

TABLE OF CONTENTS

Welcome	3
Mission Statement.....	3
Objectives.....	3
Philosophy.....	3
General Information.....	4
School History/Facility	4
None-Discrimination Statement.....	4
Approval Disclosures	4
Policy and Program Changes	4
Questions.....	4
Complaint.....	4
Review School Catalog and School Performance Fact Sheet	4
Statement Regarding Bankruptcy.....	5
Notice Concerning Transferability of Credits and Credentials Earned At our Institution	5
Change of Status	5
English as a Second Language (ESL)	5
Office Hours.....	5
School Holidays	5
Transcript	5
Arbitration.....	5
Veterans.....	5
Code of Conduct/Termination.....	5, 6
Grievance Procedure	6
Alcohol and Drug Statement	6
Admissions.....	6
Admissions Procedures/Admissions Requirements and Procedures.....	6,12-17
Academics.....	6
Grading System.....	6
Satisfactory Academic Progress (SAP).....	6
Academic Probation	7
Incomplete.....	7
Repeat Policy	7
Make up Policy	7
Leave Of Absence (LOA)	5
Attendance and Tardy Policy	7
Student Appeal Process & Re-Entry Policy.....	7, 8
Class Size, Student-Instructor Ratio.....	8
Maximum Time Frame.....	8
Certificate of Completion and Awards.....	8
Graduation Requirements.....	8
Unit of Credit	8
Clinical/Externship Requirements for Satisfactory Academic Progress (SAP).....	8
Student Services	8
Career Services.....	8
Housing	8
Student Academic Support.....	8
Learning Resource Center (LRC)	9

Student Records	9
Financing	9
Student Tuition Recovery Found (STRF)	9
Student's Right to Cancel	10
Withdrawal from Program	10
Refund Policy	11
Loan.....	11
By-Pass Credit.....	11
Programs.....	12-17
Class Schedule, Tuition Schedule Staff & Faculty	18
Staff & Faculty	19

Note: In this catalog sometimes the Nurse Builders Academy will be referred to individually as “School” or “NBA”.

1825 De La Cruz Blvd., Suite 105 - Santa Clara, CA 95050
Tel: (408) 970-5025 Fax: (408) 970-5005
E-mail: nursebuilders@sbcglobal.net Website: www.NurseBuildersAcademy.com

Welcome.

Your training at Nurse Builders Academy will be comprehensive. Your decision to study in health care fields will enhance your marketability and future professional potential. The health care fields open the door to a world full of challenge, excitement and new experiences. Thank you for the opportunity to present Nurse Builders Academy.

Mission Statement

Our mission is to provide the quality of education and training to all students in a safe, supportive, and challenging environment.

Objectives

Our objective is assisting students in developing professionalism and offering practical training.

Philosophy

Our philosophy is centered on outcome-based learning to meet the needs of the student and community.

GENERAL INFORMATION

School History/Facility

Nurse Builders Academy was founded in 2006 in Santa Clara, California to further extend educational opportunity. The school is located at 1825 De La Cruz Boulevard; Suite 105 in Santa Clara, California occupies 1900 square feet. The building space is divided into 2 classrooms, 1 lab room, a private office, and a reception/administrative area. In March 2009 Nurse Builders Academy joined with Career Training Center for further educational expansions. Smoking is not permitted in any of the training facility areas. Plenty of free parking is available around the building's back parking lot.

Non-Discrimination Statement

Nurse Builders Academy does not discriminate on the basis of race, color, or national origin. Equal opportunities exist without discrimination because of gender, sexual orientation, religion, age, disability, or Veterans status.

Approval Disclosures

Nurse Builders Academy is a private institution. Nurse Builders Academy's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Nurse Builders Academy under Section 94802(a) of CPPEA, will by operation of law, and is approved until March 15, 2014. The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumers Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818; Telephone: (916) 574-7720. Nurse Builders Academy approved by California Department of

Public Health for its Nursing Assistant and Home Health Aide programs.

Policy and Program Changes

Nurse Builders Academy reserves the right to make changes without notice in school catalog, school structure, policy and procedures as circumstances, tuition fee, equipment and educational materials, and modify curriculum as necessary. When size and curriculum permit, classes may be combined.

