

Community Based
Education & Development

CBD College

CATALOG

Fall 2012

07/01/12 through 12/31/12



www.cbd.edu

3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010 (323) 937-7772 Fax (213) 427-9278

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TABLE OF CONTENTS

TABLE OF CONTENTS	3
ADMINISTRATION AND FACULTY	5
<i>ADMINISTRATION</i>	5
<i>FACULTY</i>	5
BOARD OF DIRECTORS AND ADVISORY BOARD	7
<i>BOARD OF DIRECTORS</i>	7
<i>ADVISORY BOARD</i>	7
APPROVAL DISCLOSURE STATEMENT	8
CSAAVE APPROVAL	8
INSTITUTIONAL ACCREDITATION	8
PROGRAMMATIC ACCREDITATION	8
WELCOME TO CBD COLLEGE	9
MISSION	10
COLLEGE HISTORY	10
CONSUMER INFORMATION	10
LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT	11
ADMISSIONS	13
<i>REQUIREMENTS AND PROCEDURES</i>	13
<i>TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT</i>	14
<i>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS</i>	15
<i>TRANSFER OR ARTICULATION AGREEMENTS</i>	15
<i>READMITTED STUDENTS</i>	15
PROGRAMS OFFERED	16
<i>VOCATIONAL NURSING (VN)</i>	16
<i>ASSOCIATE OF APPLIED SCIENCE IN VOCATIONAL NURSING (VN AAS)</i>	20
<i>SURGICAL TECHNOLOGY (ST)</i>	27
<i>PHARMACY TECHNICIAN (PHT)</i>	34
CLOCK HOUR TO CREDIT HOUR CONVERSION	40
SCHOOL CALENDAR	41
HOURS OF OPERATION	41
CLASS SCHEDULE (CURRENT)	41
CBD COLLEGE HOLIDAYS	42
ACADEMIC REGULATIONS	43
<i>SCHOOL RIGHTS</i>	43
<i>PROGRAM DELIVERY</i>	43
<i>STUDENT CONDUCT</i>	43
<i>ATTENDANCE</i>	43
<i>ATTENDANCE PROBATION</i>	43
<i>TARDINESS</i>	43

TABLE OF CONTENTS

<i>LEAVE OF ABSENCE</i>	44
<i>MAKE-UP WORK</i>	44
<i>WITHDRAWAL</i>	44
<i>GRADING SYSTEM</i>	45
<i>SATISFACTORY ACADEMIC PROGRESS</i>	45
<i>ACADEMIC PROBATION</i>	46
<i>APPEALS PROCESS FOR STUDENTS PUT ON ACADEMIC PROBATION</i>	46
<i>SUSPENSION AND TERMINATION</i>	46
<i>APPEAL PROCESS FOR SUSPENSION AND TERMINATION</i>	46
<i>COMPLAINT PROCEDURES</i>	47
GRADUATION REQUIREMENTS	47
STUDENT SERVICES	48
<i>STUDENT ACADEMIC ADVISEMENT</i>	48
<i>TUTORIAL ASSISTANCE</i>	48
<i>GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)</i>	48
<i>DRUG AND ALCOHOL ADVISING</i>	48
<i>STUDENT LOUNGE</i>	48
<i>FIELD TRIPS AND GUEST SPEAKERS</i>	48
<i>JOB PLACEMENT SERVICE</i>	49
<i>VOTER REGISTRATION</i>	49
METHODS OF INSTRUCTION	49
LIBRARY	49
COPYRIGHT INFRINGEMENT POLICY	50
<i>INFRINGEMENT OF COPYRIGHT LAWS</i>	50
<i>INVESTIGATION OF INFRINGEMENT COMPLAINTS</i>	50
FEDERAL AND STATE STUDENT AID GENERAL INFORMATION	50
FINANCIAL INFORMATION	51
<i>TUITION AND SCHOLARSHIP POLICY; PAYMENT PLANS</i>	52
CANCELLATION/REFUND POLICY	53
<i>STUDENT'S RIGHT TO CANCEL</i>	53
<i>WITHDRAWAL FROM THE PROGRAM</i>	53
<i>RETURN OF TITLE IV FUNDS POLICY</i>	54
<i>DETERMINATION OF THE WITHDRAWAL DATE</i>	55
EQUAL OPPORTUNITY POLICY	56
SEXUAL HARASSMENT	56
RECORD RETENTION	57
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	57
INTERNET ACCESS POLICY	57
CAMPUS SECURITY	57
MAP TO THE MAIN CAMPUS*	58

ADMINISTRATION AND FACULTY

ADMINISTRATION

Alan Heshel	President/Chief Executive Officer
Alla Shustrov	School Director/Chief Operating Officer
Patricia Kouropova	Database Administrator/Assistant School Director
Azalie Nickleberry	Front Desk/Administrative Assistant
Michael Heshel	Library/Computer Lab Tech
Seda Oglakhchian	Director of Admissions
Marty Aghejian	Admissions Officer
Earl Johnson	Admissions Officer
Irina Shapiro	Student Services/Test Administrator
Lily Shapiro	Records Officer
Anna Panosyan	Financial Aid Advisor
Leonid Zolotov	Placement Officer
Alice Sorrell-Thompson	VN Program Director
Larisa Shumilova	VN Program Administrator
Mike Kaputikyan	ST Program Director
Arutyun Ter-Matevosyan	PhT Clinical Supervisor

FACULTY

All instructors at CBD College have extensive training and experience in teaching as well as curriculum development/assessment/revision. Our instructors utilize industry-related teaching methodologies in the field of their professional expertise.

<p><u>MIKE KAPUTIKYAN</u> Full-Time <i>MS – Education</i>, Ashwood University, Online <i>CST – Glendale Career College</i>, Glendale, CA</p>	<p><u>VICTOR VLADIMIR CHABAN</u> Part-Time <i>Ph.D. – Physiology</i>, Academy of Sciences of Ukraine, Kiev, Ukrain <i>MS – Clinical Research</i>, Charles Drew University of Medicine & Science, Los Angeles, CA <i>BS – Physiology</i>, University Leopoliensis, Kiev, Ukraine</p>
<p><u>ARUTYUN TER-MATEVOSYAN</u> Part-Time <i>CPhT – North West College</i>, Glendale, CA</p>	<p><u>KARYN PERALTA ESTRADA</u> Part-Time <i>CST – Glendale Career College</i>, Glendale, CA</p>
<p><u>LIZA SARGSYAN</u> Part-Time <i>MD – Medicine</i>, Ross University School of Medicine, Portsmouth, Dominica, West Indies</p>	<p><u>IRINA ZHAROVSKAYA</u> Full-Time <i>MS – General Health</i>, Kiev Medical School, Kiev, Ukraine <i>RN – Psychology</i>, Mount St. Mary’s College, Los Angeles, CA</p>
<p><u>ALICE SORRELL-THOMPSON</u> Full-Time <i>MS – Nursing</i>, University of Phoenix, Gardena, CA <i>BS – Nursing</i>, Mount St. Mary’s College, Los Angeles, CA <i>RN</i></p>	<p><u>TRACY WARREN</u> Part-Time <i>CST – CA Paramedical & Tech College</i>, Los Beach, CA</p>
<p><u>MARTIN VILLALOBOS JR.</u> Part-Time <i>CST – Bryman College</i>, Reseda, CA</p>	

<p><u>KAREN KILPATRICK</u> Full-Time <i>MS – Nursing/Health Educator, University of Phoenix, Pasadena, CA</i> <i>BS – Nursing, University of Phoenix, Pasadena, CA</i> <i>AA – Nursing, Pasadena City College, Pasadena, CA</i> <i>AA – Liberal Arts, Pasadena City College, Pasadena, CA</i> <i>RN</i></p>	<p><u>MARILYN PETERS</u> Full-Time <i>MN, UCLA, Los Angeles, CA</i> <i>MPH, CSU Northridge, Northridge, CA</i> <i>BA – Liberal Studies, University of Redlands, Redlands, CA</i> <i>RN, Lutheran Hospital School of Nursing, Baltimore, CA</i></p>
<p><u>MIKE ABRAMYAN</u> Part-Time <i>MS – Medical Science, Yerevan State Medical University, Yerevan, Armenia</i> <i>RN</i></p>	<p><u>SHERYL ANTIDO</u> Part-Time <i>BS – Nursing, University of Santo Tomas, Sampaloc, Philippines</i> <i>RN</i></p>
<p><u>FREDDIE WEAKLEY</u> Part-Time <i>AA – Science, East Los Angeles College, Los Angeles, CA</i> <i>AA - Nursing, LA County Medical Center School of Nursing, Los Angeles, CA</i> <i>RN</i></p>	<p><u>DEBRA KREUTER</u> Part-Time <i>BS – Nursing, Grand Valley State, Allendale, MI</i> <i>AA – Science, Muskegon Community College, Muskegon, MI</i> <i>RN, Hurley School of Nursing, Flint, MI</i></p>
<p><u>BERNADETTE LUCAS</u> Part-Time <i>BS – Nursing, Seattle University, Seattle, WA</i> <i>RN</i></p>	<p><u>LAURENCE TANGONAN</u> Part-Time <i>MS – Nursing, Mount St. Mary’s College, Los Angeles, CA</i> <i>AS – Nursing, West Coast University, Anaheim, CA</i> <i>BA – Philosophy, Dominguez Hills CSU, Carson, CA</i> <i>AA – Gen Ed, El Camino College, Torrance, CA</i> <i>RN</i></p>
<p><u>LORI BERGVALL</u> Part-Time <i>CST – LA Trade Technical College, Los Angeles, CA</i> <i>AA – GE, LA Valley College, Los Angeles, CA</i></p>	<p><u>ZARUI GZOYAN</u> Part-Time <i>CST – Glendale Career College, Glendale, CA</i></p>
<p><u>JOSE LEPE</u> Part-Time <i>CST – Glendale Career College, Glendale, CA</i></p>	<p><u>GEORGE FARAGALLA</u> Part-Time <i>CST – Concord Career Institute, N. Hollywood, CA</i> <i>E.M.T. – Metropolitan Skill Center, Los Angeles, MD – General Surgery, Cairo University Medical School, Cairo, Egypt</i></p>
<p><u>KAROL BARTOSZYNSKI</u> Part-Time <i>BA – Business Asmin., University of Phoenix, online</i> <i>CST – U.S Air Force, Sheppard AFB, TX</i></p>	<p><u>BRIAN SMITH</u> Part-Time <i>CST – Career Colleges of America, Los Angeles, CA</i> <i>CNA, Genova Health Institute, Los Angeles, CA</i></p>
<p><u>ARPINE KARADANYAN</u> Part-Time <i>CST – CBD College, Los Angeles, CA</i> <i>AA – GE, Glendale Community College, Glendale, CA</i></p>	<p><u>LATISHA VILLA</u> Part-Time <i>CST – Glendale Career College, Glendale, CA</i></p>
<p><u>VIKTORIA TERMAN</u> Part-Time <i>CST – Concord Career College, N. Hollywood, CA</i></p>	<p><u>LATISHA VILLA</u> Part-Time <i>CST – Glendale Career College, Glendale, CA</i></p>

CBD College is proud to have these instructors on our staff!

