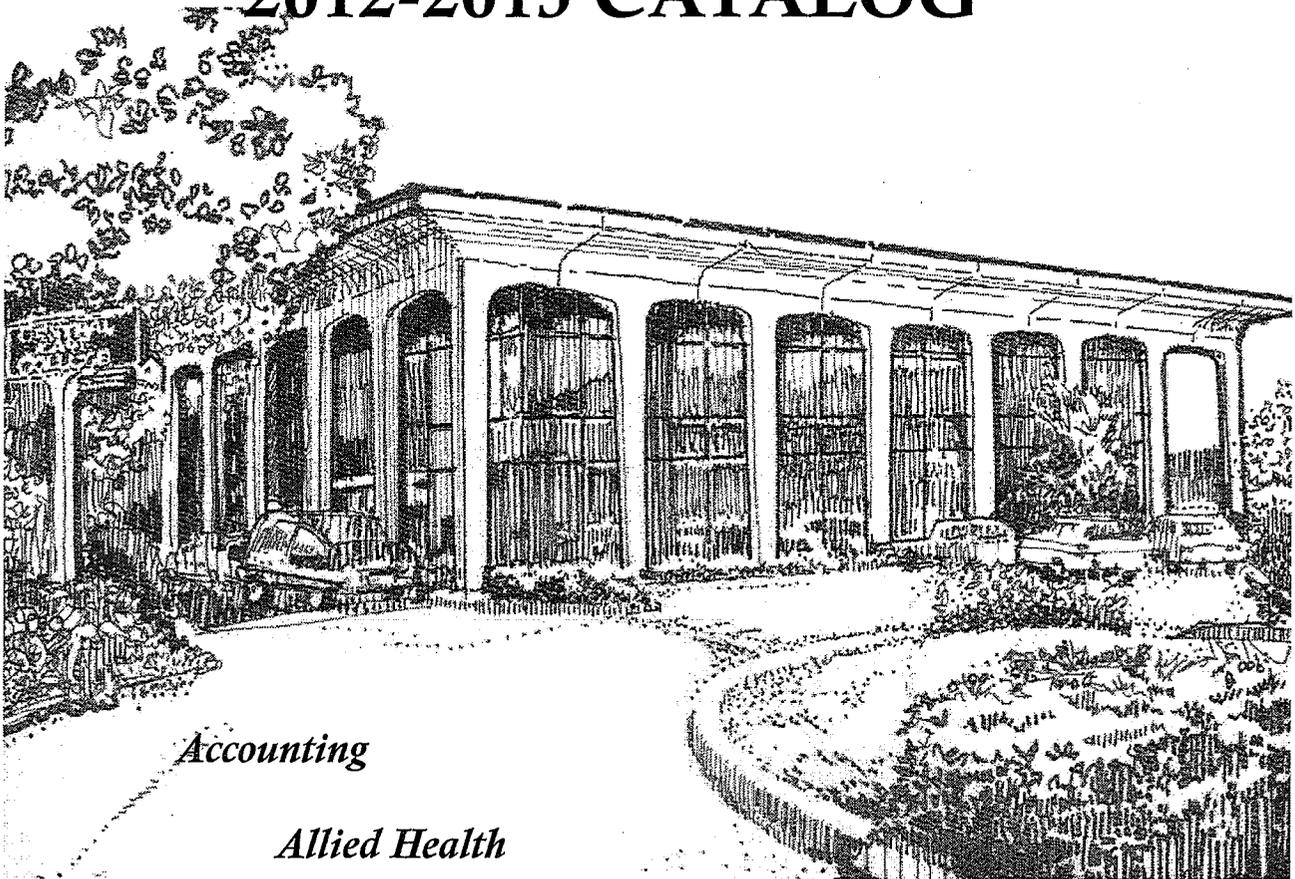


CENTRAL COAST COLLEGE

2012-2013 CATALOG



Accounting

Allied Health

Office Administration

Training for Today's Careers

480 SOUTH MAIN STREET SALINAS CALIFORNIA 93901-3301

1-800-9-2ACHIEVE

Central Coast College Facilities

CENTRAL COAST COLLEGE is housed in two buildings located at 480 and 482 South Main Street in Salinas California. All courses are taught at this location. The attractive, well-lighted facilities include administrative offices, labs and classrooms with total seating capacity for 150 students. The facilities are handicapped-accessible (for specific handicaps, please contact the Director), and parking is available on the street and on-site. Instructional equipment includes microcomputer systems, computer projection equipment, and medical laboratory equipment such as microscopes and centrifuges.

This institution, the facilities it occupies and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Central Coast College

480 South Main Street
Salinas, California 93901

Salinas - (831) 424-6767
Monterey - (831) 372-6767
1-800-9-2ACHIEVE

email: careers@centralcoastcollege.edu
website: www.centralcoastcollege.edu

Operating Schedule

Office Hours

Monday - Thursday	9:00	a.m.	-	7:00	p.m.
Friday	8:30	a.m.	-	5:00	p.m.

Instruction Hours*

Day Session	Monday - Friday	8:00	a.m.	-	4:30	p.m.
Evening Session	Monday - Thursday	5:50	p.m.	-	9:45	p.m.

*Whenever possible, classes are scheduled in 3-4 hour blocks for our students' convenience.

Effective Date of Catalog
June 18, 2012—May 31, 2013
Edition 1 Published 08/01/12

Table of Contents

Statement of Mission & Philosophy.....	5
History.....	5
Statement of Ownership/Legal Status.....	5
Bankruptcy Status Disclosure	5
Accreditation	5
Approval Disclosure Statement.....	6
Catalog Disclosure Statement.....	6
Admissions Requirements and Procedures	7
Equal Opportunity Policy.....	7
Acceptance of Transfer Credit/Credit by Examination	7-8
Transfer of Credit to Other Schools	9
Financial Assistance Programs.....	10
Disbursement Policies	10
Verification Procedure and policies.....	10
Tuition Payments/Collections.....	10
Refund Policy.....	11
Students' Right to Cancel.....	11
Withdrawal from a Program	11
Return of Title IV Funds and Repayment of Federal Title IV Aid.....	12
Current Tuition & Fees.....	12
Additional Miscellaneous Fees.....	13
Student Tuition Recovery Fund (STRF).....	13
Credit Hours/Academic Year.....	14
Grading System	14
Satisfactory Academic Progress	14
Academic Warning.....	14
Appeal Process/Probation.....	14-15
Transfer and Readmitted Students	15
Graduation Requirements.....	15
Graduation Ceremonies.....	15
Student Conduct Policy.....	15
Attendance Requirements.....	16-17

Table of Contents (*continued...*)

Leave of Absence.....	17
Student Services	
Counseling	17
Graduate Placement Assistance	17
Housing Services	17
Learning Resources	17
Programs of Study	
Computer Office Administration.....	18
Health Information and Patient Services	19
Medical Assisting.....	20
Phlebotomy	21
Phlebotomy Licensure Requirements.....	21
Computer Specialist, Accounting.....	22
Course Descriptions	23-32
Staff and Faculty	33-34
Appendix A: Program Prerequisites	35
Academic/Holiday Calendars	36-40

Statement of Mission & Philosophy

The mission of Central Coast College is to provide high quality career training that meets the needs of our students and ensures a competent workforce that adds to the economic vitality of our community.

Central Coast College's philosophy is that learning should be a positive experience and that, in addition to learning specific skills, students should develop responsible and mature work attitudes and habits, and a favorable self-image — qualities that are essential to success on the job.

The purpose of Central Coast College is to stimulate and assist learners to acquire the competencies in their chosen field that will enable them to qualify for career employment in the shortest period of time. Course work is designed around an intensive format and emphasis is placed on practical job-oriented instruction. More broadly, Central Coast College assumes that its students are mature adults and will take active responsibility for their own learning. Therefore, course work is also designed to assist students in developing the ability to reason objectively, to think clearly, to make decisions wisely, and to acquire the ability to apply their knowledge and skills in their chosen professions.

History

Central Coast College was established in 1983. The first students were enrolled and began classes in October of the same year. The college was founded by Robert H. Schaefer who is President of the College. Since its opening, there have been no changes in ownership or management, and classes have been offered on a continuous basis.

In December 1991 the college moved to its present location to accommodate growing enrollments and the addition of new training programs. Central Coast College's faculty and staff look forward to serving the Central Coast for years to come.

Statement of Ownership/Legal Status

Davis Schaefer, Inc., a California Corporation, dba Central Coast College, is owned and operated by Robert H. Schaefer, President, and Elizabeth Jane Davis Schaefer, Secretary. The Corporation assumes full responsibility for the educational agreement between the school and the student. The school does not discriminate because of race, religion, color, age, sex, national origin, or handicap in any of its academic programs or employment practices.

Bankruptcy Status Disclosure

Central Coast 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.

Accreditation

Central Coast College is institutionally accredited by the Accrediting Council for Continuing Education and Training (ACCET, 1722 N Street, N.W., Washington, D.C. 20036, Phone: 202-955-1113, FAX: 202-955-1118; school #603). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

A publicly available directory of ACCET accredited institutions is published annually and is also available at their website (www.accet.org). The directory includes the name, address, telephone, facsimile and a brief description of the programs/courses offered in addition to the designation of the year in which each institution is scheduled for re-evaluation or expiration of its accredited status. Additionally, an addendum will be published annually by ACCET which will list each vocational Title IV eligible institution and include the name of each eligible program offered by the institution, the length of the program in clock and/or credit hours, and the tuition/fees charged. This information is available upon request to the Central Coast College Student Services Office.

Student Records And Privacy Rights

The school maintains records relating to students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, (20 U.S.C. section 1232g; 34 CFR Part 99), as amended.