Questions

Any questions a student may have regarding this institution that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov. Tel: 888-370-7589. As a prospective student, you are encouraged to review this catalog prior 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.

Complaint

A student or any member of the public may file a complaint about this institution with 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.

Review School Catalog and School Performance Fact Sheet

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.

Statement Regarding Bankruptcy

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

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at Nurse Builders Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/credits you earn in any programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate/credits 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 Nurse Builders Academy to determine if your certificate/credits will transfer.

Change of Status

Students must alert the School of any address, name, and phone number changes during their training.

English as a Second Language (ESL)

Nurse Builders Academy does not offer training in English as a Second Language (ESL).

Office Hours

Office hours are from 8:30 am to 5:30 pm Monday through Friday. However classes

are in session from 5:00 pm to 9:00 pm Monday through Thursday and Saturday and Sunday from 8:30 am to 2:30 pm.

School Holidays

- ❖ New Year's Day & New Year's Eve
- ❖ Martin Luther King's Day
- ❖ President's Day
- ❖ Easter
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day & Day after
- ❖ Christmas Eve & Christmas Day

Transcript

The School may withhold a student's transcript if that student is in default on a student tuition contract until the tuition obligation is paid in full.

Arbitration

Any controversy or claim arising out of, or relation to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of American Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

Veterans

Nurse Builders Academy does not affiliate with Veterans Affairs Administration (VA).

Code of Conduct/Termination

The School expects and encourages students to conduct themselves on and off campus in a businesslike and professional manner. Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's conduct standards including any of the following reasons:

- Cheating/Dishonest including Plagiarism.
- Use or possession of drugs, alcohol, or weapons on school premises.
- Disruption of classroom activities.
- Harassing or abuse acts which invade an individual are right to privacy including sexual harassment.
- Abuse against members of a particular race, ethnic, religious, or cultural group.
- Violation of the school's attendance.
- Failure to maintain satisfactory academic progress.
- Violation of dress code (uniform).
- Inability to meet financial obligations to the School.
- Disruptive behavior to use of foul language, insubordination to instructors.
- Failure to comply with the rules and regulations of the school and the clinical externship.
- Theft of property from the school, clinical externship site area, staff or other students.

Grievance Procedure

Students seeking to resolve problems or complains should first contact Program Director. Unresolved complains should be made in writing to the School President. Written responses will be given to the student within ten (10) business days.

Alcohol and Drug Statement

The school does not permit or condone the use or possession of any illegal drugs, alcohol, or any other, narcotic, or controlled substance by students or employees. Possession of any of these substances on campus is cause for dismissal. Any violation of this policy will result in appropriate disciplinary actions, up to termination even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

ADMISSIONS

Admissions Procedure

Applicants must contact the admissions office to schedule an appointment with an admissions representative. Once all requirements have been met, applicants will be informed of enrollment acceptance. The school will provide a program brochure to prospective student prior to enrollment. For more admissions requirements for each program see pages 12-17.

ACADEMICS

Grading System

The progress and quality of student's work is measured by a system of letter grades and grade percentages as follow:

Percentage (%)	Grade	Description	Grade Point
90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Average	2.0
Below 70	F	Failing	0.0
	I	Incomplete	
	CR	Credit	
	W	Withdrawal*	
	PASS	Pass	
	FAIL	Fail	

* Official withdrawal from program and school.

Satisfactory Academic Progress (SAP)

In order to maintain satisfactory academic progress, students must:

- Achieve a Cumulative Grade Point Average (CGPA) of at least seventy percentage (70%) at any time or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs (CGPA 2.0 or better);
- Complete their training programs within one-and-half (1½) times the program length.

Academic Probation

The initial probationary period covers the module/course that starts immediately after students have been placed on academic probation. If, by end of the probationary period, student achieves a cumulative GPA of at least seventy percent (70%), they are notified that the probationary statue is removed. If they have not achieved a cumulative GPA of at least seventy percent (70%) but have achieved a GPA of at least seventy percent (70%) for the module/course, student may continue their training programs for a second probationary period. Students who do not achieve a cumulative GPA of seventy percent (70%) after the second probationary period will be withdrawn from the program and school.

Incomplete

No grade points are awarded for an incomplete status. At the end of the term students may with the instructor's and/or Program Director's approval, be granted a maximum extension of three (3) business days to complete the required class work, assignments or tests. An incomplete is converted to a grade "F" if student did not make up within three (3) business days. Student is responsible for his or her incomplete module.