BOARD OF DIRECTORS AND ADVISORY BOARD



BOARD OF DIRECTORS

Alan Heshel	President
Mayer Schmuckler	Board Member
Harry Spiegel, Esq.	Board Member
Polina Tsikman, CPA	Board Member
Marsha Slavitt	Secretary

ADVISORY BOARD

Jacob Sverdlov, ESQ	Semion Baraz, CPA
<u><i>VN Program</i></u>	
Alexander Dusovich, MD	Yelana Vaynerov, MD
Gennady Musher, MD	Irina Lavretskaya, RN
<u><i>ST Program</i></u>	
Vazgen Nazaryan, RN	Keith Blackwell, MD
Mark Levy, MD	Fernando Mendoza, CST
Marisa Gomez, CST	Gayane Arutyunyan, MNGR
<u><i>PhT Program</i></u>	
Ella Mazur, MNGR	Flynn H. Lew, MNGR
David Zamshman, PhT	
<u><i>MT/PT Aid Program</i></u>	
Debra Ann Lamoureux, CMST	Alda Glover, CST
Noel Norwick, CMT	

APPROVAL DISCLOSURE STATEMENT

CBD College is a private non-profit public benefit institution incorporated under section 501c § (3) of the Internal Revenue Code, and it is approved to operate by the Bureau for Private Postsecondary Education (BPPE) as a private postsecondary institution.

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

CSAAVE APPROVAL

CBD College is approved by the California State Approving Agency for Veterans Education to train Veterans & eligible persons.

INSTITUTIONAL ACCREDITATION

CBD College is nationally accredited by and accepts the responsibility to maintain the principles of quality continuing education and the integrity of the Accrediting Council for Continuing Education & Training (ACCET).

Accrediting Council for Continuing Education & Training

1722 N Street, NW, Washington, DC 20036 (202) 955-1113 or fax (202) 955-1118

PROGRAMMATIC ACCREDITATION

The Vocational Nursing Program maintains provisional accreditation by the following agency:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833-2945 (916) 263-7800

The Surgical Technology Program has been granted accreditation by the following agencies:

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043

Tel (703) 917-9503 Fax (703) 917-4109

WELCOME TO CBD COLLEGE



Welcome to CBD! If you are interested in building a career in a growing field with a bright future, you've come to the right place. At CBD College, students gain the knowledge and skills needed to work in industries with a wide range of opportunities and specialties. Guided by a professional and dedicated staff, students enroll in a challenging and comprehensive curriculum that suits their individual needs. But the best part of CBD is the sense of community. Friendships develop beyond the classroom among students and staff, and CBD continues to provide cultural and career guidance for a promising future.

As you read this catalog, you will find features that make our school exceptional among educational and training institutions. We believe that our instructional methods, the pleasant learning environment, and expertise of our staff are second to none in our field. We also firmly believe that every student can and will achieve.

This catalog will provide you with information about the programs offered at CBD College as well as many of the policies and procedures of the institution. Please consider us your partners as you pursue success in your classes and in the workplace.

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

Toll-free Telephone Number: (888) 370-7589, (916).431.6959 or by Fax: (916) 263-1897

www.bppe.ca.gov

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

All information in the contents of this school catalog is current and is so certified as true by the School Director.

Alla Shustrov, School Director



MISSION

The Mission of CBD College is to provide educational opportunities, leading to careers or career advancement, in an open and supportive environment that encourages a lifelong quest for knowledge.

The Institutional Goals are to provide quality educational programs that can be completed in a relatively short time period and provide students the tools necessary for immediate and productive employment.

COLLEGE HISTORY

Community Based Education and Development, Inc., doing business as CBD College, was established in 1982. Since then, CBD College has grown to be one of Los Angeles's best resources for vocational training and career advising for students of all nationalities, interests, and means. As the College became more structured, professional staff grew, and in 1994 CBD College received Course Approval from the State of California. In 1996, the College was incorporated as a non-profit public benefit organization.

In order to validate the professional competence of our program and to help assure the effectiveness of its courses, CBD College sought and received National Accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in 1997.

The Vocational Nursing Program has maintained programmatic accreditation by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) since 2006, but was placed on provisional accreditation in May 2010.

In addition to ACCET accreditation, in April 2010, CBD College chose to seek programmatic accreditation of its Surgical Technology Program by the Accrediting Bureau of Health Education Schools (ABHES) to allow students to take the National Exam and become licensed, increasing chances to find better positions.

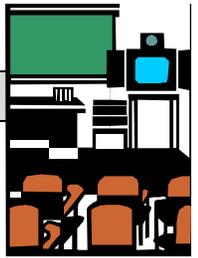
CONSUMER INFORMATION

All courses are taught at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010.

CBD College does not offer visa services to prospective students from other countries or English language services. CBD College does not offer English as a Second Language instruction. All instruction occurs in English.

CBD College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT



CBD College is located in the heart of Los Angeles at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010.

Housed in a modern, air-conditioned facility, the College is accessible to disabled students. Reasonable accommodations will be made for students with special needs to enable them equal access to admissions and learning opportunities.

The 15,000 square foot facility consists of labs and lecture rooms, administrative offices, a job search lab/student resource library, and student lounge. Class sizes for lecture do not exceed the industry standard of 30 students per instructor. Class sizes for labs generally do not exceed 12-15 students per instructor (based on program requirements).

To provide quality training and enhance classroom learning, the College maintains industry-related technology, including industry standard equipped medical and computer labs. Students receive hands-on experiences and training in our programs. The laboratories contain workstations simulating real work environments, which students will encounter in the professional setting. The equipment in the computer labs includes 55 computers and updated software. The student-to-computer ratio is one-to-one.

Types of equipment and materials used for training:

Program	Equipment	Materials
Surgical Technology	<ul style="list-style-type: none"> • Surgery table • Mayo stand • Long back table • Ring stand • IV poles • Scrub sinks • Anesthesia machine & cart • Electrosurgical unit • Suction tree and canisters • OR lights • Major & minor laparotomy tray • D & C tray • Hysterectomy tray • Major bone set • Laminectomy set • Tonsilectomy and Adenoidectomy set • Laparoscopy instruments • Gallbladder/CBD tray 	<ul style="list-style-type: none"> • Surgical Technology for the Surgical Technologist & Web Tutor Blackboard • Fundamentals of Anatomy & Physiology & Web Tutor Blackboard • Medical Terminology • A Short Course • Surgical Instrumentation • Pocket Guide to the Operating Room • Differentiating Surgical Equipment and Supplies
Pharmacy Technician	<ul style="list-style-type: none"> • Compounding tool • Open shelf for medications • Sink • Laminar flow hood • Counter top w/ cabinets • Overhead cabinets for supplies • Supply cart with 3 shelves 	<ul style="list-style-type: none"> • Mosby's Pharmacy Technician: Principles & Practice • Workbook for Mosby's Pharmacy Technician: Principles & Practice • Pharmacy Calculations for Technicians • Certification Review for Pharmacy Technicians • Drug Quick Reference Pocket Guide

Pharmacy Technician	<ul style="list-style-type: none"> • Pill counting trays • Pill cutters • Porcelain mortar and pestle sets • Sharps container • Pill crusher • Pill cutter 	
Massage Therapy/PT Aid	<ul style="list-style-type: none"> • Massage tables • Massage chairs • Hot stones • Heater • Hot packs • Hydrocolider • Cold packs • Freezer • Ultrasound units • Electrical stimulation 	<ul style="list-style-type: none"> • Trail Guide to the Body & Handbook • Theory & Practice of Therapeutic Massage & Workbook • A Massage Therapist's Guide to Pathology • The Balanced Body: A Guide to Deep Tissue And Neuromuscular Therapy • Reflexology
Vocational Nursing & Associate of Applied Science in Vocational Nursing	<ul style="list-style-type: none"> • Bed • Bedside stand • Over-bed table • Sphygmomanometers (manual) • Thermometers (Tempa-dots with rectal sleeves-Fahrenheit) • Pulse oximeter • Stethoscopes (double and single head) • Wash basin • Mannequins • Skeleton • Organ molds (anatomy and physiology system related) • Emesis basin (kidney shaped) • Weight scale • Suction machine • Intravenous pole free standing or bed attached with sample beg, tubing • Pill crusher • Pill cutter • Medication carts 	<p><u>Nursing:</u></p> <ul style="list-style-type: none"> • Foundations and Adult Health Nursing • Structure & Function of the Body • Introduction to Pharmacology • Calculate with Confidence • Mosby's Drug Guide for Nurses • Evolve Reach Testing and Remediation Comprehensive Review for the NCLEX-PN® Examination • Saunders Comprehensive Review for the NCLEX-PN Examination <p><u>General Education:</u></p> <ul style="list-style-type: none"> • Wordsmith – A Guide to College Writing • Rethinking America 3 – An advanced Cultural Reader • One Flew Over the Cuckoo's Nest • The Art of Public Speaking • Essentials to Sociology – A down to Earth Approach • Introduction to Psychology • Essential Mathematics with applications • Structure and Function of the Body • An Introduction to General Chemistry • Burton's Microbiology for the Health Sciences

Students have access to a current job search lab/resource library to supplement their learning experience. Students are encouraged to increase their knowledge through use of these facilities. The College complies with federal, state, and local laws, regulations and ordinances. These include requirements for fire safety, building safety, and health regulations.

ADMISSIONS



REQUIREMENTS AND PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent; or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma. Students must provide a copy of a high school diploma, an official high school diploma/GED certification or its equivalent. Based on our admissions policy, we do not enroll students under the Ability to Benefit Criteria.

To begin their college experience, applicants must complete an Admissions Application, have a personal interview with an Admissions Representative and meet Admissions Requirements (see Student Handbook). All applicants must successfully pass the CPAt ACT Test (Career Programs Assessment Test by American College Testing). Since the School's prerequisite for enrollment is a high school diploma or its equivalent, the above-mentioned test is used for admissions purposes and to determine the order of admissions when classes are full.

The school reserves the right to reject applicants based on their test scores or failure to comply with any applicable local, state or federal laws, statutes or regulations.

COURSE	CPAt ACT SCORE
Surgical Technology*	Language Usage ATB Min. Score 42
Pharmacy Technician*	Reading ATB Min. Score 43
Massage Therapy/Physical Therapy Aid*	Numerical Skills ATB Min. Score 41
Vocational Nursing *	Language Usage ATB Min. Score 50
AAS in Vocational Nursing *	Reading ATB Min. Score 50
	Numerical Skills ATB Min. Score 50

* See Student Handbook for additional admission requirements.

If the number of applicants is higher than the number of seats available for the program, students are screened based on the highest scores on the CPAt. In case the number of applicants continues to exceed the number of available seats, the determination of admission will be on a first come, first served basis, depending on the date when the application is complete.

TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT

Students previously enrolled in any accredited college may submit their records to CBD College for review.

Students requesting to have their previously earned credits reviewed must provide officially sealed transcripts and course outlines to their admissions representative at the time of enrollment. The admissions representative will submit the documents to the Program Director, who will review and provide a written result of the review to the admissions representative. The student must have a minimum passing grade of C or better on all credits to be reviewed.