Directory information, under the code above, as amended, includes name, dates of attendance, enrollment status, major field of study, awards, honors, and certificate(s) earned (including dates). Information from such records is confidential and will be made available only to legally authorized persons, organizations, or agencies. It will be available to other parties (including family members) only with written approval by the student. Students' rights under FERPA are posted on the Bulletin Board in the Student Break Room. Students are advised and cautioned that state law requires this educational institution to maintain school and student records at its principal place of business for only a five year period. Transcripts are maintained indefinitely.

Approval Disclosure Statement

Central Coast College's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

	Credit Hours	Hours
<i>Computer Office Administration</i>	58.25	850
<i>Health Information & Patient Services</i>	60.00	850
<i>Phlebotomy Technician</i>	6.93	96
<i>Computer Specialist:, Accounting</i>	43.00	680
<i>Medical Assisting</i>	53.63	760

Instruction is in residence with facility occupancy level accommodating 150 students at any one time. Class size is limited to a maximum of 32 students in all programs. The faculty/student ratio ranges as low as 1 to 5 in some classes, and averages 1 to 15 overall. In Medical Assisting laboratories, the maximum faculty/student ratio is 1/26.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and career plans with school personnel prior to enrolling or signing enrollment agreements. This school does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Direct Loan Program (Subsidized, Unsubsidized, Parent Loan for Undergraduate Students); Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, and Cal Grants. This school has been approved by the State of California Department of Consumer Affairs for the training of Veterans and Eligible Persons under the provisions of MYCAA, Post 911, and Title 38, United States Code. The school has also been approved by the Department of Homeland Services for enrollment of non-immigrant foreign students.

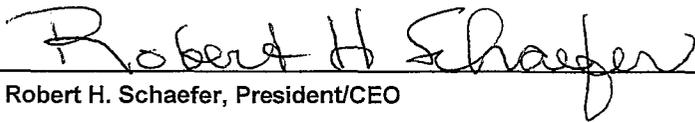
Persons seeking to resolve problems or complaints should first contact the instructor or staff person most directly involved with your concern/complaint. If you have not received a response within 1 day or you are unsatisfied with the response, you should then contact the Program Director. If you do not receive a response within 2 days or are unsatisfied with the response, requests for further action may be made in writing to Robert Schaefer, President, who will provide a written response within 7 days. Complaints may also be directed to: the Accrediting Council for Continuing Education and Training, 1722 N Street, N.W., Washington, D.C. 20036, telephone (202) 955-1113. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Catalog Disclosure Statement

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.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by Robert H. Schaefer, President.


Robert H. Schaefer, President/CEO

Admissions Requirements and Procedures

The school will admit as regular students only persons who (1) are at least 16 years old (Medical Assistants must be 17 years of age to start and be 18 years of age as of the projected graduation date), and (2) who have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate. High school diplomas from online providers will not be considered sufficient for admission. In some cases, a college degree may substitute for a high school diploma or its equivalent. In these cases, written proof of the degree (diploma or transcript) must be provided. Applicants with official high school diplomas or transcripts in languages other than English must provide a translation from a translation service approved in the United States for legal or government documents. Central Coast College does not provide English as a second language (ESL) instruction.

Persons wishing to enroll at Central Coast College must complete an application for admission. Selection criteria for students enrolled in training are the aptitude and motivation for training as well as the ability to benefit from training. Aptitude includes previous training and work experience, physical capability and individual needs. These criteria will be assessed through personal interview and testing. Cut-off scores for entrance evaluations are listed in Appendix A.

Non-immigrant foreign students can enroll for training at Central Coast College provided they have a TOEFL IBT score of 45 or higher (or its equivalent based on levels completed at ESL Schools), qualify for the M-1 visa, and meet the other admissions criteria outlined above.

Students with special needs should contact the Director of Admissions *during the Admissions process* to determine how those needs can be reasonably accommodated during the admissions and enrollment process, as well as in the classroom.

Students returning to Central Coast College after an absence must submit a Change of Status to the Registrar and pay a Re-enrollment fee of \$25 (if returning in less than 1 year) or a Registration Fee of \$75 (if returning after more than one year's absence).

Equal Opportunity Policy:

Central Coast College does not discriminate based on sex (including gender), race, color, religion, marital status, national origin, ancestry, medical condition (including cancer/genetic characteristics), age (40+), physical/mental disability (including HIV/AIDS) or reasonable accommodation, veteran status, or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs. It is the policy of Central Coast College to make its programs and services accessible to and usable by handicapped persons. In addition, sexual harassment is against the law. Acts of sexual harassment are grounds for a complaint based on sex under Title VII of the Civil Rights Act of 1964.

Transfer Of Credit From Other Schools

Central Coast College believes that it is in the best interest of both the student and the college to facilitate the transfer of prior credit earned. Central Coast College reserves the right to award such credits using the procedure described below. Our overall goal of ensuring that our graduates are adequately prepared for their new careers will take precedence in considering acceptance of transfer credit.

If you want to transfer credits, you should notify your Admissions Advisor *during the application process*. The Director of Education or her designee may schedule an appointment to meet with you and evaluate previous education and training. Course instructors may be asked to assist in evaluating previous education and training where necessary.

CCC does not charge additional fees for evaluation or granting transfer of credit, except as discussed under "Credit By Examination," in the next section. You are responsible for any fees for requesting transcripts and other supporting documentation from other institutions.

The following standards will be used to evaluate previous education and training, and apply to courses taken at CCC as well as courses taken elsewhere:

1. Training must have been completed within the last five years.
2. If a major goal of a class is learning computer software (Word Processing, Computerized Accounting, Spreadsheets, etc.), CCC may require evidence that you were trained on an equivalent version of the software. This may mean that training has to be more recent than five years.
3. In areas of Health Science where technique and/or legal issues (i.e. HIPAA) have changed significantly, CCC may require the training to be more recent than five years in order to accept the credit.
4. Phlebotomy course work must be from a program currently approved by the California Department of Health.

Transfer Of Credit From Other School (Continued)

5. Coursework must have been completed at an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.
6. You must provide a transcript and copies of course syllabi or official course descriptions for the classes you wish to transfer. CCC is not responsible for delays in receiving appropriate documentation. CCC reserves the right to require an official transcript.
7. You must have attained a grade of at least "C" or a numeric grade of at least 70% in the course (s) to be transferred.
8. The course must have an equal or greater number of credits than the CCC course.
9. The stated goals of the course to be transferred must match or exceed those described on the CCC syllabus. It is your responsibility to obtain and provide materials for evaluation (see item 6 above).
10. Courses outside of a traditional academic setting, such as those offered by the military, in the workplace, or through apprenticeship/training programs will be evaluated on a case-by-case basis, using the same criteria as those provided by educational institutions.
11. In cases where credit information is not given, the length of the course will be evaluated on the number of clock hours of instruction provided.
12. If no grades are given by the training facility, then proof of satisfactory completion of the course acceptable to CCC must be provided by the student.
13. CCC is not currently accepting credit through examinations from organizations such as ACT, Regents' College Examination, the College Board's Advanced Placement (AP) program or other organizations. If you wish to test out of a course, you may follow the procedure for Credit by Examination described below. Central Coast College does not provide credit for achievement tests or experiential learning.
14. At least 70% of your credits must be earned by completing classes at CCC. This means that no more than 30% of your credits may transfer or be completed through credit by examination.
15. If transfer of credit is denied, you may appeal to the President of the College in writing, within seven days of the denial, providing copies of all appropriate evidence/paperwork. The President's decision shall be final. Denial of transfer of credit does not prevent you from attempting Credit by Examination.

If transfer of credit is approved, you will receive the grade of TC on your transcript. Tuition fees will be credited at or before the beginning of your program. The credit will be based on the number of course hours transferred relative to the total program length in hours. Your financial aid will be adjusted to reflect the new number of scheduled hours in your program. You should consult the Financial Aid Assistant to determine any effects on Financial Aid.

If CCC accepts transfer credit for a class which is a prerequisite for other classes and performance in those classes is not satisfactory, CCC reserves the right to require you to take (and pay for) the prerequisite even though transfer credit was initially accepted.

Students receiving or planning to receive Veterans' Administration benefits must provide a copy of any transcripts and/or other documentation of previous education and training. These copies will be maintained in the student's file, and both the student and the Veterans' Administration will be notified if academic credit is granted.

Credit By Examination

Students may attempt to gain credit in classes that are part of their program by challenging those classes by examination prior to enrollment (*except* those enrolling in Phlebotomy). A student must score at least 90% on the exam in order to pass. Exams may last up to 90 minutes each. There is a nonrefundable \$10.00 fee for each exam taken. Prospective students should sign up through their Admissions Advisors and must pay the exam fees before testing. Students who are re-enrolling may not challenge classes they have previously failed.

A student may receive credit for up to 30% of the total number of program hours in his/her program, through any combination of credit and challenge by examination. The following classes may not be challenged:

IN202 (HIPS internship); ACEXT (Accounting Externship), EXTP1 (Medical Assisting Externship) or OE201 (Office Externship)
Any Phlebotomy courses
CD101/CD102 (Career and Personal Development)
MS201 (Medical Simulation)
OS201 (Office Simulation)
AS201 (Accounting Simulation)

Students who wish to challenge classes may request a copy of the course syllabus to review prior to taking the exam(s).

Students who successfully pass the challenge exams will receive a tuition adjustment based on the number of hours in the class(es) passed compared to total program length.