Repeat Policy

Students who fail a module/course may retake that module/course. Student may repeat a failed module/course only once. Student who failed the repeat module/course will be dismissed from program and school.

Make up Policy

Nurse Builders Academy reserves the right to extend the time needed to make-up an incomplete grade or work. Make up time may be done at any time during or at the end of the program.

Leave of Absence

Student may take a Leave of Absence (LOA) for some personal reason(s) or medical condition(s). The maximum time frame is 150 days in one education period. Leave of Absence must be approved by Program Director and/or School President. Failure to return from Leave of Absence subject to withdrawal student from program and school.

Attendance and Tardy Policy

Regular attendance and punctuality will help students for successful careers. Students who have been absent from all of their class/clinical schedule for four (4) consecutive class/clinical schedule days will be dropped from the training program and school. Other school attendance policy as follows:

- Student who is unable to attend the theoretical and clinical of the training must notify the school of their absence by calling the administrator.
- Three tardies (1 tardy = 15 minutes) in a module/course is equal to one absence.

Student Appeal Process & Re-Entry Policy

Student who has been terminated for violation school policy may apply for re-entry to the school through the appeals process. Students must initiate the process within ten (10) school business days by submitting a written request for re-admittance to the Program Director or School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify re-admission. Student will not be entitled to appeal if they are terminated for exceeding the maximum program completion time. Decisions with regards to re-admission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's

commitment to complete the program. Student will be charged tuition consistent with the current published rate.

Class Size, Student-Instructor Ratio

Classes are limited in size. Standard lecture and lab class maximum 24 students. The maximum student-instructor ratio is 24 students to 1 instructor. Standard clinical maximum 15 students to 1 instructor.

Maximum Time Frame

A student must complete the program within 1½ (one-and-half) times the published credit units in the program. If a student fails, repeats, or withdraws from a module/course, the student will need additional time to complete the program. Time during an authorized Leave of Absence is not considered as part of the maximum time frame.

Certificate of Completions and Awards

The School will issue a Certificate of Completion certifying program completion. Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Such as: perfect attendance and 4.0 GPA academic progresses. The School may withhold a student's Certificate of Completion if that student is in default on a student tuition contract until the obligation is paid in full.

Graduation Requirements

To be eligible for graduation, students must complete all required module/course with a grade point average of at least 70 percent (70%) or better. Students must complete program with Cumulative Grade Point Average of 2.0 (70%) or better. Student must complete their clinical/externship program as required. If a third-party is paying for a course, the School may not issue the course certificate of completion

until the course tuition have been paid in full.

Unit of Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Students earn one-semester credit unit for each of: 10 clock hours of lecture; 20 hours of laboratory; and 30 hours of clinical or externship.

Clinical/Externship Requirements for Satisfactory Academic Progress (SAP)

Upon completion of campus academic studies in required programs, a student must maintain satisfactory academic progress to precede his/her clinical/externship module. Agencies and clinical that accept Nurse Builders Academy students for clinical/externship placements may conduct a criminal and/or personal background check.

STUDENT SERVICES

Career Services

Nurse Builders Academy does not guarantee employment and placement services. School encourages students to maintain satisfactory attendance, academic and conduct progress so they may be viewed favorably by prospective employers.

Housing

Nurse Builders Academy does not provide any housing.

Student Academic Support

Nurse Builders Academy believes in working closely with each student to insure that the appropriate support is available to maximize his/her success. Faculty and Program Director work with students who are having difficulty with their studies.

Learning Resource Center

The Learning Resource Center (LRC) contains books, magazine in Allied Healthcare field. The LRC also provides two computers to support student learning.

Student Records

The School maintaining student records onsite for a permanent of five-year period. Student records are protected from unauthorized access.

FINANCING

Nurse Builders Academy accepts cash, checks, or credit card for payment. At this time Nurse Builders Academy does not offer any federal and state financial aid programs.