Credit Transfer “IN” Requirements:

- Course objectives and contact hours of course transferred must be similar to what CBD College offers
- Course transferred must have been completed within the last five years (*Credit for education prior to 5 years will only be granted by means of challenge examination and advising*)
- Course transferred must have been successfully completed with at least a “C”

Credit Transfer “IN” Procedure:

Student will complete the Transfer Credit Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts in an officially sealed envelope (transcripts must describe the courses taken, with grades achieved and actual number of hours completed by category -theory/lab/clinical)
- School catalog or similar document containing the course description and objectives
- Copy of CNA license, if applicable

Transcripts will be evaluated upon receipt in an official sealed envelope from the accredited college the student is transferring from. Transcripts must be accompanied by the course descriptions, course syllabus and the actual number of hours completed by category (theory and clinical).

The documentation must be submitted to the admissions department at least two weeks prior to the anticipated first day of attendance. The student will be advised of the school’s decision within five business days.

Official documents and exams need to be reviewed prior to the student’s first day of class. No fees will be charged for testing, evaluation or granting transfer of credit.

Transfer students will be evaluated qualitatively only on the work completed while at the College.

All students must successfully complete a minimum of 50% of the program at CBD College in order to be eligible to receive a certificate/diploma from CBD College.

If a student is denied credits based on their transcript/course description(s) and/or exam a written appeal can be made to the School Director, within five calendar days of being notified of the denial, outlining circumstances for reconsideration. The student will receive a written decision to the appeal within ten calendar days. The School Director’s decision is final.

CBD College does not provide credit based on achievement tests, challenge examinations, or experiential learning.

Credit Transfer” OUT” Procedure:

If a student chooses to transfer to another school, CBD College will provide an official transcript, syllabi and/or course outlines upon the student’s request, which must be filed at the front desk. All required document(s) will be provided by the College within five business days.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

READMITTED STUDENTS

To be considered for re-entry, former students must provide a detailed written explanation of the conditions that caused the original withdrawal or termination and demonstrate how those conditions have been resolved so that they can successfully continue the program of study. Applicants reentering the program will be evaluated by an instructor and/or Program Director to assess retained skills. Only one re-entry request will be considered and may be allowed.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0 in the theory courses;
- Have a “pass” grade in the clinical courses.

Readmission Procedure:

- Provide a detailed written explanation of the conditions that caused the original withdrawal or termination and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills
- Complete the recommended “plan of improvement”, if necessary

Only one re-entry request per student will be considered and may be allowed per program.

Students who have been approved for readmission by the administration will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College.

The maximum time frame will be reduced for transfer/readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Financial Aid to determine Title IV aid eligibility, as eligibility may be reduced based on transfer credit.

PROGRAMS OFFERED



VOCATIONAL NURSING (VN)

93.5 quarter credit units/ 1560 clock hours/ 60 weeks (26 hours per week)

Educational Objective:

The Vocational Nursing program provides students with the theory, laboratory, and clinical experiences that will prepare them to assume roles of competent vocational nurses capable of rendering direct client care in all settings where nursing takes place. Nursing theory guides clinical practice. The clinical portion of the program allows students actual hands-on experience delivering nursing care to patients of all ages, ethnic and cultural groups, and various stages of wellness/illness. CBD College is proudly affiliated with health care agencies that provide nursing care in settings from acute care hospitals to long term care facilities. The clinical experience also gives the student first-hand exposure to those behaviors and skill sets that employers in the health care industry are looking for in nursing professionals.

Upon successful completion of the program, the graduate is required to take the NCLEX-PN (National Council Licensure Examination for Practical Nurses) administered by the National Council of State Boards of Nursing. The NCLEX is designed to test a nurse's knowledge of nursing theory and procedures. Potential nurses must pass this state licensing exam in order to seek employment. The exam is graded on a pass-fail basis and may be taken multiple times. In order to register for the exam, you must meet the following requirements:

- Minimum age - 17 years
- Completion of the 12th grade of schooling or its equivalent (furnish proof)
- Complete an accredited training program
- Have a valid Authorization To Test (ATT) form before taking the NCLEX
- Complete and sign the "Application for Vocational Nurse Licensure".
- Complete and sign the "Record of Conviction" form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.")
Note: A License will not be issued until the board receives the background information from DOJ.
- Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX).
- When the requirements of the above steps have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Upon successful completion of the program, graduates may obtain employment as:

- Vocational Nurse Technicians (VNT) also known as Patient Care Technicians (PCT) and after obtaining the Vocational Nurse License may be promoted to the LVN position or hired as an LVN.
- Vocational Nurse (CIP # 51.3901; O-NET # 29-2061.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units
I	Nursing I–Fundamentals of Nursing	01-15	390	24.5
II	Nursing II–Medical-Surgical Nursing I	16-30	390	23.0
III	Nursing III–Medical-Surgical Nursing II	31-45	390	23.0
IV	Nursing IV–Specialties	46-60	390	23.0
Total:			1560	93.5

Note: one clock hour is defined as a 60 minutes span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Anatomy & Physiology (74 hrs) and Pharmacology (75 hrs) are integrated courses.

Course Syllabus:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
NSG 100	Foundations of Nursing	150	-	-	150
NSG 110	Foundations of Nursing Practicum	-	128	112	240
NSG 101	Basic Clinical Concepts	150	-	-	150
NSG 111	Basic Clinical Concepts Practicum	-	24	216	240
NSG 102	Basic Clinical Concepts II	150	-	-	150
NSG 112	Basic Clinical Concepts II Practicum	-	-	240	240
NSG 103	Vocational Nursing	150	-	-	150
NSG 113	Vocational Nursing Practicum	-	-	240	240
Total:		600	152	808	1560

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/vocational-nursing.html>

VN Course Descriptions:

FOUNDATIONS OF NURSING – NURSING 100

Prerequisites: Admission to the Nursing Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 50, Reading minimum Score 50, Numerical Skills minimum Score 50.

Total Clock Hours: 150

*Total credit hours: 15.0**

Fundamental principles underlying nursing care are presented. Focus is upon providing care to adult and geriatric clients. The concepts of critical thinking, caring and professional behaviors are introduced. Content related to communication, human relationships, health promotion, maintenance and restoration, medical asepsis, use of the nursing process, and medication administration is presented.

Upon completion of this course and Nursing 110, students are eligible to become Certified Nursing Assistants.

FOUNDATIONS OF NURSING PRACTICUM – NURSING 110

Prerequisites: Admission to the Nursing Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 50, Reading minimum Score 50, Numerical Skills minimum Score 50.

Total Clock Hours: 240

*Total credit hours: 9.5**

The student applies theory from Nursing 100 to nursing practice in long-term care facilities and campus laboratory.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Fundamentals 240.

BASIC CLINICAL CONCEPTS I – NURSING 101

Prerequisites: Nursing 100, Nursing 110

Total Clock Hours: 150

*Total credit hours: 15.0**

The focus of this course is to teach students how to provide care to adult patients experiencing normal life processes or common/chronic disease processes in selected body systems. The course is a continuation of principles of nursing care introduced in Nursing 100.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 52.

BASIC CLINICAL CONCEPTS PRACTICUM I – NURSING 111

Prerequisites: Nursing 100, Nursing 110

Total Clock Hours: 240

*Total credit hours: 8.0**

The student applies theory from Nursing 101 to nursing practice in acute facilities and campus laboratory.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 240.

BASIC CLINICAL CONCEPTS II – NURSING 102

Prerequisites: Nursing 100-101, Nursing 110-111

Total Clock Hours: 150

*Total credit hours: 15.0**

A continuation of Nursing 101 with the focus on providing care to adults experiencing normal life processes or common/chronic disease processes in selected body systems.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 60.

BASIC CLINICAL CONCEPTS PRACTICUM II – NURSING 112

Prerequisites: Nursing 100-101, Nursing 110-111

Total Clock Hours: 240

*Total credit hours: 8.0**

Application of theory from Nursing 102. The focus is on providing care to adults in acute care facilities.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical Surgical 240.

VOCATIONAL NURSING – NURSING 103

Prerequisites: Nursing 100-102, Nursing 110-112

Total Clock Hours: 150

*Total credit hours: 15.0**

The focus of this course is on the Nursing Specialties, such as Mental Health, Pediatrics, and Maternity, as well as on preparation to complete the NCLEX-PN and enter practice as a vocational nurse. This course introduces the student to leadership and management skills and provides information on employment and educational opportunities available to the practical nurse. Work skills such as procuring, retaining, and terminating employment are discussed, as well as personal and professional liability insurance, application for state licensure, NCLEX application, professional organizational membership, and continuing education.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Maternal/Newborn 25; Pediatrics 25.

VOCATIONAL NURSING PRACTICUM I – NURSING 113

Prerequisites: Nursing 100-102, Nursing 110-112

Total Clock Hours: 240

*Total credit hours: 8.0**

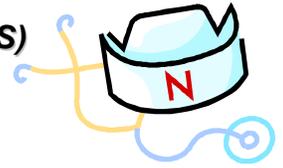
Application of theory from Nursing 103. The focus is on the nursing specialties (maternity and pediatric) and on management/leadership skills. Each student completes observational experience in the Obstetrical Unit and obtains experience in community health settings.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical Surgical 120; Maternity/Newborn 40; Pediatrics 40; Leadership & Supervision 20.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

ASSOCIATE OF APPLIED SCIENCE IN VOCATIONAL NURSING (VN AAS)

142 quarter credit units/ 2145 clock hours/ 60 weeks (34 hours per week)



Educational Objective:

The Vocational Nursing program provides students with the theory, laboratory, and clinical experiences that will prepare them to assume roles of competent vocational nurses capable of rendering direct client care in all settings where nursing takes place. Nursing theory guides clinical practice. The clinical portion of the program allows students actual hands-on experience delivering nursing care to patients of all ages, ethnic and cultural groups, and various stages of wellness/illness. CBD College is proudly affiliated with health care agencies that provide nursing care in settings from acute care hospitals to long term care facilities. The clinical experience also gives the student first-hand exposure to those behaviors and skill sets that employers in the health care industry are looking for in nursing professionals.

Completion of the General Education requirements for the AAS Degree program will help transfer to an educational program for Registered Nursing, when a student chooses to continue climbing the career ladder. The award of transfer credit is at the discretion of other institutions and is not guaranteed.

Upon successful completion of the program, the graduate is required to take the NCLEX-PN (National Council Licensure Examination for Practical Nurses) administered by the National Council of State Boards of Nursing. The NCLEX is designed to test a nurse's knowledge of nursing theory and procedures. Potential nurses must pass this state licensing exam in order to seek employment. The exam is graded on a pass-fail basis and may be taken multiple times. In order to register for the exam, you must meet the following requirements:

- Minimum age - 17 years
- Completion of the 12th grade of schooling or its equivalent (furnish proof)
- Complete an accredited training program
- Have a valid Authorization To Test (ATT) form before taking the NCLEX
- Complete and sign the "Application for Vocational Nurse Licensure".
- Complete and sign the "Record of Conviction" form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.")
Note: A License will not be issued until the board receives the background information from DOJ.
- Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX).
- When the requirements of the above steps have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Upon successful completion of the program, graduates may obtain employment as:

- Vocational Nurse. (CIP # 51.1613; O-NET # 29-2061.00)

Term #	Module/GE Course Title	Week #	Clock Hours	Quarter Credit Units
I	Foundations of Nursing	01-15	390	24.5
	English 101 – Written Communication		45	4.5
	Mathematics 101 – College Math.		45	4.5
	Psychology 101 – Introduction to Psychology		45	4.5
II	Medical Surgical I	16-30	390	23.0
	English 102 – Oral Communication		45	4.5
	Sociology 101 – Introduction to Sociology		45	4.5
	Biology 102 – Human Anatomy		90	6.5
III	Medical Surgical II	31-45	390	23.0
	Biology 103 – Human Physiology		90	6.5
	Chemistry 101 – Chemistry		90	6.5
IV	Specialties	46-60	390	23.0
	Biology 104 - General Microbiology		90	6.5
Total:			2145	142.0

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Anatomy & Physiology (74 hrs) and Pharmacology (75 hrs) are integrated courses.