Results of the challenge exams will be reported to the Vice-President, Instructional Services on the official challenge forms. She will provide these forms to the Registrar, Financial Aid and Accounting for processing. Students' Financial Aid will be adjusted and new enrollment agreements completed (if necessary) within one week of passing the challenge exams. A grade of PR (proficiency) will be reported on the student transcript for any classes successfully challenged by examination.

Transfer of Credit to Other Schools

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

The primary goal of Central Coast College is to stimulate and assist learners to acquire competency in their chosen fields that will enable them to qualify for career employment in the shortest period of time.

If you decide to transfer to another institution, or to transfer credits you have earned here into a program after you graduate, Central Coast College will provide you with guidance, an official transcript, and other information requested by the school to which you want to transfer. This information may include, but is not limited to, course syllabi, and course descriptions. The materials you need may be requested from the Registrar or Director of Education, who will respond to routine requests within five business days.

TRANSFER OR ARTICULATION AGREEMENTS

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

Financial Assistance Programs

Recognizing that the student and/or parent may have difficulty financing the entire cost of higher education, CCC participates in various programs of financial assistance. While the primary burden rests upon the student, the college will attempt to employ all available resources to assist qualified applicants who show financial need. To this end CCC offers assistance in applying for the following federal and state programs:

- Federal Direct Loan Program
 - Subsidized and Unsubsidized
 - Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Federal Work Study Program (FWS)
- Supplemental Educational Opportunity Grant (SEOG)
- CalGrants
- Workforce Investment Act (WIA)
- Approved for enrollment of Veterans and Eligible Persons under the provisions of Title 38, United States Code, MYCCA, and National Guard

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.

For information regarding Financial Assistance contact the Financial Aid Office during regular business hours.

Disbursement Policy

Disbursements of all loans and grants are made three-four times during the academic year, at the beginning of each term. Monies are, first, applied toward your tuition costs each term. For CalGrant recipients, any excess funds are refunded to the student by the third week of the term. Note: Students who are eligible for Access funds under the Cal Grant will have their funds directly disbursed towards their tuition. Students may request that their Access funds be disbursed directly to them, but they must do so in writing.

Verification Procedures and Policies

If a student is selected by CPS for verification, the student must submit documentation to the Financial Aid office within two weeks of notification. If the documentation is not received, the student will receive a new payment schedule to make up for the loss of Financial Aid. The student will be notified in writing by the Financial Aid Advisor and will be required to sign a new award package if any changes are made to the award, whether they are because of verification or because of new information.

If any corrections or updates to the Student Aid Report are necessary, the student should submit them to the Financial Aid Advisor. If the FAFSA was selected for verification, documentation must accompany any corrections or updates.

Tuition Payments/Collections

Students are responsible for keeping track of their own payment schedules. Students making self-payments to the School will receive a Courtesy Notice reminding them of upcoming payments due. Payment is accepted by check, money order, or credit card. Courtesy Notices will be sent out on the fifteenth of the month for student payments due on the first through the fifteenth of the next month. Courtesy notices will be sent out on the last day of the month for payments due on the sixteenth through the end of the next month. However, failure to receive a courtesy notice does not excuse a student from making payment or from paying a late fee. A Past Due Notice will be sent to all students whose accounts are 5 calendar days past due. At this time, students will be asked to see the Accounting Clerk to make payment arrangements before they are allowed to enter class. The Past Due Notice gives students an additional week in which to make a payment. A late fee (10% of payment due, \$10.00 minimum, \$25.00 maximum) may be assessed on all Past Due accounts, regardless of arrangements to extend the payment period. At the end of this two-week grace period, the student is no longer permitted in class and the account is generally turned over to an agency specializing in credit collections.

Cancellation and Refund Policy

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the thirtieth calendar day after enrollment, whichever is later. This right is contingent upon your meeting all the minimum policy and procedure requirements outlined in the school catalog. 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: Central Coast College 480 South Main Street, Salinas, CA 93901. This can be done by mail, e-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 and textbooks 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. The refund is to be paid 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 his or her withdrawal.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; excessive absences; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 weeks.
- Failure to return from a leave of absence on the scheduled date.

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 2 weeks. 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 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.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

Return of Title IV Funds and Repayment of Federal Title IV Aid

1. If a student withdraws prior to completing at least 60% of the term, the school and the student will be responsible for returning some or all of the funds received for the term. At the time of withdrawal, the Accounting Office will do a Title IV Return of Funds Calculation and the student will be informed of any repayment they are required to make as well as any balance owed to the college.
2. Please note that Return of Title IV funds calculation is separate from the state refund policy, which determines the amount of tuition and other program costs the student will incur. Both calculations are based on the student's last date of attendance.
3. Read the Refund Policy, in the preceding section, to see how these calculations are performed.
4. Failure by the student to make any repayment when required will result in the withholding of grade and transcripts, loss of eligibility for student aid, and referral to the U.S. Department of Education.

Current Tuition & Fees

Effective June 18, 2012

Program	Registration Fee Non-Refundable	¹ Student Tuition Recovery Fund Non-Refundable	² Textbooks & Materials	Tuition	³ Total Cost
Computer Office Administration	\$75.00	\$32.50	Included in total cost	\$13,160.00	\$13,267.50
Medical Office Administration:					
Medical Assisting	\$75.00	\$35.00	Included in total cost	\$13,920.00	\$14,030.00
Health Information & Patient Services	\$75.00	\$35.00	Included in total cost	\$13,545.00	\$13,655.00
Phlebotomy	\$75.00	\$7.50	Included in total cost	\$2,500.00	\$2582.50
Advanced only	\$75.00	\$2.50	Included in total cost	\$950.00	\$1027.50
Computer Special- ist: Accounting	\$75.00	\$27.50	Included in total cost	\$11,180.00	\$11,282.50

¹\$2.50 for every \$1,000 rounded to the nearest \$1,000

²Central Coast College will provide course materials and textbooks at no additional charge and non-consumable textbooks are to be returned prior to exiting of each course.

³Charges are for the period of attendance and the entire program. For the following programs, certain additional expenses are not included: **Medical Assisting** students will have additional costs for uniform purchases (not paid to school). Medical Assistants are also required to submit a statement of general health (cost estimated at \$100). **Phlebotomy students** will have an additional cost for uniform purchase. Phlebotomy students also have optional costs not included: The Phlebotomy exam through NCCT is \$90 if taken with 6 months of program completion and \$135 thereafter. The application fee to Field Health Services to become a Certified Phlebotomy Technician I is \$100.00.

Additional Miscellaneous Fees

Students may be charged additional fees for the following:

1. Transfer to a new program: \$25.00
2. Re-enrolling after being dropped/withdrawn for fewer than 365 days: \$25.00
3. Re-enrolling after being dropped/withdrawn for 366 days or more: \$75.00
4. Course challenge (other than keyboarding placement): \$10.00
5. ALEKS renewal: \$30.00
6. Lost books or supplies: replacement cost as reflected on textbook and material sign-out sheets
7. Replacement for lost, destroyed, or damaged diplomas: \$15.00
8. Non-sufficient (returned) checks: Varies depending on bank and amount of check; usually between \$5.00 -\$10.00

Student Tuition Recovery Fund

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 in an educational program, who is a California resident or are enrolled in a residency program, and prepay 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 assessment, if either of the following applies:

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course on instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was 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.

Academic Policies

Credit Hours/Academic Year

The College's academic year is based on quarter credit units, and is equivalent to thirty-six weeks of classroom instruction and thirty-six (36) quarter credit hours. Each quarter is twelve weeks in length.

For academic and catalog purposes, one credit unit is equivalent to ten hours of classroom instruction, twenty laboratory hours, or thirty externship hours. For the purpose of calculating federal financial aid, one credit unit is equivalent to twenty (20) class hours plus homework.

Grading System/Satisfactory Progress

Grading System

Student academic progress is reported at the end of each quarter and at mid-quarter. Medical Assisting students receive grades at the end of each one-month module.

An alphabetic system of grading is used with a minimum passing grade of "C" required.

A (90-100%)	= Excellent	NG—no credit; used for courses not taken for credit
B (80-89%)	= Above Average	PR — Passed proficiency exam
C (70-79%)	= Average	TC — Transfer credit
D (60-69%)	= Low Quality *not passing	
F (59 and below)	= Failure *not passing	

WF = 0 Withdraw/Failing. This grade is given for classes in which a student exceeds attendance.

I/B-F = Incomplete; the B-F indicates the grade the student will get if the work is not turned in - not used in GPA

W = Withdrawal - not used in GPA

P = Pass

Courses in which students receive less than a "C" must be repeated in order to graduate. When a course is repeated, both grades are recorded on the Student's transcript and included in grade point calculation. An incomplete course grade must be cleared within two weeks of the end of the grading period. Failure to complete the assigned work will result in the "Incomplete" being changed to the grade as calculated without the missing work, for the purpose of grade point average computation and determination of Satisfactory Academic Progress. To withdraw from a class, a student must submit a "Change of Status" form to the Registrar prior to the 7th calendar day after class starts. If the student drops after this period, a grade of F is given and is used in the GPA computation and determination of Satisfactory Academic Progress. A student who fails the same class twice (with the exception of keyboarding) will not be permitted to repeat it for at least 6 months. The College reserves the right to require the student to take remedial course work at this or another institution prior to repeating the class.

Satisfactory Academic Progress – Credit Hours

The institution's programs are 53-55 credits, divided into four terms of an average of 15-16 credits each depending on the program. At the end of the each term all students are evaluated for satisfactory academic progress.

- **Quantitative progress** is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 67% (10 of 15) credits attempted at each interval of evaluation.
- The student's cumulative grade point average is reviewed to determine **qualitative progress**. The minimum GPA required is 2.0. Grades of "WF", "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program. Students who withdraw from a course or the program during the drop period will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as not attempted. Courses dropped after the drop period will receive a grade of "WF", which adversely affects the GPA and the credit hours for the courses are counted as attempted but not achieved.

