocational Nurse (VN). Veteran applicants may submit a valid DD-214 form (**see page 19**).

*Note: Applicants to the **DA program** must provide valid documentation of negative tests for Tuberculosis and Hepatitis B within one year of enrolling and must refer to the Externship policy for additional health requirements before placement at extern.*

*Note: Applicants to the **HHA course** must provide valid documentation of being a certified nurse assistant and satisfy the cited requirements for CPR certification, live scan, and physical exam/immunizations.*

- Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission to any program or course. **Note: Applicants to the VN program must be at least 17 years old.**
- Pass a nationally recognized entrance test (see below). This does not apply to applicants for stand-alone courses.
- Interview with an admissions representative.
- Interview with the program director and receive a favorable background check if applying to any of the following: DA, DMS, HHA, NA, PT, ST, or VN (**see page 15**).
- Tour the campus in the company of an admissions representative.
- Be in good physical and mental health in order to adequately progress through the program.
- Provide a valid third-party evaluation of foreign transcripts or diploma, as applicable.
- Achieve a minimum score of 75% on a short written essay, which is graded on content, sentence structure, spelling, grammar, and punctuation, each equally weighted for 20% of the overall score. (**DA, DMS, ST, and VN**)

PROCEDURES

Interested applicants will interview with an admissions representative (AR), during which a campus tour will be given. The AR will provide detailed information on CCA's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective. Applicants to the DA, DMS, ST, or VN program will write a short essay after the entrance exam. Those applying to certain programs noted above will also meet with the program director or a designee, and a background check will be conducted. If it is found to be unfavorable, the prospective student may be denied admission or will be advised of possible eligibility issues. If the latter, the applicant may have to sign an advisory to enroll. All applicants will meet with a financial aid representative to discuss potential tuition financing programs. In order to be formally accepted to the College, all applicants must do the following:

1. Complete, sign, and date an Application for Admission;
2. Make financial arrangements to cover the cost of tuition and fees; and
3. Read and sign all required pre-enrollment disclosures, such as the CCA School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), Enrollment Agreement, and (if applicable) the Vocational Nurse Program Student Handbook.

ENTRANCE TEST

Applicants to any program must take either the Wonderlic Basic Skills Test (WBST) – commonly known as the ATB test – or the Career Programs Assessment test (CPAt), both of which are standardized, nationally recognized entrance exams. Those without a high school diploma or equivalent must take the ATB test and may enroll in only the Medical Assistant or Medical Biller program. (*See below for policy regarding an applicant's right to waive the ATB test.*)

Those with a high school diploma or equivalent must take the CPAt and may enroll in any program. Either of these tests previously taken and passed in a language other than English will not be accepted. Applicants to a stand-alone course (HHA and PT-1) do not have to take the entrance test. Minimum scores designated by program are reflected in the chart below, which is followed by policies for retesting.

Admissions Policies & Procedures

MA, MB, NA	ATB (either version): Verbal – 200 / Quantitative – 210
ADC, MA, MB, NA	CPAt (Form B): Language Usage – 43 ; Reading Skills – 49 ; and Numerical Skills – 49 CPAt (Form C): Language Usage – 42 ; Reading Skills – 45 ; and Numerical Skills – 47
DA, PT, ST	CPAt (Form B): Language Usage – 46 ; Reading Skills – 54 ; and Numerical Skills – 54 CPAt (Form C): Language Usage – 45 ; Reading Skills – 50 ; and Numerical Skills – 53
DMS, VN	CPAt (Form B): Language Usage – 52 ; Reading Skills – 58 ; and Numerical Skills – 60 CPAt (Form C): Language Usage – 51 ; Reading Skills – 54 ; and Numerical Skills – 59

The independent test proctor (ITP) may deem it appropriate to allow an applicant to retest if (1) the applicant's performance was influenced by factors other than ability, such as illness, improper administration of the test, and interruption when giving the test or (2) there is a significant change in the level of the applicant's ability. Only the ITP may administer the ATB exam. A designate may be assigned to administer the CPAt but must exclude admissions and financial aid staff.

Retest for ATB

- If the applicant fails the test on the first attempt, s/he may retest immediately on the alternate version.
- If the applicant fails the test on the second attempt, s/he must wait 60 calendar days from the date of the first attempt to test again. The retest will be on the first version.
- If the applicant fails the test on the third attempt, s/he may retest immediately on the alternate version.
- If the applicant fails the test on the fourth attempt, s/he must wait one year from the date of the first attempt to retest.

NOTE: All retests will include the entire ATB exam, regardless whether one of the sections is passed.

Retest for CPAt

- If the applicant fails the initial test with either form, s/he may retest within 30 calendar days on the alternate form.
- If the retest occurs after 30 days from the previous test, then the same form can be given again.
- If an applicant takes the same form of the CPAt after 30 days, s/he cannot retake the same form until at least 90 days after taking the test the first time.

NOTE: When retesting, only the failed section(s) must be taken again.

ATB Test Waiver

An applicant may choose to complete 225 clock hours (equal to 6 semester credit hours) rather than take the ATB entrance exam. If so, the enrolled student will be responsible for paying the institutional charges for these clock and credit hours and acknowledges that no financial aid funding will be disbursed toward these charges. Once the student has met the minimum requirement of successfully completing 225 hours (6 semester credit hours), any financial aid for which s/he is eligible will be disbursed accordingly to cover any institutional charges applied after the initial 225 clock hours. The applicant will sign a waiver form acknowledging his/her request and understanding of these conditions.

Attendance & Academic Policies

ATTENDANCE STATUS

Full-time students are required to be enrolled for a minimum of 16 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as less than 12 clock hours per week.

Repeating Module for Attendance Only

To demonstrate continuous enrollment status, students must be attending a scheduled module or be on an approved leave of absence. At times, a student may have to repeat a module for attendance only that s/he has already passed, while waiting for a needed module to recycle through the schedule offering. During modules being repeated for attendance only (designated as ATT801, ATT802, etc.), the student will not be responsible for lecture material, assignments, or exams; however, s/he is required to be in class daily or the cumulative attendance percentage will be negatively affected. During these “attendance only” modules, students may review material from previous modules, enhance lab skills, and/or complete additional assignments for supplemental training, as issued by the instructor or program director.

In accordance with federal regulations, a student will be scheduled for a maximum of six (6) consecutive weeks of “attendance only” modules, as necessary, and may be scheduled for less than six weeks at the discretion of CCA management and depending on the student’s program of study.

ATTENDANCE POLICY*

Student attendance is regularly documented through use of daily sign-in sheets on which students sign their full names (no initials) in blue or black ink. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform their instructor of an upcoming absence, if possible. **In order to receive attendance credit for the day, a student must attend at least one full class session. Absences that are made up before a module final exam will count toward a student’s cumulative percentage but will not count toward the module grade.** Failure to abide by CCA attendance policy will adversely affect academic progress and can lead to warning or termination.

Minimum Standards (Excluding Externship)

For all programs/courses except HHA, NA, PT-1, and VN, a student must attend classes a **minimum of 80% overall** in order to successfully complete the program. Additionally, a student must attend a **minimum of 80% of each module** in order to sit for the module final exam. For HHA, NA, PT-1, and VN, students must complete 100% of the scheduled clock hours. A student must also attend **more than half** of each module or s/he will receive an automatic “F” grade requiring the module to be repeated during its next scheduled rotation. A student will receive an “Incomplete” if s/he attends more than half of a module but less than the minimum required to test on schedule. Any absences made up after missing half the module but before the scheduled test date will count toward only the student’s cumulative attendance percentage. These made-up absences will not excuse the student from an “F” or “Incomplete” or from repeating the module. No student may begin his/her externship if the overall cumulative attendance is not at least 80 percent. ***VN students must also refer to the VN handbook for additional information.**

Extern for DA, DMS, ST, & VN: Students in these programs must complete 100% of their extern hours. (See section on Externship for additional information.)

Tardies/Early Departures

A **tardy** is defined as arriving more than 15 minutes late for the first class session. The 15-minute grace period for tardies applies to only the first class session. Students must arrive at the start of subsequent sessions or they will be marked tardy. An **early departure** is defined as leaving before a class session ends. Missed time for tardies and early departures in all programs/courses except HHA, NA, PT-1, and VN cannot be made up.

For **all programs except DA, DMS, and VN**, five (5) tardies and/or early departures equal one day of absence. For the **DA and DMS programs**, three (3) tardies and/or early departures equal one day of absence. Calculation of absences resulting from tardies/early departures count against both the student’s cumulative attendance percentage and the evaluation criteria for module grades. ***VN students must also refer to the VN handbook for additional information.**

Attendance & Academic Policies

Termination for Consecutive Absences

For the **DA, HHA, DMS, NA, and PT-1 courses/programs**, a student will be terminated for missing three (3) consecutive class sessions. For **all other programs except VN**, a student will be terminated for missing ten (10) consecutive class sessions. A class session does not include a holiday during which school is closed. Consecutive absences that are made up by time or assignment will not excuse the student from this policy. ***VN students must also refer to the VN handbook for additional information.**

GRADING SYSTEM

Career Colleges of America uses the following scale as its standard grading system.

GRADE	PERCENT	DESCRIPTION	GRADE POINTS	GRADE	DESCRIPTION
A	90-100	EXCELLENT	4.0	CR	CREDIT RECEIVED
B	80-89	GOOD	3.0	FRP	FAILED / REPEATED / PASSED
C	70-79	AVERAGE	2.0	FRF	FAILED / REPEATED / FAILED
C-ADC*	75-79	AVERAGE	2.14	NG	NO GRADE / NO CREDIT
C-DA*	75-79	AVERAGE	2.14	I	INCOMPLETE
C-DMS*	75-79	AVERAGE	2.14	W	WITHDRAWN
C-HHA*	75-79	AVERAGE	2.14	No percent values apply and no grade points are awarded for the descriptors above.	
C-NA*	75-79	AVERAGE	2.14		
C-PT1*	75-79	AVERAGE	2.14		
C-ST*	75-79	AVERAGE	2.14		
C-VN*	75-79	AVERAGE	2.14		
D	60-69	BELOW AVERAGE	1.0		
F	0-59	FAIL	0.0		

*** NOTE:** A "C" grade for these programs/courses will be indicated on student transcripts as noted above by referencing the program/course abbreviation. Final scores of 74% and below are considered failing for these programs/courses.

ACADEMIC STANDARDS*

Career Colleges of America evaluates student academic performance on a 4.0 grading scale, whereby a cumulative grade point average (GPA) of either 2.0 or 2.14 (depending on the program) must be maintained for consideration of making satisfactory academic progress. (See program outline for information on Phlebotomy Technician course.)

All Programs/Courses Except MA, MB, & PT: Minimum 2.14 GPA is required (equivalent to 75% on a 100% grading scale). Final test scores or module grades of 74% and below are failing grades for these programs/courses. (Refer to Remediation Policy regarding retesting for failed modules.)

MA, MB, & PT: Minimum 2.0 GPA is required (equivalent to 70% on a 100% grading scale). However, a final module grade of "D" is considered passing for these programs.

Grading Formula – All Programs Except DA, HHA, NA, PT-1, & VN: Final module grades are determined by total points received resulting from a weighted application of grading criteria, i.e., module exam (60%), quizzes/assignments/lab skills (30%), and attendance (10%). For example, a module test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other two grading criteria to determine a student's overall module grade. If a student fails the final exam for any given module in any program, s/he will receive a failing grade for the module regardless whether the calculation of other grading criteria would have resulted in a passing grade.

Each module in the **ST program** includes four weekly topic exams that represent the 60% weighted value of the overall module grade. For this 60% grade value, the first three exams are worth 10%, 20%, and 30%, respectively; and the fourth exam (comprising all four topics) is worth 40 percent. The fourth exam is cumulative and serves as the module final exam. Students will be tested cumulatively on each topic generally at the end of each week.

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Grading Formula – DA: The final grade for all in-house modules is determined by total points received divided by total points possible, resulting from the evaluation of point totals the student earns for the module final exam, weekly quizzes, terminology, and participation in class and lab. These criteria will comprise 90% of the weighted grade for each module; the remaining 10% of the weighted module final grade is based on student attendance.

Grading Formula – HHA, NA, & PT-1: Grades are determined by total points received divided by total points possible. For the lecture/theory classes, letter grades are assigned according to the grading scale above. For clinic/lab training (extern), student performance will be graded as either “pass” or “fail”. “Pass” is defined as the student having met the clinical objectives/skills and complying with all rules of the clinical facility and those of Career Colleges of America. “Fail” is defined as the student not having met clinical objectives/skills and/or having demonstrated unsatisfactory performance and/or not complying with all rules of the clinical facility and/or those of Career Colleges of America.

Grading Formula – VN: Grades are determined by total points received divided by total points possible. Grading for clinical training is Pass/Fail. ****VN students must also refer to the VN handbook for additional information.***

CPR TRAINING

Students are provided CPR training during enrollment and will receive a Basic Life Support Card upon passing the requisite exam. Students must achieve a **minimum score of 84%** (equivalent to a “B” letter grade), in accordance with guidelines set forth by the American Heart Association (AHA). A lower score is considered failing. If a student fails the initial exam, s/he may retake another version but must do so the same day. If a student does not retest the same day or fails the retest, s/he must repeat the course when offered again, if available. Alternatively, the student must obtain CPR certification during enrollment by completing a course conducted by AHA at his/her own expense. ***(See below for additional policy conditions specific to each program.)***

CPR for DMS, HHA, NA, & VN: For these programs, CPR training is conducted outside of the normal class session since it is not formally part of the curricula and, therefore, does not carry any clock or credit hours in addition to the published program/course length. CPR certification must be obtained before placement at extern.

For the **DMS program**, CPR training is held generally on Friday during the last module of the last level the student takes (can be Level 3, 4, 5, or 6 depending on the order in which these levels are taken). For the **VN program**, CPR training is conducted generally prior to the sixth week of enrollment, at which time students are placed off site for clinical training (extern). CPR class for VN students may be held on various days outside their normal class schedule or on Friday.

For **ADC, HHA, and NA**, students must attend the earliest available session offered on Friday for either the DMS or VN program, unless a special class is provided earlier.

As all of the above program offerings follow a Monday-Thursday schedule for in-house training, an eight-hour class is normally held for CPR training given on Fridays, commensurate with that conducted by AHA.

CPR for DA: The CPR test serves as a quiz and, therefore, the score is calculated as part of the 90% grading criteria for determining a grade for the module. The final score achieved (whether passing or failing) will be averaged with other scores (e.g., quizzes, terminology, and participation in class and lab) and then multiplied by 90% to determine the value points. A student who fails the retest may take the CPR training with a class only from either the DMS or VN program, if available. Otherwise, s/he must obtain certification through AHA, as noted above.

CPR for MA, MB, & PT: The CPR test serves as a quiz and, therefore, the score is calculated as part of the 30% grading criteria for determining a grade for the module. The final score achieved (whether passing or failing) will be averaged with other scores (e.g., quizzes, assignments, lab skills) and then multiplied by 30% to determine the value points. A student who fails the retest may take the CPR training with a class only from either the DMS or VN program, if available. Otherwise, s/he must obtain certification through AHA, as noted above.

CPR for ST: CPR training is conducted during the first topic of module SRT204. If the student fails the CPR exam, s/he may retest one time for this topic. If failed again, the higher of the two numerical scores will be applied to the overall grade for the module. In such cases, the student may continue with the rest of the training for the module but must obtain CPR certification through AHA, as noted above, but no later than by the end of Level 3. Otherwise, the student’s placement at extern may be delayed.

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SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to receive federal financial aid, students must make satisfactory academic progress toward a certificate or diploma. SAP will be conducted at the end of a student's payment period, as required by federal regulations effective for all starts on or after July 1, 2011. A printed copy of the policy will be provided upon written request.

SAP Requirements

Standard 1 – Grade Point Average or GPA (Qualitative Measure): The student must maintain a minimum qualitative measure of progress defined as the cumulative GPA, which is either a 2.0 or 2.14, depending on the program or course.

Standard 2 – Semester Credit Hour Completion Ratio (Quantitative Measure): The student must achieve a minimum passing rate of 67% of all clock hours attempted. Grades of "F" (Fail), "I" (Incomplete), and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

Standard 3 – Maximum Timeframe: The students must complete his/her certificate or diploma program/course within 150% of the published length, as reflected in the Program Chart contained in this catalog. Transfer credits are included in the maximum timeframe calculation.

STATUSES OF SAP

SAP Warning: Students who fall below any of the three SAP standards will be placed on "SAP Warning" status for one payment period. As a result, the student will be required to meet with a student services representative to discuss the minimum requirement(s) not being met and corrective action necessary to satisfy SAP requirements.

SAP Failure: A student who fails to meet SAP standards while on SAP Warning status will be placed on financial aid suspension and, therefore, immediately lose financial aid eligibility. As a result, the student will be required to meet with a student services representative to discuss his/her status. Students who have their financial aid canceled due to their failure to meet SAP standards will remain ineligible until they meet the minimum standard(s), for which they are failing SAP. During this time, the student will be responsible for payment of their tuition and associated fees. If the student does not make payment for applicable tuition/fees, s/he will be dropped from the program.

For either status above, the student must sign and receive a form detailing his/her status as SAP Warning or SAP Failure. The form will indicate the reason for the warning/failure status and the corrective action needed to achieve the minimum requirement(s) to meet SAP. A student's refusal to sign the form will not exempt him/her from the conditions of SAP Warning or SAP Failure and may lead to further disciplinary action including termination.

SAP TERMS AND OTHER INFORMATION

Credits Attempted: Defined as all courses for which a student receives a grade – whether passing or failing – and includes "W" (Withdrawn) and "I" (Incomplete) grades. Therefore, any and all grades received will count toward the credit hour ratio detailed above in Standard 2 of the SAP requirements.

Credits Completed: Defined as all courses for which a student receives a passing grade.

Credits Included in Credit Completion Calculation: In addition to courses in which the student is enrolled, challenged credits and transfer credits are included in the calculation of completed credits. However, any credits audited by a student do not count as either credits attempted or completed.

Impact of Repeated Courses: Repeated courses count as credits attempted during each payment period in which the student is enrolled. However, a repeated course will count one time as credits completed the first time the student receives a passing grade for the course.

Credit Completion Warning: Students placed on SAP Warning for lack of credit completion are advised that, if any other SAP standards have generated a "hold" on their record, those standards and conditions take precedence over the credit completion warning.

Regaining Financial Aid Eligibility for Credit Completion: A student must successfully complete enough credits to meet the minimum 67% completion requirement in order to be removed from financial aid suspension.

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PROBATION FOR ATTENDANCE AND CONDUCT*

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance or conduct. Probation will occur if the student's cumulative attendance is below the minimum standard when formally reviewed at the end of his/her payment period or if s/he is determined to have exhibited misconduct (e.g., foul language, disrespect to staff/students, etc.). The campus director also has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated absences, tardies/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy. For the VN program, a certain number of absences during a level will lead to automatic probation. ****VN students must also refer to the VN handbook for additional information.***

Students placed on probation for attendance and/or conduct issues will sign and receive a written notice indicating the duration of and reasons for the probation, including corrective actions required to remain in good standing. If the student fails to comply with the stated corrective actions, s/he will be terminated. Exceptions may be made due to extenuating circumstances, at the discretion of the campus director, and only upon receipt and approval of applicable supporting documentation. A student's refusal to sign the probationary form will not exempt him/her from the conditions of probation and may lead to further disciplinary action including termination. Periods of an approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the probationary period.

The length of probation is thirty (30) calendar days unless otherwise stated for a specific reason. At management's discretion, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met. If the student has not satisfied the terms of probation but has made substantive improvement, the campus director may extend the probationary period for fifteen (15) calendar days. If the student fails to comply with the extended probationary conditions, s/he may be suspended or terminated.