Course Syllabus:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
NSG 100	Foundations of Nursing	150	-	-	150
NSG 110	Foundations of Nursing Practicum	-	128	112	240
NSG 101	Basic Clinical Concepts	150	-	-	150
NSG 111	Basic Clinical Concepts Practicum	-	24	216	240
NSG 102	Basic Clinical Concepts II	150	-	-	150
NSG 112	Basic Clinical Concepts II Practicum	-	-	240	240
NSG 103	Vocational Nursing	150	-	-	150
NSG 113	Vocational Nursing Practicum	-	-	240	240
Nursing Course TOTAL		600	152	808	1560
ENG 101	Written Communication	45	-	-	45
PSY 101	Introduction to Psychology	45	-	-	45
MATH 101	College Math	45	-	-	45
ENG 102	Oral Communication	45	-	-	45
SOC 101	Introduction to Sociology	45	-	-	45
BIO 102	Human Anatomy	45	45	-	90
BIO 103	Human Physiology	45	45	-	90
CHEM 101	Chemistry	45	45	-	90
BIO 104	General Microbiology	45	45	-	90
General Education TOTAL		405	180	-	585
GRAND TOTAL		1005	332	808	2145

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/associate-degree-in-vocational-nursing.html>

VN AAS Course Descriptions:

FOUNDATIONS OF NURSING – NURSING 100

Prerequisites: Admission to the Nursing Program. CPAT ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 50, Reading minimum Score 50, Numerical Skills minimum Score 50.

Total Clock Hours: 150

*Total credit hours: 15.0**

Fundamental principles underlying nursing care are presented. Focus is upon providing care to adult and geriatric clients. The concepts of critical thinking, caring and professional behaviors are introduced. Content related to communication, human relationships, health promotion, maintenance and restoration, medical asepsis, use of the nursing process, and medication administration is presented.

Upon completion of this course and Nursing 110, students are eligible to become Certified Nursing Assistants.

FOUNDATIONS OF NURSING PRACTICUM – NURSING 110

Prerequisites: Admission to the Nursing Program. CPAT ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 50, Reading minimum Score 50, Numerical Skills minimum Score 50.

Total Clock Hours: 240

*Total credit hours: 9.5**

The student applies theory from Nursing 100 to nursing practice in long-term care facilities and campus laboratory.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Fundamentals 240.

BASIC CLINICAL CONCEPTS I – NURSING 101

Prerequisites: Nursing 100, Nursing 110

Total Clock Hours: 150

*Total credit hours: 15.0**

The focus of this course is on teaching students how to provide care to adult patients experiencing normal life processes or common/chronic disease processes in selected body systems. The course is a continuation of principles of nursing care introduced in Nursing 100. This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 52.

BASIC CLINICAL CONCEPTS PRACTICUM I – NURSING 111

Prerequisites: Nursing 100, Nursing 110

Total Clock Hours: 240

*Total credit hours: 8.0**

The student applies theory from Nursing 101 to nursing practice in acute facilities and campus laboratory.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 240.

BASIC CLINICAL CONCEPTS II – NURSING 102

Prerequisites: Nursing 100-101, Nursing 110-111

Total Clock Hours: 150

*Total credit hours: 15.0**

A continuation of Nursing 101 with the focus on providing care to adults experiencing normal life processes or common/chronic disease processes in selected body systems.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical/Surgical 60.

BASIC CLINICAL CONCEPTS PRACTICUM II – NURSING 112

Prerequisites: Nursing 100-101, Nursing 110-111

Total Clock Hours: 240

*Total credit hours: 8.0**

Application of theory from Nursing 102. The focus is on providing care to adults in acute care facilities.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical Surgical 240.

VOCATIONAL NURSING – NURSING 103

Prerequisites: Nursing 100-102, Nursing 110-112

Total Clock Hours: 150

*Total credit hours: 15.0**

The focus of this course is on the Nursing Specialties, such as Mental Health, Pediatrics, and Maternity, as well as on preparation to complete the NCLEX-PN and enter practice as a vocational nurse. This course introduces the student to leadership and management skills and provides information on employment and educational opportunities available to the practical nurse. Work skills such as procuring, retaining, and terminating employment are discussed, as well as personal and professional liability insurance, application for state licensure, NCLEX application, professional organizational membership, and continuing education. This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Maternal/Newborn 25; Pediatrics 25.

VOCATIONAL NURSING PRACTICUM I – NURSING 113

Prerequisites: Nursing 100-102, Nursing 110-112

Total Clock Hours: 240

*Total credit hours: 8.0**

Application of theory from Nursing 103. The focus is the nursing specialties (maternity and pediatric) and on management/leadership skills. Each student completes observational experience in the Obstetrical Unit and obtains experience in community health settings.

This course includes the following clock hours towards eligibility for referral to the California BVNPT for licensure: Medical Surgical 120; Maternity/Newborn 40; Pediatrics 40; Leadership & Supervision 20.

WRITTEN COMMUNICATION – ENGLISH 101

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 4.5**

This course enables students to compose logical, coherent essays and reports necessary to academic and professional success. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

ORAL COMMUNICATION – ENGLISH 102

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 4.5**

This introductory course is designed to provide students with greater skills in all aspects of oral presentation. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking. The process of preparing a presentation is covered, including topic selection, development, research, organization, language, and delivery of speeches for many types of audiences and occasions. The course will focus on building self-confidence of the students by presenting them the appropriate techniques to deliver informative and persuasive oral presentations.

COLLEGE MATH – MATHEMATICS 101

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 4.5**

This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations.

INTRODUCTION TO PSYCHOLOGY – PSYCHOLOGY 101

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 4.5**

The course is a general introduction to psychology and includes an overview of the field of psychology, and an understanding of human behavior. Students are introduced to the research methods used to advance the science of psychology and the various areas that comprise this discipline. Research and theories are presented, discussed, and evaluated. Topics covered include biological psychology, sensation and perception, lifespan development, learning, memory, motivation and emotion, cognition, personality, and social psychology.

INTRODUCTION TO SOCIOLOGY – SOCIOLOGY 101

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 4.5**

The course will provide a further understanding of human group behavior and the organization of society. Using several theoretical points of view, the student will study and analyze the organization of social life style, problems of inequality of age, sex, race and ethnicity, social class and life style, basic social institutions, global issues of technology, social movements and social change.

CHEMISTRY – CHEMISTRY 101

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 45

*Total credit hours: 6.5**

This course is designed to offer a comprehensive study of chemistry, providing an overview of all aspects of modern chemistry. Students will be introduced to fundamental theories of inorganic chemistry, such as atomic structure, gas laws, and chemical calculations. The laboratory portion of the course is correlated to the materials presented in lecture.

HUMAN ANATOMY – BIOLOGY 102

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 90

*Total credit hours: 6.5**

This course emphasizes the principles of human anatomy and includes an overview of all body systems, organs, tissues, and cells with focus on major biochemical molecular and cellular biology theories. Topics dealing with the nature of science, human genetics and development are included. Lab exercises include observation of vertebrate dissections.

HUMAN PHYSIOLOGY – BIOLOGY 103

Prerequisites: Biology 102

Total Clock Hours: 90

*Total credit hours: 6.5**

This course offers a comprehensive study of Human Physiology. This course includes an overview of structure and functions of all body systems, organs, tissues, and cells with focus on major biochemical, molecular, and cellular theories. The course focuses on the function of the integumentary, skeletal, muscular, respiratory, cardio-vascular, immune systems, as well as endocrine, nervous, urinary, digestive, and reproductive systems. The laboratory portion focuses on practical applications of the material presented in lecture.

PRINCIPLES OF MICROBIOLOGY – BIOLOGY 104

Prerequisites: Admission to the Nursing Program

Total Clock Hours: 90

*Total credit hours: 6.5**

This course offers a comprehensive study of Microbiology under the health science perspective, providing an overview of all aspects of modern microbiology, enabling students to carry out their duties in an informed, safe, and efficient manner. The course includes the study of the morphology, physiology, genetics, taxonomy, and ecology of microorganisms. Topics such as principles of immunology, control of microbes, and their relationship to disease are also included. The laboratory portion of the course focuses on practical applications of the material presented in lecture. Students will learn new techniques and will be exposed to a variety of experiments and observations.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*



SURGICAL TECHNOLOGY (ST)

96.5 quarter credit units/ 1500 clock hours/ 70 weeks

45 weeks Theory/Lab (20 hours per week) + 25 weeks externship (24 hours per week)

Course Objective:

The Surgical Technology program is a 1500-hour Diploma comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills that will enable them to become safe and competent practitioners of Surgical Technology.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 600-hour Surgical Technology Externship that must be completed prior to graduation.

Upon successful completion of the program, graduates may obtain employment as:

- Surgical Technologist (CIP # 51.0909; O-NET # 29-2055.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units*
I	Anatomy and Physiology	1-9	180	17.0
II	Basic Science	10-18	180	15.0
III	Surgical Technology	19-27	180	15.0
IV	Surgical Procedures	28-36	180	18.0
V	Mock Surgery	37-45	180	10.5
VI	Externship	46-70	600	21.0
Total:			1500	96.5

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/surgical-technology.html>

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ST101	Anatomy & Physiology I	80	10	0	90
ST102	Anatomy & Physiology II	80	10	0	90
ST201	Medical Terminology	25	5	0	30
ST202	Med Law & Ethics	25	5	0	30
ST203	Patient Psychology	25	5	0	30
ST204	Disease Process & Pathophysiology	25	5	0	30
ST205	Microbiology	25	5	0	30
ST206	Pharm. & Anesthesia	25	5	0	30
ST301	Intro to ST & Asepsis	20	10	0	30
ST302	Sterilization	20	10	0	30
ST303	Surgical Instruments	20	10	0	30
ST304	Biomedical Science	25	5	0	30
ST305	Sutures & Wound Healing	25	5	0	30
ST306	Drains & Catheters	20	10	0	30
ST401	General & Pediatric Procedures	30	0	0	30
ST402	OBGYN & Urological Procedures	30	0	0	30
ST403	Orthopedic Procedures	30	0	0	30
ST404	Neurologic Procedures	30	0	0	30
ST405	Plastic-H&N Procedures	30	0	0	30
ST406	Vascular & Cardio Procedures	30	0	0	30
ST501	Mock Surgery I	10	40	0	50
ST502	Mock Surgery II	10	40	0	50
ST503	Mock Surgery III	10	40	0	50
ST001	CPR	5	5	0	10
ST002	Career Development	5	5	0	10
ST504	Mock Clearance	0	10	0	10
ST601	Externship	20	0	580	600
TOTAL		680	240	580	1500

ST Course Descriptions:

MODULE I ST101 ANATOMY AND PHYSIOLOGY I

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 90

*Quarter Credit Units: 8.5**

This course is a study of the following topics and human systems: biochemistry, the cell, tissues, bone, muscle, and endocrine systems. The functions and interrelationship of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE IA ST102 ANATOMY AND PHYSIOLOGY II

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 90

*Quarter Credit Units: 8.5**

This course is a study of the following topics and human systems: nervous system, lymphatic, endocrine, blood, cardiovascular, digestive, and respiratory systems. The functions and interrelationship of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE II ST201 MEDICAL TERMINOLOGY

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes, and body structure.