Student Tuition Recovery Fund (STRF)

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 and prepays all or part of your tuition either by cash, guaranteed student loans.
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer, and you have no separate agreement to repay a third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by BPPE. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment and suffered economic loss as a result of any of the following:

1. The School closed before the course of instruction was completed.
2. The school's failure to repay 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 or other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline as determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Student's Right to Cancel

- A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh (7) days after enrollment, whichever is later (Per BPPE 04/15/2010-calendar days). 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 sixty (60) percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance.
- Cancellation may occur when the student provides a written notice of cancellation at the following address: Nurse Builders Academy, 1825 De La Cruz Blvd., Suite 105, Santa Clara, California 95050. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- 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.
- 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 \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
- Cancellation of agreement can occur up to Seven (7) calendar days.

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 period of attendance. The amount of that refund is to be pro-rated according to the not completed portion of the program less, the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal. 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; absence 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 10 consecutive 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. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 10 days.

Refund Policy

The School will earn tuition on a pro-rate basis. Refunds are based on the portion of the program not completed in terms of the total number of weeks in the student’s program of study. Refunds will be calculated as follow:

Total Amount Paid for the Program =
Amount Paid for Instruction

Amount Paid for Instruction X Hours of
Instruction Paid for But Not Yet Received
divided by Total Number of Hours for
Which the Student Has Paid = Amount to
Be Refunded

(Includes tuition, but does not include
equipment charges or other costs incurred by
the student and Registration fees)

Example: Total Program Cost: \$1,400.00
→ (Less None Refundable Fees: \$100.00)
→ Total Fee Paid: \$1,300.00

\$1,300.00 divides by 150 hours instruction:
\$8.66 per hour rate of instruction
If student withdrew after receiving 32 hours
instruction, the refund will be calculated as
follow:

32 hours X \$8.66 hourly rate of instruction
= \$277.12
+ \$50 Live-Scan + \$ 20.00 Uniform
Total Tuition Paid: \$1,300.00
Less: \$347.12
Total Refund: \$952.88

Loan

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

By-Pass Credit

Students may seek credit for prior education received at college or vocational school. Official transcript makes determination of credit for the purpose of by-passing a course or part of a course. Requests for transfer of credit or challenges for a course or part of a course must be made prior to the start of the class. In all cases, the transcript and challenge must indicate a GPA of 3.0 (B) or higher to have the course or part of a course considered for by-pass credit.

PROGRAMS

(All classroom and clinical instructions are in English language.)

Nursing Assistant

Course Description

Program Length: 150 Hours

Session: Week-End (Sat & Sun)

Theory: 8:30 am – 2:30 pm

Clinical: 7:00 am – 3:00 pm

22 Days (12 week-ends)

Total Credit Units: 8.0

Prerequisites: None

There are two components of the Nursing Assistant program consisting of One Hundred Fifty (150) hours combining lecture, skills lab and clinical practice:

- Theoretical: 50 hours; held at 1825 De La Cruz Blvd., Suite 105 in Santa Clara, California.
- Clinical: 100 hours; held at a skilled nursing facility. (To be announced)

The Nursing Assistant program is a complement of theoretical inquiry and clinical practice. Theory is the basis of lifelong learning that students will exhibit as they pursue their careers in health service. Practice in the curriculum progresses from simple complex, hands-on exercises, and clinical rotation experiences in actual health care institution in the community. This blend of planned and controlled learning experiences is designed to prepare students to perform safely and competently as entry-level Nurse Assistant. Job Title: Certified Nurse Assistant (CNA), Nursing Aides.

Course Description

This program discusses Role and Responsibilities of Nursing Assistant, Resident's Rights, Communication and Interpersonal skills, Prevention and Management of Catastrophe and Unusual Occurrences, Body Mechanics, Medical and

Surgical Asepsis, Weights and Measures, Patient Care Skills, Patient Care Procedures, Vital Signs, Nutrition, Emergency Procedures, Long Term Care Patients, a Charting, and Death and Dying.

Requirements for completion of program:

Completed clinical and pass course final exam with 70% or better.

Requirements for Eligibility for Licensure for Nursing Assistant program:

Completed 150 hours Nursing Assistant course, Picture Identification/Driver's License, US or Foreign Passport, Alien Registration Card, Valid Social Security Card, must pass Live-Scan (fingerprinting/background check), and HS-283B form.