Academic Warning

If a student fails to maintain the required academic progress at the end of any term, he/she will be placed on Academic Warning for the next term. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from school. The student is eligible for financial aid during his/her warning status.

Appeal Process/Probation

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the Vice President of Instructional Services or her designee and must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan will be provided the student which clearly identifies a viable plan for the student to successfully complete the

Academic Policies (cont'd)

program within the maximum timeframe allowed.

The Appeals Committee, composed of the Vice President of Instructional Services, the Director of Education, and the Registrar, will examine all appeals. The student will be sent the committee's written decision within five days of the School Director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term 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 the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. A program 53 credits in length must be completed within 78.5 attempted credits. Students exceeding the maximum time frame are no longer eligible to receive financial aid.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. . Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all course-work attempted while at the institution.

The quantitative requirement remains 67% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 36 credits in the current program , the maximum time frame is $36 \times 150\%$, or 54 attempted credits.

Graduation Requirements

To be eligible for graduation, students must have met all program competencies, met the 90% minimum attendance requirement (see below) and completed all classes with a passing grade. Furthermore, students must have satisfactorily taken care of all financial, academic, and other obligations to the school, including a formal exit interview with the Vice-President for Instructional Services or her designee. Failure to meet financial obligations, including those which have been turned over to a collection agency, may prevent a student from participating in graduation. If payments were scheduled beyond the student's graduation date, the student will not be a graduate and may not be allowed to participate in a graduation ceremony until all payments are made.

A Petition for Graduation is available from the Receptionist. A completed and signed Petition for Graduation Form is required for graduation. Students will take the form to the appropriate staff members for sign-off and then, with the Registrar, schedule an exit interview with the Vice-President, Instructional Services.

Students who meet all requirements for graduation will be considered graduates of CCC as of their last date of attendance. This determination may be made retroactively once verification of all requirements is complete. Students receive diplomas at the official graduation ceremony or following the ceremony. Requests for exceptions should be directed in writing to the Registrar. A student may receive a letter of introduction or transcript(s) verifying graduate status by requesting them from the Receptionist.

Students with lesser achievement may obtain an Attendance Verification Letter or Certificate of Completion at the discretion of the Vice-President, Instructional Services. Such requests should be directed in writing to the Registrar.

Graduation Ceremonies

Graduation is the time for students to receive recognition for achievements in academics, attendance, and professional growth. The college holds graduation ceremonies twice a year (June and December), and all students who meet graduation requirements as described above are eligible to participate in the ceremony.

Graduation ceremonies require extensive preparation by staff, and students must complete all requirements for graduation at least one week before the ceremony in order to participate. A student who does not meet the requirements in time for a particular ceremony is welcome to participate in a subsequent ceremony.

Student Conduct Policy

At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of cheating, possession of drugs or alcohol on school premises; behavior indicative of an intoxicated or drugged state; possession of weapons upon school premises; bullying or behavior creating a safety hazard; disruptive, disobedient or disrespectful behavior of language to another student, an administrator, or faculty member; or any other stated or determined infraction or conduct.. In the event of a physical fight, all participants may be expelled regardless of who started it;

Copyright infringement: The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil (lawsuit) and criminal liabilities. Criminal penalties include:

A fine of not more than \$500,000 or imprisonment for not more than five years, or both, for the first offense.

A fine of not more than \$1 million and imprisonment for not more than 10 years, or both, for repeated offenses.

Attendance Policy

As a career college, Central Coast College expects students to attend school every day. When you miss class, you not only fall behind in learning new material, but you miss the hands-on repetition that is so important in learning your new skills. Your future employer is looking for graduates with perfect or near-perfect attendance! Finally, if you are absent from school for more than 2 weeks, we are required to drop you from school.

Minimum Standards on Absences:

- a. Students must maintain an overall attendance rate of 90% of scheduled program hours in order to go on intern- or externship and to graduate. This requirement stands regardless of whether the absences were excused.
- b. Business students may not miss more than 3 hours in any single class. Medical Assisting students may not miss more than two full classes per module. In some instances, if a student takes all allowable absences, he or she would exceed the 10% maximum overall.
- c. Business classes that are a combination of lecture and lab times are considered one class or block. Therefore, if a student is expelled from either the lecture or the lab, s/he will be expelled from both.
- d. A student who does not work on assigned projects or pay attention during class may also be marked tardy or absent.
- e. A student who has been expelled from a class for excessive absences or tardiness will be placed on attendance warning for the remainder of the term and will be subject to expulsion if attendance fails to improve.
- f. The student is responsible for making a request to repeat any course from which s/he has been expelled. The Institution may restrict the student's opportunity to repeat the course and hold the student financially responsible for the cost of the portion of the course s/he is repeating and any books/materials. Students who must repeat a course as a result of expulsion are not given priority scheduling and may be required to pay for repeat classes before being scheduled.
- g. Exams and quizzes: If a student's absence falls on the day of an examination, the exam may be made up but with an automatic deduction of fifteen (15) percent. If the exam is not made up within two (2) scheduled class days, a grade of "F" will be recorded. Students will be allowed to take only one make-up exam per course. A student who knows s/he will be absent on the day of an examination may arrange to take the exam in advance with no deduction of points. Students should not miss new lecture/lab material to take the exam. Quizzes (defined as an evaluation that is 10% or less of the student's overall grade) and in-class assignments may be made up at the instructor's discretion. The instructor must state his/her makeup policy for quizzes and in-class work on the syllabus the first day of class. This policy applies regardless of the reason for the absence, or whether it is excused.

Minimum Standards on Tardiness:

- a. Excessive tardiness can result in expulsion from a class. Any time missed from class up to ten minutes, due to late arrival or early departure will be marked as a tardy. Any absence from the classroom (bathroom trips, cell phone calls, etc.) will be marked as tardy, as will time spent not working on class-related material, with one warning. Day business students may have no more than 4 tardies in a 30-hour class. Evening business students may have no more than 2 tardies in a 10-night class or 6 in a 40-night class. M.A.'s may have no more than 4 tardies in a four-week module. See letters e & f above for additional information on expulsion for tardiness. Students tardy ten minutes or more will be marked absent from that class or half-class.

Excused Absences (These absences count against the minimum 90% attendance requirement):

- a. Required Court Appearances: A letter, subpoena, summons, or jury summons must be presented within 2 class days of the absence, or the absence will be unexcused.
- b. Required Appointments With Government Agencies: These include, but are not limited to, appointments scheduled by Immigration and Naturalization Service, Housing Authority, or Police interviews. Written evidence of the appointment must be presented within 2 class days of the absence, or the absence will be unexcused. This does not apply to appointments you schedule (i.e., going to the IRS office to get help with tax forms), or to appointments with non-government agencies (meeting with an attorney for an upcoming court case).
- c. For interviews for a training-related job, usually at or near the end of training: You must notify the Employment Advisor in advance of these appointments; the Employment Advisor will provide a written excuse to the Registrar.

4. Emergencies: CCC recognizes that school, like work, can sometimes be interrupted by emergencies. Under some circumstances, the Vice-President for Instructional Services may, at her sole discretion, permit a student to have one excused emergency absence during his or her enrollment. Excused absences count against the minimum 90% requirement.

This policy exists for the sole purpose of preventing an otherwise successful student from being dropped from a course because of an emergency. Students are reminded that the allotted absences in each module are not to be used as vacation days.

Regardless of whether an absence was excused under items 3 or 4, total number of absences in the course cannot exceed 4 for day business students, 3 for medical assisting students, or 3 full evenings for night students.

5. Tracking: Attendance is tracked in every class period by the instructor, who submits the class attendance records to the Registrar to record in the student's electronic records. Class attendance information is reported to the instructor and posted in the student

break room weekly. If you have questions about your attendance, you should direct them first to the Instructor, who will consult the Registrar if necessary and/or make adjustments if an error has been made. Normally, only the Instructor has the authority to adjust attendance; the Vice President, Instructional Services may adjust attendance only in extremely unusual circumstances (for example, if the Instructor is no longer with the College when the error is discovered). If the student and instructor disagree, the burden of proof is on the student to show he or she was present. Students have one week to submit attendance corrections.

6. Appeals: In the absence of evidence to the contrary, the instructor's roster will stand. Tests and other materials that have white-out or that are copies are not acceptable evidence of attendance. Showing that you were in part of the class may not indicate that you attended the full class. You have one week to appeal any errors in attendance. After that time, the roster will stand as written. Data-entry errors may be corrected at any time.

7. Leave of Absence: A student may request a leave of absence from CCC for a period of up to either six months or 1/2 the length of his or her program, whichever is shorter. In most cases, leaves must be requested in advance of the student missing classes. To be granted a medical leave the student must provide a note from his or her health practitioner, a family member (if it is to take care of a family member), or in the absence of either of these items, a signed statement on the Change of Status form. If the student does not reenter college after the time approved on his or her request, he or she will be dropped.

Only one leave of absence is granted during an entire program, except for military leave, jury duty and circumstances covered by the Family/Medical Leave Act, as described in the Federal Regulations. A copy of these regulations is available in the Director of Education's office as well as from the Vice-President for Instructional Services.

Leave of absence must be requested in writing, using a change of status form, which should be submitted along with the reason and an estimate of the time required for the leave prior to beginning the leave. If a leave of absence is taken after class has started, the student will have to repeat that course or courses and his or her graduation date will usually be delayed.