MODULE II ST202 MEDICAL LAW & ETHICS

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course presents an overview of the legalities and ethical behavior associated with medical practice/facility. The AMA and AAMA codes of ethics and OSHA regulations as they apply to the office environment are also studied.

MODULE II ST203 PATIENT PSYCHOLOGY

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is an introduction to the principles and concepts basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy, and social psychology.

MODULE IIA ST204 DISEASE PROCESS & PATHOPHYSIOLOGY

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed.

MODULE IIA ST205 MICROBIOLOGY

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Additionally, vital signs and blood borne pathogens will be included.

MODULE IIA ST206 PHARMACOLOGY AND ANESTHESIA

Prerequisites: Admission to the Surgical Technology Program. CPAt ACT Pre-Enrollment Exam with the following scores the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents, and math concepts in calculations of dosages. Different modes of anesthesia will be discussed.

MODULE III ST301 INTRODUCTION TO SURGICAL TECHNOLOGY & ASEPSIS

Prerequisite: ST101-ST206

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. This course also introduces aseptic technique.

MODULE III ST302 STERILIZATION

Prerequisite: ST101-ST301

Total clock hours: 30

*Quarter Credit Units: 2.5**

An overview of the disease process, infection control with emphasis on hand washing techniques, methods of sterilization, instrumentation classification and first aid procedures will be presented. Universal precautions as well as draping and positioning patients are emphasized.

MODULE III ST303 SURGICAL INSTRUMENTATION

Prerequisite: ST101-ST302

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces the student to the relationship between instrumentation, equipment, and supplies and quality patient care in the OR; items that require sterilization prior to use in the sterile field; basic instruments by type, function, and name; proper care, handling, and assembly of instruments; types of special equipment utilized in the OR; practice and demonstration of proper care; handling techniques, safety precautions, functions of accessory equipment and demonstration of proper care; handling, and assembly; relationship between instruments, equipment, and supplies; and the OR environment as related to safety.

MODULE IIIA ST304 BIOMEDICAL SCIENCE

Prerequisite: ST101-ST303

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving, and printing documents. Also includes the safety factors regarding biophysical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety.

MODULE IIIA ST305 SUTURES AND WOUND HEALING

Prerequisite: ST101-ST304

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces wound healing, possible complications of wound healing, classifications of surgical wounds, factors that influence healing and the manner in which they affect the healing process, and common suture terms. Suture materials and stapling devices and their usage, as well as types, characteristics, and uses of natural and synthetic absorbable suture materials.

MODULE IIIA ST306 DRAINS AND CATHETERS

Prerequisite: ST101-ST305

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces various types and usage of the drainage system, catheters, and tubes used in the surgical procedures.

MODULE IV ST401 GENERAL AND PEDIATRIC PROCEDURES

Prerequisite: ST101-ST306

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, general, and pediatric procedures.

MODULE IV ST402 OBGYN AND UROLOGIC PROCEDURES

Prerequisite: ST101-ST401

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific OBGYN and urologic procedures.

MODULE IV ST403 ORTHOPEDIC PROCEDURES

Prerequisite: ST101-ST402

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific orthopedic procedures.

MODULE IVA ST 404 NEUROLOGICAL PROCEDURES

Prerequisite: ST101-ST403

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific neurological procedures.

MODULE IVA ST405 PLASTIC AND H&N PROCEDURES

Prerequisite: ST101-ST404

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in plastic and H&N procedures.

MODULE IVA ST406 VASCULAR AND CARDIOTHORACIC PROCEDURES

Prerequisite: ST101-ST405

Total clock hours: 30

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific vascular and cardiothoracic procedures.

MODULE V ST501 MOCK SURGERY I

Prerequisite: ST101-ST406

Total clock hours: 50

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, general surgery, orthopedic, neurological, plastic and reconstructive, peripheral vascular, obstetric/gynecology, ophthalmic, otorhinolaryngologic, and oral/maxillofacial surgical procedures for the surgical technologist.

MODULE V ST502 MOCK SURGERY II

Prerequisite: ST101-ST501

Total clock hours: 50

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the surgical technologist.

MODULE V ST503 MOCK SURGERY III

Prerequisite: ST101-ST502

Total clock hours: 50

*Quarter Credit Units: 3.0**

This course is designed to evaluate the student in his/her knowledge and skills in basic surgical preparation and procedures. Students will recall the preparations for anesthesia and pharmaceuticals used, instrumental set-ups, and circulating methods, and will understand the use of different needles and sutures.

MODULE V ST504 CPR

Prerequisite: ST101-ST503

Total clock hours: 10

*Quarter Credit Units: 0.5**

This course is designed to introduce surgical technology candidates to basic clinical skills, CPR, HIV/AIDS, and OSHA. Emphasis is placed on measurement and recording of temperature, pulse, respiration, blood pressure, height, and weight. Included is a CPR session taught by a certified instructor.

MODULE V ST505 CAREER DEVELOPMENT

Prerequisite: ST101-ST504

Total clock hours: 10

*Quarter Credit Units: 0.5**

Career development emphasizes assessing personal strengths, understanding career expectations, developing job search techniques, and preparing an effective resume.

MODULE V ST506 MOCK CLEARANCE

Prerequisite: ST101-ST505

Total clock hours: 10

*Quarter Credit Units: 0.5**

Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures.

MODULE VI ST601 EXTERNSHIP

Prerequisite: ST101-ST506 with a grade B or better

Total clock hours: 600

*Quarter Credit Units: 21.0**

This course is conducted in a surgical facility and provides students a clinical experience with a variety of preoperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and work as members of the surgical team.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

PHARMACY TECHNICIAN (PHT)

47.5 quarter credit units/ 720 clock hours/ 36 weeks



Course Objective:

This course provides students with the basic knowledge and skills that will qualify them to work as entry-level Pharmacy Technicians in retail and hospital 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 Federal and California pharmacy laws; understand basic pharmacology; perform pharmacy operations of the Drug Distribution system, and be able to perform sterile product preparation. At the successful completion of the program, the student will be eligible to apply for licensure as a Pharmacy Technician in the State of California, will be awarded a diploma, and will qualify for the Pharmacy Technician Certified Board (PTCB) exam.

Upon successful completion of the program, graduates may obtain employment as:

- Pharmacy Technician (CIP # 51.0805; O-NET # 29-2052.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units*
I	General Concepts of Pharmacy	1-4	80	6.5
II	Pharmacology of the Cardio-Vascular & Nervous Systems	5-8	80	6.0
III	Pharmacy Billing, Repacking and Compounding	9-12	80	6.0
IV	Pharmacology of Infectious Diseases & Endocrine System	13-16	80	6.0
V	Hospital Pharmacy and Sterile Products	17-20	80	6.0
VI	Pharmacology of Respiratory, Gastrointestinal & Urinary Systems	21-24	80	6.0
VII	Anti-Inflammatory and Antihistamine Drugs	25-28	80	6.0
VIII	Externship	29-36	160	5.0
Total:			720	47.5

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/pharmacy-technician.html>

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Extern	Total Hours
PHT 100	General Concepts of Pharmacy	30	10	0	40
PHT 101	Federal & State Pharmacy Laws and Pharmaceutical Procedures	15	5	0	20
PHT 001	Pharmacy Calculation/Module I Review	10	10	0	20
PHT 200	Pharmacology of the Cardio-Vascular System	15	5	0	20
PHT 201	Pharmacology of the Central Nervous System (CNS)and Peripheral Nervous System(PNS)	15	5	0	20
PHT 202	Psychopharmacology	10	10	0	20
PHT 001	Pharmacy Calculation/Module II Review	10	10	0	20
PHT 300	Pharmacy Stock and Billing	10	10	0	20
PHT 301	Cancer and Oncology Agents	15	5	0	20
PHT 302	Repacking and Compounding	10	10	0	20
PHT 001	Pharmacy Calculation/Module III Review	10	10	0	20
PHT 400	Pharmacology of Endocrine System	15	5	0	20
PHT 401	Pharmacology of Skin Diseases and Over The Counter medications	15	5	0	20
PHT 402	Pharmacology of Infectious Diseases	15	5	0	20
PHT 001	Pharmacy Calculation/Module IV Review	10	10	0	20
PHT 500	Pharmacology of Reproductive System	15	5	0	20
PHT 501	Hospital Pharmacy and Sterile Products	25	15	0	40
PHT 001	Pharmacy Calculation/Module V Review	10	10	0	20
PHT 600	Pharmacology of Respiratory System	15	5	0	20
PHT 601	Pharmacology of the (GI) Gastrointestinal Tract	15	5	0	20
PHT 602	Pharmacology of Urinary System	15	5	0	20
PHT 001	Pharmacy Calculation/Module VI Review	10	10	0	20
PHT 700	Anti-Inflammatory and Antihistamine Drugs	10	10	0	20
PHT 701	CPR/First Aid	10	10	0	20
PHT 702	Career Development	10	10	0	20
PHT 001	Pharmacy Calculation/Module VII Review	10	10	0	20
PHT 800	Externship	0	0	160	160
TOTAL		350	210	160	720

PHT Course Descriptions:

MODULE I PHT 100 GENERAL CONCEPTS OF PHARMACY

Prerequisites: Admission to the Pharmacy Technician Program. CPAt ACT Pre-Enrollment Exam with the following scores: Language Usage minimum Score 42, Reading minimum Score 43, Numerical Skills minimum Score 41.

Total clock hours: 40

*Quarter Credit Units: 3.5**

This course introduces the student to the practice of pharmacy both from a theoretical and practical stand point. Included are instruction in the storage, filling, documentation and interpretation of written prescriptions. Retail and Hospital pharmacy is differentiated as to practice and expectations. The laws dealing with the Controlled Substance Act are discussed and explained. This module differentiates the routes of drug administration. Special consideration is given to the aseptic preparation of IV solutions with storage and documentation emphasized.

MODULE I PHT 101 FEDERAL & STATE PHARMACY LAWS & PHARMACEUTICAL PROCEDURES

Prerequisites: PHT 100

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course reviews the various Federal and State laws. It covers the history of these laws, controlled substances, standards and ethics, and the liability of the pharmacy, pharmacist and pharmacy technician in regard to this law. Other topics covered include who can have access to prescription files and how the DEA controls drugs of abuse.

MODULE II PHT 200 PHARMACOLOGY OF CARDIOVASCULAR SYSTEM

Prerequisites: PHT 100-101

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course begins with an overview of the anatomy of the heart and cardiac conduction system. It also includes conditions affecting the cardiovascular system, treatment, and medications. Students learn different classes of cardio medications, as well as their therapeutic effect and side effects.