Admission Requirements

- At least 17 years of age.
- Complete admission process and school tour.
- Complete an enrollment and financial agreement.
- Must possess Social Security card and a valid picture ID (Driver's License, CA ID or passport).
- Pass the entrance exam with 70% or better. Test time 60 minutes.
- Must completed live scan screening.
- Not required to have a high school diploma.
- Must be able to read and understand English at the 5th grade level or higher.

The school reserves the right to reject student if the items listed above are not successfully met.

Equipments & Supply:

TV, Video Player, DVD Player, educational Video & DVD, overhead projector, Computer, soap (liquid) in soap dispenser, paper towel, waste basket, toothbrush

toothpaste, mouthwash drinking glass, disposable gloves, plastic trash bag, denture cream, nail clippers, lotion, orange stick, napkin, tray, isolation gown, disposable mask, stethoscope, blood pressure cough, pillow, safety belt or gait belt, weight scale, Hoyer lift, wheel-chair.

Home Health Aide

Course Description

Program Length: 40 Hours

Total Credit Units: 2.66

Prerequisites: Certified Nurse Assistant (CNA)

There are two components of the Home Health Aide program consisting of Forty (40) hours combining lecture, skills lab and clinical practice:

- Theoretical: 20 hours; held at 1825 De La Cruz Blvd., Suite 105 in Santa Clara, California.
- Clinical: 20 hours; held at a skilled nursing facility. (To be announced)

The Home Health Aide course is a 40 hour program which includes clinical practicum experience, taught in conjunction with the CNA course. Graduates of the program will receive a Home Health Aide license in addition to their CNA license. A person must be a CNA in order to obtain their HHA license. Job title: Home Health Aide.

Course Description

This program discusses:

- Introduction of Aides and agency role
- Interpretation of medical and social needs of the client
- Personal cares services
- Nutrition
- Cleaning and care task in the home

Completion of this course will qualify students for the State (California) certification as a Home Health Aide.

Students receiving the certificate will have entry skills as a Home Health Aide in the home setting.

Admission Requirements

- At least 17 years of age.
- Must be a Certified Nursing Assistant (CNA).
- Complete admission process and school tour.
- Complete an enrollment and financial agreement.
- Must possess Social Security card and a valid picture ID (Driver's License, CA ID or passport).
- Pass the entrance exam with 70% or better. Test time 60 minutes.
- Not required to have a high school diploma.
- Must be able to read and understand English at the 5th grade level or higher.

The School reserves the right to reject student if the items listed above are not successfully met.

Requirements for completion of program:

Completed clinical and pass course final exam with 70% or better.

Requirements for Eligibility for Licensure for Home Health Aide program:

Completed 40 hours Home Health Aide course, must be a current Certified Nursing Assistant (CNA).

Equipments:

TV, Video Player, DVD Player, educational Video & DVD, overhead projector, computer.

Acute Care Nurse Assistant

Course Description

Program Length: 116 Hours

Total Credit Units: 8.4

Prerequisites: Certified Nursing Assistant (CNA)

There are two components of the Acute Care Nurse Assistant program consisting of One Hundred Sixteen (116) hours combining lecture, skills lab and clinical practice:

- Theoretical: 55 hours; held at 1825 De La Cruz Blvd., Suite 105 in Santa Clara, California.
- Clinical: 61 hours; held at a skilled nursing facility. (To be announced)

This course is designed provides a review of nursing assistant skills with emphasis on specialized acute care areas such as medical, surgical, orthopedic, pediatric, and obstetrical units. This course includes both classroom instruction and clinical practice. At the completion of the course, students will demonstrate knowledge of skills required to assist the nurse in providing nursing care and service to the patient in an acute care setting.

Job Title: Acute Care Nurse Assistant.

Course Description

This program discusses:

- Communication and Documentation
- Safe and Secure Environment
- Care of Surgical Patient
- Nutritional Care
- Reproductive Care
- Respiratory Care
- Oncology /Immunosuppression
- Death and Dying

Admission Requirements

- At least 17 years of age.
- Must be a Certified Nursing Assistant (CNA).
- Complete admission process and school tour.
- Complete an enrollment and financial agreement.
- Pass the entrance exam with 70% or better. Test time 60 minutes.
- Not required to have a high school diploma.
- Must be able to read and understand English at the 5th grade level or higher.

The school reserves the right to reject student if the items listed above are not successfully met.