It is the student's responsibility to request a return from leave of absence on a change of status form when s/he is ready to return to classes. A doctor's release may be required if there was a serious illness or injury involved. If no return from leave of absence is completed, there may not be a seat available in the class(es) requested. If a student does not return from leave or submit a change of status to extend his/her leave, the student's enrollment will be assumed to be abandoned and s/he will be dropped from Central Coast College.

8. Attendance Warning: If a student does not have cumulative attendance of at least 90% at the end of any term, he or she will be placed on Academic Warning for the next module. If attendance requirements are not met in the following term, the student may be dropped from school. All Veterans' benefits will be terminated at this point.

9. Phlebotomy Attendance Policy: This attendance policy for Phlebotomy is different from that for students in other programs. Students in the phlebotomy program must attend 100% of all scheduled classes in order to receive their certificates.

Student Services

Counseling

Counseling is available to help students develop their career potentials; to inform students about employability, business practices, and interviewing procedures; and to discuss and help solve problems and difficulties with the program. School staff are available to deal with questions or problems regarding financial matters, or matters of policy and attendance. One aspect of this counseling is a drug awareness segment highlighting how drugs can retard career development by resulting not only in dismissal from school, but from employment.

Graduate Placement Assistance

CCC maintains an active career services office which serves students and employers through our no-fee referral service. Through our association and contact with local employers, the college keeps abreast of their needs. Placement cannot be guaranteed, but the college makes every effort to place graduates and has full time staff dedicated to this function. Part of every student's training involves job counseling, orientation to the job market, resume writing and interview techniques. While these services are maintained primarily for recent graduates, the college provides placement assistance to all graduates at no additional cost.

Housing Services

Although the College has no dormitories, assistance will be given students in securing satisfactory housing. According to rentals.com for Salinas, CA rental properties start at approximately \$750 per month.

Learning Resources

Central Coast College does not maintain a library, however the Steinbeck Public Library is located one and one-half blocks north of the College on Lincoln Avenue; their hours are on their website at <http://www.salinaspubliclibrary.org/john-steinbeck-library>. A small collection of reference books is available in the conference room and students may sign them out at the front desk with the Director of Education's permission.

Subject Hour Breakdown

Document 25.6
 Revised 03/14/2012
 Effective 06/18/2012

Program Title: Computer Office Administration

Program Length: 850 Hours, 42 Weeks

PROGRAM OBJECTIVES: Intensive training emphasizing office administration and the accounting applications of General Ledger, Accounts Payable and Receivable, in both manual and computerized accounting systems; data entry, and 10-key skill building; Computers in the Work Place using Windows, Microsoft Word, and Excel. Homework for this program averages 2-3 hours per day.

EMPLOYMENT OBJECTIVES: Executive Secretary or Administrative Assistant (43-6011.00); Office Clerk or Office Coordinator (43-9061.00); Bookkeeping, Accounting, and Auditing Clerks (43-3031.00); Billing and Posting Machine Operators (43-3021.03); Billing, Cost & Rate Clerks (43-3021.02); Customer Service Representative (43-4051.00); Secretary (43-6014.00); Receptionist or Information Clerk (43-4171.00).

Program Outline		Classroom Hours				Credit Hours			
		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career and Personal Development	30	0	0	30	3.00	0.00	0.00	3.00
BM101	Basic Business Math/10 Key Calculators	20	10	0	30	2.00	0.50	0.00	2.50
CM101	Computers in the Work Place	20	10	0	30	2.00	0.50	0.00	2.50
OP102	Introduction to Office Procedures	15	15	0	30	1.50	0.75	0.00	2.25
CM102	Introduction to Microsoft Office	30	0	0	30	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office/Lab	0	30	0	30	0.00	1.50	0.00	1.50
BC102	Business Communications	30	0	0	30	3.00	0.00	0.00	3.00
KS102	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
OP202	Advanced Office Procedures	20	10	0	30	2.00	0.50	0.00	2.50
WC201	Written Communication	30	0	0	30	3.00	0.00	0.00	3.00
WC201A	Written Communication Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS103	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA102	Beginning Bookkeeping	30	0	0	30	3.00	0.00	0.00	3.00
BA102A	Beginning Bookkeeping Lab	0	30	0	30	0.00	1.50	0.00	1.50
RD201	Reports & Documents Production	10	20	0	30	1.00	1.00	0.00	2.00
KS104	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA201	Business Accounting/Computer Applications	30	0	0	30	3.00	0.00	0.00	3.00
BA201A	Business Accounting/Computer Applications Lab	0	30	0	30	0.00	1.50	0.00	1.50
BA202	Business Accounting/Computer Applications	10	20	0	30	1.00	1.00	0.00	2.00
SS201	Spreadsheets for Accounting	15	15	0	30	1.50	0.75	0.00	2.25
BA110	Introduction to Accounting & Collections	20	10	0	30	2.00	0.50	0.00	2.50
BU201	Introduction to Business Organization	20	10	0	30	2.00	0.50	0.00	2.50
OS201	Accounting & Office Simulations	0	30	0	30	0.00	1.50	0.00	1.50
CD102	Career & Personal Development	20	10	0	30	2.00	0.50	0.00	2.50
OE201	Externship/Work Experience	0	0	120	120	0.00	0.00	4.00	4.00
EP201	Professional Development	5	5	0	10	0.50	0.25	0.00	0.75
Total		355	375	120	850	35.50	18.75	4.00	58.25

Subject Hour Breakdown

Document 25.6
 Revised: February 9, 2012
 Effective: 6/18/2012

Program Title: Health Information and Patient Services (Day)
 Program Length: 850 Hours, 42 Weeks

PROGRAM OBJECTIVES: Intensive training emphasizing medical accounting and billing applications; office procedures and equipment; PC training using Microsoft Word and Excel programs; keyboard skill building; anatomy; medical terminology, recordkeeping, computerized medical management systems & billing procedures. Students should expect an average of 3 hours a day of homework.

EMPLOYMENT OBJECTIVES: Billing, Cost and Rate Clerks (43-3021.02); Medical Secretaries (43-6013.00); Medical Records and Health Information Technicians (29-2071.00); Receptionists and Information Clerks (43-4171.00)

Program Outline		Classroom Hours				Credit Hours			
		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career and Personal Development	30	0	0	30.00	3.00	0.00	0.00	3.00
BM101	Basic Business Math/10 Key Calculators	20	10	0	30.00	2.00	0.50	0.00	2.50
CM101	Computers in the Work Place	20	10	0	30.00	2.00	0.50	0.00	2.50
OP102	Introduction to Office Procedures	15	15	0	30.00	1.50	0.75	0.00	2.25
CM102	Introduction to Microsoft Office	30	0	0	30.00	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office/Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
BC102	Business Communications	30	0	0	30.00	3.00	0.00	0.00	3.00
KS102	Keyboard Skill Building	0	30	0	30.00	0.00	1.50	0.00	1.50
MT201	Medical Terminology & Anatomy	20	10	0	30.00	2.00	0.50	0.00	2.50
MO201	Medical Office Procedures	20	10	0	30.00	2.00	0.50	0.00	2.50
MR201	Medical Records	30	0	0	30.00	3.00	0.00	0.00	3.00
MR201A	Medical Records Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
MT202	Medical Terminology & Anatomy	20	10	0	30.00	2.00	0.50	0.00	2.50
MA202	Computerized Medical Management	30	0	0	30.00	3.00	0.00	0.00	3.00
MA202A	Computerized Medical Management Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
KS103	Keyboard Skill Building	0	30	0	30.00	0.00	1.50	0.00	1.50
MT203	Medical Terminology & Anatomy	20	10	0	30.00	2.00	0.50	0.00	2.50
MC201	Introductory Coding/ICD9/CPTIV	10	20	0	30.00	1.00	1.00	0.00	2.00
MC201A	Introductory Coding/ICD9/CPTIV Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
MA203	Introductory Health Insurance Billing	30	0	0	30.00	3.00	0.00	0.00	3.00
BA110	Introduction to Accounting & Collections	20	10	0	30.00	2.00	0.50	0.00	2.50
BU201	Introduction to Business Organization	20	10	0	30.00	2.00	0.50	0.00	2.50
MS201	Medical Office Simulations	0	30	0	30.00	0.00	1.50	0.00	1.50
CD102	Career & Personal Development 2	20	10	0	30.00	2.00	0.50	0.00	2.50
IN202	Internship	0	0	120	120.00	0.00	0.00	4.00	4.00
EP201	Professional Development	5	5	0	10.00	0.50	0.25	0.00	0.75
Total		390	340	120	850	39.00	17.00	4.00	60.00

Subject Hour Breakdown

Program Title: Medical Assisting
 Program Length: 760 Hours, 42 Weeks

PROGRAM OBJECTIVES: The Medical Assisting program consists of four areas of training: Clinical, Administrative, Laboratory, and Externship. The program provides knowledge in medical front office procedures, insurance billing, medical terminology, anatomy, physiology, pharmacology, disease processes and conditions, proper aseptic techniques and diagnostic and treatment procedures commonly performed in the physician's office. When completed, the graduate is well-prepared to function competently at an entry level in a variety of medical settings. Students should expect an average of 2-3 hours of daily homework.