COURSE INCOMPLETES

A student will receive an "Incomplete" grade for a module if s/he (1) attends more than half of the module but does not satisfy the minimum attendance requirement by module test day or (2) has sufficient attendance to test but does not sit for the scheduled module final exam. A grade of Incomplete cannot be given as a final grade. The "I" grade will automatically change to an "F" grade if the student does not sit for the make-up exam within the program's allotted time period. This will require the student to repeat the module. (See *Make-up Policy and section titled Course Repetitions for conditions specific to each program.*) If a student is terminated with a grade of "Incomplete" for any module, the "I" will be changed to a "W" (Withdrawn) and be reflected as such on the student's academic record.

MAKE-UP*

This policy applies to making up module exams in all programs except HHA, NA, and PT-1, as well as missed topic exams for the ST program. The policy also applies to specific timeframes for making up absences in all programs/courses. Students are strongly advised not to miss class unless absolutely necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible. **Missed quizzes cannot be made up; in such cases, a zero point value will be applied to the grading criteria.** In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module. ****VN students must also refer to the VN handbook for additional information.***

If class is missed, it is the student's responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the module. To make-up scheduled class hours by time or assignment for all programs except VN, the student must submit the Petition Request form to Student Services for a make-up log. ****VN students must also refer to the VN handbook for additional information.***

Attendance Make-up: Absences that are made up before a module final exam will count as a day present toward the student's cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 14 calendar days from the module end date; otherwise, the absence(s) will be permanent on the student's attendance record.

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Module Exam Make-up: If a missed module exam is not made up within the established timeframe for a particular program, the student will receive an “F” grade and will have to repeat the entire module when offered again. **The highest numerical score applied to a make-up exam is 75% (or 84% for the CPR exam), regardless whether the actual score attained is higher.** This score will be calculated with other grading elements to determine the overall final grade for the module. Students must consult directly with their instructor or program director to schedule and sit for a make-up test. The exam will be administered outside the student’s normal class schedule.

Make-up Timeframes: For the **DA, DMS, MA, MB, and PT programs**, module exams must be made up within 14 calendar days. For the **ST program**, module and topic exams must be made-up within one week of the exam date. Failure to take the make-up module exam within the stated timeframes will result in an automatic “F” for the module, and the student will have to repeat the module in its entirety. Failure to make-up a topic exam in the ST program will result in a zero points value for that topic. *(DMS and ST students also must refer to the following two sections on prerequisites and level breaks.)* ***VN students must also refer to the VN handbook for additional information.**

Make-up Timeframes for HHA & NA: Students will be tested each Thursday for the material covered that week. All required absences and tardies/early departures must be made up before testing. If absent on test day, the student must make-up the next day (Friday) and sit for the make-up exam (refer to policy above). If a student fails the module final exam, s/he may remediate (retest) but this also must be done the next day (Friday). *Students in these two program offerings are advised to review the Remediation Policy for more specific terms and conditions.*

Make-up Timeframes for PT-1: Make-up of any time missed must be done in another class session on the same topic. Make-up cannot be done by assignment outside of class. Missed time during externship must be made up in order to complete the minimum number of required hours and minimum number of punctures.

Prerequisites Affecting Make-up (DMS, ST, & VN): Certain modules and/or levels must be taken and/or successfully completed in a designated order. *(See program outlines under section titled Tuition and Program Information.)* If applicable to a designated program or level, students must successfully complete the last module in a level before progressing to the next level, including externship. Students in programs/courses that do not hold class on Friday are strongly advised to utilize Fridays for make-up and remediation purposes in order to ensure continued progression through the training.

Make-up During Level Breaks: If a missed module exam is for the last module to be completed in any given level and the following week is a scheduled break, the student must sit for and pass the exam during the break. Otherwise, s/he will not be able to progress to the next level when it begins. As a result, the student will have to wait for the next needed or available module to recycle through the schedule offering, which will extend their enrollment.

COURSE REPETITIONS*

A student must repeat (retake) any failed module to attain a passing grade. Grades earned for repeated modules will replace the original grade in determining academic progress and GPA; however, all module final grades will be on the student’s transcript. **A student cannot repeat a module s/he passed in order to obtain a higher grade.** There are limits as to how many times a student can repeat a particular module or a certain number of modules in a level, depending on the program *(see below)*. To repeat a failed module during the next available offering, students in all programs except VN must submit the Petition Request form to Student Services. If the request is not voided before the module start date, the student will be obligated to the schedule and tracked accordingly for attendance and academic purposes.

Note: *The Course Repetition policy does not apply to the NA and VN programs, stand-alone courses, and extern modules. Students in all programs except VN, should refer to the Maximum-F Rule Policy (as applicable) for additional information regarding limits on repeating failed modules.*

DA, DMS, & ST: Students can take any module a maximum of two (2) times but must pass it by the second attempt. Therefore, a student may repeat any failed module a maximum of one (1) time. There is no charge for repeating a failed module. **Exception for ST program:** Students can take SRT400 a maximum of three times but must pass it by the third attempt. There is no charge for repeating this module a second time. *(Refer to the Remediation Policy regarding retesting a failed module and the Maximum-F Rule Policy regarding limits on failed modules.)*

ADC, MA, MB, & PT: Students can take any module a maximum of three (3) times but must pass it by the third attempt. Therefore, a student may repeat any failed module a maximum of two (2) times. There is no charge for the

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first time a failed module is repeated, but a student must remit payment before being scheduled to repeat the module a second time. If a student fails a module after repeating it the second time, s/he will be terminated from the program.

VN: Students cannot repeat a failed module, as each module (system) and level is a prerequisite to the next. ***VN students must also refer to the VN handbook for additional information.**

Charge for Repeating a Module: The cost for repeating a module a second time is calculated at a “per-credit hour” rate. The program tuition amount is divided by the program’s total clock hours. That number is then multiplied by the total number of hours for the repeated module (e.g., 45, 90, 96) to determine the cost to be charged. The tuition amount is taken from the Program Tuition Chart reflected in the School Catalog applicable to the student’s enrollment.

REMEDATION

This policy applies to only the DMS, NA, ST, and VN programs, as well as to the HHA and PT-1 courses; however, it does not apply to extern modules. It allows students to demonstrate improvement in cited areas of deficiency by remediating (retesting) a failed module, in order to progress through the program. **Remediation does not apply to modules receiving automatic “F” grades resulting from the student’s failure to take a make-up test in time. Additionally, “F” grades for a module are considered final only after the student fails the remediation exam.**

Certain conditions apply relative to the number of times a student can remediate during various levels, depending on the program. **Students may remediate a failed module only one time.** If a student fails the remediation exam for a module, s/he must repeat the module when offered again. This applies only if the “Maximum-F Rule” is not in force (see below). If it is, the remediation failure will result in automatic termination from the program. Under no circumstances can a student progress to another level with a module to be remediated. (See exception below for DMS program.) ***VN students must also refer to the VN handbook for additional information.**

Following a failed module, the student will be formally notified of the remediation process, during which deficient areas will be identified for the student to review. The student will sign an advisory form acknowledging remediation and will have one week from notification to take the remediation exam. **The highest numerical score applied to a remediation exam is 75% (or 84% for the CPR exam), regardless whether the actual score attained is higher.** This score will be calculated with other grading elements to determine the overall final grade for the module.

DMS Program: Students may remediate (retest) a maximum of two (2) failed module exams in Level 1 or Level 2 and a maximum of one (1) failed module exam in Levels 3–6. A third failed module exam in Level 1 or Level 2, or a second failed module exam in Level 3, 4, 5, or 6 will result in consultation with the student to determine his/her eligibility to progress to another module in the same level or a module in a different level. If this option is not allowed, management will consider placing the student on a leave of absence or scheduling the student for a maximum of one “attendance only” module. In deciding which option to use, management will take into account the student’s attendance, academic performance, and conduct, as well as the scheduling availability of needed modules.

HHA & NA: Students may remediate (retest) a maximum of two (2) failed module exams during the training. Remediation must be conducted on the Friday following the failed module final. If the student fails the remediation exam, s/he will be terminated from the program and must be approved to re-enroll in order to complete the training.

PT-1 Course: After a failed weekly exam, students may remediate (retest) one time the following day. The highest score applied to a remediation exam is 75%, regardless whether the actual score attained is higher, and will be applied to other criteria to determine the overall grade. A failure after remediation on either of the two weekly exams results in an “F” grade for the course.

ST Program: Students may remediate (retest) a maximum of two (2) failed module exams in Level 1 and one (1) failed module exam each in Level 2 and Level 3. If the student fails the module remediation exam, s/he must repeat the entire module. A third failed module in Level 1 or a second failed module in either Level 2 or Level 3 will result in automatic termination. **Students cannot remediate module SRT400.** (Refer to policies on Course Repetitions and the Maximum-F Rule.)

Students in the **ST program** may also remediate each of the first three topic exams in a module one (1) time; however, students do not sign any formal notification for failed topic exams. If the retest for a topic exam is failed again, the higher of the two numerical scores will be applied for calculating the overall grade for the module.

VN Program: Students must consult the VN Student Handbook for detailed information on this policy.

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MAXIMUM “F” GRADES ALLOWED BEFORE TERMINATION

This policy does not apply to the NA and VN programs or to the HHA and PT-1 courses. For all other programs, students will be terminated for failing a certain number of modules or the same module after a certain number of times, depending on the program. This policy applies to all modules and levels, excluding externship. **This policy applies regardless whether any failed modules have been repeated and passed, and includes “F” grades resulting from remediation and from “Incompletes” that were not made up in time.**

A student’s eligibility for the Remediation Policy will be considered before applying the Maximum-F Rule Policy in determining whether the student should be terminated for reaching the stated limits.

DMS: A student may receive an “F” as a module final grade no more than two (2) times in any level. If a student attains a third module grade of “F” in any level, s/he will be terminated from the program.

ADC, MA & PT: A student may receive an “F” as a module final grade no more than three (3) times overall during the normal length of the program. If a student attains a fourth module grade of “F”, s/he will be terminated from the program.

DA & MB: A student may receive an “F” as a module final grade no more than two (2) times overall during the normal length of the program. If a student attains a third module grade of “F”, s/he will be terminated from the program.

ST: A student may receive an “F” as a module final grade no more than two (2) times in Level 1 and no more than one (1) time in Level 2 or Level 3. A third module final grade of “F” in Level 1 or a second module final grade of “F” in either Level 2 or Level 3 will result in automatic termination from the program. For module SRT400, the rule above for Level 1 applies.

EXTERNSHIP*

Externship is part of the program/course, therefore, students are not to be paid during this training. VN students attend off-site clinical training by the sixth week of enrollment; therefore, externship is integrated with in-house lecture/theory classes. Students in all programs/courses must complete externship with a satisfactory grade in order to complete the program/course successfully and receive a diploma. Except where noted, externship is subject to the same policies and procedures as the rest of the program/course. A student will not be allowed to begin externship if s/he has not met minimum attendance requirements and/or has not passed all modules. Certain extern sites may require a second criminal background check and/or documentation of additional health immunizations prior to placement at their site. (See section titled *Background Checks / Physical Exams under General Policies & Information.*) ****VN students must refer to the VN handbook for additional information.***

The extern site will assign a supervisor who will evaluate student progress and performance, along with ongoing follow-up by CCA. Lengths and schedules may vary depending on the site. (Refer to *individual program outline and course description.*) Completing less than the projected weekly hours may result in an extension to the student’s expected completion date. However, any hours completed in excess of the amount scheduled weekly will not count toward the student’s completion total. The specific site will be determined by CCA in conjunction with the student’s completed Extern Questionnaire. **Evening schedules cannot be guaranteed. Additionally, the following distances for student travel from campus to the site may be required: 20 miles for DA, HHA, MA, NA, MB, PT, and PT-1; 50 miles for VN; and 80 miles for ADC, DMS, and ST.**

Externship for all programs consists of one or more modules. If a student withdraws or is terminated during externship, any hours completed during the module will be voided. As a result, the student must repeat all hours that were previously completed during that module. A student may request to change an externship site only one time, unless prohibited by specific policy to a program. **If a student fails to complete externship after attending a second site, s/he may be terminated from the program/course.**

Extern for ADC: Students will demonstrate practical skills and training knowledge in a real-world setting, during which they will complete all 12 core functions.

Extern for DA: Extern is scheduled for 40 hours per week (8 hours per day) for four weeks, and is processed through the Career Services department.

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Extern for DMS: Students must complete 100% of extern and will attend the same site for the duration of their training, so a site will not be changed unless under extreme circumstance or prompted by the site. Some sites have multiple offices, so students placed at such sites may be assigned to various offices from day to day and/or week to week, per the site's discretion. Students also may be assigned to more than one company if the projected schedule at one site does not provide sufficient training time. The program director processes extern placement.

Extern for HHA, NA, PT-1: Student must complete 100% of extern; the program director processes extern placement.

Extern for MA & MB: Extern is scheduled for 40 hours per week (8 hours per day) for five weeks, and is processed through the Career Services department.

Extern for PT: Extern schedules are 6.5 hours per day and are processed through the Career Services department. Students must submit requisite documentation to the program director in a timely manner, including their license application and live scan, or their placement at extern will be delayed.

Extern for ST: Students must attend 100% of their clinical rotation hours and complete a minimum of 80 cases, of which at least 25 are done solo. Of those, 10 must be "Level I" core cases dealing with one or more specialties. Students do not receive any monetary remuneration during this training, nor will they serve as substitute for hired staff or other personnel (in the capacity of a surgical technologist) at the clinical site(s) to which they are assigned. The program director processes extern placement.

Extern During Breaks: Externship schedules may occur during summer/winter and/or program level breaks. If so, students are strongly advised to continue extern training with no interruption, as doing so will result in voided hours for the module and in their expected completion date being extended indefinitely. If a student's request for interruption is received and approved, s/he is further advised that the availability of sites cannot be guaranteed. Therefore, students whose externship is interrupted for any reason (e.g., LOA, request to change site) will more than likely be placed at another site upon their return to school and only after those students who are already in line for placement.

BACKGROUND CHECK AND PHYSICAL EXAM

Students applying to the **DA, DMS, HHA, NA, PT, ST, and VN programs/courses** will be subject to a criminal background check during the admissions process and possibly again before extern placement, depending on the site. If the check is unfavorable, the applicant may be denied admission or be ineligible for extern placement. The cost of the background check is covered by Career Colleges of America and is generally conducted by the program director. Before being formally admitted to a program, a student who receives an unfavorable background check will have to sign an advisory form regarding their potential ineligibility for placement in off-site training, if s/he still wishes to enroll.

Students in all programs except Medical Assistant and Medical Biller are strongly encouraged to provide valid documentation of a physical exam detailing immunizations at least a few weeks prior to extern placement or clinical training. Students in the MA and MB programs will be informed if they must provide such documentation, as it depends on CCA's extern agreement with certain sites. For all programs, a doctor will visit the campus to conduct a physical exam, if sufficient numbers of students needing the exam warrant a visit. Otherwise, students must visit the doctor designated by CCA to take a physical exam. In all cases, the cost of the physical exam is covered by CCA.

Students are strongly advised that placement at a given site may be jeopardized if the requirements involving either a background check or physical exam are not met in a timely manner.

LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) for emergency circumstances that prohibit him/her from attending school. Requests for LOAs must be made through and approved by the Student Services department. Such requests will be considered on an individual basis and are subject to the following conditions:

1. An LOA must be requested in writing, via a specific form provided to the student upon request, which must be completed in full. However, if unforeseen circumstances prevent a student from completing the form prior to taking an LOA, the School may grant the request if it documents its decision and collects the written request later.
2. A student will not be eligible for a leave of absence until after the first thirty (30) days of enrollment.
3. In no event can a student take an LOA for less than one week. If an approved LOA begins during a week, the remaining days of that week will be counted as one full week toward the total number of allowable weeks for LOA.

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4. The maximum timeframe for any approved leave of absence is one half the program length or 180 calendar days, whichever is shorter.
 5. A maximum of two (2) leaves of absence may be taken during any twelve (12) month period, and the total number of days/weeks for both LOAs cannot exceed one half the program length or 180 days, whichever is shorter. The 12-month period begins on the first day of the student's initial LOA. An additional LOA may be granted to military personnel called for duty, upon receipt of applicable documentation.
 6. If a leave of absence begins during a module, the student will be withdrawn from the module, and it will be rescheduled in its entirety upon the student's return. This includes extern modules.
 7. A student must return from an LOA at the beginning of a module that s/he has yet to successfully complete; a student cannot return into a module that s/he has already passed.
 8. Upon return from an LOA, a student's expected completion date will be extended, at minimum, for the number of weeks of the LOA period; and the extension can include additional weeks depending on the schedule rotation upon the student's return. Students are advised that they may also be required to attend an alternate class session (e.g., afternoon instead of evening) or different class sessions concurrently, at times, in order to complete the program within the allowable maximum timeframe.
 9. Students who fail to return to class on the scheduled "return date" following a leave of absence will be automatically terminated from the program. A student may return earlier than the scheduled return date as long as s/he returns at the beginning of a module that s/he has yet to successfully complete.
 10. Students making tuition payments to the School remain under that obligation during a leave of absence.
 11. Students will not be eligible for any financial aid assistance, nor will any training/enrollment verification forms be processed during a leave of absence.
- * **NOTE: LOAs are not permitted for the following programs and courses: Home Health Aide, Nurse Assistant, Phlebotomy Technician 1, and Vocational Nurse.**

SUSPENSION AND TERMINATION

Students are required to follow all rules and abide by all regulations while on campus or at extern and to exhibit respect for others and self-discipline at all times. **CCA strives to maintain a safe learning/working environment and has a zero tolerance policy for making threats to staff or students.** A student may be suspended or terminated for any of the following reasons:

1. Cheating or falsification/misrepresentation of material information in any School records including, but not limited to, application/enrollment paperwork, quizzes/exams, homework, and sign-in (attendance) sheets, whether inadvertent or deliberate;
2. Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law;
3. Stealing, defacing, or mutilating any School property (e.g., computers, labs, classrooms, offices, restrooms);
4. Disobedience or disrespect toward an instructor or administrative staff member;
5. Disrespect toward another student or behavior creating a safety hazard to students and/or other persons at the School, as well as making any threatening comments while on campus, including breaks, or at externship;
6. Possession of drugs, alcohol, or weapons on school premises;
7. Excessive absenteeism, including tardies and early departures;
8. Failure to meet financial obligations; or
9. Any other determined infraction of misconduct.

A student who is suspended from school is marked absent for all days s/he is on suspension and is not exempt from applicable school policies regarding poor attendance. Additionally, a student on suspension will not be eligible to receive Title IV financial aid disbursements during the period of suspension. A student's refusal to sign the suspension form will not exempt him/her from the conditions of suspension and may lead to further disciplinary action including termination. If terminated for consecutive absences, the date of determination of the student's withdrawal will be either the third or tenth consecutive day of absence, as applicable to a particular program, for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*).

Attendance & Academic Policies

GRADUATION REQUIREMENTS AND CEREMONY

Upon successful completion of the training program, a student will earn a diploma and final official transcript, provided the student meets all of the following conditions:

1. Achieves a minimum cumulative grade point average (GPA) of 2.0 for the MA, MB, and PT programs, or 2.14 for all other programs/courses;
2. Achieves a minimum cumulative attendance percentage* of 80%, as well as 100% for extern if required by a specific program/course;
3. Is present on the last scheduled day of the program/course; and
4. Satisfies all financial obligations to the School and completes an exit interview with the financial aid department regarding repayment of his/her loan(s).