MODULE II PHT 201 PHARMACOLOGY OF THE CENTRAL NERVOUS SYSTEM (CNS) AND PERIPHERAL NERVOUS SYSTEM (PNS)

Prerequisites: PHT 100-200

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers drugs that affect the central nervous system (brain and spinal cord) and how they are used therapeutically to mitigate and treat CNS disorders. This course describes how peripheral nerves (outside the CNS) communicate with our CNS and internal organs. It describes how the PNS is divided into two parts, the voluntary and involuntary nervous system, and how the parasympathetic and sympathetic branches drive each.

MODULE II PHT 202 PSYCHOPHARMACOLOGY

Prerequisites: PHT 100-201

Total clock hours: 20

Quarter Credit Units: 1.5*

This course covers knowledge of the brain and its complexities. It covers such topics as emotional health; nondrug treatments and medication therapy focusing on antipsychotic agents; antidepressants; sedative and hypnotic agents; and other miscellaneous antianxiety agents.

MODULE III PHT 300 PHARMACY STOCK AND BILLING

Prerequisites: PHT 100-202

Total clock hours: 20

Quarter Credit Units: 1.5*

This course introduces students to the primary types of insurance companies and how they manage drug coverage. They learn the difference between Medicaid and Medicare programs. Students learn what drug recalls are and why drugs are returned to the distributor. They learn what the pharmacy billing procedure is, what third-party billing is, and what formulary drugs are.

MODULE III PHT 301 CANCER AND ONCOLOGY AGENTS

Prerequisites: PHT 100-300

Total clock hours: 20

Quarter Credit Units: 1.5*

This course covers common types of cancer and what causes cancer. Students are introduced to oncology terms. They also learn what nuclear medicine is. Course includes chemotherapy agents and their most common side effects. Students learn what medications are prescribed for the side effects of chemotherapy.

MODULE III PHT 302 REPACKING AND COMPOUNDING

Prerequisites: PHT 100-301

Total clock hours: 20

Quarter Credit Units: 1.5*

This course introduces students to compounding of nonsterile products in outpatient pharmacy. Students learn and practice with equipment used in a compounding pharmacy. They learn the proper procedure of compounding as well. Students also learn the main reasons for repackaging medications and how to calculate expiration dates for repackaged meds. The course also covers special terms and definitions

MODULE IV PHT 400 PHARMACOLOGY OF ENDOCRINE SYSTEM

Prerequisite: PHT 100-302

Total clock hours: 20

Quarter Credit Units: 1.5*

This course covers the major function of the endocrine system and the medications related to hormones. Students learn different health conditions that require a hormone treatment. Course includes a discussion of hormones, two types of diabetes, and other conditions of endocrine system.

MODULE IV PHT 401 PHARMACOLOGY OF SKIN DISEASES &
OVER THE COUNTER MEDICATIONS

Prerequisite: PHT 100-400

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the various maladies associated with our largest organ, the skin. Emphasis is put on the drugs that are used in the treatment and healing of dermatological conditions. Also students learn the most common over-the-counter medications and conditions treated with OTC medications.

MODULE IV PHT 402 PHARMACOLOGY OF THE INFECTIOUS DISEASE

Prerequisite: PHT 100-401

Total clock hours: 20

*Quarter Credit Units: 1.5**

The scope of this course covers major infectious diseases, both contagious and non-contagious. Diseases that are endemic and epidemic are covered, with special emphasis on the antibiotics and antiviral drugs that are prescribed. MRSA and other emerging forms of resistant infection are discussed.

MODULE V PHT 500 PHARMACOLOGY OF REPRODUCTIVE SYSTEM

Prerequisite: PHT 100-402

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the major function of the reproductive system and the medications related to male and female hormones. Students learn different health conditions that require a hormone treatment. The course also covers contraceptives and sexually transmitted diseases.

MODULE V PHT 501 HOSPITAL PHARMACY AND STERILE PRODUCTS

Prerequisite: PHT 100-500

Total clock hours: 40

*Quarter Credit Units: 3.0**

The course covers the most common tasks performed by the hospital pharmacy technician. It clarifies the difference between pharmacy stock and central supply stock. This course provides the student with an understanding of how sterile products used for parenteral administration must be prepared in an aseptic environment. Use of the laminar flow hood and exact aseptic technique are demonstrated and practiced. Students learn that infections in institutions (nosoicomol) are becoming more frequent and problematic while preparing IV's.

MODULE VI PHT 600 PHARMACOLOGY OF RESPIRATORY SYSTEM

Prerequisite: PHT 100-501

Total clock hours: 20

*Quarter Credit Units: 1.5**

The respiratory course concentrates on the drugs used for treatment of asthma and COPD. Emphasis is placed on the drugs that cause pulmonary dilation without cardiac side effects, such as the new Beta-2 specific agonist drugs. The effects of first and secondhand smoke are discussed. Molecular oxygen as a legend drug is discussed. Upper respiratory infections and allergies such as rhinitis and the rhinovirus (common cold) are discussed, as well as the drugs, both OTC and legend, that are used.

MODULE VI PHT 601 PHARMACOLOGY OF THE (GI) GASTROINTESTINAL TRACT

Prerequisite: PHT 100-600

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course explains the pharmacology of drugs used in the treatment of GERD and peptic ulcer disease. It also includes drugs for emesis, nausea, vertigo, gastro stasis, and diarrhea. Over-the-counter maladies are included in this course's lectures and discussions.

MODULE VI PHT 602 PHARMACOLOGY OF URINARY SYSTEM

Prerequisite: PHT 100-601

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course discusses various topics regarding the urinary system and the drugs used for the treatment of same. Other topics include diuretics and how they affect renal dynamics along with the impact of sodium and potassium ion. Antianemic and antihypertensive drugs are also discussed as to how they impact the renal and, peripherally, the cardiac hemodynamic system. Nutrition and TPN therapy is also introduced as to how they impact the renal and vascular system in health and disease.

MODULE VII PHT 700 ANTI-INFLAMMATORY AND ANTIHISTAMINE DRUGS

Prerequisite: PHT 100-602

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the symptoms of inflammation and allergy. Students learn the major inflammation conditions as well as treatment of them. They learn the difference between steroidal and nonsteroidal anti-inflammatory agents, their drug actions and side effects. The course also covers symptoms of asthma and classification of drugs used to treat asthma.

MODULE VII PHT 701 CPR AND FIRST AID

Prerequisite: PHT 100-700

Total clock hours: 20

*Quarter Credit Units: 1.5**

Completing this course enables the student to become certified by the American Heart Association in First Aid and CPR. Cards of validation are issued to each student that completes this course. A certified instructor trains students to perform First Aid and CPR using a hands on approach.

MODULE VII PHT 702 CAREER DEVELOPMENT

Prerequisite: PHT 100-701

Total clock hours: 20

*Quarter Credit Units: 1.5**

The objective of this course is to assist the student in developing the skills and tools for career planning. Actual employment is the goal of this exposure. The objectives include the assessment of the student's own skills and application of these skills in a competitive market environment. The student comes to understand the dress, attitude, and interview skills necessary to stand out from the "crowd" and succeed in being hired for a desired job.

PHARMACY CALCULATION (integrated throughout courses)

Prerequisite: PHT 100-702

Total clock hours: 140

*Quarter Credit Units: 10.5**

This course is designed to teach the essential mathematical concepts and skills used on the job by a pharmacy technician. Basic skills in mathematics are required for understanding and performing drug dose calculations and drug preparation, and this comprehensive course offers expanded coverage of basic skill reviews on fractions and percentages. The course includes intensive practice in pharmacy math calculations, conversions, measurements, and applications of equations including calculations required for the usual dosages and solution preparations.

MODULE VIII PHT 800 EXTERNSHIP

Prerequisite: PHT 100-702

Total clock hours: 160

*Quarter Credit Units: 5.0**

The extern is “immersed” in a real pharmacy working environment. This environment may be a hospital or a retail environment based on the availability of a site and the preference of the extern for that type of practice. In this “real world” environment the student learns to deal with the day-to-day events in the “pharmacy world.” Here the student gains invaluable experience and confidence in his/her professional and interpersonal ability.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

CLOCK HOUR TO CREDIT HOUR CONVERSION

For all programs of study, the following conversion formula for lecture, lab, and externship/clinical hours is applied for accreditation and state oversight agencies (rounded down where appropriate):

10 Lecture Clock Hours	=	1 Quarter Credit Hour
20 Lab Clock Hours	=	1 Quarter Credit Hour
30 Externship Hours	=	1 Quarter Credit Hour

A Clock Hour (60 minutes) is defined as a minimum 50-minute class period with a 10-minute break.

The Federal credit/clock hour conversion for the calculation of Title IV purposes is 25 clock hours to one quarter credit hour.

SCHOOL CALENDAR



HOURS OF OPERATION

	Morning Classes	Evening Classes
Monday	8:30 AM – 3 PM	5 PM – 10 PM
Tuesday	8:30 AM – 3 PM	5 PM – 10 PM
Wednesday	8:30 AM – 3 PM	5 PM – 10 PM
Thursday	8:30 AM – 3 PM	5 PM – 10 PM
Friday	8:30 AM – 3 PM	N/A

Schedule of clinicals/externships varies and may include weekends.
Consult the department for further information.

CLASS SCHEDULE (CURRENT)

VN	ST
06/27/11 – 11/18/12 morning	04/04/11 – 07/13/12 morning
11/21/11 – 03/24/13 morning	05/31/11 – 08/28/12 morning
	08/08/11 – 11/09/12 morning
	08/15/11 – 11/16/12 evening
VNAA	09/19/11 – 12/21/12 morning
05/23/11 – 09/09/12 morning	11/21/11 – 03/08/13 morning
	02/13/12 – 05/24/13 morning
	02/13/12 – 05/24/13 evening
PHT (open enrollment)	03/15/12 – 06/27/13 evening
	04/02/12 – 07/07/13 morning
	04/18/12 – 07/25/13 evening
	05/21/12 – 09/06/13 morning
	06/21/12 – 10/07/13 morning
For projected Start Dates, please see the Admissions Office	

CBD COLLEGE HOLIDAYS



January - December 2012

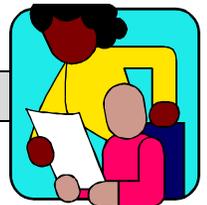
In observance of the following holidays,

CBD College does not hold classes or will be closed on:

January 1-2	Winter Break		
January 16	Monday	Martin Luther King, Jr.	School Closed
February 20	Monday	President's Day	School Closed
March 31	Saturday	Cesar Chavez Day	School Closed
April 6	Friday	Passover	No evening classes
April 7	Saturday	Passover	School Closed
April 8	Sunday	Passover	School Closed
April 8	Sunday	Easter	School Closed
April 24	Tuesday	Armenian Genocide	School Closed
May 28	Monday	Memorial Day	School Closed
July 4	Wednesday	Independence Day	School Closed
September 3	Monday	Labor Day	School Closed
September 16	Sunday	Rosh Hashanah	No evening classes
September 17	Monday	Rosh Hashanah	School Closed
September 25	Tuesday	Yom Kippur	No evening classes
September 26	Wednesday	Yom Kippur	School Closed
October 8	Monday	Columbus Day	School Closed
November 11	Sunday	Veterans Day	School Closed
November 12	Monday	Veterans Day	School Closed
November 22	Thursday	Thanksgiving	School Closed
November 23	Friday	Thanksgiving	School Closed
December 21-31	Winter Break		

Constitution Day is September 17, 2012. On this day, CBD holds school-wide sessions in which the ratification of the United States Constitution is discussed. This lesson plan discusses the ratification of the constitution, amendments, and a brief overview of the founding fathers.