EMPLOYMENT OBJECTIVES: Medical Assistant (31-9092.00); Medical Records and Health Information Technicians (29-2071.00); Medical Secretaries (43-6013.00); Receptionists and Information Clerks (43-4171.00)

Program Outline		Classroom Hours				Credit Hours			
		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CTP1	Clinical Theory & Procedures I	40	23	0	63	4.00	1.00	0.00	5.00
CTP11	Clinical Theory & Procedures II	40	23	0	63	4.00	1.00	0.00	5.00
CTP111	Clinical Theory & Procedures III	40	23	0	63	4.00	1.00	0.00	5.00
ATP1	Administrative Theory & Procedures I	40	23	0	63	4.00	1.00	0.00	5.00
ATP11	Administrative Theory & Procedures II	40	23	0	63	4.00	1.00	0.00	5.00
ATP111	Administrative Theory & Procedures III	40	23	0	63	4.00	1.00	0.00	5.00
LTP1	Laboratory Theory & Procedures I	40	23	0	63	4.00	1.00	0.00	5.00
LTP11	Laboratory Theory & Procedures II	40	23	0	63	4.00	1.00	0.00	5.00
LTP111	Laboratory Theory & Procedures III	40	23	0	63	4.00	1.00	0.00	5.00
EXT	Externship	0	0	160	160		0.00	5.33	5.33
EXTP1	Employment Theory & Procedures I	33	0	0	33	3.30	0.00	0.00	3.30
Total		393	207	160	760	39.30	9.00	5.33	53.63

Subject Hour Breakdown

Document 25.6
 Approved: June 17,2003
 Effective: June 17, 2003

Program Title: Phlebotomy Technician
Program Length: 96 hours, 12 weeks

PROGRAM OBJECTIVES: The Phlebotomy Technician program is designed to prepare students to become practicing, state certified phlebotomists in the State of California. The course work will include safety, anatomy and physiology, patient preparation and blood draws, post puncture care, specimen transport, professionalism, and stress management. Students should expect 2-3 hours of homework per class.

EMPLOYMENT OBJECTIVES: Certified Phlebotomy Technician (31-9099.99)

Program Outline		Classroom Hours			Credit Hours		
		Lecture	Extern	Total	Lecture	Extern	Total
PHL101	Basic Phlebotomy	28	0	28	2.8	0.00	2.80
PHL201	Advanced Phlebotomy	28	0	28	2.8	0.00	2.80
PHL301	Phlebotomy Practicum	0	40	40	0.00	1.33	1.33
Total		56	40	96	5.6	1.33	6.93

**Prospective students with documented phlebotomy experience may not have to take the entire program to be eligible for certification.*

Phlebotomy Licensure Requirements:

1. Diploma from a phlebotomy program approved by the California Department of Public Health, Laboratory Field Services (LFS)
2. High School Diploma or GED
3. Successful passage of an LFS-approved written phlebotomy exam (costs vary by testing organization)
4. Completion of online application with LFS with \$100 application fee
5. LFS has told us that certain criminal convictions will disqualify applicants; however, they will consider each one on a case-by-case basis. Candidates with a criminal background should contact LFS directly to find out if their convictions will disqualify them.

Additional details about these requirements may be found at: https://secure.cps.ca.gov/cltreg/pt_faq.asp.

Subject Hour Breakdown

Document 25.6

Revised: June 15, 2009

Effective: June 15, 2009

Program Title: Computer Specialist, Accounting

Program Length: 680 Hours, 48 Weeks

PROGRAM OBJECTIVES: Intensive training emphasizing computer accounting applications (General Ledger, Accounts Payable, Accounts Receivable, Payroll); PC training using Microsoft Word and Excel programs; office procedures and equipment; written and oral communication skills; and data entry and ten-key skill building. Students should expect 2-3 hours of homework daily.

EMPLOYMENT OBJECTIVES: Bookkeeping, Accounting, and Auditing Clerks (43-3031.00); Billing, Posting, and Calculating Machine Operators (43-3021.03); Billing, Cost & Rate Clerks (43-3021.02); Payroll Clerks (43-3051.00)

Program Outline		Classroom Hours				Credit Hours			
		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
BM101	Basic Business Math/10Key Calculators	20	10	0	30	2.00	0.50	0.00	2.50
CL101	Computers in the Work Place	20	10	0	30	2.00	0.50	0.00	2.50
KS101	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
WP101	Beginning Word Processing	30	0	0	30	3.00	0.00	0.00	3.00
WP101A	Word Processing Lab	0	30	0	30	0.00	1.50	0.00	1.50
BC101	Business Communications	20	10	0	30	2.00	0.50	0.00	2.50
OP101	Office Procedures & Equipment	20	10	0	30	2.00	0.50	0.00	2.50
KS102	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA101	Business Accounting I	20	10	0	30	2.00	0.50	0.00	2.50
BA101A	Business Accounting I Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
BA201	Business Accounting II	30	0	0	30	3.00	0.00	0.00	3.00
BA201A	Business Accounting II Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS103	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA202	Business Accounting III	10	20	0	30	1.00	1.00	0.00	2.00
SS201	Spreadsheets	15	15	0	30	1.50	0.75	0.00	2.25
BA203	Business Accounting IV	30	0	0	30	3.00	0.00	0.00	3.00
BA203A	Business Accounting IV Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
AS201	Accounting Simulation	0	30	0	30	0.00	1.50	0.00	1.50
ACEXT	Accounting Externship	0	0	110	110	0.00	0.00	3.67	3.67
CD102	Career & Personal Development II	20	10	0	30	2.00	0.50	0.00	2.50
Total		235	335	110	680	23.5	16.75	3.67	

COURSE DESCRIPTIONS

Course Number: ACEXT

Course Hours: 110 Extern

Course Name: Accounting Externship

Course Credits: 3.67

Unpaid work experience in an appropriate setting. Student will apply skills learned in the program to real life work situations under supervision.

Prerequisites: Successful completion of all Computer Specialist: Accounting courses except CD102

Course Number: AS201

Course Hours: 30 Laboratory

Course Name: Accounting Simulations

Course Credits: 1.5

Timed, self-directed, individualized practice set utilizing all accounting procedures (A/P, A/R, GL). Students convert a manual accounting system to a computerized system including establishing the chart of accounts and entering all historical data.

Prerequisites: Successful completion of BA101/101A or BA102/102A; BA201/202/201A

Course Number: ATP 1

Course Hours: 40 lecture/23 Lab

Course Name: Administrative Theory & Procedures 1
5.0

Course Credits:

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include the scope of a Medical Assistant's practice, traits of a medical assistant, medical law and ethics, HIPAA, bookkeeping, coding and insurance. An introduction to the concepts of psychiatry also will be presented. Practice will include the development of data entry and word processing skills on a computer, filing and practicing inventory control procedures. Students will be introduced to job search concepts, including creating a resume, cover letter, thank you letter and reference list, and interviewing skills. Complementary and alternative medicine will also be discussed.

Prerequisites: None

Course Number: ATP 2

Course Hours: 40 lecture/23 Lab

Course Name: Administrative Theory & Procedures 2
5.0

Course Credits:

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include effective job search skills, office communication, handling correspondence, professional expectations, and basic office procedures and equipment. Patient education will also be discussed. Practice will include development of data entry and word processing skills on the computer, scheduling appointments, and completing insurance claim forms. Electronic healthcare records will be introduced,

Prerequisites: None

Course Number: ATP 3

Course Hours: 40 lecture/23 Lab

Course Name: Administrative Theory & Procedures 3
5.0

Course Credits:

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include medical record management and storage, standard first aid techniques and appropriate response to trauma and emergencies in the waiting room, as well as working with special populations. Anatomical structure and an overview of growth and development will be discussed. Practice will include development of data entry and word processing skills on the computer, typing letters, and making charting entries.

Prerequisites: None

Course Number: BA101 **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Business Accounting I **Course Credits:** 2.5

Course Number: BA101A **Course Hours:** 30 Laboratory
Course Name: Business Accounting I - Lab **Course Credits:** 1.5

An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA101 and BA101A are taken concurrently.

Prerequisites: None

Course Number: BA102 **Course Hours:** 30 Lecture
Course Name: Business Accounting 1 **Course Credits:** 3.0

Course Number: BA102A **Course Hours:** 30 Laboratory
Course Name: Business Accounting 1 - Lab **Course Credits:** 1.5

An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA102 and BA102A are taken concurrently.

Prerequisites: None

Course Number: BA110 **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Introduction to Accounting and Collections **Course Credits:** 2.5

This course is intended as an accounting review for Computer Office Administration students, who will facilitate, along with the instructor, an introduction to the Accounting Cycle for Health Information and Patient Services students. Following this introduction, students will all learn appropriate collections procedures, including both legal and customer service considerations.

Prerequisite: COA students must have passed BA101 or BA102 through BA202.

Course Number: BA201 **Course Hours:** 30 Lecture
Course Name: Business Accounting 2 – Accounts Payable **Course Credits:** 3.0

Course Number: BA202 **Course Hours:** 10 Lecture/10 Laboratory
Course Name: Business Accounting 3 – Accounts Receivable **Course Credits:** 2.0

Course Number: BA201A **Course Hours:** 30 Laboratory
Course Name: Business Accounting Applications/Lab 2/3 **Course Credits:** 1.5

Comprehensive coverage of manual and computerized accounting procedures as used in the Accounts Payable and Accounts Receivable department of a business including inventories, special journals, and vendor ledgers. Introduces computer procedures for both service and merchandising businesses using Quickbooks. BA201/201A are taken concurrently, followed immediately by BA202.

Prerequisites: BA 101/101A or BA102/102A with a grade of "B" or the instructor's recommendation.

Course Number: BA203
Course Name: Business Accounting IV - Payroll

Course Hours: 30 Lecture
Course Credits: 3.0

Course Number: BA203A
Course Name: Business Accounting Applications/Lab IV

Course Hours: 30 Laboratory
Course Credits: 1.5

An introduction to basic payroll procedures. Complete payroll cycle is introduced in a step-by-step format with hands-on exercises including manual and computerized employee payroll records, calculating deductions, preparing payroll deposits, registers and reports. BA203 and 203A are taken concurrently.