Diplomas and final transcripts are issued generally within four to six weeks of the completion date. During this time, graduates can request a formal letter verifying completion of the program provided the above conditions are met.

CCA holds a graduation ceremony for all campuses twice a year, generally during the months of January and August, for graduates who completed their program during the last 12 months. Recognitions and awards are presented at the ceremony to those graduates with both perfect attendance during their program training and a cumulative GPA of 4.0 at completion of the program. Students are advised that make-up of any absences, tardies, or early departures does not count as perfect attendance.

CCA may hold a separate pinning ceremony for graduates of the Vocational Nurse program, which may include classes from other campuses. Please see the VN program director for more information.

General Policies & Information

ORIENTATION FOR NEW STUDENTS

Each department conducts a short presentation to all new starts, which is normally held before the first class session. The orientation includes an introduction to CCA staff and a detailed overview of various CCA policies as outlined in this catalog. Prior to orientation, new students will sit for a picture for their ID badge and complete any outstanding paperwork.

DRESS CODE

Prospective students are provided the dress code policy during the enrollment process, which identifies more stringent requirements for certain programs. During the admissions process, applicants sign an acknowledgement form that they agree to abide by the policy and have received a copy of the policy. Extern sites, including hospitals for Vocational Nurse clinical training, also may dictate a dress code policy somewhat different than that from CCA. If so, the site's policy will override CCA's. **Students are strongly advised to adhere to the dress code, as failure to do so can result in not being admitted to class or being dismissed from campus or extern and marked accordingly for attendance. Repeated infractions also can result in probation, suspension, or termination.**

COMPUTER LAB

CCA provides computer labs, a variety of software directly related to the various programs, and general applications such as typing tutors and applications for word processing and spreadsheet/database. Students are prohibited from downloading or using any external software on CCA computers, which are to be used only for school/program purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Career Colleges of America complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Family Policy Compliance Office / U.S. Department of Education / 400 Maryland Avenue, SW / Washington, DC 20202-4605.

TRANSCRIPTS AND RECORDS

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the student. Students must complete the Petition Request form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of five dollars (\$5.00) will be required for any additional transcripts. CCA will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including the following: F, W, FRP, and FRF (see section on Grading System for grade descriptions.)

CCA maintains a file for each student that contains all requisite information on his/her enrollment, financial aid, and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of a CCA employee and/or request to have the file copied, excluding any and all test materials. Students have the right to review and/or amend their educational records no later than 30 days after the institution receives a written request. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when s/he is notified of the right to a hearing. Following the

General Policies & Information

hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

No officer, administrator, or employee of Career Colleges of America shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent with the exception of any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period. For graduates, a copy of the diploma and official transcript are maintained permanently.

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature while at the College. No student, applicant, faculty member or other employee of Career Colleges of America shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that s/he is a victim of sexual harassment by any student, applicant, faculty member or other Career Colleges of America employee should bring the matter immediately, in person, to the attention of the campus director or CCA president or call the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned school officials. Career Colleges of America will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

CRIME AWARENESS AND CAMPUS SECURITY

On a yearly basis, CCA publishes the *Campus Security Disclosure Statement* form that contains detailed information regarding crime statistics for the College. Additionally, the College distributes pertinent information related to the school's policies and procedures for maintaining campus security. This information provides the student with detailed information of the College's procedures and measures for crime prevention and instructions for reporting crimes.

VETERANS INFORMATION

Instead of a high school diploma or equivalent, veterans may submit a valid DD-214 form for admission to a program. Additionally, veteran applicants must provide the original or certified copy of transcripts for any postsecondary educational training, as applicable. An evaluation of these transcripts will be done prior to enrollment to determine if any prior credits can be accepted toward enrollment at CCA. If so, the applicant's enrollment will be shortened accordingly. All veteran applicants will meet with a VA certified school official in addition to the admission requirements included in this catalog. Transcripts and evidence of evaluation will be kept in the student's file.

CCA also maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the program, withdraws or is terminated at any time prior to completion. The policy also provides that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the program does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other costs that the length of the completed portion of the program bears to its total length. For information or resolution of specific payment problems, the veteran should call the DVA at (800) 827-1000.

Veteran students who fail to comply with either SAP Warning/Failure requirements or attendance/conduct probationary conditions will be terminated. To remain eligible for veterans' benefits, veterans and eligible persons must complete their program of study in the originally contracted length of time; therefore, the maximum timeframe policy does not apply. **Veterans and eligible persons who have not met the minimum SAP standards or conditions of attendance/conduct probation by the end of the review period will be reported promptly to the VA, and their benefits will be interrupted. Additionally, Veterans benefits will not be paid for modules repeated for attendance only.**

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JOB PLACEMENT ASSISTANCE

Placement assistance is a privilege of any graduate who requests it and who follows CCA guidelines. The Career Services department has experienced and dedicated staff to provide graduates with job placement assistance. Placement assistance is available to all students who successfully complete the requirements for graduation in their respective program but may be denied to a student/graduate who is uncooperative with CCA staff. **CCA does not guarantee placement.**

While the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. CCA will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services department will instruct and guide students/graduates with career planning, interviewing techniques, résumé preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews; and excessive jewelry or body piercing may be cause for distraction during an interview.
- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.
- The Career Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such cases, the department will look in other areas within a reasonable distance from the student's chosen area.
- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Career Services department of his/her contacts and activities.
- The Career Services department never warrants, guarantees, or promises a particular level of compensation. Compensation depends solely the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.
- It is essential that the student not only to be proficient in his/her field of study but also be able to sell his/her abilities during an interview.

OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO CCA GRADUATES!

PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.

WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.

TRANSFER OF CREDIT*

The transferability of credits you earn at CCA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your chosen program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 (CCA) will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCA to determine if your credits or diploma will transfer. Students are advised that CCA has not entered into an articulation or transfer agreement with any other college or university for the purpose of accepting transfer of credit. Upon receipt of a student's written request to transfer out, CCA will offer guidance regarding the transfer process. Assistance may include, but is not limited to, providing the student an official transcript, syllabi, and/or course outlines/descriptions.

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Students previously enrolled in an accredited institution may submit their academic record/transcript for review and consideration of possible transfer of credit when applying to CCA. Instead of accepting a transfer of credit, CCA may administer a comprehensive exam for each course/module to measure or affirm the applicant's previous education and training. A minimum score of 75% on each exam is required in order to receive credit for that particular course. The maximum amount of the program that can be reduced by a transfer of credit is 30%, excluding externship, unless special circumstances warrant further consideration by the director of operations. Students who are granted such credit may also have their tuition reduced on a pro rata basis. ****VN students must refer to the VN handbook for additional information.***

CREDIT EVALUATION

Students with documented prior training in their chosen program of study can be tested for consideration of receiving applicable credit for that training. Such requests and valid documentation must be presented and approved prior to signing the enrollment agreement. The evaluation will be based on a written and/or oral exam, as well as an assessment of lab skills, if applicable. Credit allowed will be reflected on the enrollment agreement, and the length of the program will be shortened accordingly. Any applicable third party (e.g., rehabilitation counselor, DVA, etc.) will be notified of the student's adjusted enrollment.

COURSE CHALLENGE*

Prospective enrollees and students may challenge a course (module) to be exempt from having to take that particular module during their enrollment. The applicant or new student will take the applicable module exam(s) to demonstrate sufficient knowledge of the material. All requests to challenge any course(s) must be submitted to CCA within the first week of enrollment, and all course challenge exams must be completed by the second week of enrollment.

Note: Applicants to the ADC program cannot challenge a course that they have not taken previously, as mandated by CAADAC.

The cost to challenge a course is \$100.00 per 0.75 credit hours. For example, the challenge of a two-week module of 1.5 credits will be \$200.00. If the challenge test is passed, the student will receive credit for the course, and the transcript for the course will reflect "Cr" to denote credits earned. If the student fails the "challenge test", s/he will be required to take the course and achieve a passing grade to earn credit; and the fee paid for the challenge test will be applied toward the tuition of the program. The maximum percentage of the program that a student may challenge is 30%, excluding externship. Applicants and students are advised that successful course challenges may affect the amount of financial aid award for which the student is eligible. ****VN students must refer to the VN handbook for additional information.***

RE-ENTRY

Students who were terminated or who voluntarily withdrew from their program must submit a letter requesting approval to re-apply. The letter must clearly demonstrate that the condition(s) causing dismissal have been corrected to afford CCA management a measure of confidence in the student's ability to succeed. Upon such approval, the applicant may apply for another enrollment and must follow all admissions policies and procedures, except for the entrance test. Scores on the entrance test are good for life, unless minimum requirements were revised and the student's previous scores do not meet the new minimum standards. Applicants approved to re-enter the program will be evaluated by the program director or a designee for evaluation of retained skills. This evaluation will determine whether the student's level of retained skills and knowledge is sufficient to warrant excusing the student from repetition of certain courses in the program. The length of any allowable LOA will be based on the student's new re-entry schedule.

If a student was terminated for not fulfilling his/her financial obligation to CCA, s/he must make arrangements to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time will not be eligible to reapply for 12 months from the date of determination of their second termination.

PERSONAL PROPERTY / LIABILITY

CCA is not responsible for loss or damage to personal property or for personal injury. This includes, but is not limited to, inadvertent needle sticks during medical program lab sessions or externship, contact with blood, or any other potential hazard that may occur while on the school grounds or at a school function outside the facility. CCA strongly advises students to obtain their own health insurance coverage for the period of their enrollment in order to cover any potential costs due to unforeseen injuries while enrolled.

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DRUG AND ALCOHOL PREVENTION PROGRAM

In compliance with federal and state law, Career Colleges of America maintains a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited and must sign a statement indicating that they are aware and will abide by CCA's Drug Prevention program. Students violating this policy will be subject to immediate termination. The program consists of:

1. Distribution of the *Drug & Alcohol Abuse Policy Statement* form (provided at time of enrollment) that describes the perils of drug abuse, including life threatening factors and other health risks associated with the use of illicit drugs and alcohol. Students are required to sign and date this form for inclusion in their file.
2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
3. Referrals to workshops and seminars with outside experts conducting lectures on anti-drug abuse.

SMOKING

Career Colleges of America maintains a smoke-free environment. Smoking areas are designated outside the school facility. Smoking is not permitted in restrooms, classrooms, or other interior areas of the College. Violation of this policy will result in disciplinary action.

FOOD AND DRINKS / STUDENT LOUNGE

No food (including candy and gum) or open drinks are allowed in school buildings, unless approved by CCA management. Only closed-lid bottles are permitted. Additionally, no food may be eaten in the front entrance areas, lobbies, hallways, bathrooms, or stairwells. A student lounge is available for eating and leisure during breaks. Students are strongly advised to respect the rights of all students and staff by maintaining a clean environment.

PERSONAL CALLS AND VISITS

Pay phones are available in various locations throughout the building as a convenience to students. **Students cannot use CCA's office telephones for personal use, and cell phones must be turned off during class.** Messages will be taken if CCA receives a call for a student. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message.

Visitors are welcome to CCA and must check in at the front desk. A guided tour will be arranged by appointment. **Children are not allowed in classrooms or labs at any time and cannot be left unattended.** Students are strongly advised that, due to federal privacy laws, CCA staff will not reveal a student's status to anyone visiting the campus, including family members. Exceptions will be made to those persons indicated by the student on his/her Buckley Amendment form or to comply with a judicial order or lawfully issued subpoena.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, or hospitals may be scheduled by the instructor. The purpose of field trips is to augment classroom instruction by exposing students to the working world in their respective career field. Guest speakers may be invited to reinforce classroom training. Students are required to attend all scheduled field trips instead of attending school for that day or they will be marked absent.

TUTORIAL ASSISTANCE

Career Colleges of America provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. However, students are urged to take the initiative in seeking help directly with their instructor or program director.

STUDENT ACADEMIC ADVISEMENT

CCA's faculty and staff are available to advise students on academic problems and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress in order to successfully complete the program.

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CHANGE OF ADDRESS

Students must submit a Petition Request form indicating any change of address or telephone number(s) immediately to the Student Services department. Request forms are available at the front desk.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

CCA understands that students may require assistance regarding personal issues while enrolled. CCA maintains information pertaining to local temporary housing, child-care facilities, babysitting services, and local transportation, all of which will be provided upon request. If you are seeking part-time employment while at school, please see the Career Services department. If other information is required, please make your request at the front desk.

FACULTY QUALIFICATIONS

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach. Additionally, Vocational Nurse instructors must be either a registered nurse or licensed vocational nurse, in accordance with mandates set forth by the BVNPT. Surgical Technology instructors must be a CST no later than one year after hire in order to teach Level 2, Level 3, or clinical rotation (externship), in accordance with mandates set forth by the AST.

APPEALS

Students may appeal decisions on suspension, termination, and denial of credit transfer if they believe them to be unjust. A written appeal must (i) specify the basis for the request, (ii) include any relevant documentation, and (iii) be submitted to the campus director within five (5) days of such a decision. After review by management, the School will respond to the appeal within three (3) days of it being filed.

COMPLAINT PROCEDURE

When problems arise, students should make every attempt through CCA's formal complaint procedure to find a fair and reasonable solution to the matter. Students are encouraged to bring any complaints first to the attention of their instructor who will attempt to resolve the problem. If the instructor is unsuccessful or unable to assist the student, then s/he will notify the program director.

If the problem still cannot be resolved, the campus director and/or director of operations will be notified; and s/he will investigate the complaint by gathering information and documentation. Upon the director's review and determination, the student will be informed of the decision and a summary of the decision maintained on file. However, only after the student has exercised all the available channels within CCA's formal complaint procedure, and the problem(s) has not been resolved, the student has the right, and is encouraged, to take the following steps:

1. Contact the ACCET office by mail. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds up the process. The student's complaint letter must contain the following:
 - a. The nature of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The name(s) of the individual(s) involved in the problem(s), within the College and/or other students that were involved;
 - d. Copies of important information regarding the problem(s) – facts, not rumors, lead to solutions;
 - e. Evidence demonstrating that CCA's complaint procedure was followed prior to contacting ACCET; and
 - f. The complainant's signature.
2. Send to: ACCET Complaint Administrator / 1722 "N" Street, NW / Washington, DC 20036
Phone: (202) 955-1113 / Fax: (202) 955-1118

Unresolved complaints may also be directed to the state licensing agency: Bureau for Private Postsecondary Education (BBPE) at P.O. Box 980818, West Sacramento, CA 95798-0818; Tel: (916) 574-7720 or (888) 370-7589 / Fax (916) 574-8646; or visit www.bppe.ca.gov.

Vocational Nurse students should contact the Board of Vocational Nursing & Psychiatric Technicians at 2535 Capitol Oaks Drive, Suite 205 / Sacramento, CA 95833-2945. Phone: (916) 263-7800 / Fax: (916) 263-7859.

WIA participants also may be directed to their respective WIA representatives. Participants are requested to see the Student Services department for their counselor's address and phone number.

Financial Assistance & Payment

TUITION PAYMENT

Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of the CCA's tuition payment plans. Several payment plan options exist, and a staff of well-qualified financial aid officers will assist students in financial advising and applying for aid through financial assistance programs. CCA participates in several types of Title IV programs, most of which are based on financial need. Those seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). Financial aid staff use this form to determine a prospective student's needs and to assist in deciding what resources are best suited to his/her circumstances. Students who fail to make a good-faith effort to process their financial assistance paperwork or to make payments in a timely manner may be subject to disciplinary action.

Financial arrangements must be made with the financial aid department and prior to enrollment. Private payments are made through CCA's business office or an authorized designated party, depending on the campus. Payments may be made with cash, check, money order, or credit card, and are payable to Career Colleges of America. Checks returned for insufficient funds will be charged the current processing fee, as published in this catalog. If tuition payments made by check are returned more than once for insufficient funds during the term stated on the enrollment agreement, all future payments must be in cash or by money order.

Past Due Accounts:

Delinquent tuition payments over 30 days may cause an interruption to a student's training. Delinquent tuition beyond 180 days may be turned over to an outside agency for collection efforts. Students who have been dismissed for non-payment of tuition will not be considered for re-admittance until all delinquent tuition payments have been paid in full. CCA reserves the right to withhold student transcripts for completed clock/credit hours that have not yet been paid.

CANCELLATION

You have the right to cancel the enrollment agreement for the program of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the agreement, until midnight of the 30th calendar day after any of the following: (a) the first class you attended; (b) you received a copy of a notice of cancellation; or (c) you received a copy of the agreement and applicable disclosures. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the front page of the enrollment agreement. You can do this by mail, hand delivery, or email; or, you may cancel by telephone. If you cancel the agreement, the School will refund any money that you paid within 45 days after receipt of your notice of cancellation.

Additionally, the School also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his/her agreement prior to the scheduled class start or may never attend class (no show). The School may consider a withdrawal after the class start as a cancellation or no show and, therefore not consider the applicant as a new start. Additionally, the School reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

REFUNDS AFTER WITHDRAWAL FROM PROGRAM

As a student at CCA, you have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the agreement, which is until midnight of the 30th calendar day following the first class you attended, CCA will remit a refund, less any applicable registration fee, not to exceed \$100.00 (\$10.00 for VA), STRF fee, and those administrative charges listed in the School Catalog under the section titled *Other Fees* within 45 days following the date of determination of your withdrawal.

Pro Rata Refund Policy

CCA applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, CCA will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, CCA will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

Financial Assistance & Payment

1. Determine the tuition institutional charges for the period of enrollment.
2. Divide the tuition charges by the total number of hours in the period of enrollment to determine the tuition charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF fee, and those administrative charges listed in the School Catalog under the section titled *Other Fees*, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the School. The amount not paid by the student for the total institutional charges is the amount the student owes to the School.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.

Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 920-clock hour program, but was terminated after completing 200 clock hours. The student paid \$5,000 as of the withdrawal date (charges listed below):

Tuition:	\$ 14,065.00
Registration Fee:	100.00
STRF Fee:	35.00

- (a) Tuition charge per hour is \$15.29 (\$14,065.00 divided by 920 clock hours)
- (b) Total institutional charges equal \$3,058.00 (\$15.29 x 200 hours) + \$100 reg fee + \$35.00 STRF fee
- (c) Refund amount is \$1,807.00 (\$5,000.00 – \$3,193.00)

2. **Student completed more than 60% of the program:** A student enrolled in a 1,620-clock hour program, but was terminated after completing 1,100 clock hours. The student paid \$20,000 as of the withdrawal date (charges listed below):

Tuition:	\$ 29,330.00
Registration Fee:	100.00
STRF Fee:	70.00

- (a) Tuition charge per hour is \$18.11 (\$29,330.00 divided by 1,620 clock hours)
- (b) Total institutional charges equal \$29,500.00 (\$29,330.00 + \$100 reg fee + \$70.00 STRF fee; total institutional are charged since student completed more than 60%)
- (c) Balance owed by student is \$9,500.00 (\$29,500.00 – \$20,000.00)

DETERMINATION OF WITHDRAWAL DATE

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started. A student on an approved LOA retains in-school status for purposes of Title IV loans. However, students are advised that some or all of the grace period of the loan may be used up if they do not return from an LOA as scheduled since the withdrawal date is set retroactively.

REQUIREMENTS FOR FEDERAL REFUND VS CCA REFUND

In addition to the federal refund requirements for Title IV recipients, CCA as an institution will calculate a 60% pro rata refund for all students who withdraw or are terminated, regardless whether they received Title IV funds. However, the federal formula for return of Title IV funds may result in a larger refund than the institution's refund policy, in which case both the institution and student return to the appropriate Title IV program the sum that results in the larger of the two calculations. Therefore, after Title IV funds are returned, the student still may owe a balance to the institution.