ACADEMIC REGULATIONS



SCHOOL RIGHTS

The College reserves the right to add or withdraw any course or program, or to make changes in curriculum, tuition fees, regulations or any published agreement, as conditions warrant. No changes will be made without the consent of the student and, if necessary, the prior approval of ACCET, ABHES, and BVNPT. No changes will affect students already enrolled in the program.

PROGRAM DELIVERY

The institutional delivery for all CBD College programs is residential. CBD College doesn't offer Distance Education.

STUDENT CONDUCT

Students are expected to follow all the policies and regulations of CBD College and to conduct themselves within the bounds of acceptable behavior at all times.

See Student Handbook for additional information. Any infraction of College rules and regulations, including improper or unruly behavior, may result in probation, suspension, and/or termination.

ATTENDANCE

To maintain satisfactory attendance, students may not be absent for more than 10 percent of designated class time. Attendance will be monitored on a continuous basis and calculated monthly. Students not meeting 90 percent of attendance during any given month will be placed on attendance probation for no more than 30 days. Students on probation must maintain 90 percent attendance during their probation period or be subject to withdrawal.

Students who have been absent from classes for ten (10) consecutive school days will also be dropped from the training program unless prior approval has been granted. Special consideration will be given to students with extenuating circumstances such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the School Director.

ATTENDANCE PROBATION

Students not meeting attendance guidelines will be notified in writing when they are placed on probation and informed of the steps necessary to be removed from probationary status. Students will also receive attendance advising from the Program Director when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively terminated for unsatisfactory attendance.

TARDINESS

CBD College standards consider a student late if he/she arrives fifteen (15) minutes after the class starts for Theory or within fifteen (15) minutes for Clinical/Externship.

Students arriving late for classes will receive a Tardy in their records. Students returning back from breaks late will be also considered late and receive a Tardy. Students leaving the classroom early will be under the same policy as late students and will receive a Tardy. Three (3) Tardies in a month will be counted as one absence.

TARDINESS (continued)

Students with three (3) Theory Tardies and/or three (3) Clinical Tardies in a month will be placed on Attendance Probation for 30 days and/or until the end of the Module. During the probation period the student will not be allowed to have any further Tardies or will be subject to termination.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Records Officer and/or the Director.

A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (10 consecutive days) consistent with the institution's consecutive absence policy, he or she will be withdrawn.

The written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must sign and date the leave of absence request. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

A leave of absence may not exceed 180 calendar days in any 12 month period or 50% of the length of the program, whichever is less. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

The College does not assess the student any additional charges as a result of the leave of absence.

MAKE-UP WORK

Students are responsible for all work missed as a result of an absence. Make-up work will be scheduled and arranged between the student and the instructor, and should be completed within two (2) weeks, or before the end of the course/module, whichever occurs first.

WITHDRAWAL

Students who wish to withdraw from their training program should contact the Records Officer and the School Director. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date on which a student attended classes. Both refunds and final grade determinations are based upon last date of official class attendance.

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT		GRADE	DESCRIPTION	POINT
ST*, PhT, MT	VN**			
90 – 100	90 – 100	A	Excellent	4.0
80 – 89	85 – 89	B	Good	3.0
70 – 79	80 – 84	C	Satisfactory	2.0
60 – 69	74 – 79	D	Unsatisfactory	1.0
0 – 59	0 – 73	F	Fail	0.0
		I	Incomplete	0.0
		W	Withdrawal	***

*Students enrolled in ST Program, see ST Student Handbook for details

**Students enrolled in VN or VNAAS Programs, see VN Student Handbook for details

***No grade points are awarded for “Withdrawal”

Grades “F” and “I” are counted as hours attempted but not achieved and have a 0.0 value toward GPA.

SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress in order to be eligible to remain enrolled at the school and to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis monthly, at any given midpoint, and at the end of the program. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a maximum timeframe by which a student must complete his or her program.

A student must pass all modules or courses with a minimum grade of 70 % for PhT and MT, 80% for VN and VNAAS, 70% (Mod I & II), 75% (Mod III), and 80% (Mod IV & V) for ST Programs (on a scale of 0-100 percent-qualitative component). Students who fail to maintain at least a required cumulative GPA and at least 80% attendance will be notified and placed on probation for the next month. Students placed on probation are subject to the probationary policy of the School. Students who do not meet the probationary terms as outlined in the probation policy will be terminated.

A student must complete the entire program within 1.5 times the normal completion rate, or within a total of 45 weeks for the 30 week long programs, 54 weeks for the 36 week programs, and 90 weeks for the 60 week programs, exclusive of any period of withdrawal. For example, for a 36 credit hour program, the maximum timeframe is 54 attempted credit hours. $36 \div 54 = 67\%$. For the quantitative measure, students must successfully earn at least 67% of credit hours at each increment/month in order to graduate within the maximum time frame.

Students who complete the program with a GPA of less than required will be recorded as completion/failure. These students may retake portions of the program only if they will fall within the 1.5 times the normal completion time. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. CBD College does not provide remedial courses for students.

ACADEMIC PROBATION

If a student fails to maintain the required academic progress at the end of any given month or module, he/she will be placed on academic probation for the next month. The student must attain the required GPA or minimum passing grade during the probationary period and at least a 67% completion rate or he/she will no longer be eligible for financial aid and will be terminated from school. The student is eligible for financial aid during his/her probationary status.

APPEALS PROCESS FOR STUDENTS PUT ON ACADEMIC PROBATION

Students aggrieved by an instructor's action for satisfactory academic progress reasons may appeal such action directly to the School Director. After hearing the student's grievance and consulting with the instructor, the Director will issue an opinion either verbally or in writing appropriate to the situation in question. If the student is not satisfied, the student may appeal to the Board of Directors. Students are not eligible for financial aid during this process.

If the student is aggrieved with the School Director, the student may directly appeal to the Board of Directors. The student is required to direct a formal written letter to the Office of the Board of Directors and to either mail it to the School or deliver it in person to the Administration Office.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the Records Officer and/or the Director for any of the following reasons: excessive absenteeism or tardiness; failure to achieve Satisfactory Academic Progress; failure to comply with probationary conditions; failure to meet financial obligations; and/or failure to adhere to the institution's code of conduct, including but not limited to infractions in conduct such as cheating, possession of drugs, alcohol or weapons on school property, and/or behavior creating a safety hazard to other persons at the institute.

APPEAL PROCESS FOR SUSPENSION AND TERMINATION

Students who wish to appeal a suspension or termination must submit a letter to the School Director within five (5) calendar days of the suspension notification. The appeal letter should describe any extenuating circumstances that the student feels may deserve further consideration. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The School Director and the Financial Aid officer will assess all appeals. The student will be sent a written decision within ten (10) calendar days of the School's receipt of the appeal. The decision will be final.

Students reinstated upon appeal will be on a probationary status for the next module (evaluation period), during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of probation.

COMPLAINT PROCEDURES

A student experiencing problems with any instructor or administrative personnel should first try to resolve the problem directly. Should there still be difficulties, the student is requested to make an appointment with the School Director so that any complaint may be registered and solutions discussed.

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

In the event that the problem(s) are not resolved, the student has the right to send his/her complaints to:

ACCET Chair, Complaint Review Committee

1722 N Street NW, Washington, DC 20036

Tel. (202) 955-1113 Ext. 237 Fax (202) 955-1118

E-mail: complaints@accet.org Website: www.accet.org



GRADUATION REQUIREMENTS

Diplomas are awarded in Pharmacy Technician (PhT) and Massage Therapy/PT Aid (MT) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 70 percent grade point average, and who are in attendance for at least 90 percent of the total course hours.

Diplomas are awarded in Surgical Technology (ST) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 70 percent (Mod I & II), 75 percent (Mod III), 80 percent (Mod IV & V) grade point average, and who are in attendance for at least 90 percent of the total course hours (100 percent for Module VI).

Certificates of Completion are awarded in Vocational Nursing (VN & VNAAS) to students who complete all course work with a minimum of 80 percent grade point average and the required total number of hours (1560/2145) of the program, in no more than 150% of the total number of hours in the program.

According to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), each student must complete the required number of theory, laboratory skills and hospital clinical hours (100%) in order to be recommended to the BVNPT for licensure.

STUDENT SERVICES



STUDENT ACADEMIC ADVISEMENT

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referrals to special counseling services when required. All efforts will be made to provide a supportive environment to assist each student in maintaining progress and continuing the program.

TUTORIAL ASSISTANCE

CBD College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remediation classes outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors or Program Director.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

CBD College understands that students may require certain assistance regarding personal issues while attending school. CBD staff maintains information pertaining to local child-care facilities and local transportation. CBD College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA, rental properties start at approximately \$750 per month.

CBD College maintains listings of community resources that are available to all students in the library, the school lobby, and the Student Services Office. Those resources include referrals to emergency services.

If you are seeking part time employment while at school, please see the Placement office. If other information is required, please make your request at the Student Services Office.

DRUG AND ALCOHOL ADVISING

Any student experiencing a problem with drugs or alcohol is asked to see the Director. A list of counseling centers will be made available to those students who request such counseling. All students are provided with a copy of the College's Drug and Alcohol Prevention / Awareness Policy during admissions.

Pursuant to the Drug-Free Schools and Communities Act (Public Law 101-226) and CBD College policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

STUDENT LOUNGE

The Student Lounge is open to students for relaxation. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, hospitals, businesses and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

JOB PLACEMENT SERVICE

The College maintains an ongoing relationship with its graduates through a job placement service, regardless of the year of graduation. It is understood that while employment services may be provided, no promise or guarantee of employment can be made.

Approximately four weeks prior to graduation, students are encouraged to make an appointment with the Placement Office for a formal interview and the development of a student employment plan. Qualified candidates are carefully screened prior to job referral. Many students find employment without the help of the Placement Office. These graduates are requested to inform the Placement Office of their employment.

VOTER REGISTRATION

CBD encourages all eligible students to participate in the Democratic Process. Students are eligible to vote if they are:

- A United States Citizen
- A resident of California
- Not in prison or in county jail (serving a state prison sentence or serving a term of more than one year in jail for a defined "low-level" felony), or on parole, post release community supervision, or post-sentencing probation for a felony conviction (for more information on the rights of people who have been incarcerated, please see the Secretary of State's Voting Guide for Currently or Formerly Incarcerated Californians. More information can be found at the Secretary of State's website at www.sos.ca.gov/elections
- At least 18 years old on Election Day
- Not found by a court to be mentally incompetent

Registration forms can be picked up at the Student Services office.



METHODS OF INSTRUCTION

CBD students range in age from 18 to 60. They come from varying backgrounds and levels of English proficiency and work experience. In order to effectively respond to the individual learning needs among students, we employ a variety of learning tools and teaching styles.

Whole class, small group, pair and individual work modules are used to encourage and motivate students. Various forms of instruction include lecture, video presentation, guest lecture, visual aids, and field trips.

In classes with students of differing levels or abilities, group work is often conducted, which may enable students of like ability to work together on assignments that meet their needs and provide appropriate challenges.