Prerequisites: None

Course Number: BC101
Course Name: Business Communications

Course Hours: 20 Lecture/10 Laboratory
Course Credits: 2.5

Overview and practice of the types of verbal and written communications used in business. Includes the study of communications with customers and employers, and extensive written communications using word processing skills.

Recommended: Student should have completed or be concurrently enrolled in WP101 or CM102

Course Number: BC102
Course Name: Business Communications

Course Hours: 30 Lecture
Course Credits: 3.0

Overview and practice of the types of verbal and written communications used in business. Includes the practice of communications with customers and employers, presentation skills, and written communications using word processing skills.

Recommended: Student should have completed or be concurrently enrolled in WP101 or CM102

Course Number: BM101
Course Name: Business Mathematics

Course Hours: 20 Lecture/10 Laboratory
Course Credits: 2.5

Introduction to basic business math functions, banking, calculating interest, percents, decimals and fractions and the use of the 10-key calculator by touch. Course includes a review of basic mathematics functions (addition, subtraction, multiplication, division).

Prerequisites: None

Course Number: BU201
Course Name: Introduction to Business Organization

Course Hours: 20 Lecture/10 Laboratory
Course Credits: 2.5

Introduction to the way in which businesses are organized. Students are introduced to the concepts of entrepreneurship, various forms of business ownership, basic economic, social, legal and political conditions which affect businesses, and how businesses organize internally. Departments discussed include marketing and Human Resources (including some labor law). Students are encouraged to think from a

management/ownership perspective and understand their own roles in the bottom line. Legal and ethical aspects of business ownership and operation are also discussed.

Prerequisites: None

Course Number: CD101

Course Hours: 30 Lecture

Course Name: Career and Personal Development 1

Course Credits: 3.00

Students develop the skills necessary to increase opportunities for success in life and business by developing self-understanding and confidence, support systems (family, other students, community), problem-solving, interpersonal communications and assertiveness, goal-setting, time management, a personal budget, effective study skills, methods of dealing with stress, nutrition and an understanding of the dangers of drug and alcohol abuse.

Prerequisites: None

Course Number: CD102

Course Hours: 20 Lecture/10 Laboratory

Course Name: Career and Personal Development 2

Course Credits: 2.5

Students conduct an active job search, developing interview skills, a master application, resume, cover letter, reference list and thank-you note appropriate to the job search process. Students also learn sources of employment other than the internet, including networking, cold-calling, and using community resources such as EDD. The course provides support for a successful job search and stable employment, and encourages awareness of, and skills to address, possible barriers to fulfilling work and life experiences.

Prerequisites: Successful completion of the majority of the student's program

Course Number: CM101

Course Hours: 20 Lecture/10 Laboratory

Course Name: Computers in the Workplace

Course Credits: 2.5

An introduction to the basic concepts of computers and their uses. Areas of discussion and demonstration include an historical perspective on the evolution of computers and their widespread use in contemporary society. Using and evaluating internet content in the office will be covered, along with privacy and security issues, networking software, networks, operating systems (including mobile operating systems), computer components, and the social web.

Prerequisites: None

Course Number: CM102

Course Hours: 30 Lecture

Course Name: Introduction to Microsoft Office

Course Credits: 3.0

Course Number: CM102A

Course Hours: 30 Laboratory

Course Name: Introduction to Microsoft Office/Lab

Course Credits: 1.5

An introductory course focusing on mastering the basics of Microsoft Word, Excel, and PowerPoint. Formatting documents and completing a mail merge in Word, using basic formulas in Excel, and creating and running a successful PowerPoint presentation will be addressed.

Recommended: Successful completion of CM101

Course Number: CTP 1
Course Name: Clinical Theory & Procedures 1
5.0

Course Hours: 40 lecture/23 Lab
Course Credits:

This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology, and pathology of the skeletal, muscular, and respiratory systems will be presented. The student will receive an overview of physical therapy techniques and an introduction to radiology. The importance of sterile technique will be emphasized, with practice in autoclaving and gloving.

Prerequisites: None

Course Number: CTP 2
Course Name: Clinical Theory & Procedures 2
5.0

Course Hours: 40 lecture/23 Lab
Course Credits:

This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology and pathology of the circulatory, digestive, and integumentary systems will be presented. The student will study the principles of electrocardiography and will learn to set up exam trays, measure height and weight, and perform vision screening.

Prerequisites: None

Course Number: CTP 3
Course Name: Clinical Theory & Procedures 3
5.0

Course Hours: 40 lecture/23 Lab
Course Credits:

This course is designed to teach the student to assist the physician with physical exams and minor surgeries. Techniques learned will include patient positioning, spirometry, audiometry, measuring vital signs, identifying instruments, and setting up sterile trays. Basic concepts and principles of pharmacology also will be presented. The student also will learn to administer injections.

Prerequisites: None

Course Number: EP201
Course Name: Professional Development
.75

Course Hours: 5 Lecture/5 Laboratory
Course Credits:

This course is taken concurrently with IN202 or OE201 and is designed to assist the student in locating employment by reinforcing concepts and skills learned in CD102 and applying them to a directed job search.

Prerequisites: Successful completion of all other coursework in the student's program.

Course Number: ETP 1
Course Name: Employment Theory & Procedures 1

Course Hours: 33 Lecture
Course Credits: 3.3

This course is designed to assist the student in job search by providing concepts, principles and skills practice in areas with an employment emphasis. Students will learn to prepare resumes, cover letters and thank you letters and will have the opportunity to practice interview skills and learn to solve problems that may arise on the job.

Prerequisite: Successful completion of all MA coursework and approval of instructors, must pass cumulative exam with a grade of C or better. Taken concurrently with EXT.

Course Number: EXT

Course Hours: 160 Externship

Course Name: Externship (Medical Assisting)

Course Credits: 5.33

An externship consists of unpaid work experience in an appropriate setting. It provides an opportunity for students to practice the skills they have learned, under direct supervision in a work environment.

Prerequisites: Successful completion of all MA coursework and approval of instructors, must pass cumulative exam with a grade of "C" or better. Taken concurrently with ETPI.

Course Number: IN202

Course Hours: 120 Intern

Course Name: Medical Office Internship

Course Credits: 1.5

Students apply skills learned in their programs in an unpaid work experience under supervision.

Prerequisites: Successful completion of all courses in the student's program. The Director of Education or Vice-President, Instructional Services may make exceptions on a case-by-case basis.

Course Number: KS101-105

Course Hours: 30 Laboratory

Course Name: Keyboard Skill Building

Course Credits: 1.5

Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements.

Prerequisites: KS101 – none. Each course must be completed with a "C" or better before the student can advance to the next level.

Course Number: LTP1

Course Hours: 40 lecture/23 Lab

Course Name: Laboratory Theory & Procedures 1

Course Credits: 5.0

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy, physiology and pathology of the endocrine and reproductive systems will be presented. General laboratory policies and procedures will be addressed, and OSHA regulations regarding blood borne pathogens will be emphasized. HIV/AIDS, hepatitis and other bloodborne diseases will be discussed. The student will learn to perform basic hematology tests including hemoglobin, hematocrit, and sedimentation rate. Students will learn proper procedures for venipuncture and capillary punctures and glucose and pregnancy testing.

Prerequisites: None

Course Number: LTP 2

Course Hours: 40 lecture/23 Lab

Course Name: Laboratory Theory & Procedures 2

Course Credits: 5.0

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the renal system and an introduction to hematology and blood chemistry will be presented. The student will be introduced to microbiology and will have the opportunity to make gram stained slides, identify bacteria, collect specimens and produce cultures. The student will learn to perform basic lab tests including complete urinalyses, differentials, and continue to work with venipuncture.

Prerequisites: None

Course Number: LTP 3

Course Hours: 40 lecture/23 Lab

Course Name: Laboratory Theory & Procedures 3

Course Credits: 5.0

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the nervous system will be presented, along with the special senses. The chemistry of life, including metabolism, electrolytes, acids and bases, will be discussed along with diabetes and its accompanying conditions. Lab tests will be performed includ-

ing fecal occult, cholesterol testing, glucose and throat cultures.

Prerequisites: None

Course Number: MR201

Course Hours: 30 Lecture

Course Name: Medical Recordkeeping Systems

Course Credits: 3.00

Course Number: MR201A

Course Hours: 30 Laboratory

Course Name: Medical Recordkeeping Systems/Lab

Course Credits: 1.50

An introduction to manual and electronic medical records including filing and retrieval processes, analyzing and updating charts, and correct application of HIPAA. MR201 and 201A are taken concurrently.

Prerequisites: None

Course Number: MA202

Course Hours: 30 Lecture

Course Name: Computerized Medical Management

Course Credits: 3.0

Course Number: MA202A

Course Hours: 30 Laboratory

Course Name: Computerized Medical Management - Lab

Course Credits: 1.5

An introduction to manual and computerized Medical Office Management. Students learn the basic skills necessary to maintain a Medical Office database and to keep accurate financial records that are complete and current for prompt billing and collections procedures. Courses are taken concurrently.

Prerequisites: None

Course Number: MA203

Course Hours: 30 Lecture

Course Name: Health Insurance Billing and Collections

Course Credits: 3.00

An introduction to Medical Health Insurance billing applications and collections. Students learn the basic skills necessary to bill Blue Cross, Blue Shield, private insurance, Medicare, Medicaid/MediCal, Tri-Care, Workers' Compensation and Disability.

Prerequisites: None

Course Number: MC201

Course Hours: 10 Lecture/20 Laboratory

Course Name: Introductory Coding/ICD9 CPTIV

Course Credits: 2.0

Course Number: MC201A

Course Hours: 30 Laboratory

Course Name: Introductory Coding - Lab

Course Credits: 1.5

Students learn the basic skills necessary to look up codes in the ICD9 & CPTIV manuals for various medical conditions and procedures and practice coding through an assortment of situational applications.