Financial Assistance & Payment

RETURN OF TITLE IV FUNDS

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw or are terminated and who have completed 60% or less of the payment period for which they have been charged are subject to the new federal refund regulations per 34 CFR 668, 682 and 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the School must calculate the following:

1. The percentage of the payment period completed, which is determined by the number of days attended in the payment period divided by the total number of days in the payment period. (*Note: "days" = calendar days for purposes of this formula and, therefore, includes weekends and holidays. Only scheduled breaks of five (5) days or more and approved leaves of absence (LOAs) are excluded.*)
2. The amount of earned Title IV aid, which is determined by the net amount of Title IV funds disbursed and that could have been disbursed for the payment period multiplied by the percentage of the payment period completed.
3. The amount of Title IV to be returned, which is determined by subtracting the earned aid from the aid that was actually disbursed to, or on behalf of, the student.

The institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period. Unearned aid is allocated back to the Title IV programs in the following order, as specified by law:

- i. Direct Unsubsidized Loan Program
- ii. Direct Subsidized Loan Program
- iii. Direct PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- i. Federal Pell Grant Program
- ii. Federal SEOG Program (if applicable)
- iii. Other assistance awarded under this Title for which return of funds is required.

NOTE: *After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back per the terms of the borrower's promissory note.*

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by and/or registered with the BPPE to offer short-term career training. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program, as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of instruction within 30 days of the school being closed, or if the decline began earlier than 30 days prior to closure, a time period of decline as determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

Financial Assistance & Payment

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989. However, you must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if both of the following apply to you:

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

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

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

FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for federal financial aid, a student must meet all of the following:

- Be a citizen of the United States or an eligible permanent resident;
- Be a high school graduate or its equivalent, or pass a nationally recognized ability-to-benefit test, or satisfactorily complete six (6) semester credit hours that are applicable toward a diploma/certificate program/course offered by CCA;
- Be enrolled in an eligible program;
- Be making satisfactory academic progress toward graduation;
- Not be in default on a financial aid loan nor owe a balance to a financial aid grant received at any postsecondary college or institution; and
- Have completed United States Selective Service requirements, as applicable.

FINANCIAL AID PROGRAMS

The financial aid programs listed below are available at Career Colleges of America. The U.S. Department of Education establishes maximum loan amounts at either a fixed or variable interest rate for each academic year on an annual basis. The financial aid department will provide current information on loans and interest rates, including any additional information regarding Title IV funding programs.

Federal Pell Grant: Pell grant eligibility is determined by a standard formula that is revised and approved each year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG): Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, as well as the cost of attending school for the student's program of choice.

Federal Work Study Program: Federal Work Study provides part-time jobs for undergraduate and graduate students with financial need, helping them to pay for the cost of their education. The program encourages community service work and work related to the recipient's course of study. Federal Work Study can help the student get valuable experience in his/her chosen field before leaving school.

Direct Subsidized Loan: Direct Subsidized loans are awarded to students who demonstrate financial need. Because the U.S. Department of Education subsidizes the interest, borrowers are not charged interest while they are enrolled in school at least half time and during grace and deferment periods.

Direct Unsubsidized Loan: Direct Unsubsidized loans are awarded to students regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period. Independent students and students whose parents cannot receive a Direct PLUS loan have higher Direct Unsubsidized loan limits. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Stafford program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principle balance. Regular

Financial Assistance & Payment

payments begin six months after a student ceases enrollment or fails to carry at least one half of the normal full-time school workload.

Direct PLUS Loan: Direct PLUS loans allow parents to borrow on behalf of their dependent undergraduate children who are enrolled at least half time. As with Direct Unsubsidized loans, borrowers are responsible for the interest that accrues on Direct PLUS loans for the life of the loan.

DEFINITIONS

The following definitions are common terms used in the financial aid industry:

Academic Year: A period of not less than 32 weeks of instructional time with a minimum of 24 semester credit hours (900 clock hours) of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 16 weeks and at least 12 semester credit hours (360 clock hours). In effect, all students enrolled in programs with an academic year scheduled to be completed in less than 32 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the program of study in relation to the academic year.

Credit Balance: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that funds are used for expenses related to their education.

Family Contribution (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

Need: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

Tuition & Program Information

TUITION CHART

Program/Course	Tuition ¹	Reg. Fee ²	STRF Fee	Total ³
Alcohol & Drug Counseling	\$14,965.00	\$100.00	\$35.00	\$15,100.00
Dental Assistant	\$14,865.00	\$100.00	\$35.00	\$15,000.00
Diagnostic Medical Sonographer	\$36,410.00	\$100.00	\$90.00	\$36,600.00
Home Health Aide (Course)	\$ 640.00	\$100.00	N/A	\$ 740.00
Medical Assistant	\$14,065.00	\$100.00	\$35.00	\$14,200.00
Medical Biller	\$14,165.00	\$100.00	\$35.00	\$14,300.00
Nurse Assistant	\$ 2,400.00	\$100.00	N/A	\$ 2,500.00
Pharmacy Technician	\$14,165.00	\$100.00	\$35.00	\$14,300.00
Phlebotomy Technician 1 (Course)	\$ 1,650.00	N/A	N/A	\$ 1,650.00
Surgical Technology	\$29,330.00	\$100.00	\$70.00	\$29,500.00
Vocational Nurse	\$36,510.00	\$100.00	\$90.00	\$36,700.00

¹ Tuition includes costs for books and supplies.

² The registration fee is refunded if a student cancels enrollment within the first 30 calendar days of instruction, except for stand-alone courses and the Nurse Assistant program due to their short length in clock hours.

³ Required physical exam/immunizations and CPR training are included in the tuition. A physician will be designated by CCA for such purposes. The physical exam must be completed before starting externship.

CCA reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required. Any changes in tuition or fees will not affect those students in attendance at the time of such changes.

Textbook Information:

The higher Education Opportunity Act (HEOA) requires institutions of higher education who receive federal financial assistance (including private institutions), to the maximum extent practicable, and in a manner of the institution's choosing, to disclose textbook information. All textbooks at Career Colleges of America are included in the cost of tuition and are distributed at the beginning of each program/course and/or level, depending on the program. Textbooks, once distributed, are the property of the student with the exception of certain reference materials, such as Typing or Coding books, which must be returned to the institution upon completion of the course for which they were provided.

OTHER FEES

Course Challenge: A \$100.00 fee per 0.75 credit hours is charged for each course challenged by a student. Refer to the section titled Course Challenge under General Policies and Information.

Program/Session Change: A \$100.00 fee will be charged for any approved request to change a program or session (schedule) of a program. Written requests must be received one week prior to the requested change date.

Campus Transfer: A \$100.00 fee will be charged for an approved transfer from one CCA campus to another. Written requests must be received one week prior to the requested transfer date.

Transcript/ID Badge: A \$5.00 fee will be charged for any additional transcripts issued after the first one, which is provided at no charge. A \$5.00 fee will also apply to replace an ID badge.

Returned Check: A \$30.00 fee will be charged if a check is returned unpaid to CCA. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.

Late Payment: A \$10.00 fee will be charged for late payments 10 or more days delinquent on agreed-to tuition installments made directly with CCA, unless the student has made prior arrangements with the administrative office.

Additional Uniforms and Text Books: Charges will be at the current rate. Used books, if available, will be charged at one half the current price.

Tuition & Program Information

PROGRAM CHART

This chart reflects all program/course offerings, including total length in clock hours, semester credit hours, and weeks. Following each program is the educational objective, prerequisites, program outline, and course description. The Vocational Nurse program is measured only by clock hours; however, credit hours are indicated for reference and will appear on official transcripts.

Programs	Clock Hours	Credit Hours	Length In Weeks
Alcohol & Drug Counseling (ADC)	920	24.53	32
Dental Assistant (DA)	928	24.75	36 and 52
Diagnostic Medical Sonographer (DMS)	2,388	63.68	92
Medical Assistant (MA)	920	24.53	37
Medical Biller (MB)	920	24.53	37
Nurse Assistant (NA)	170	4.53	7
Pharmacy Technician (PT)	760	20.27	32
Surgical Technology (ST)	1,620	43.19	62
Vocational Nurse (VN)	1,820	48.54	70
Stand-Alone Courses	Clock Hours	Credit Hours	Length In Weeks
Home Health Aide (HHA)	40	1.07	2
Phlebotomy Technician 1 (PT-1)	80	2.13	4

NOTE: The length in weeks for the “day” schedule of the DA program is 36 weeks; the length in weeks for the “evening” schedule is 52 weeks. The length in weeks for the “day” schedule of the DMS program is 92 weeks; the length in weeks for the “evening” schedule is 128 weeks.

Not all programs/courses are offered at all campuses, and not all campuses offer programs/courses during all sessions. Please check with the admissions department at a particular campus to confirm availability.

Program Advisories:

1. Students/graduates of the **Alcohol and Drug Counseling** program with either a grade below 75% or cumulative GPA below 2.14 may not be eligible for certification by the California Certification Board of Alcohol and Drug Counselors (CCBADC). The CCBADC is the credentialing body of CAADAC that confers the professional rights and privileges of certification.
2. Students in the **Pharmacy Technician** program must submit their application and live scan, along with all necessary documents, to the program director in order to register with the California State Board of Pharmacy. All requisite documents must be received by the program director no later than two weeks prior to starting externship; otherwise, externship placement may be delayed. CCA covers the cost of the license, fingerprinting, and pictures.
3. Graduates of the **Diagnostic Medical Sonographer** and **Surgical Technology** programs may register for the national certification exam for their respective program. However, the exam fee is not provided by CCA and, therefore, is the student’s responsibility.

Students in the **DMS** program are also advised to visit the ARDMS website (ardms.org) for eligibility requirements regarding a graduate’s educational and clinical experience. ARDMS may require a graduate to work as a sonographer for generally up to one year before sitting for the exam.

4. Graduates of the **Vocational Nurse** program must register for the National Council of Licensing Examinations for Psychiatric Technicians (NCLEX-PN). Please consult your program director and student handbook for additional information. Students entering Level III will be issued the NCLEX-PN review book at no additional cost.

Alcohol and Drug Counseling (O-NET-SOC 21-10.11.00)

Educational Objective

This program will prepare those seeking a career as an entry-level alcohol and drug counselor. The program's goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objectives are to meet the requirements and demand for certified counselors, to secure training-related employment, and to provide the student with opportunities for advancement. This program meets standards set forth by the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) for certification.

Prerequisites: Modules ADC100 through ADC106 must be successfully completed before taking ADC107 (Supervised Practicum). Externship will be scheduled only after the student successfully completes all prior modules. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
ADC100	Introduction and Fundamentals of ADC	3	75	2
ADC101	Physiology and Pharmacology	3	75	2
ADC102	Counseling Theories and Techniques	3	75	2
ADC103	Law and Ethics	3	75	2
ADC104	Personal/Professional Growth & Basic Computer Applications	3	75	2
ADC105	Case Management	3	75	2
ADC106	Individual, Group, and Family Counseling	3	75	2
ADC107	Supervised Practicum	3	75	2
ADC108	Externship	8	320	8.53
TOTALS		32	920	24.53

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Alcohol and Drug Counseling Course Description

ADC100 – INTRODUCTION TO ALCOHOL AND DRUG COUNSELING: Provides the student with the historical, theoretical, and practical aspects of abuse, addiction, and chemical dependency counseling, as well as the stereotypes of alcohol/drug use and the socio-cultural factors that contribute to the use of drugs. Also discussed are the patterns and progression of alcoholism, including the history of alcohol and other mood changing drugs in the United States.

ADC101 – PHYSIOLOGY AND PHARMACOLOGY: Survey of the medical and pharmacological aspects of alcohol and psychoactive substances. Includes theories and research pertaining to chemical dependency, pharmacological actions of drugs, drug classifications, medical and physical effects of alcohol and similar legal psychoactive drugs to the body and behavior; damage to the body and behaviors; damage to the brain, liver and other organs. Tolerance, cross tolerance, and synergistic effects. Physiological differences between males and females. Disease model including signs and symptoms, research, neurobiological, AMA definition, Jellinek's work and communicable diseases.

ADC102 – COUNSELING THEORIES AND TECHNIQUES: Provides a review of theories of therapy, including how to apply them in counseling. Other topics involve counselor burnout, signs and symptoms, early warning signs, and unique needs of the recovering, as well as counselor prevention techniques.

ADC103 – LAW AND ETHICS: Review of legal and ethical issues governing the alcohol and drug counselor's responsibilities, including federal, state and local laws governing confidentiality and reporting. Ethical practices associated with the counseling field and related professional organizations are also covered.

ADC104 – PERSONAL/PROFESSIONAL GROWTH & BASIC COMPUTER APPLICATIONS: Discusses ethics and professional conduct and standards, including how they relate to consultations, counselor support, and performance. Also covered are the skills of a successful counselor.

ADC105 – CASE MANAGEMENT: Provides discussion on assessment, orientation, treatment planning, and relapse prevention/aftercare planning.

ADC106 – INDIVIDUAL, GROUP, AND FAMILY COUNSELING: Discusses the methods of identifying limitations relating to family issues and the role of the counselor. Also covered are the dynamics of group orientation.

ADC107 – SUPERVISED PRACTICUM: Includes the supervision by a qualified instructor to directly assess student understanding of material and actual, hands-on ability of skills taught throughout the program. Students will also complete field work requirements with consultation available by the instructor.

ADC108 – EXTERNSHIP: Students will demonstrate practical skills and training knowledge in a real-world setting, during which they will complete all 12 core functions.

Dental Assistant (O-NET-SOC 31-9091.00)

Educational Objective

This program will prepare students for an entry-level position as a dental health professional in various dental office facilities, including private practice, hospital dental departments, dental supply manufacturers, and dental insurance companies. Students will be introduced to all phases of dentistry, including diagnostic and procedural terminology, as well as clinical, radiographic, and preventative dentistry procedures.

Prerequisites: All modules must be successfully completed before beginning externship. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM OUTLINE

Module	Course Title	Weeks *	Clock Hours	Credit Hours
DA100	DENTAL ASSISTANT PROFESSIONAL / HEALTH AND REGULATORY SAFETY	4 or 6	96	2.56
DA200	DENTAL SCIENCE	4 or 6	96	2.56
DA300	PREVENTATIVE DENTISTRY AND ORAL HEALTH	4 or 6	96	2.56
DA400	INFECTION CONTROL AND DISEASE TRANSMISSION	4 or 6	96	2.56
DA500	PATIENT ASSESSMENT AND OFFICE EMERGENCIES / CPR	4 or 6	96	2.56
DA600	CLINICAL DENTAL ASSISTING AND DENTAL MATERIALS	4 or 6	96	2.56
DA700	DENTAL RADIOLOGY	4 or 6	96	2.56
DA800	DENTAL LAB AND SPECIALTY PROCEDURES	4 or 6	96	2.56
DA900	EXTERNSHIP	4	160	4.27
TOTALS		36 / 52	928	24.75

* Note: Modules in the "Day" schedule are 4 weeks long, and those for the "Evening" schedule are 6 weeks long.

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Dental Assistant Course Description

DA100 – DENTAL ASSISTANT PROFESSIONAL / HEALTH AND REGULATORY SAFETY: Provides an introduction to the history and characteristics of the dental healthcare professional, including members of the dental team. Also covers local, state, and federal regulations, as well as other legal, ethical, and environmental standards.

DA200 – DENTAL SCIENCE: Provides an overview of basic human anatomy and physiology, histology, and embryology. Students will learn to identify structures of the oral cavity and how the teeth develop before birth.

DA300 – PREVENTATIVE DENTISTRY AND ORAL HEALTH: Provides students with valuable knowledge regarding oral health, treatment of chronic oral facial pain, and the signs and symptoms of pharyngeal (throat) cancers. Students also will learn the practice of observing and recording oral soft tissue lesions and to identify birth defects, such as cleft lip and cleft palate, as well as effective measures for improving oral health and preventing oral disease.

DA400 – INFECTION CONTROL AND DISEASE TRANSMISSION: Covers the rationale for proper infection control and exposes students to the policies and procedures necessary to protect themselves and to prevent the transmission of disease in the dental office. Also covered are various types of infection, waste management, and the principles and techniques for effective sterilization. Additionally, students will be introduced to microbiology to learn about organisms that cause disease, as well as the CDC guidelines for infection control and related standards for blood-borne pathogens.

DA500 – PATIENT ASSESSMENT AND OFFICE EMERGENCIES / CPR: Introduces students to the pre-clinical phase of dentistry and the shared responsibility of providing total patient care. Students will learn to gather information on new or returning patients, including taking vital signs, obtaining diagnostic information, working with a medically-compromised patient, and assisting with the dental healthcare team in a medical emergency. Students also will be trained in CPR and, upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card.

DA600 – CLINICAL DENTAL ASSISTING AND DENTAL MATERIALS: Provides students an understanding of the layout and design of a dental office, including the use of specific instruments/supplies used in most procedures. Students also will learn the importance of patient comfort during treatment and to perform general dental procedures, including methods of moisture control, anesthesia, and other various pain control measures. Other topics include pharmacology, restorative and aesthetic materials, matrix system, and cements.

DA700 – DENTAL RADIOLOGY: Covers the use of x-rays to create dental radiographs while training students to identify and diagnose conditions that may otherwise go undetected without the use of radiology. Students will practice exposing and processing dental images, and maintaining methods of proper infection and quality control. Additionally, students will learn radiation safety procedures, the rubric for producing quality diagnostic radiographs, and to prepare and mix materials used in practical chair-side procedures.

DA800 – DENTAL LAB AND SPECIALTY PROCEDURES: Prepares students to compare and contrast gypsum materials for model pouring and to identify the proper equipment for model articulation. Students also will learn to manipulate a variety of impression materials for specific procedures, including criteria for safety and evaluation of model trimming and oral maxillofacial dentistry. Additionally, students will be introduced to the clinical study of nerve tissues and the pulp (endodontics), various diseases that affect the supporting tissues of the tooth (periodontics), the variety of ways missing teeth can be replaced (prosthodontics), and the assessment of genetic differences to determine and evaluate malocclusion classifications and diagnostic tool identifiers to assist in the movement of teeth (orthodontics).

DA900 – EXTERNSHIP: This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual dental healthcare environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Externship is normally conducted in affiliated dental offices/clinics generally during daytime working hours from 8:00 am to 6:00 pm and scheduled for 40 hours per week (8 hours per day) for four weeks.**

Diagnostic Medical Sonographer (O-NET-SOC 29-2032.00)

Educational Objective

The DMS program prepares students with the basic knowledge and skills that will qualify them to work as a diagnostic medical sonographer in the areas of Abdominal, OB/GYN, and Vascular Technology. Graduates will understand basic anatomy and physiology, physics related to sonography, equipment maintenance, appropriate documentation, and quality assurance programs. They also will be able to prepare patients for sonographic examinations and assist physicians with more extensive procedures, as necessary. Eligible graduates may obtain employment in hospitals, imaging centers, and various clinics.