Requirements for completion of program:

Completed clinical and pass course final exam with 70% or better.

Equipments & Supply:

TV, Video Player, DVD Player, educational Video & DVD, overhead projector, Computer, Ostomy set, Sterile Gloves Disposal gowns, Mask, IV pole sample for lab, Foley catheter bag and condom cath.

Restorative/Rehabilitative Nursing Assistant

Course Description

Program Length: 80 Hours

Total Credit Units: 5.3

Prerequisites: Certified Nursing Assistant (CNA)

There are two components of the Restorative/Rehabilitative Nursing Assistant program consisting of Eighty (80) hours combining lecture, skills lab and clinical practice:

- Theoretical: 40 hours; held at 1825 De La Cruz Blvd., Suite 105 in Santa Clara, California.
- Clinical: 40 hours; held at a skilled nursing facility. (To be announced)

This course is designed to provide CNAs optimal physical, activities of daily living, range of motion exercises, and mobility, among others to enhance the client's/resident's quality of life. Job Title: Restorative/Rehabilitative Nursing Assistant.

Course Description

This program discusses:

- Introduction to Therapeutic Health Care
- The Role of the Restorative and Rehabilitation Therapy Aide
- Safety of the Therapeutic Process
- Interpersonal Relations in the Therapeutic Process

Equipments & Supply:

TV, Video Player, DVD Player, educational Video & DVD, overhead projector, Computer, Rocker knife, Weighted utensil, Stockinette, Long-handled shoehorn, Button hook, Long-handled sponge, Reachers Raised toilet seat, Sock aid, Canes Crutches, Axillary crutch, Front wheel walker, spoon & fork.

- Therapeutic Approaches to Activities of Daily Living
- Therapeutic Procedures
- Reporting and Documenting Therapeutic Interventions
- Office Procedures
- Therapeutic Approaches to Health Conditions
- Professionalism
- Death and Dying

Requirements for completion of program:

Completed clinical and pass course final exam with 70% or better.

Admission Requirements

- At least 17 years of age.
- Must be a Certified Nursing Assistant (CNA).
- Complete admission process and school tour.
- Complete an enrollment and financial agreement.
- Pass the entrance exam with 70% or better. Test time 60 minutes.
- Not required to have a high school diploma.
- Must be able to read and understand English at the 5th grade level or higher.

The school reserves the right to reject student if the items listed above are not successfully met.

Medical Assistant

Course Description

Program Length: 400 Hours

Total Credit Units: 24.1

Prerequisites: Medical Assistant

There are two components of the Medical Assistant program consisting of Two Hundred Forty (240) hours combining lecture, lab and One Hundred Sixty hours externship.

- Theoretical/Lab: 240 hours; held at 1825 De La Cruz Blvd., Suite 105 in Santa Clara, California.
- Clinical: 160 hours; held at a medical/physician offices facility. (To be announced)

Module A / 80 Hours

This module discusses the training opportunities and job responsibilities of a medical assistant. The importance of maintaining the physician's office/facility and what are the things done to prevent the spread of disease is taught. The course includes awareness of different components of ethics and laws as it pertains to the medical assistant. The Anatomy and Physiology of Digestive System, Respiratory System, and Nervous System are also discussed in this module. Different injection procedures and administration of medical are introduced. The students will also learn CPR in this module. *No Prerequisites.*

Module B / 80 Hours

This module discusses different types of health care plans and insurance coverage. The Anatomy and Physiology of Urinary System, Muscular System, Skeletal System, and Integumentary System are taught in this module. The Medical Assistant's role in the patient examination process is stressed. The students will be able to identify variety of office equipments found in medical practice.

This module also includes topics on safety and security plans in the medical office, language of banking, bookkeeping and billing procedures. *No Prerequisites.*

Module C / 80 Hours

The course discusses preliminary information needed to begin patient's record. Procedures of the eye and ear, Pediatric Examination and procedures are taught. Common laboratory tests used in the physician's office and collection specimens are also taught. This module consists of introduction to cardiology procedures and electrocardiogram (EKG). This module further comprises of Anatomy and Physiology of Endocrine, Circulatory System, and Reproductive system. *No Prerequisites.*

Module D – Externship / 160 Hours

Prerequisites: completed Module A, Module B, and Module C.