LIBRARY

Educational materials and resources are available to all currently enrolled students via ProQuest on-line library and hard copies are stored in the library/resource center. In addition, each program has a resource center containing materials related to the course(s). The library also has a computer bank available to students to conduct on-line searches and access available media.

Students are required to utilize the library for research and certain assigned coursework. During Orientation, students are familiarized with library facilities and encouraged to utilize all available resources.



COPYRIGHT INFRINGEMENT POLICY

CBD College requires that all copyrighted materials “be used in conformance with applicable copyright and other laws.” Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal. Consequently, CBD College’s Wi-Fi network is configured to block the use of Peer-to-Peer file sharing networks that are used to share copyrighted materials. These materials include, but are not limited to, music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other federal copyright laws. Students are prohibited from using file-sharing on any CBD College provided network, including the Wi-Fi network.

INFRINGEMENT OF COPYRIGHT LAWS

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can include civil liability, criminal liability, money damages, including reimbursement of attorneys’ fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from \$1,000 to \$30,000 per copyrighted work infringed. This penalty can be increased to \$150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

INVESTIGATION OF INFRINGEMENT COMPLAINTS

Allegations of copyright infringement by CBD students that violate the DCMA will be investigated. The infringement will be reported to the Administration Office for appropriate action. If CBD College determines that any users have violated any copyright laws, the offending user's access to online services may be terminated or the student may be dismissed. CBD College reserves the right to choose how to address or respond to any allegation of copyright infringement received.

FEDERAL AND STATE STUDENT AID GENERAL INFORMATION

The U.S. Department of Education sponsors the following major student financial aid programs approved for Community Based Education & Development / CBD College and for which you may apply to see if you are eligible for:

- Ø Federal Pell Grants
- Ø Federal Supplemental Education Opportunity Grant
- Ø Federal Work Study
- Ø Stafford Subsidized Loans
- Ø Plus Unsubsidized Loans
- Ø Cal Grant B
- Ø Cal Grant

FINANCIAL INFORMATION



Program	Tuition	Registration Fee*	CPR/ Fire Safety	Background Check	ATI Testing Fee	Books/ Handouts/ Supplies	Uniforms/ Tools/Badge	CNA License	Fingerprints	NCLEX Exam	BOARD Application	STRF*	TOTAL**
Vocational Nursing (VN)	\$28,080.00	\$75.00	\$60.00	\$50.00	\$350.00	\$450.00	\$140.00	\$90.00	\$55.00	\$200.00	\$250.00	\$75.00	\$29,875.00
VN Year 1	\$16,200.00	\$75.00	\$60.00	\$50.00	\$350.00	\$344.85	\$100.00	\$90.00	\$0.00	\$0.00	\$0.00	\$75.00	\$17,344.85
VN Year 2	\$11,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.15	\$40.00	\$0.00	\$55.00	\$200.00	\$250.00	\$0.00	\$12,530.15
Associate of Applied Science In Vocational Nursing (VN AAS)	\$30,810.00	\$75.00	N/A	N/A	\$300.00	\$1,165.00	\$150.00	N/A	N/A	N/A	N/A	\$82.50	\$32,582.50
Surgical Technology (ST)	\$21,750.00	\$75.00	\$60.00	\$50.00	N/A	\$625.00	\$80.00	N/A	N/A	N/A	N/A	\$57.50	\$22,697.50
ST Year 1	\$13,050.00	\$75.00	\$60.00	\$50.00	N/A	\$625.00	\$80.00	N/A	N/A	N/A	N/A	\$57.50	\$13,997.50
ST Year 2	\$8,700.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$8,700.00
Pharmacy Technician (PhT)	\$11,275.00	\$75.00	N/A	\$50.00	N/A	\$400.00	\$50.00	N/A	N/A	N/A	N/A	\$30.00	\$11,880.00

*Non-refundable.**Charges for the period of attendance and the entire program. STRF = \$2.50 for every \$1,000 rounded to the nearest \$1,000.

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

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

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

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

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, 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 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. A material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

TUITION AND SCHOLARSHIP POLICY; PAYMENT PLANS

Tuition is charged in accordance with the program in which you are enrolled. The school is currently approved to offer federal financial aid. For those who qualify, Pell Grants, Cal Grants or other financial aid may be available to cover the cost of tuition. Others may want to consider private student loans. In addition, the school has payment plans to meet the various needs of our students. Scheduled tuition payments are billed monthly and mailed directly to students. To learn more, contact the Financial Aid Officer. Currently the College does not offer a formal scholarship program. However, institutional personnel are familiar with public funding sources and their requirements. Financial Aid personnel will provide this information to students interested in financial assistance.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

CBD College requires that a student's balance be paid in full before they are allowed to graduate. CBD College accepts **CHECKS** and **MONEY ORDERS ONLY** as the methods of student payment.

Payment of tuition as listed on the Schedule of Payments is due and payable either on the first day of every month or at the mid-point of the first financial year, mid-point of the program, and mid-point of the second financial year (VN Program). Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student will be subsequently withdrawn.

The College will not provide grade or attendance reports or transcripts for students who have not made any payments. The College will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current.

CANCELLATION/REFUND POLICY



STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel our program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CBD College, 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations (34CFR668.22) specify how CBD College must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs CBD College participates in that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Work Study and Federal Supplemental Education Opportunity Grants (FSEOG).

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CBD College must get the student's permission (or parent's permission in the case of a PLUS Loan) before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. CBD College may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if acceptable by the student) for tuition and fees. For all other school charges, CBD College needs the permission of the student to use the post-withdrawal disbursement. If the student (or parent in the case of a PLUS Loan) does not give permission and there are additional post withdrawal funds, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student debt at the school. CBD College must also get the student's permission (or the parent's permission in the case of a PLUS Loan) before it can disburse directly to the student any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before the student withdraws, the student will not receive any FFEL funds that he/she would have received had enrollment continued past the 30th day.

If the student receives (or CBD College or parent on the student's behalf) excess Title IV program funds that must be returned, CBD College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

CBD College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If CBD College is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with CBD College or the Department of Education to return the unearned grant funds.

The Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans;
2. Subsidized Federal Stafford Loans;
3. Federal Supplemental Educational Opportunity Grant;
4. Federal Pell Grants;
5. Federal PLUS Loans;

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of CBD College. Therefore, the student may still owe funds to CBD College to cover unpaid institutional charges. If the student does not already know what CBD College's refund policy is, the student can ask the Financial Aid department for a copy. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call (800) 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date that the student provided to the institution, in writing or orally, of his or her intent to withdraw.

If the student dropped without notifying the institution, or did not return from an approved leave of absence, the withdrawal date is the last date of academic attendance as determined by the institution's attendance records.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that, if he or she does not return from an approved leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively to his or her last date of attendance.

EQUAL OPPORTUNITY POLICY



Community Based Education and Development d/b/a CBD College is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. The College may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

The School Director is the coordinator of Title IX Education Amendments Act of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints should be directed to the School Director.

The School Director will act equitably and promptly to resolve complaints within ten (10) business days in accordance with the CBD College appeals procedure.

Inquiries concerning the application and implementation of Title IX regulations also may be directed to:

OFFICE OF CIVIL RIGHTS
U.S. Department of Education
P.O. Box 14620
Washington, D.C. 20044-4620

SEXUAL HARASSMENT



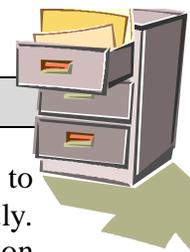
Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the College, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of CBD College 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 he or she is a victim of sexual harassment by any student, applicant, faculty member or other CBD College employee should bring the matter to the attention of the School Director or President in person. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials.

CBD College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted. Students and employees alike will be dismissed immediately if it is decided that they have engaged in such inappropriate conduct.

RECORD RETENTION

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five-year period and transcripts, permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This policy ensures that only authorized individuals have access to specific information requested.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Students may inspect and review their educational records upon request to the School Director. A student desiring to review his/her records should submit to the Director a written request, which identifies, as precisely as possible, the record or records he/she wishes to inspect. If you want to know more about the procedures governing your review of the records, you may obtain a copy of our complete Policy and Procedures by contacting the School Director. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the federal rules under the Family Education Rights Privacy Act, you may write to the United States Department of Education.

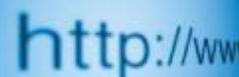


We will not release any information about you to outside individuals unless we have first received your permission, or were requested to give the information under state or federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights of privacy, and, therefore, the school is permitted to routinely release this information. At this school, this general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institution attended. These records are maintained for five years.

Further information and complete details of this Act are available, upon request, from the Education Department.

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Accessing or disseminating sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.



CAMPUS SECURITY

It is the intent of CBD College to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

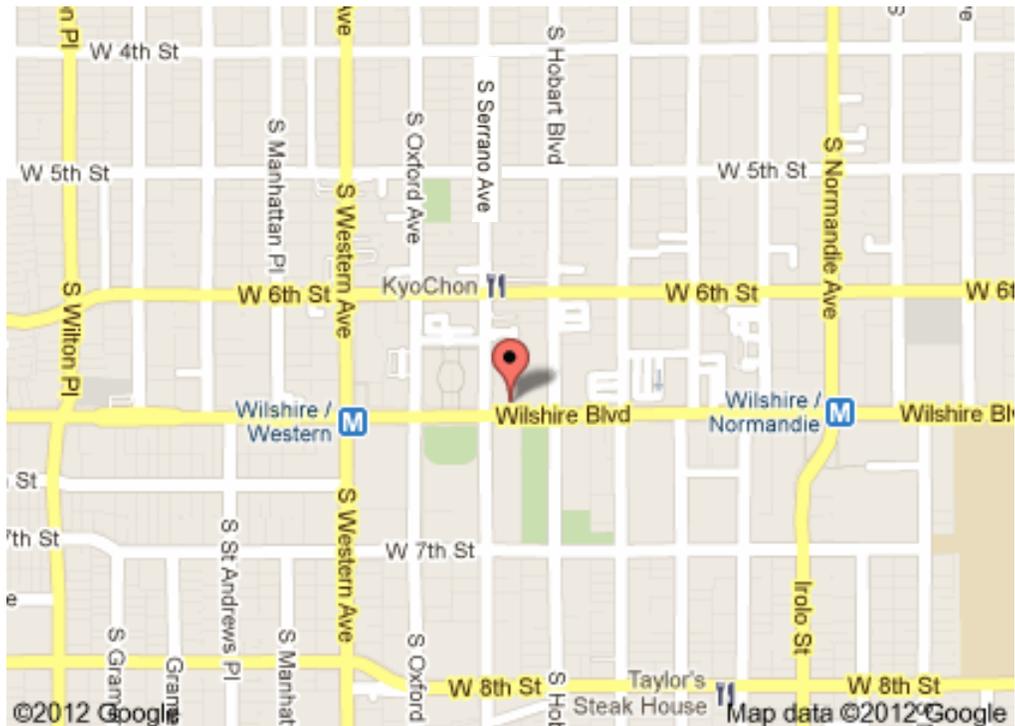


CBD College complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>.

MAP TO THE MAIN CAMPUS*



3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010
(877) 770-4CBD or (323) 937-7772, Fax (213) 427-9278
E-mail: cbdcollege@cbd.edu
URL: www.cbd.edu



*CBD College does not have branches or auxiliary classrooms.