Prerequisites: Level 1 must be successfully completed before beginning Level 2, and Level 2 must be successfully completed before beginning any other levels. After completion of Level 2, Levels 3–6 may be taken in any order. Modules in each level must be taken in order, but if one is failed, the student may continue to the next module in the same level. All levels must be successfully completed before beginning externship. Students must enroll at the start of DMS100. Refer to the Remediation Policy for information specific to this program.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
Level 1				
DMS100	Anatomy and Physiology I	4	96.0	2.56
DMS101	Anatomy and Physiology II	4	96.0	2.56
DMS102	Anatomy and Physiology III	4	96.0	2.56
Level 2				
DMS200	Physics / Instrumentation I	4	96.0	2.56
DMS201	Physics / Instrumentation II	4	96.0	2.56
DMS202	Physics / Instrumentation III	4	96.0	2.56
Level 3				
DMS300	Abdominal Sonography I	4	96.0	2.56
DMS301	Abdominal Sonography II	4	96.0	2.56
DMS302	Abdominal Sonography III	4	96.0	2.56
Level 4				
DMS400	Obstetrics and Gynecology I	4	96.0	2.56
DMS401	Obstetrics and Gynecology II	4	96.0	2.56
DMS402	Obstetrics and Gynecology III	4	96.0	2.56
Level 5				
DMS500	Vascular Technology I	4	96.0	2.56
DMS501	Vascular Technology II	4	96.0	2.56
DMS502	Vascular Technology III	4	96.0	2.56
Level 6				
DMS600	Musculo-Skeletal Sonography I	4	96.0	2.56
DMS601	Musculo-Skeletal Sonography II	4	96.0	2.56
DMS602	Ultrasound Emergencies	4	96.0	2.56

Diagnostic Medical Sonographer (O-NET-SOC 29-2032.00)

PROGRAM OUTLINE (CONTINUED)

Module	Course Title	Weeks	Clock Hours	Credit Hours
Level 7				
DMS700	Clinical Externship I	4	132.0	3.52
DMS701	Clinical Externship II	4	132.0	3.52
DMS702	Clinical Externship III	4	132.0	3.52
DMS703	Clinical Externship IV	4	132.0	3.52
DMS704	Clinical Externship V	4	132.0	3.52
TOTALS		92	2,388	63.68

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Diagnostic Medical Sonographer Course Description

DMS100 – ANATOMY AND PHYSIOLOGY I: Provides students with the levels of structural organization, parts of the cell and cell division, control and maintenance of homeostasis, anatomical terminology, aging, and the integumentary system. Students also will be exposed to the divisions and development of the skeletal system, types of bones, muscle movement, and the principal skeletal muscles.

DMS101 – ANATOMY AND PHYSIOLOGY II: Covers anatomy of the brain, cranial nerves, development of the nervous system, and control of the endocrine system. The student also will learn about the following glands: pituitary, thyroid and parathyroid, adrenal, pancreatic, and ovaries and testes. Additionally, this module will cover blood, anatomy of the heart, circulatory blood vessels, the respiratory system, and anatomy of lymph nodes and spleen.

DMS102 – ANATOMY AND PHYSIOLOGY III: Covers the layers of the GI Tract, development and organs of the digestive system, including the liver, gallbladder, and pancreas. Discussion includes the anatomy, histology, and function of the kidneys, the urinary system, and male and female reproductive systems, including pathological conditions for both, and methods of birth control. Students also will learn about fetal and maternal changes during pregnancy and inheritance disorders.

DMS200 – PHYSICS / INSTRUMENTATION I: Provides the student with an understanding of the pulse-echo principles used in sonography, image format, and the Doppler Effect. The course also will cover frequency, harmonic, continuous and pulse ultrasound, and the generation of echo in tissue. Students will learn about the construction and function of the transducer, including various forms such as linear, convex, phased and vector array, as well as functions such as sound beam and detail resolution.

DMS201 – PHYSICS / INSTRUMENTATION II: Provides students with the primary components and functions of sonographic instruments, Doppler Effect, Doppler Shift, and Doppler displays (color, spectral, power). Students will be exposed to techniques in flow detection, including spectral analysis. The comparison of continuous wave and pulse wave also will be covered, as well as aliasing.

DMS202 – PHYSICS / INSTRUMENTATION III: Provides the student with an understanding of the artifacts such as comet tail, acoustic enhancement, mirror image, range ambiguity, and speed error. Students also will learn about various devices used to test the performance of sonographic equipment, such as Hydrophone and Phantom-test objects, under ALARA; and mechanical and thermal index will also be covered. Additionally, students will be provided with an extensive review of all the topics covered in physics in order to prepare for the Sonography Principles and Instrumentation (SPI) exam administered by ARDMS.

Diagnostic Medical Sonographer Course Description

DMS300 – ABDOMINAL SONOGRAPHY I: Prepares the student with an understanding of the sonographic anatomy and pathology of the abdominal aorta, inferior vena cava (IVC), and portal vein. Other topics include patient preparation for sonography of the liver and the vasculature, while exposing students to scanning techniques, diagnostic exams, and resulting laboratory values for patient assessment (normal, liver disease, and transplant).

DMS301 – ABDOMINAL SONOGRAPHY II: Prepares the student with an understanding of the gross anatomy and basic function of both the biliary system and pancreas, as well as the anatomy and function of the urinary system. The module also covers patient preparation for sonography of these systems, while exposing students to scanning techniques, diagnostic exams, and laboratory values for patient assessment. This course also discusses the pathologies related to the gallbladder, biliary tree, pancreas, and urinary system, including the kidneys and urinary bladder.

DMS302 – ABDOMINAL SONOGRAPHY III: Provides students with an understanding of the anatomy, function and pathology of the male reproductive system, spleen, breasts, and thyroid and parathyroid glands, including related scanning techniques and diagnostic exam for each. Students also will learn sonographic anatomy function and pathology of the appendix, abdominal wall, hernia, adrenal gland, including patient preparation for sonography, as well as related scanning techniques and diagnostic exams. Scanning procedure with ultrasound guidance as fluid withdrawal and biopsy will be covered; and the importance of patient care and patient privacy while scanning will be emphasized.

DMS400 – OBSTETRICS AND GYNECOLOGY I: Provides students with an understanding of the anatomy, physiology, and pathology of the female reproductive system and pelvis, including patient preparation for sonography, as well as related scanning techniques and diagnostic exams for non-pregnant patients. Additionally, students will learn the physiology of the female reproductive organs, such as the ovarian and endometrial cycles, pathology of the uterus, ovaries, and adnexa, and the role of ultrasound in evaluating infertility.

DMS401 – OBSTETRICS AND GYNECOLOGY II: Provides students with an understanding of the female reproductive system in creating and supporting a developing embryo, including sonography of the early embryo, yolk sac, and placenta during the first trimester, umbilical cord and amniotic fluid and membranes. Other topics include complications during the first trimester, sonography of the second and third trimesters, obstetric measurements and fetal growth assessment by ultrasound, prenatal diagnosis of congenital anomalies, and ultrasound of high risk pregnancy. Students also will learn patient preparation for sonography, as well as related scanning techniques and diagnostic exams for pregnant patients. Excessive fetal growth, small for dates/large for dates; and sonographic 3-D and 4-D evaluation of fetal anomalies is also discussed.

DMS402 – OBSTETRICS AND GYNECOLOGY III: Provides students with an understanding of the principles and applications of scanning requirements for various abnormal obstetrical presentations, including abnormalities of the face, neck, neural axis, and thorax of the fetus, as well as the anterior abdominal wall and abdomen. Also covered are the fetal urogenital system and abnormalities of the fetal skeleton.

DMS 500 – VASCULAR TECHNOLOGY I: Provides students with both didactic and practical knowledge in vascular ultrasound technology to have an understanding of anatomy and physiology, vascular pathophysiology, and vascular scan techniques. The normal mechanical, physical, and biochemical functions of the vascular systems are also covered, along with critical thinking and use of vascular equipment. Other topics include cerebro-vascular anatomy and physiology, and mechanisms of disease, risk factors, atherosclerosis, dissection, thromboembolic, Subclavian Steal syndrome, carotid body tumor, fibromuscular dysplasia, neointimal hyperplasia, stenosis, occlusion, and discussion of duplex imaging and transcranial Doppler.

DMS 501 – VASCULAR TECHNOLOGY II: Covers anatomy, physiology, and hemodynamic of the aortic arch, upper extremity, lower extremity, peripheral arterial system and microscopic circulation, peripheral arterial diseases and risk factors of atherosclerosis, embolism, aneurysm and nonatherosclerotic lesions and chronic diseases, acute arterial occlusion, and vasospastic disorders. Additionally, students will learn about the physical examination, patient positioning, technique and Doppler evaluation, and knowledge of non-invasive testing such as ankle/brachial index, segmental pressures, exercise testing, reactive hyperemia, and plethysmography. Other topics include anatomy, physiology, and hemodynamic of the deep, superficial and perforating veins of the upper extremity, lower extremity, and venous walls, as well as mechanisms of disease, risk factors, signs and symptoms of acute venous thrombosis, and chronic deep venous obstruction and vascular insufficiency.

Diagnostic Medical Sonographer Course Description

DMS 502 – VASCULAR TECHNOLOGY III: Provides students with the knowledge of anatomy, physiology, and hemodynamic of the abdominal vasculature, mechanisms of disease, risk factors, signs and symptoms of renovascular hypertension, mesenteric ischemia, portal hypertension, and testing methods, such as duplex imaging, angiography, and preoperative vein mapping. Students also will be introduced to sonographic anatomy of adult echocardiography.

DMS 600 – MUSCULO-SKELETAL SONOGRAPHY I: Provides the student with an understanding of the principles of ultrasound physics and imaging fundamentals for musculo-skeletal imaging. Students will learn the techniques and protocols for performing shoulder and elbow anatomy/scan techniques/pathology, hand and wrist anatomy/scan techniques/pathology, knee anatomy/scan techniques/knee pathology.

DMS 600 – MUSCULO-SKELETAL SONOGRAPHY II: Provides the student with an understanding of the techniques and protocols for performing ankle and foot ultrasounds, examinations, and aspiration/injection techniques. Students also will learn the indications and benefits of MSK ultrasound for sports medicine injuries, rheumatology applications, and the use of MSK sonography for diagnosis, as well as U/S-guided interventions and description of “in-plane” & “out of plane” injections and aspiration techniques.

DMS 602 – ULTRASOUND EMERGENCIES: Provides the student with an introduction and understanding of the primary applications of emergency ultrasound to guide the management of a critically ill patient. Students will learn to acquire ultrasound images for determining injuries in the focused assessment with sonography for trauma exams and to use ultrasound to facilitate the intravascular placement of catheters. Other topics include pulmonary and cardiac ultrasound as diagnostic tools for patients in shock or cardiac arrest, as well as to find a pericardial effusion. Ultrasound-guided procedures, DVT evaluation, and ultrasound-guided resuscitation are also covered.

DMS700 TO DMS704 – CLINICAL EXTERNSHIP I–V: These modules provide the student, upon successful completion of the classroom portion of the program, the opportunity to augment their training in a real-world environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Clinical Externship is generally conducted in affiliated hospitals, doctors’ offices, imaging centers, and other health-care facilities during daytime working hours from 7:00 am to 6:00 pm. Clinical Externship is generally scheduled for 33 hours per week for 20 weeks. Students are advised that extern schedules may vary for both the number of days per week and the number of hours per day, depending on the discretion of the site the student attends.**

Medical Assistant (O-NET-SOC 31-9092.00)

Educational Objective

This program prepares students for an entry-level position in the medical field as a front and/or back office assistant. Positions are available in clinics, hospitals and doctors' offices. Upon successful completion of the training, the graduate will be able to perform EKG; prepare strips for evaluation; perform venipuncture; collect specimens; collect patient data; perform vital signs, CPR, and First Aid; perform simple lab tests (e.g., Urinalysis, Hematocrit); prepare patients for physical examinations; and assist physicians in minor surgeries. Anatomy & Physiology, along with Medical Terminology, are emphasized.

Prerequisites: All modules must be successfully completed before beginning externship. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
MA101	MED. OFFICE PROCEDURES/MED. RECORDS MGMT. (Appointments - Filing - A/R - Collections - Prof. Dev.)	2	45	1.2
MA201	CPR / FUNDAMENTALS OF MEDICAL TERMINOLOGY & STRUCTURE OF THE BODY	2	45	1.2
MA202	ANATOMY & PHYSIOLOGY I (Skeletal System - Positioning & Draping - Pediatrics)	2	45	1.2
MA203	ANATOMY & PHYSIOLOGY II (Muscular System - Injections - EKG - Circulatory System)	2	45	1.2
MA204	ANATOMY & PHYSIOLOGY III (Integumentary, Lymphatic, & Immune Systems Hematology - Venipuncture)	2	45	1.2
MA205	ANATOMY & PHYSIOLOGY IV (Digestive System - Nutrition-Urinary System - Urinalysis)	2	45	1.2
MA301	ANATOMY & PHYSIOLOGY V (Nervous System - Special Senses - Psychology)	2	45	1.2
MA302	ANATOMY & PHYSIOLOGY VI (Reproductive System - Pregnancy - Endocrine System)	2	45	1.2
MA303	ANATOMY & PHYSIOLOGY VII (Respiratory System - Vital Signs - Exams - Patient History)	2	45	1.2
MA304	CLINICAL ASSISTANT I (Medical Insurance - Intro to Lab - OSHA - Law & Ethics)	2	45	1.2
MA305	CLINICAL ASSISTANT II (Basic Pharmacology - Dosage Calculations - Prescriptions)	2	45	1.2
MA306	CLINICAL ASSISTANT III (Medical Asepsis - Assist w/ Minor Surgery - Inventory)	2	45	1.2
MA401	CLINICAL ASSISTANT IV (Wound Care - Quality Control - Collection Procedures - CLIA 88)	2	45	1.2
MA402	CLINICAL ASSISTANT V (Hematology - Phlebotomy)	2	45	1.2
MA403	CLINICAL ASSISTANT VI (Therapeutic Communication - Coping Skills - Rehabilitation)	2	45	1.2
MA404	CLINICAL ASSISTANT VII Managed Care - Government Insurance - HIPAA	2	45	1.2
MA500	EXTERNSHIP	5	200	5.33
TOTALS		37	920	24.53

Medical Assistant Course Description

MA101 – MEDICAL OFFICE PROCEDURES / MEDICAL RECORDS MANAGEMENT: Covers the importance of maintaining a medical office environment that fosters a feeling of embracing and welcoming patients. The student learns the role of a medical receptionist, scheduling appointments, establishing a matrix, and maintaining schedules and follow-up appointments. Proper telephone techniques and the importance of interpersonal skills are also discussed along with effective written communication for the medical office. The student will also learn various basic record filing systems and their uses. Additionally, the importance of creating and maintaining accurate and secure medical/business records is covered. Various financial practices, including the “pegboard/write-it-once” system, billing and collection of patient accounts, and accounting terminology, are discussed. The student will also learn various credit arrangements for patient fees and banking procedures, including types of accounts and services.

MA201 – CPR / FUNDAMENTALS OF MEDICAL TERMINOLOGY & STRUCTURE OF THE BODY: Students will be trained in CPR and First Aid, including burns, acute illnesses, and other such emergencies. Upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card. Medical terminology relating to each system is also covered, along with the importance of accurate and complete medical record entries. This module provides an overview of the integral workings of the human body. The student will learn basic information of the diseases and disorders of the specific body systems.

MA202 THROUGH MA303 – ANATOMY & PHYSIOLOGY I-VII: These modules provide an overview of the integral workings of the human body. The student will learn common diagnostic examinations utilized to diagnose diseases and disorders, as well as basic information of the diseases and disorders of the specific body systems. Medical terminology relating to each system is also covered along with the importance of accurate and complete medical record entries. Students will begin training in skills such as EKGs, urinalysis, vital signs, injections, venipuncture, capillary samples, and microscope use.

MA304 THROUGH MA404 – CLINICAL ASSISTANT I-VII: These modules cover the evolution of medical insurance and the many options available in coverage today. Students will learn the terminology necessary to understand and submit medical insurance claims (including the CMS-1500 form), managed care, government insurance, as well as billing coding procedures. Additionally, these modules cover the proper procedures for venipuncture, capillary samples, and for assisting the physician with surgical procedures, including instrument identification, sterilization, sterile tray set-up, and how to maintain the sterile field, and basic principles of wound care. Students will be taught correct procedures for inoculating various types of culture media utilized in the medical office. Instruction in basic pharmacology will include use of the *Physician's Desk Reference*, learning the names of basic medications, how they are used, and proper storage. Medical mathematics is also taught to ensure accuracy in calculating medication dosages, as is medical terminology with an emphasis on pharmacology, abbreviations, and medication names. Proper care of laboratory instruments and equipment, Quality Control, OSHA and CLIA 88 regulations, HIPAA, and other federal regulations that apply to the medical office are also covered. The student will learn therapeutic communication, coping skills and various rehabilitation methods, therapeutic modalities, body mechanics, and safe techniques for transferring/lifting patients.

MA500 – EXTERNSHIP: This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Externships are normally conducted in affiliated clinics generally during daytime working hours from 8:00 am to 6:00 pm and scheduled for 40 hours per week (8 hours per day) for five weeks.**

Medical Biller (O-NET-SOC 43-60.13.00)

Educational Objective

This program provides students with the basic knowledge and skills that will qualify them to work as an entry-level medical biller in front-office duties in clinics, hospitals, medical groups, or insurance companies, including taking vital signs. Students will be exposed to billing forms, eligibility guidelines for Medicare, Medicaid/Medi-Cal, and billing procedures for dental care, Tricare, Blue Shield/Blue Cross, and Workers' Compensation. Students will learn the use of ICD-9 and CPT books for coding diagnoses and procedures. Students will use computers to perform simulated practice of medical billing procedures and learn the function and impact of electronic health records (EHR) while using the Medisoft application software.

Prerequisites: All modules must be successfully completed before beginning externship. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
MB100	Medical Terminology I / Coding & Worker's Comp	4	90	2.4
MB200	Medical Terminology II / CPR & First Aid	4	90	2.4
MB300	Medical Terminology III / Coding & Disability	4	90	2.4
MB400	Medical Coding / Managed Care & Blue Cross	4	90	2.4
MB500	Government Medical Insurance / Business Math	4	90	2.4
MB600	Hospital Billing / Law & Ethics / MS Word / PD	4	90	2.4
MB700	Medisoft / Medical Office Procedures	4	90	2.4
MB800	EHR / Dental Billing / Vital Signs	4	90	2.4
MB900	Externship	5	200	5.33
TOTALS		37	920	24.53

Medical Biller Course Description

MB100 – MEDICAL TERMINOLOGY I / CODING & WORKER'S COMPENSATION: Provides a basic knowledge of the different prefixes, combining forms, and suffixes of the medical terms associated with human body, as well as the integumentary, skeletal, and muscular systems. Focus is placed on the recognition, definition, spelling, and pronunciation of these medical terms while also learning the structures and functions of the body through general study of anatomy and physiology. Students also will be introduced to the different diagnostic testing and pharmacology concepts and will become familiar with CPT, ICD-9-CM, and HCPCS coding procedures as they relate to Worker's Compensation. Additionally, students will learn the different types of compensations, federal and state regulations, use of the fee schedule, benefit periods, and completion of all necessary forms in the eligibility process.

MB200 – MEDICAL TERMINOLOGY II / CPR & FIRST AID: Provides a basic knowledge of the different prefixes, combining forms, and suffixes of the medical terms associated with the digestive, nervous, cardiovascular, pulmonary, and respiratory systems of the human body, as well as the special senses. Terminology relative to the eyes and ears also is covered. Focus is placed on the recognition, definition, spelling, and pronunciation of these medical terms while also learning the structures and functions of the body through general study of anatomy and physiology. Additionally, students will be trained in CPR and First Aid, including burns, acute illnesses, and other such emergencies. Upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card.

MB300 – MEDICAL TERMINOLOGY III / CODING & DISABILITY: Provides a basic knowledge of the different prefixes, combining forms, and suffixes of the medical terms associated with the lymphatic, immune, endocrine,

Medical Biller Course Description

urinary, and reproductive systems of the human body. Focus is placed on the recognition, definition, spelling, and pronunciation of these medical terms while also learning the structures and functions of the body through general study of anatomy and physiology. Students also will be introduced to and become familiar with CPT, ICD-9-CM, and HCPCS coding procedures, as they relate to medical disability claims in California. Students will learn the different types of disabilities, state regulations, use of the fee schedule, benefit periods, and completion of all necessary forms in the eligibility process.