Upon successful completion of classroom training, medical assistant students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply the principals and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Medical Assistant students must successfully complete their externship in order to fulfill requirements for graduation.

Course Description

This program discusses: different components of ethics and laws as it pertains to the medical assistant, introduction to cardiology procedures and electrocardiogram (EKG). The Medical

Assistant's role in the patient examination process is stressed. This module also includes topics on safety and security plans in the medical office.

Job title: Medical Assistant

Admission Requirements

- At least 17 years of age.
- Complete admission process and school tour.
- Complete an enrollment and financial agreement.
- Pass the entrance exam with 70% or better. Test time 60 minutes.
- Required to have a high school diploma or GED.

The school reserves the right to reject student if the items listed above are not successfully met.

Requirements for completion of program:

Completed externship and pass course final exam with 70% or better.

Equipments & Supply:

TV, Video Player, DVD Player, educational Video & DVD, overhead projector, needle, Computer, disposable medical gowns, blood pressure set, mobility devices, EKG machine, syringes, surgical instruments, ophthalmoscope, bandages, otoscope, microscope, masks, snellen chart, surgical tray, thermometer.

2011 CLASS SCHEDULE

Nursing Assistant - Session: Week-End

Theory = 8:30 am – 2:30pm (Sat & Sun) Clinical = 7:00 am – 3:00 pm (Sat & Sun)

Class Start Date	Class End Date (theory)	Clinical Start Date	Clinical End/Grad Date
01/22/11	02/19/11	02/20/11	04/02/11
02/19/11	03/13/11	03/19/11	04/30/11
03/19/11	04/10/11	04/16/11	05/28/11
04/23/11	05/21/11	05/22/11	07/09/11
05/28/11	06/19/11	06/25/11	08/13/11
06/25/11	07/24/11	07/30/11	09/10/11
07/20/11	08/21/11	08/27/11	10/08/11
08/27/11	09/18/11	09/24/11	11/05/11
09/24/11	10/16/11	10/22/11	12/17/11
10/29/11	11/20/11	12/03/11	01/28/12
12/03/11	01/08/12	01/14/12	02/25/10

2011 CLASS SCHEDULE

*Home Health Aide

*Acute Care Nurse Assistant

*Restorative/Rehabilitative Nursing Assistant

*Medical Assistant

* *TBD: Call school for class schedule.*

TUITION SCHEDULE

Program	Tuition	Registration Fee*	Educational Equipments	STRF*	Total Program Cost
Nursing Assistant	\$1300.00	\$100.00	Included Live Scan & One Set Uniform.	\$ 2.50	\$1402.50
Home Health Aide	\$327.50	\$100.00	Included One Textbook.	\$ 2.50	\$430.00
Acute Care Nurse Assistant	\$1067.50	\$100.00	Included One Textbook & One Set Uniform.	\$ 2.50	\$1,170.00
Restorative/Rehabilitative Nursing Assistant	\$917.50	\$100.00	Included One Textbook & One Set Uniform.	\$ 2.50	\$1020.00
Medical Assistant	\$3,395.00	\$100.00	Included One Textbook & One Set Uniform.	\$ 5.00	\$3,500.00

*None Refundable Fee.

Staff & Faculty	
Adriano Naderi	<i>President</i>
Erlinda (Linda) Reyes	<i>V.P. of Sales and Marketing</i>
Ruby E. Abalos	<i>RN/BSN - Program Director/ Clinical Supervisor/Instructor</i> Bachelors Degree in Nursing; held various management positions in skilled nursing facilities in the Bay Area that include: Director of Nursing Services, Assistant Director of Nursing Services, Director of Staff Development, Nurse Supervisor and instructor.
Rusty S. Ranada	<i>Instructor/Licensed Vocational Nurse (LVN). Admission Nurse & Discharge, Palo Alto Health Care Center, Valley House Care Center, Nurse Finders-Kaiser Permanente(Agency).</i>
Miguel A. Solorio	<i>Clinical Instructor/ Licensed Vocational Nurse(LVN). Court Yard Care Center, Tarzana Rehabilitation Center, Beverly Manor of Van Nuys, Serrano Convalescent North, Elma Convalescent Hospital.</i>
Myrna Corpuz Castelo	<i>Instructor Aide</i>