MB400 – MEDICAL CODING / MANAGED CARE & BLUE CROSS: Students will be introduced to and become familiar with CPT, ICD-9-CM, and HCPCS coding procedures, as well as the history and future of ICD-10-CM, and ICD-10-PCS. The billing practices of managed care and Blue Cross insurances like HMOs, PPOs, IPAs, EPOs, and other types of private insurance are also covered.

MB500 – GOVERNMENT MEDICAL INSURANCE / BUSINESS MATH: Students will be introduced to and become familiar with CPT, ICD-9-CM and HCPCS coding procedures as they relate to various major governmental insurance programs, such as Medicare, Medi-Cal, and Tricare. Students will learn the two different types of coverage available under these programs, who is eligible, and what services are covered, including HP and county aid; and they will be instructed on how to fill out the CMS-1500 claim form for these types of government insurance. Additionally, basic math used by healthcare professionals will be reviewed, including how to apply math with billing practices.

MB600 – HOSPITAL BILLING / LAW & ETHICS / MS WORD / PROFESSIONAL DEVELOPMENT: Shows students how to complete the UB-04 universal claim form for inpatient hospital services, including all procedures and regulations for various health care coverage. Students will also learn the difference between inpatient and outpatient levels of care and hospital services available through convalescent homes, hospice facilities, surgery centers, and home health care, including regulations and billing procedures for these services. Additionally, the various regulations guiding the medical office within a hospital or medical clinic are covered, including emergency billing codes, earthquake safety rules, regulations for the use of hazardous materials, and communication standards. Students will study material safety rules, blood borne pathogen standards, labor laws, patient privacy and confidentiality rules, and the influence of the court system on medical practices.

Students will be trained in word processing using MS Word, including basic functions and set up of the computer, and must complete various projects in MS Word by creating, formatting, and editing texts/documents and tables. Professional development is also covered, as it deals with the planning of the student's career and preparation for employment, including assessment of skills, application of human relations in the work environment, attitude, and appearance. Students will be taught time management, dress code, personal financial management, and generally acceptable workplace behavior. In addition, résumé preparation, interviewing techniques, employment tests, and salary negotiations are discussed to prepare the student for interview. Mock interviewing will be conducted in the classroom. Students will also be prepared for interview-related rejection, as well as the adjustment process needed after acceptance of a new position.

MB700 – MEDISOFT / MEDICAL OFFICE PROCEDURES: Focuses on one of the popular billing programs available in many medical billing settings. Students will learn to correctly complete the CMS-1500 form for various types of insurance while utilizing the Medisoft program. Also covered are front office management procedures, developing customer service skills, alpha and numeric filing, proper telephone techniques, and maintaining a functional and comfortable office setting for patients. Students will develop the skills necessary for appointment scheduling, handling various types of mail, office inventory, assisting in obtaining patient information, and completing encounter forms.

MB800 – EHR / DENTAL BILLING / VITAL SIGNS: Provides a review of the history of the electronic health records and current trends in healthcare information and management support systems, including the transition from paper-based health electronic records. Students will learn ADA codes and how they are applied to some of the common treatments in general dentistry. Also covered is dental terminology, processing claims efficiently, various restrictions that insurance companies use regarding specific treatments, and how to get paid. Examples of different forms used in the dental office will be discussed. Students will also learn how to take basic vital signs, including the correct techniques for accurate measurement of pulse, respiration, and blood pressure.

MB900 – EXTERNSHIP: This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical billing environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Externship is normally conducted in affiliated clinics generally during daytime working hours from 8:00 am to 6:00 pm and scheduled for 40 hours per week (8 hours per day) for five weeks.**

Nurse Assistant (O-NET-SOC 31-1012.00)

Educational Objective

The intent of this program's curriculum is threefold: to promote quality of patient care; to provide entry-level skills for employment as a nurse assistant, and to provide awareness of opportunities/choices in health care occupations. The additional organizing principles of caring, critical thinking/problem solving, team building, ethics, and cultural sensitivity have been integrated with selected curriculum activities.

Prerequisites: Eligible students must enroll at the start of Module 1: Introduction to Nurse Assistant. Refer to the Remediation Policy for information specific to this program.

PROGRAM OUTLINE

Course Title	Theory Hours	Clinical Hours	Total Hours	Credit Hours
Week 1				
Module 1: Introduction to Nurse Assistant	2	0	2	.053
Module 2: Patient Rights	2	0	2	.053
Module 3: Communication Skills	5	0	5	.133
Module 4: Safe Environment	3	0	3	.080
Module 5: Body Mechanics	4	0	4	.107
Module 6: Principles of Asepsis	4	0	4	.107
Module 7: Observation and Charting	4	0	4	.107
Column Totals	24	0	24	0.64
Week 2				
Module 8: Resident Care Skills	14	0	14	.373
Module 9: Resident Care Procedures	7	0	7	.187
Module 10: Vital Signs	3	0	3	.080
Column Totals	24	0	24	0.64
Week 3				
Module 11: Rehabilitative/Restorative Care (CDPH-14)	2	0	2	.053
Module 12: Emergency Procedures	2	0	2	.053
Module 13: Death and Dying (CDPH-16)	2	0	2	.053
Module 14: Nutrition (CDPH-11)	2	0	2	.053
Module 15: Weights and Measures	1	0	1	.027
Module 16: Long Term Care resident	13	0	13	.346
Column Totals	22	0	22	0.58
Week 4				
Module 2: Patient Rights	0	1	1	.027
Module 4: Safe Environment	0	1	1	.027
Module 5: Body Mechanics	0	4	4	.107
Module 6: Principles of Asepsis	0	8	8	.213
Module 7: Observation and Charting (CDPH-15)	0	4	4	.107
Module 8: Resident Care Skills	0	10	10	.266
Column Totals	0	28	28	.747
Week 5				
Module 8: Resident Care Skills	0	28	28	.747
Column Totals	0	28	28	.747
Week 6				
Module 8: Resident Care Skills	0	6	6	.160
Module 9: Resident Care Procedures	0	20	20	.534
Module 10: Vital Signs	0	2	2	.053
Column Totals	0	28	28	.747
Week 7				
Module 10: Vital Signs	0	4	4	.107
Module 11: Rehabilitative/Restorative Care (CDPH-14)	0	4	4	.107

Nurse Assistant (O-NET-SOC 31-1012.00)

PROGRAM OUTLINE (CONTINUED)

Week 7 (continued)				
Module 12: Emergency Procedures	0	1	1	.027
Module 14: Nutrition (CDPH-11)	0	6	6	.160
Module 15: Weights and Measures (CDPH-13)	0	1	1	.026
Column Totals	0	16	16	.427
Program Totals	70	100	170	4.53

Nurse Assistant Course Description

WEEK 1

MODULE 1 – I INTRODUCTION TO NURSE ASSISTANT: Introduces the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, as well as the roles and responsibilities of the nurse assistant, including requirements for nurse assistant certification, professionalism, ethics, and confidentiality.

MODULE 2 – PATIENT RIGHTS: Discusses patient/resident rights, including the fundamental principle that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the needs of the individual family, as well as the psycho-social and spiritual needs in a long-term care setting.

MODULE 3 – COMMUNICATION SKILLS: Covers the concepts and skills required for the nurse assistant to communicate effectively and interact appropriately with residents, their families and guests, and other members of the health care team.

MODULE 4 –SAFE ENVIRONMENT: Discusses the concepts and procedures related to resident safety, including environmental emergency issues, as well as the nurse assistant's role in creating a safe environment.

MODULE 5 – BODY MECHANICS: Provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students also will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

MODULE 6 – PRINCIPLES OF ASEPSIS: Provides information about asepsis and the control of infection, including the procedures and precautions used to protect residents, health care workers, and others from infection.

MODULE 7 –OBSERVATION AND CHARTING: Prepares students to know how, when, and why to use objective and subjective observation skills in order to report and record observations on appropriate documents using medical terms and abbreviations.

WEEK 2

MODULE 8 – RESIDENT CARE SKILLS: Covers the skills needed to support and/or assist the resident with personal hygiene, activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities include the use of prosthetic devices, bowel and bladder retraining, and weighing and measuring the height of the resident.

MODULE 9 – RESIDENT CARE PROCEDURES: Provides learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

MODULE 10 – VITAL SIGNS: Prepares the student to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nurse Assistant Course Description

WEEK 3

MODULE 11 – REHABILITATIVE/RESTORATIVE CARE: Introduces the student to restorative care through assisting the resident in achieving maximum independent living skills.

MODULE 12 – EMERGENCY PROCEDURES: Covers the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

MODULE 13 – DEATH AND DYING: Discusses the various stages of the grieving process and physical signs of approaching death, and introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

MODULE 14 – NUTRITION: Examines the body's need for food and the effect of food on the body, including the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

MODULE 15 – WEIGHTS AND MEASURES: Provide students with an understanding of the units of measurement used and metric systems for weight, length, and volume. Also covered is the equipment commonly used for measuring weight, length, and volume, and the conversion between standard time and military time (24-hour clock).

MODULE 16 – LONG-TERM CARE RESIDENT: Introduces the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

WEEKS 4 – 7

CLINICAL EXTERNSHIP: Provides the student, upon successful completion of the classroom portion of the program, the opportunity to augment their training in a real-world environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training, and have direct contact with real patients. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. Clinical training is generally conducted in nursing homes and other health-care facilities between the hours of 8:00 am to 8:00 pm, at the discretion of the extern site.

Pharmacy Technician (O-NET-SOC 29-2052.00)

Educational Objective

This program provides students with basic knowledge and skills that will qualify them to work as entry-level Pharmacy Technicians in hospitals and retail facilities. Upon successful completion of the training, the graduate will be able to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy; identify the most common medications by their trade and generic names; perform conversions and/or calculations of weights and measures; understand California pharmacy law; understand basic pharmacology; and perform pharmacy operations of the Drug Distribution system, sterile product preparation, and outpatient areas.

Prerequisites: All modules must be successfully completed before beginning externship. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
PHT101	General Concepts of Pharmacology / Trade & Generic Drugs	2	45	1.2
PHT102	Pharmacy Law	2	45	1.2
PHT103	CPR & First Aid / MS Word	2	45	1.2
PHT200	Sterile & Non-Sterile Products / Professional Development	2	45	1.2
PHT201	Pharmacology of the Central Nervous System	2	45	1.2
PHT202	Pharmacology of Skin and Infectious Diseases	2	45	1.2
PHT203	Pharmaceutical Procedures	2	45	1.2
PHT206	Pharmacology of the Endocrine System	2	45	1.2
PHT301	Pharmacology of the Heart	2	45	1.2
PHT302	Pharmacology of the Vascular & Renal Systems	2	45	1.2
PHT303	Pharmacology of the Respiratory System	2	45	1.2
PHT304	Pharmacology of the Gastrointestinal Tract	2	45	1.2
PHT305	Pharmacology of the Peripheral Nervous System	2	45	1.2
PHT308	Dosage Calculations	2	45	1.2
PHT401	Externship	4	130	3.47
TOTALS		32	760	20.27

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Pharmacy Technician Course Description

PHT101 – GENERAL CONCEPTS OF PHARMACY / TRADE & GENERIC DRUGS: Provides an introduction to basic pharmacology, including the properties of drugs, their sources, how drugs produce effects, and drug nomenclature. Students will be able to define pharmacology and its major subdivisions. Additionally, students are provided an overview of brand and generic name pronunciation along with a discussion of therapeutic indications. An introduction to medical terminology, as it applies to pharmacy, is included.

PHT102 – PHARMACY LAW: Introduces students to the standards and ethics of Pharmacy Law, including a brief discussion of drug recalls. The five schedules of controlled substances also are covered, including the procedures for storage, dispensing, DEA prescriptions, and license renewal.

PHT103 – CPR & FIRST AID / MS WORD: Students will be trained in CPR and First Aid, including burns, acute illnesses, and other such emergencies. Upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card. Additionally, students will learn to create, edit, format, and merge text/documents, as well as to create and edit macros, tables, and columns in MS Word.

PHT200 – STERILE & NON-STERILE PRODUCTS / PROFESSIONAL DEVELOPMENT: Introduces the student to compounding, injecting, and mixing intravenous medications, and to Sterile Aseptic Technique. The material includes sterile product manufacturing utilizing aseptic technique and pharmacy math. Professional development is also covered, as it deals with the planning of the student's career and preparation for employment, including assessment of skills, application of human relations in the work environment, attitude, and appearance. Students will be taught time management, dress code, personal financial management, and generally acceptable workplace behavior. In addition, résumé preparation, interviewing techniques, employment tests, and salary negotiations are discussed to prepare the student for interview. Mock interviewing will be conducted in the classroom. Students will also be prepared for interview-related rejection, as well as the adjustment process needed after acceptance of a new position.

PHT201 – PHARMACOLOGY OF THE CENTRAL NERVOUS SYSTEM: Describes how the nervous system functions and the associative drug classes for this system.

PHT202 – PHARMACOLOGY OF SKIN AND INFECTIOUS DISEASES: Provides the student with a complete understanding of the drugs that fight skin infections caused by invasive micro-organisms. Students will learn the effects and limits of these drugs to the body systems. Additionally, this course describes the pharmacology of drugs used to treat bacterial infections and explains the basic classification and identification procedure pertaining to bacteria. Students will discuss the major classes of antibiotic drugs, mechanisms of antibacterial action, clinical indications, and main pharmacological effects produced by these drugs.

PHT203 – PHARMACEUTICAL PROCEDURES: Provides an overview of community pharmacy operations, technician duties, dispensing procedures, computer systems, billing and checking, purchasing and receiving, and inventory and metric conversions.

PHT206 – PHARMACOLOGY OF THE ENDOCRINE SYSTEM: Describes the pharmacology of drugs used to treat disorders of the endocrine system and the use of hormone replacement therapy in deficient conditions related to the endocrine system.

PHT301 – PHARMACOLOGY OF THE HEART: Describes the basic physiological concepts of normal heart function and the diseases that commonly affect the heart. It also discusses how these disease states affect cardiac function.

PHT302 – PHARMACOLOGY OF VASCULAR & RENAL SYSTEMS: Describes anti-hypertensive drugs with their vasodilator effects and mechanisms of action, including the links to renal function and the synergistic effect of diuretics. Discussion includes the importance of weight control, diets low in fats and cholesterol, eliminating smoking, and exercise, if approved by a physician. Additionally, the course describes the common side effects of the drugs that dilate blood vessels, such as dizziness, headache, flushing, fainting, and nausea.

PHT303 – PHARMACOLOGY OF THE RESPIRATORY SYSTEM: Describes the common diseases that affect the respiratory system and the pharmacology of drugs used to treat these conditions. It also explains the roll of the autonomic nervous system in asthma and how different bronchodilators interact with this system.

PHT304 – PHARMACOLOGY OF THE GASTROINTESTINAL (GI) TRACT: Describes drugs that limit the development of ulcers and/or prevent the recurrence of ulcers by eliminating the specific bacteria and drugs that inhibit vomiting and diarrhea.

Pharmacy Technician Course Description

PHT305 – PHARMACOLOGY OF THE PERIPHERAL NERVOUS SYSTEM (PNS): Describes the autonomic nervous system, drugs affecting the sympathetic and parasympathetic nervous systems. The drugs that affect skeletal muscle and the use of local anesthetics also are covered.

PHT308 – DOSAGE CALCULATIONS: Students will learn to calculate adult and children dosages, using both age and weight formulas, in addition to calculating dosages from known quantities of on-hand medication. A review of basic mathematics is included.

PHT401 – EXTERNSHIP: This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual pharmacy environment of a hospital, retail facility, or home health-care center. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Externship is normally conducted in affiliated clinics/facilities generally during daytime working hours from 8:00 am to 6:00 pm and scheduled for 32.5 hours per week (6.5 hours per day) for four weeks.**

Surgical Technology (O-NET-SOC 29-2055.00)

Educational Objective

This program prepares students to be competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The student will learn to work with and under the immediate supervision of registered nurses or surgeons. The student will develop the knowledge and skills required in becoming an integral part of a medical team providing care to patients during the critical periods of surgery. During the clinical phase of the student's training, the student will perform critical skill development in areas such as operating room set-up; preparing patients for surgery; the passing of surgical instruments and other sterile supplies to surgeons; scrubbing and gowning; care and disposal of specimens; and assist in cleaning and stocking the operating room for future operations.

Prerequisites: Each level must be taken and successfully completed before beginning the next level. Modules in each level may be taken in any order, but all modules in a level must be successfully completed before moving to the next level. A one-week module follows Level 3 to confirm knowledge/skills of all levels, after successful completion of which the student will be scheduled for externship. Students may enroll at the start of any module in Level 1. Refer to the Remediation Policy for information specific to this program.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
Level 1: Anatomy and Physiology				
SRT101	STRUCTURE AND SUPPORT – <i>Medical Terminology • Structures & Function of the Human Body • Integumentary System • Skeletal System</i>	4	90	2.40
SRT102	MOVEMENT AND CONTROL – <i>Muscular System • Nervous System • The Senses & Lymphatic System • Endocrine System</i>	4	90	2.40
SRT103	CIRCULATION AND BALANCE – <i>Blood & Circulatory System • Respiratory System • Urinary System • Fluids & Electrolytes / Acid-Base Balance</i>	4	90	2.40
SRT104	ENERGY AND LIFE – <i>Digestive System • Nutrition & Metabolism • Reproductive Systems • Growth & Development</i>	4	90	2.40
Level 2: Surgical Techniques				
SRT201	BIOMEDICAL AND RELATED SCIENCES – <i>Microbiology • Surgical Pharmacy • Anesthesia • Electricity & Physics</i>	4	90	2.40
SRT202	CONDUCT AND SAFETY – <i>Orientation to Surgical Technology • Standards of Conduct • Surgical Patient • Physical Environment & Safety Standards</i>	4	90	2.40
SRT203	PRINCIPLES AND PRACTICES OF ST – <i>Asepsis & Surgical Techniques • General Patient Care & Safety • Instrumentation • Wound Healing / Closure</i>	4	90	2.40
SRT204	SURGICAL CASE MANAGEMENT – <i>CPR / First Aid • Creating & Maintaining the Sterile Field • Draping • Post-Operative Case Management</i>	4	90	2.40
Level 3: Surgical Procedures				
SRT301	CORE – <i>General Surgery I • General Surgery II • OB/GYN Surgery • Genitourinary Surgery</i>	4	90	2.40
SRT302	CORE / SPECIALTY – <i>Otorhinolaryngologic (ENT) Surgery • Orthopedic Surgery • Oral & Maxillofacial Surgery • Neurosurgery</i>	4	90	2.40
SRT303	SPECIALTY – <i>Plastic & Reconstructive Surgery • Ophthalmic Surgery • Pediatric Surgery • Laser Technology / Computers / Robotics</i>	4	90	2.40
SRT304	SPECIALTY / PROFESSIONALISM – <i>Thoracic Surgery • Cardiovascular Surgery • Peripheral Vascular Surgery • Principles of Career Development</i>	4	90	2.40
SRT400	PRE-CLINICAL CHECK OFF – <i>Overview of clinical lab skills and instrumentation with final preparation for externship</i>	1	20	0.53

** SEE NEXT PAGE FOR CONTINUATION OF PROGRAM OUTLINE **

Surgical Technology (O-NET-SOC 29-2055.00)

PROGRAM OUTLINE (CONTINUED)

Module	Course Title	Weeks	Clock Hours	Credit Hours
SRT501	CLINICAL ROTATION	2	80	2.13
SRT502	CLINICAL ROTATION	3	120	3.20
SRT503	CLINICAL ROTATION	3	120	3.20
SRT504	CLINICAL ROTATION	5	200	5.33
TOTALS			1,620	43.19

NOTE: The four extern modules comprise 13 weeks, 520 clock hours, and 13.86 semester hours. Students will be scheduled for and required to attend 40 hours per week at eight hours per day.

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Surgical Technology Course Description

SRT101 – STRUCTURE AND SUPPORT

Medical Terminology: Teaches the student to analyze, pronounce, and know the meaning of terms by combining prefixes, root words, and suffixes. Students will learn to name body systems and their functions; to identify body cavities, specific organs, and body planes; and to identify diagnostic and procedural terms. This topic will also cover body organs and structures in each body system, including their locations, pronunciation, spelling, and meaning, as well as associated abbreviations and symbols.

Structure & Functions of the Human Body: Defines anatomy, physiology, and pathology; discusses in order of complexity the levels of organization of the body; defines anatomical position; and covers the principal directional terms and sections used in describing the body and their relationship to one another. Also discussed are the abdomino-pelvic regions, quadrants, cavities, as well as their location, the specific anatomical regions in each area, and the organs involved. Students will be introduced to the cell and its components, their functions, and will be able to identify the cellular organelles and the transport system that moves substances through cell membranes.

Integumentary System: Classifies, compares, and discusses examples of each type of body membrane, and will describe the structure and function of the skin and the appendages. Discussion will include the epidermis and dermis; the characteristics of the hair, nails, and the function of the glands; nerve endings; and the common disorders and abnormalities of the integument.

Skeletal System: Discusses the general functions of the skeletal system, bone structure, and cartilage. Students will also learn how bones are formed, how they grow, and how they are remodeled; and they will be able to identify the subdivisions of the skeleton and the bones in each area. The topic also covers the major types of joints, including examples of each, and major disorders of bones and joints.

SRT102 – MOVEMENT AND CONTROL

Muscular System: Compares the structure and function of the three major types of muscle tissue and the microscopic structure of a skeletal muscle sarcomere and motor unit. Students will discuss how a muscle is stimulated and will compare the types of muscle contractions, as well as identify the major muscles of the body and their functions.

Nervous System: Discusses the organs and divisions of the nervous system and their functions, and will identify the major types of cells of the nervous system and their function. Students will be able to identify the major anatomical components of the brain and the spinal cord, including the function of each, as well as coverings and fluid spaces within the central nervous system.

Surgical Technology Course Description

The Senses & Lymphatic System: Classifies the sense organs and differentiates the two groups; discusses how a stimulus is converted to sensation; discusses the general sense organs and their functions; and describes the structure of the eye and the function of its components, including the major visual disorders. Also, students will discuss the anatomy of the ear and its function in hearing and equilibrium, as well as the major forms of hearing impairment. Additionally, the main lymphatic structures and a comparison of the different active and passive immunities and the major disorders associated with the lymphatic system are covered.

Endocrine System: Distinguishes between endocrine and exocrine glands; defines hormones and prostaglandins; and identifies the primary endocrine glands and the major hormones produced by each. Students will also discuss the pathophysiology of endocrine disorders and be able to identify the principal functions of each endocrine hormone and describe the conditions that may result from hyposecretion and hypersecretion.

SRT103 – CIRCULATION AND BALANCE

Blood & Circulatory System: Describes the primary functions of the blood and characteristics of blood plasma; lists the blood's formed elements; and identifies the important functions of each. This topic will also define the medical terms associated with blood, including anatomy of the heart, its chambers, the valves, the heart sounds, and the disorder that is associated with it. The circulatory pathways and the electrical conduction within the heart are also covered.

Respiratory System: Identifies the major organs of the respiratory system and their functions, and explains the mechanism responsible for the exchange of gases during internal and external respiration. This topic also covers the volumes of air exchanged during pulmonary ventilation and the mechanism that regulates respiration, including the major disorders of the upper and lower respiratory tracts.

Urinary System: Discusses the anatomy of the urinary system and its function. It will also discuss the nephron and the role of each component in the formation of urine, the importance of filtration, tubular reabsorption and secretion of urine, and will explain the role of the kidneys in maintaining homeostasis. The major renal and urinary disorders and their mechanism will also be covered.

Fluid & Electrolytes / Acid-Base Balance: Describes and compares the different body fluid compartments, the mechanisms that maintain fluid balance, the nature and importance of electrolytes in body fluids, and the role of aldosterone. This topic will also discuss the concept of pH and the respiratory and urinary mechanisms of pH control, and will compare and contrast metabolic and respiratory types of pH imbalances.

SRT104 – ENERGY AND LIFE

Digestive System: Discusses the anatomy of the alimentary tract from the mouth to the anus and identifies the primary and accessory organs of digestion. In addition, students will discuss the basics of carbohydrate, fat, and protein digestion, and will contrast chemical and mechanical digestion.

Nutrition and Metabolism: Contrasts catabolism and anabolism and describes the metabolic roles of fats, proteins, carbohydrates, vitamins, and minerals. Students will discuss some of the disorders associated with eating, as well as the physiological mechanisms that regulate body temperature.

Reproductive Systems: Discusses the primary and accessory organs of the male and female reproductive systems, the primary functions of the sex hormones, and the structure responsible for their secretion. This topic will also discuss the phases of the female menstrual cycle and the disorders of the male and female reproductive systems in general.

Growth & Development: Covers the concept of development and the major developmental changes characteristic of each stage of life. This topic also discusses the stages of labor, the disorders associated with pregnancy, and the effects of aging in the body organ system.

SRT201 – BIOMEDICAL AND RELATED SCIENCES

Microbiology: Covers the causes and characteristics of protozoa, fungi, bacteria, and viruses, as well as the classifications of such organisms. Students will also discuss the immune system and the process and transmission of infection.

Surgical Pharmacy: Covers the common units of measure associated with drug use, as well as the different types and phases of anesthesia, including how they are given and the drugs used for each, and the side effects of the drugs and their actions.

Surgical Technology Course Description

Anesthesia: Exposes the student to the different drugs used in anesthesia, the route of administration of anesthesia, and the different phases of anesthesia. Also, students will learn the anesthetic agents used during and after anesthesia, the side effects, and treatment.

Electricity & Physics: Covers the basics of electricity, its uses (especially in the operating room), and the dangers and precautions to be taken before and during its use. Students will also discuss the terms related to physics and the principles of physics in relation to patient care in the operating room.

SRT202 – CONDUCT AND SAFETY

Orientation to Surgical Technology: Introduces the major principles and practices of surgical technology; the surgical team; and patient care before, during, and after surgical procedures. Students will learn the members of the surgical team, including each person's role with an emphasis on the basic responsibilities of a surgical technologist.

Standards of Conduct: Provides an understanding of the legal and ethical issues associated with medical practice, specifically as they relate to the surgical team. Students will learn the professional obligations of each member of the surgical team, the patient bill of rights, and the professional standards of care as defined in the Code of Ethics of the Association of Surgical Technologists.

Surgical Patient: Exposes students to the method of assessing the patient's response to illness, surgery, and hospitalization. Demonstrating the awareness of the patient's bill of rights will also be covered. Additionally, students will learn to distinguish and assess physical, spiritual, and psychological needs of the patient, as well as cultural and religious influences that could affect the surgical patient.

Physical Environment & Safety Standards: Discusses the basic principles of organization and structure of the operating room, its physical layout, and the different methods and safety standards that contribute to an aseptic environment. This topic also will provide students with information about potential sources of injury to patients and personnel, proper testing and use of equipment in the operating room, and associated facilities.

SRT203 – PRINCIPLES AND PRACTICES OF ST

Asepsis & Sterile Techniques: Introduces the scientific principles of asepsis carried out in the operating room in order to prevent the spread of microorganisms that can potentially cause infection. Students will learn the requirements for sterile technique and the methods of sterilization, disinfection, and control in the operating room. Students will also be able to define and discuss the concept of surgical conscience.

General Patient Care & Safety: Discusses the process of obtaining informed consent and describes preoperative routines for a surgical procedure or treatment. This topic also covers principles of transportation, surgical positioning, preparation of the operative site, as well as taking and recording vital signs, and methods and types of documentation used in the OR. Students will be able to demonstrate an understanding of the application of devices, urinary catheterization, methods of hemostasis and blood replacement, and identifying developing emergency situations.

Instrumentation: Covers the basic instruments and sets of surgical instruments. Students will learn to identify the use and function of surgical instruments, be able to demonstrate the appropriate methods of passing each type of instrument, and understand the methods of decontamination and sterility control.

Wound Healing / Closure: Introduces students to the anatomical and surgical aspects of traumatic and surgical wounds and the principles and methods of wound closure and management. Students will learn to identify the types of needles and sutures used in surgical practice, the principles of application of absorbable and non-absorbable sutures, and the use of stapling devices.

SRT204 – SURGICAL CASE MANAGEMENT

CPR / First Aid: Students will be trained in CPR and First Aid, including burns, acute illnesses, and other such emergencies. Upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card.

Creating & Maintaining the Sterile Field: Describes the role of the STSR and the techniques of opening and preparing supplies/instruments. Students also will learn the methods of a surgical scrub and donning surgical attire, as well as the principles of surgical scrubbing and gowning/gloving themselves and members of the sterile team. Also discussed are the procedure for counting instruments, sponges, needles, and other items, and the initial steps for starting a procedure, including intraoperative handling of sterile equipment/supplies. Additionally, this topic covers the techniques for monitoring the sterile field and anticipating the needs of the sterile surgical team.

Surgical Technology Course Description

Draping: Covers the principle of sterile surgical draping, including types of drapes and the materials of which they are made. Students will learn various draping techniques and the methods of draping surgical regions of the body, as well as various OR furniture.

Post-Operative Case Management: Covers patient care after surgery has been completed and the post-operative routines as they pertain to the surgical technologist.

SRT301 – CORE

General Surgery I: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from general surgical procedures. This topic also covers the anatomy and physiology of the abdominal wall, thyroid, and breasts, including a description of the pathology and related terminology for each system or organ that requires surgical intervention. Students will learn to identify instruments, supplies, and drugs associated with general surgery.

General Surgery II: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from GI surgical procedures. This topic also covers the anatomy and physiology of the digestive system, hepato-biliary system, pancreas, and spleen, including the pathology and terminology involved. Students will learn to identify instruments, supplies, and drugs associated with gastrointestinal surgery.

OB/GYN Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from OB/GYN surgical procedures. Also covered is the anatomy and physiology of the female reproductive system, including the pathology requiring surgical intervention, as well as special preoperative diagnostic procedures. Students will learn to identify the instruments, supplies, and drugs associated with this portion of OB/GYN surgery.

Genitourinary Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from genitourinary surgical procedures. The topic covers the relevant anatomy and physiology of the urinary system, including the male reproductive anatomy, pathology, and related terminology. Students will learn to identify instruments, supplies, and drugs associated with this portion of genitourinary surgery.

SRT302 – CORE / SPECIALTY

Otorhinolaryngologic (ENT) Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from ENT surgical procedures. The topic also covers the anatomy and physiology of the ears, nose, and throat, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of ENT surgery.

Orthopedic Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from orthopedic surgical procedures. This topic also covers the anatomy and physiology of the musculo-skeletal system, including the pathology requiring surgical intervention, as well as special preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of orthopedic surgery.

Oral & Maxillofacial Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from oral and maxillofacial surgical procedures. This topic also covers the anatomy and physiology of the oral cavity, face, and cranium, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of oral and maxillofacial surgery.

Neurosurgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from neurological surgical procedures. This topic also covers the anatomy and physiology of the neurological system, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of neurological surgery.

Surgical Technology Course Description

SRT303 – SPECIALTY

Plastic & Reconstructive Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from plastic and reconstructive surgical procedures. This topic also covers the anatomy and physiology of the skin and its underlying tissues, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of plastic and reconstructive surgery.

Ophthalmic Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from ophthalmic surgical procedures. This topic also covers the anatomy and physiology of the eye, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of ophthalmic surgery.

Pediatric Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from pediatric surgical procedures. This topic also covers the anatomy and physiology of the pediatric patient from birth to age 12, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of pediatric surgery.

Laser Technology / Computers / Robotics: Covers laser technology and safety, including equipment and supplies. Additionally, students will learn basic computers, including the relevant components and software programs. Computer-related activities will include finding and opening files, saving documents, manipulating text, and using the Internet. Also, the basic concepts related to robotics, including identifying components and mechanisms of the robotic system, will be discussed.

SRT304 – SPECIALTY / PROFESSIONALISM

Thoracic Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from thoracic surgical procedures. This topic also covers the anatomy and physiology of the respiratory system, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of thoracic surgery.

Cardiovascular Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from cardiovascular surgical procedures. This topic also covers the anatomy and physiology of the cardiovascular systems, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of cardiovascular surgery.

Peripheral Vascular Surgery: Provides an overview of the preparation for preoperative, intraoperative, and postoperative care and possible complications arising from peripheral vascular surgical procedures. This topic also covers the anatomy and physiology of the peripheral vascular systems, including the pathology requiring surgical intervention, as well as preoperative diagnostic procedures. Students will learn to identify instruments, supplies, and drugs associated with this portion of peripheral vascular surgery.

Principles of Career Development: Covers the principles and professional practices for positive career actions and behaviors. It deals with the planning of the student's career and the preparation for actual employment, including assessment of skills, application of human relations in the work environment, attitude, and appearance. Students will be taught time management, dress code, personal financial management, and generally acceptable workplace behavior. In addition, résumé preparation, interviewing techniques, employment tests, and salary negotiations are discussed to prepare the student for interview. Mock interviewing will be conducted in the classroom. Students will also be prepared for interview-related rejection, as well as the adjustment process needed after acceptance of a new position.

SRT400 – PRE-CLINICAL CHECK OFF

Involves an overview and comprehensive exam of all knowledge, lab skills, and instrumentation covered during Levels 2 and 3. Upon successful completion of this module, the student will be scheduled for Clinical Rotation.

Surgical Technology Course Description

SRT501 to SRT504 – CLINICAL ROTATION (EXTERNSHIP)

These modules provide the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual operating room of a hospital or surgery center and in Central Supply. The student will be expected to perform the duties of a surgical technologist under the supervision of the operating room technologist and/or clinical instructor. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. **Clinical Rotation is generally conducted in affiliated hospitals and/or surgery centers during daytime working hours from 7:00 am to 3:30 pm and scheduled for 40 hours per week (8 hours per day) for 13 weeks.**

Vocational Nurse (O-NET-SOC 29-2061.00)

Educational Objective

This program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry-level position as a Vocational Nurse. Upon successful completion of the training, the student will be able to: (1) demonstrate competencies in direct patient-care activities in hospitals and in community-based health care agencies; (2) demonstrate ethical and caring behaviors while providing nursing care; and (3) register and sit for the NCLEX-PN examination. The clinical assignments of the program provide students with actual hands-on experience in providing nursing care to clients of all ages, ethnic and cultural groups, and stages of wellness/illness in hospitals and other health care agencies affiliated with Career Colleges of America.

To be eligible for employment, graduates must register for and pass the National Council of Licensing Examination for Psychiatric Technicians (NCLEX-PN). Please consult the VN department for additional information.

Prerequisites: Each level must be taken and successfully completed before beginning the next level, and modules in each level must be taken in order. Students must enroll at the start of Level 1. Refer to the Remediation Policy for information specific to this program.

PROGRAM OUTLINE

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Hours
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Level 1 – Fundamentals of Nursing

Fundamentals of Nursing	VN100	180	144	144	468	12.48
Totals		180	144	144	468	12.48

Level 2 – Intro to Medical-Surgical Nursing I

Intro to Microbiology, Surgery & Oncology	VN200A	20	0	32	52	1.39
Integumentary System	VN200B	30	0	48	78	2.08
Endocrine System	VN200C	40	0	64	104	2.77
Blood, Blood-Forming Organs, & Lymphatic System	VN200D	20	0	32	52	1.39
Cardiovascular System	VN200E	30	0	48	78	2.08
Respiratory System	VN200F	30	0	48	78	2.08
Totals		170	0	272	442	11.79

Level 3 – Intro to Medical-Surgical Nursing II

Musculo-Skeletal Systems	VN300A	30	0	48	78	2.08
Neurological System / Leadership	VN300B	50	0	80	130	3.47
Gastrointestinal System	VN300C	30	0	48	78	2.08
Renal & Urinary Systems	VN300D	30	0	48	78	2.08
Reproductive System	VN300E	30	0	48	78	2.08
Totals		170	0	272	442	11.79

Level 4 – Intro to Nursing Specialties

Obstetrics	VN400A	30	8	40	78	2.08
Pediatrics	VN400B	30	8	40	78	2.08
Leadership and Supervision	VN400C	40	0	64	104	2.77
Mental Health	VN400D	30	0	48	78	2.08
Home Health, Hospice, and Rehabilitation	VN400E	30	0	48	78	2.08
System Review & Exit Exam Prep	VN400F	20	0	32	52	1.39
Totals		180	16	272	468	12.48
Program Totals		700	160	960	1,820	48.54

HIGH SCHOOL DIPLOMA OR GED REQUIRED FOR ADMISSION

Vocational Nurse Course Description

Level 1 (Prerequisite: Admission to the Program)

Level 1 is designed to provide the beginning student with an introduction to personal and vocational relationships in nursing. Emphasis is placed upon the application of the nursing process utilized within the context of the Licensed Vocational Nurse scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes integrated hours of Nutrition, Communication, Growth and Development, Communicable Diseases, Psychology, Patient Education, Geriatrics, and Rehabilitation Nursing. An introduction to Pharmacology is included.

Level 2 (Prerequisite: Successful Completion of Level I)

Level 2 is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility and fluid and electrolyte imbalances. Emphasis is placed upon the care of patients with disorders of the integumentary and endocrine systems, blood dyscrasias, and the cardiovascular and respiratory systems. The unifying framework utilizes Maslow's Hierarchy of Needs and the nursing process. Anatomy and Physiology, Pharmacology, Communicable Diseases, Growth and Development, Patient Education, and Psychology are integrated throughout the level.

Level 3 (Prerequisite: Successful Completion of Level II)

Level 3 is a continuation of Medical-Surgical Nursing A. Emphasis is placed upon care of patients with musculo-skeletal, gastrointestinal, neurological, eye and ear, urological, and reproductive disorders and patients with AIDS. The unifying framework utilizes Maslow's Hierarchy of Needs and the nursing process. Anatomy and Physiology, Nutrition, Growth and Development, Communicable Diseases, Psychology/Mental Health, Patient Education, and Pharmacology are integrated throughout the level.

Level 4 (Prerequisite: Successful Completion of Level III)

Level 4 is designed to provide the senior student with basic knowledge in several specialty areas (family nursing, pediatrics, mental health, home health, hospice, and rehabilitation) and to give the core information for leadership and supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice. Maslow's Hierarchy of Needs and the nursing process are utilized as the unifying framework. Anatomy and Physiology, Nutrition, Growth and Development, Pharmacology, Communicable Diseases, Patient Education, and Psychology are integrated throughout the level.

Home Health Aide (O-NET-SOC 31.1011.00)

Educational Objective

The intent of the HHA course curriculum is threefold: to promote quality of care in the home care setting; to provide entry-level skills for employment as a home health aide, and to expand the role of the CNA as a paraprofessional. This is a stand-alone course.

Prerequisites: Eligible students must be a certified nurse assistant and provide valid documentation of current CPR certification, live scan, and physical exam/immunizations. New students must enroll at the start of Module 1: Introduction to Aide and Agency Role. Refer to the Remediation Policy for information specific to this program.

COURSE OUTLINE

Module	Course Title	Clock Hours	Clinical Hours	Credit Hours
1	Introduction to Aide and Agency Role	2	0	.053
2	Interpretation of Medical and Social Needs of People Being Served	5	0	.133
3	Personal Care Services	5	15	.533
4	Nutrition	5	3	.213
5	Cleaning and Care Tasks in the Home	3	2	.133
Totals		20	20	1.07

Home Health Aide Course Description

WEEK 1

INTRODUCTION TO AIDE AND AGENCY ROLE (OBJECTIVES 1-12): Provides students with an understanding of the state and federal regulations/requirements for HHA certification. Also covered is terminology, purpose and goals of home care, the home health care team and responsibilities as an HHA, reportable observation and documentation, and therapeutic communication and time management.

INTERPRETATION OF MEDICAL AND SOCIAL NEEDS OF PEOPLE BEING SERVED: Provides students with an understanding of cultural factors, common reactions to illness/disability, common diseases and disorders, emotional and spiritual needs of terminally ill patients and their families, and body functions and reportable observations.

PERSONAL CARE SERVICES (UNIT #3 – OBJECTIVES 1-17): Covers terminology, common personal care skills, improvising equipment in the home and durable medical equipment. Also discussed are principles of body mechanics, ROM, transfers, ambulation and positioning, ostomies, risk factor for skin breakdown and pressure ulcers stages. Students will also learn emergencies, infection control in the home, and the role and responsibilities for assisting patients to self-administer medication.

NUTRITION (UNIT #4 – OBJECTIVES 1-2): Students will develop an understanding of terminology, nutritional principles and problems, therapeutic diets, and safe food handling and storage. Also covered is assisting the client with feeding themselves and verifying that the client is following the correct diet, including the use of feeding assistance devices. Additionally, students will learn how to measure oral intake and urinary output, hand washing, and measuring/recording vital signs.

CLEANING AND CARE TASKS IN THE HOME: Covers methods of maintaining a healthy and safe home environment, along with procedures, equipment, and supplies for household tasks, including washing and drying dishes, laundry, and general organization.

WEEK 2

EXTERNSHIP: This module provides the student, upon successful completion of the classroom training, the opportunity to work in an actual medical environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment. Clinical training is generally conducted in nursing homes and other health-care facilities between the hours of 8:00 am to 8:00 pm, at the discretion of the extern site.

Phlebotomy Technician 1 (O-NET-SOC 29-2010.00)

Educational Objective

The Phlebotomy Technician I course prepares students for employment as a phlebotomy technician and provides training in obtaining blood specimens by venipuncture and micro-collection techniques. Since phlebotomists are considered part of the laboratory team, they are trained in all aspects of specimen collection and processing. To become proficient in venipuncture and capillary punctures, students must have plenty of hands-on training. Therefore, in addition to classroom training, an externship in a clinical laboratory is required before graduation, during which the student must perform at least 50 venipunctures and 10 skin punctures on patients of all ages from pediatric to geriatric. Additionally, the student should observe a minimum of two (2) arterial punctures.

Prerequisites: Provide a valid high school diploma or equivalent. If taking the course without externship, an applicant must demonstrate more than 1,040 hours of job experience. If less than 1,040 hours, the applicant must demonstrate experience with 50 venipunctures and 10 skin punctures by providing a California Statement of Phlebotomy Experience signed by a licensed physician attesting to completion of a specified number of work hours in phlebotomy within the last five years.

Advisory Board

Martin Billips

Business Development Manager
City of Angels Dermatology

De'Maya Brewer

ASC Director / Administrator
Center for Outpatient Surgery

Brenda Carter

Operations Manager
BAART Community Clinic

Teri Clayton

Assistant Nurse Manager
Arrowhead Regional Medical Center

Anita Esteban, RN, BSN

Director of Peri-Operative Services
East Los Angeles Doctors Hospital

Joanne E. Frazier

Recruitment & Retention Manager
Gerber Ambulance Service

John Hall

Manager
A & S Diagnostic

Julie Handelman

Regional Manager
True Sleep

Robert B. Hosseini, MD

Owner
Vista Del Mar Medical Center

Maitai Hursch

Office Manager
Ideal Homecare

Frangis Karamedin, MD

Owner
Pediatric and Adolescents

Michelle Lerer, CMM

Office Manager
Paletz Agatstein Urology Medical Group, Inc.

Omar Matal, MD

Owner
Lynwood Medical Imaging

Linda Narvaez, MD

Owner
Family Practice Medicine

Toni Nguyen

Senior Technician / Student Coordinator
Magnolia Medical Imaging Center

Omid Okhowat, DC, IDE

Chiropractor
Okhowat Health Center

Dana Parsons

Customer Service Manager
Gerber Ambulance

Thanh Phung, MD

Medical Director
Magnolia Medical Imaging Center

Asuncion Querubin, RN

Director of Peri-Operative Services
Tri-City Regional Medical Center

Deanna Schulte

Assistant Nurse Manager
Arrowhead Regional Medical Center

Robert Taracena

Owner / Office Manager
Excel Imaging

Gwendolyn Wysocki, RN

Manager, Academic Relations
Loma Linda University Medical Center

Olivia Zabala, CST

OR Technician, Labor and Delivery
Kaiser Permanente West LA Medical Center

Remedios Zulueta

Charge Nurse of Peri-Operative Department
East Los Angeles Doctors Hospital

Academic Calendar

2011 START DATES <i>Date in bold italics indicates start date is Tuesday since closed Monday for holiday</i>	ADC / PT 32 Weeks	DA (DAY) 36 Weeks	DA (EVG) 52 Weeks	DMS (DAY) 92 Weeks
7/11/11	2/24/12	3/23/12	7/20/12	6/21/13
7/18/11	3/2/12	3/30/12	7/27/12	6/28/13
7/25/11	3/9/12	4/05/12	8/03/12	7/12/13
8/01/11	3/16/12	4/13/12	8/10/12	7/19/13
8/08/11	3/23/12	4/20/12	8/17/12	7/26/13
8/15/11	3/30/12	4/27/12	8/24/12	8/01/13
8/22/11	4/5/12	5/04/12	8/31/12	8/09/13
8/29/11	4/13/12	5/11/12	9/07/12	8/16/13
9/06/11	4/20/12	5/18/12	9/14/12	8/23/13
9/12/11	4/27/12	5/25/12	9/21/12	8/30/13
9/19/11	5/4/12	6/01/12	9/28/12	8/30/13
9/26/11	5/11/12	6/08/12	10/05/12	9/13/13
10/03/11	5/18/12	6/15/12	10/12/12	9/13/13
10/10/11	5/25/12	6/22/12	10/19/12	9/27/13
10/17/11	6/1/12	6/29/12	10/26/12	10/04/13
10/24/11	6/8/12	7/13/12	11/02/12	10/11/13
10/31/11	6/15/12	7/20/12	11/09/12	10/18/13
11/07/11	6/22/12	7/27/12	11/16/12	10/25/13
11/14/11	6/29/12	8/03/12	11/21/12	11/01/13
11/21/11	7/13/12	8/10/12	11/30/12	11/08/13
11/28/11	7/20/12	8/17/12	12/07/12	11/15/13
12/05/11	7/27/12	8/24/12	12/14/12	11/22/13
12/12/11	8/03/12	8/31/12	12/21/12	11/27/13
12/19/11	8/10/12	9/07/12	1/11/13	12/06/13
1/03/12	8/17/12	9/14/12	1/18/13	12/13/13
1/09/12	8/24/12	9/21/12	1/25/13	12/13/13
1/17/12	8/31/12	9/28/12	2/01/13	1/10/14
1/23/12	9/07/12	10/05/12	2/08/13	1/17/14
1/30/12	9/14/12	10/12/12	2/15/13	1/24/14
2/06/12	9/21/12	10/19/12	2/22/13	1/24/14
2/13/12	9/28/12	10/26/12	3/01/13	2/07/14
2/21/12	10/05/12	11/02/12	3/08/13	2/14/14
2/27/12	10/12/12	11/09/12	3/15/13	2/21/14
3/05/12	10/19/12	11/16/12	3/22/13	2/28/14
3/12/12	10/26/12	11/21/12	3/28/13	3/07/14
3/19/12	11/02/12	11/30/12	4/05/13	3/07/14

Academic Calendar

2011 START DATES <i>Date in bold italics indicates start date is Tuesday since closed Monday for holiday</i>	MA / MB 37 Weeks	ST 62 Weeks	VN 70 Weeks
7/11/11	3/30/12	10/12/12	N/A
7/18/11	4/05/12	10/26/12	N/A
7/25/11	4/13/12	11/02/12	N/A
8/01/11	4/20/12	11/09/12	N/A
8/08/11	4/27/12	11/16/12	N/A
8/15/11	5/04/12	11/21/12	N/A
8/22/11	5/11/12	11/30/12	N/A
8/29/11	5/18/12	12/07/12	N/A
9/06/11	5/25/12	12/07/12	N/A
9/12/11	6/01/12	12/21/12	2/28/13
9/19/11	6/08/12	1/11/13	N/A
9/26/11	6/15/12	1/18/13	N/A
10/03/11	6/22/12	1/25/13	N/A
10/10/11	6/29/12	2/01/13	N/A
10/17/11	7/13/12	2/08/13	N/A
10/24/11	7/20/12	2/15/13	N/A
10/31/11	7/27/12	2/22/13	N/A
11/07/11	8/03/12	2/22/13	N/A
11/14/11	8/10/12	3/08/13	N/A
11/21/11	8/17/12	3/15/13	N/A
11/28/11	8/24/12	3/22/13	N/A
12/05/11	8/31/12	3/28/13	N/A
12/12/11	9/07/12	4/05/13	N/A
12/19/11	9/14/12	4/12/13	N/A
1/03/12	9/21/12	4/12/13	N/A
1/09/12	9/28/12	4/26/13	N/A
1/17/12	10/05/12	5/03/13	N/A
1/23/12	10/12/12	5/10/13	N/A
1/30/12	10/19/12	5/17/13	7/18/13
2/06/12	10/26/12	5/24/13	N/A
2/13/12	11/02/12	5/31/13	N/A
2/21/12	11/09/12	6/07/13	N/A
2/27/12	11/16/12	6/14/13	N/A
3/05/12	11/21/12	6/21/13	N/A
3/12/12	11/30/12	6/21/13	N/A
3/19/12	12/07/12	7/12/13	N/A

Corporate Officers & Administrative Staff

Corporate Officers

Jeffrey J. Meisel, CEO/Owner

Ronald S. Schaechter, President/Owner

General Administration

Avi Paladino, Director of Operations

Joanne Brennan, Director of Financial Aid
Jeff Paladino, Director of Compliance
Maricela Diaz, Default Prevention Manager
Kee Park, Business Office Manager
Gene Campbell, IT Manager

Raya Del Cid, Payroll Manager
Elie Dvorin, Human Resources Representative
Laura Mendoza, Benefits Administrator
Christopher Mayer, Accounting Manager
Veronica Sarmiento, Accounting Assistant

South Gate Main Campus

Campus Director & Department Managers

Avi Paladino, Campus Director
Joanne Brennan, Financial Aid Director
Maricela Diaz, Default Prevention Manager
Armando Gonzalez, Facilities Manager
Aiman Maswadi, Admissions Manager
Linda Morales, Student Services Manager
Jevita Merriweather-Haley, Career Services Manager
Sanaa Mustafa, Education Manager
Kee Park, Business Office Manager

Admissions

Leland Adams, Admissions Representative
Maria Contreras, Associate Admissions Manager
Dinah Cortez, Admissions Representative
Pandora Holmes, Admissions Representative
Eddie Kim, Admissions Representative
Tyler Leonard, Admissions Representative

Financial Aid

Citlalli Anahuac, Financial Aid Officer
Regina Bass, FA Office Assistant
Alejandra Contreras, Financial Aid Officer
Israel Rodriguez, Financial Aid Officer
Martin Romero, Financial Aid Officer
Sharon Rousseau, Asst. Financial Aid Director

Student Services

David Aispuro, Student Services Representative
Jennifer Alvarez, Student Services Representative
Truth Baker, Student Services Representative
Angel Barrera, Registrar
Felis Cabrera, Student Services Representative
Jenette Glover, Student Services Representative
Antinea Ramirez, Student Services Representative

Career Services

Maria (Lola) Balderas, Career Services Representative
Elizabeth Iglesias, Externship Coordinator
Vanessa Galindo, Externship Coordinator Assistant
Gerardo (Jerry) Martinez, Career Services Rep.
Lourdes Valencia, Career Services Representative
Kevin Williams, Career Services Representative

Administrative / Business Office

Patty Gomez, Default Prevention Officer
Melissa Gonzalez, Default Prevention Office Asst.
Tiffany Le, Asst. to Director of Compliance
Erika Lopez, Business Office Assistant
Felicia Macias, Asst. to Director of Operations
Richard Ramirez, Business Office Assistant
Katherine Vasquez, Default Prevention Office Asst.

Facilities

Dan Swaney, IT Technician
Edward Louis, Facilities Assistant

San Bernardino Branch Campus

Campus Director & Department Managers

Rick Sylstra, Campus Director
Ryan Knight, Admissions Manager
Cesar Perez, Financial Aid Manager
Christopher Junger, Student Services Manager
Tamara Crossland, Career Services Manager
Gene Campbell, IT Manager

Admissions

Shari Davis, Admissions Representative
N'Senga Hughes, Admissions Representative

Financial Aid

Brenda Baker, Financial Aid Officer
Libertad Casarez, Financial Aid Officer

Student Services

MaryAnn Caumeran, Student Services Representative
Angela Perdomo, Student Services Representative
Emma Sanchez, Student Services Representative

Career Services

Suzanne Garcia, Career Services Representative

Corporate Officers & Administrative Staff

Los Angeles Branch Campus

Campus Director & Department Managers

Roger Cranmer, Campus Director
Maria Jimenez, Associate Dir. / Student Services Mgr.
Diana Valdez, Admissions Manager
Irma Barajas, Financial Aid Manager
Shirley Green, Career Services Manager
Gene Campbell, IT Manager

Admissions

Cody Azevedo, Admissions Representative
Fatema Gharfarshad, Admissions Representative

Financial Aid

Adriana Regalado, Financial Aid Officer
Sugey Lopez, Financial Aid Officer

Student Services

Breauna Hollaway, Student Services Representative
Maria Toro, Registrar

Career Services

Kyle La Buff, Career Services Representative

Administrative / Business Office

Beverly Chambers, Default Prevention Coordinator

Office Administration / Front Desk (All Campuses)

Mena Mansour, Administrative Assistant – South Gate
Farrah Mclean, Administrative Assistant – Los Angeles
Ayanna McKinnon, Administrative Assistant – San Bernardino
Magdalena Moreno, Medical Programs Assistant – South Gate
Jessica Murcia, Administrative Assistant – Los Angeles
Rocio Perez, Administrative Assistant – South Gate
John Rizk, Administrative Assistant – Gardena
Jessica Zepeda, Administrative Assistant – San Bernardino

Faculty & Program Directors

The tables below are designated by campus and sorted alphabetically by program/course and then by instructor last name. Program directors are identified by their name in **bold**.

Abbreviations for programs and courses are as follows:

ADC – Alcohol and Drug Counseling • DA – Dental Assistant • DMS – Diagnostic Medical Sonographer
 MA – Medical Assistant • MB – Medical Biller • NA – Nurse Assistant • PT – Pharmacy Technician
 ST – Surgical Technology • VN – Vocational Nurse
 PT-1 – Phlebotomy Technician 1 • HHA – Home Health Aide

South Gate Main Campus	
Program	Instructor Name
Tutoring	White, Roger
ADC	Rick Reyes
DA	Deodre Cotton
DMS	Anita, Carmen
DMS	Bautista, Efigenio
DMS	Le, Trinh (Ryan)
DMS	Lorek, Anula
DMS	Moghadam, Roya
DMS	Mora, Antonio
DMS	Patel, Reena
DMS	Sanchez, Manuel
DMS	Shah, Syed
DMS	Wilson, Dr. Barbara
HHA/NA	Redd, Martha
MA	Dous, George
MA	Said, Amgad
MA	Shenouda, Sameh (Sam)
MA	Tawadros, Yousif
MB	Cristorean, Monica, CPC
MB, MA	Roman, Azucena
PT	Abdalmalek, Eman
PT, MA	Roufail, Ashraf
PT-1	Downs, Corliss
PT-1	Falcon, Ed *
PT-1	Mendez, Ronald
ST	Angeles, Allan, CST
ST	Ballesteros, Jose
ST	Brown, Jason, CST
ST	Chavez, Joseph, CST
ST	Duran, Gabriela, CST
ST	Evans, Herschell, CST
ST	Falcon, Ed
ST	Lipio, Antonio, CST
ST, MA	Macis, Nick
ST	Nguyen, My Le, CST
ST	Nunez, Claro, CST

Gardena Auxiliary Classroom	
Program	Instructor Name
MA	Pham, Tanya
MB	Cristorean, Monica, CPC

This campus serves enrollment overflow from the South Gate campus

San Bernardino Branch Campus	
Program	Instructor Name
DMS	Aziz, Nasreen
DMS	Banu, Naseem
DMS	Basheer, Mahjabeen
DMS	Diaz, Jorge
DMS	Gutierrez, Japhet
DMS	Kattan, Nahla
DMS	Kirollos, Magda
DMS	Rastegari, Nadia
DMS	Scott, Karen
DMS	Shirani, Nayer
DMS	Siddiqui, Shahina
DMS	Virk, Manuneeth
MA	Lopez, Monica
MA	Malak, Mona
MA, MB	Mata, Tammy
MB	Garcia, Raquel
ST	Bennett, Cliff, CST
ST	Diaz, Maria
ST	Doyle, Trevor, CST
ST	Gladue, Brandon, CST
ST	Myint, Thein (Patrick), CST
ST	Vina, Silviana, CST
ST	Youssef, Andrew

Los Angeles campus is on the next page

* Ed Falcon is also program director for the Home Health Aide and Nurse Assistant programs.

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 ST – Surgical Technology • VN – Vocational Nurse
 PT-1 – Phlebotomy Technician 1 • HHA – Home Health Aide

Los Angeles Branch Campus	
Program	Instructor Name
DMS	Akkinepalli, Manju
DMS	Garzon, Caesar
DMS	Hettiarachchi, Kosala
DMS	Mustafa, Sanaa
DMS	Tarar, Ambreen
HHA/NA	Hodson, Judith, RN
MA	Amezcuca, Lorena
MA	Callender, Debra
MA	Dous, George
MA	Sharpe, Christopher
MB	Johnson, Sandra
MB	Pitts, Michelle
ST	Branstetter, Magarita, CST
ST	Faragalla, George, CST
ST	Mahinan, Dante, CST
ST	Stefanova, Nina
ST	Warfield, Kimberly, CST
ST	Wright, Ashley, CST
VN	Anderson, Sylvia, RN
VN	Bracken, Peter, PHN, DC, PA
VN	Cato, Nadine, MBA, BSN, RN
VN	Dana, Rita, RN
VN	Ellison, Lorna, RN
VN	Hodson, Judith, RN
VN	Jenkins, Beulah, MSN, RN
VN	Hughes, Joan, MSN
VN	King, Joan, MSN, RN
VN	Martin, Lavell, RN
VN	Morrissey, Cricki, RN
VN	Martinez, Faustina, RN
VN	Sellers, Michelle, RN
VN	Tan, Doreen, RN
VN	Valentine, Kathy, RN
VN	Whitlock, Arleen, RN, BSN, PHN