Prerequisites: None.

Course Number: MO201

Course Hours: 20 Lecture/10 Laboratory

Course Name: Medical Office Procedures and Equipment

Course Credits: 2.5

Introduction to Medical Office Procedures. Students learn the basic skills and professional activities required to maintain a medical office.

Prerequisites: None

Course Number: MS201 **Course Hours:** 30 Laboratory
Course Name: Medical Office Simulations **Course Credits:** 1.5
A self-guided and timed office simulation of 30 hours. Students manage the flow of information among physicians, patients, laboratories, and other medical institutions (includes insurance claims and billing procedures).
Prerequisites: Successful completion of MA202 and MA202A, MC201/201A, MA203, MT201/202/203, MO201 and MA201.

Course Number: MT201 **Course Hours:** 20 Lecture – 10 Laboratory
Course Name: Medical Terminology & Anatomy **Course Credits:** 2.5
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: MT202 **Course Hours:** 20 Lecture – 10 Laboratory
Course Name: Medical Terminology & Anatomy **Course Credits:** 2.5
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: MT203 **Course Hours:** 20 Lecture – 10 Laboratory
Course Name: Medical Terminology & Anatomy **Course Credits:** 2.5
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: OE201 **Course Hours:** 120 Extern
Course Name: Office Externship/Work Experience **Course Credits:** 4.0
Students apply skills learned in the program in an unpaid work experience under supervision.
Prerequisites: Successful completion of all courses in the student's program. The Director of Education or Vice-President, Instructional Services may make exceptions on a case-by-case basis.

Course Number: OP101 or OP102 **Course Hours:** 15 Lecture, 15 Laboratory
Course Name: Introduction to Office Procedures **Course Credits:** 2.25
Students develop skills in basic office procedures, including filing, handling forms, basic research skills, travel arrangements, telephone courtesy and skills, time management, and setting up meetings and events.
Prerequisites: None

Course Number OP202

Course Hours: 20 Lecture, 10 Laboratory

Course Name: Advanced Office Procedures

Course Credits: 2.50

Students translate skills in alphanumeric filing to setting up and using databases in Access. Students will also learn how to analyze online information for accuracy and bias, as well as how to use social media for business purposes. Students will also learn to use calendaring software and practice advanced telephone skills, including remaining calm under pressure and resolving complaints.

Recommended: OP101

Course Number: OS201

Course Hours: 30 Laboratory

Course Name: Office Simulations

Course Credits: 1.5

Students individually complete job simulations and demonstrate the ability to manage their time. Students process standard business correspondence using previously learned skills in the preparation of business documents; they create PowerPoint Presentations and Excel spreadsheets, and complete manual and computerized accounting assignments.

Prerequisites: Successful completion of BC101, WP101, RD201, OP201, SS201, BA101/101A and BA201/201A/202.

Course Number: PHL101

Course Hours: 28 Lecture

Course Name: Basic Phlebotomy

Course Credits: 2.8

This course is designed to provide students with an introduction to phlebotomy, safety issues in phlebotomy, selection and use of blood collection equipment, test orders and patient identification. Students will also learn basic specimen collection and be able to describe various body systems using correct medical terminology.

Prerequisites: None

Course Number: PHL201

Course Hours: 28 Lecture

Course Name: Advanced Phlebotomy

Course Credits: 2.8

This course is designed to provide students with advanced training in phlebotomy, including Quality Assessment and Assurance and procedural errors that lead to failure to draw blood. Additional topics will include site selection variations, complications, and advanced safety and bloodborne pathogens. Students will also have instruction and practice in advanced site preparation, anti-coagulation theory, special blood collection procedures, non-blood collection procedures, arterial blood collection, communication and interpersonal relationships and legal issues related to blood collection.

Prerequisites: PHL101 or 1,040 documented hours of experience as a medical professional, with at least 50 blood draws on a variety of patients. This experience must be approved by the state Department of Health, Field Health Services, prior to enrollment.

Course Number: PHL301

Course Hours: 40 Extern

Course Name: Phlebotomy Practicum

Course Credits: 1.33

Unpaid work experience during which students must obtain 50 draws on patients of a variety of ages and physical conditions and 10 capillary punctures.

Prerequisites: PHL201

Course Number: RD201

Course Hours: 10 Lecture – 20 Laboratory

Course Name: Reports and Documents Production

Course Credits: 2.0

Students learn to integrate the major components of the Microsoft Office Suite, with brief introductions to PowerPoint and Microsoft Access. Students learn to weigh which applications to use for various tasks, including tables, spreadsheets and graphics. They will be able to differentiate among

the applications and choose which one to use for a given report or document need.

Prerequisites: CM101 and either WP101/101A or CM102/102A, SS101

Course Number: SS201

Course Hours: 15 Lecture – 15 Laboratory

Course Name: Spreadsheets for Accounting

Course Credits: 2.25

An intermediate course using the Microsoft Excel spreadsheets program. Students will apply principles learned in CM102/102A to build spreadsheets that can be used for accounting.

Prerequisites: CM102/102A, BA101/101A or BA102/102A

Course Number: WC201

Course Hours: 30 Lecture

Course Name: Communication Skills for Business (Written)

Course Credits: 3.0

Course Number: WC201A

Course Hours: 30 Laboratory

Course Name: Communication Skills for Business (Written) - Lab

Course Credits: 1.5

An intermediate-level course stressing composition, grammar and spelling in creating short business letters and memoranda. Students develop writing skills that enable them to create business correspondence, including e-mail, on the job. Writing skills are developed and demonstrated through proofreading and editing business letters and memoranda written by themselves and others.

Courses are taken concurrently.

Prerequisites: Completion of WP101/101A or CM102/102A; BC101 with a "B" or better, or permission of instructor

Course Number: WP101

Course Hours: 30 Lecture

Course Name: Word Processing

Course Credits: 3.0

Course Number: WP101A

Course Hours: 30 Laboratory

Course Name: Word Processing - Lab

Course Credits: 1.5

A course in using Microsoft Word to create, edit, copy, save and print basic business documents. Students also learn table, mail merge, envelopes, labels, and graphics functions, including newsletters. Courses are taken concurrently.

Prerequisites: None

Staff and Faculty

Student Services/Administration

President	Robert Schaefer
Vice President of Instructional Services	Elizabeth Schaefer
Director of Education	Elaine Giuliano
Director of Admissions	Cathy Del Fante
High School Admissions Advisor	Elena Moreno
Admissions Advisor	Jennifer Glazier
Director of Program Development	Sara Benevento
Registrar	Priscilla Ancheta (CCC '07)
Career Advisor	Denise Cook
Career Advisor	Rocio Rodriguez
Financial Aid Advisor	Esmeralda Lopez Garcia
Accounting Clerk	Roger "Tony" Walston (CCC '10)
Accounting Clerk	Rodrigo Ochoa (CCC '10)
Administrative Assistant/Receptionist	Stephanie Robles (CCC '11)
Administrative Assistant	Audrianna Espinoza (CCC '10)
Office Clerk	Yesenia Argueta

Instructional Staff

Barbara Foerster— Barbara has been a part-time instructor in Accounting since 2004. She has a Bachelor's Degree in Biology from Westmont College and a Bookkeeping Certificate from Cabrillo College. She is also a certified tax preparer through completion of training at H&R Block. Barbara has over ten years of bookkeeping experience, along with over five years of secretarial experience.

Elaine Giuliano – Elaine has been with Central Coast College since 1995, where in addition to teaching business classes, she works full-time as the Director of Education. She has a B.A. from Gettysburg College and an M.A. in Counseling from Regent University. In addition, Elaine has nearly 30 years' experience in business, human resources and administration. She is a veteran of the U.S. Army. Her background includes work as a secretary, database manager, sales manager, marketing manager and trainer in both the public and private sectors.

Julia Harrison — Julia is a part-time instructor in our afternoon Medical Assisting classes. She is a Bryman graduate and a Certified Medical Assistant with over 16 years' experience. She is proficient in both front and back office skills, and is also an x-ray technician.

Timothy Haupt—Tim is a part-time instructor in our business programs, returning to the College in 2009 after previously working here in 2004. He has both a Doctorate and a Master of Arts in Organizational Psychology from Alliant International University, as well as a B.A. in Psychology from CSU Fresno. Tim has over 5 years' teaching experience in computer software applications, business communications, business mathematics and various other subjects.

Ana Jimenez — Ana began working at CCC as a part-time instructor in 2011. In addition to owning her own business, Ana has worked in a variety of office environments and worked with women in crisis. Her wide variety of experiences make her an ideal addition to the daytime business programs.

Laurie Kaftanic—Laurie is a full-time instructor in both our evening Medical Assisting program and our daytime Health Information & Patient Services program. She has over 20 years' experience as a Registered Nurse, an MRI Technician and as a practice manager in a variety of medical settings and specialties, from hospitals to private practice. Laurie began working at Central Coast College in 2006.

Brenda Mendoza — Brenda is a part-time instructor in our day business program who joined our staff in 2007. She has over 10 years' experience in education and administration, including teaching Microsoft Office classes in the San Luis Coastal Unified School District Adult School and serving as the executive assistant to the superintendent of schools.

Rocio Rodriguez—Rocio is a part-time instructor in our day business program. She joined our faculty in 2011 and also works in Career Services. Rocio has worked in education since 1993 in both public and private institutions. She has a Bachelors'

degree in Telecommunication Management and a Diploma in Medical Assisting.

Lynda Schwalenberg—is one of our business/accounting instructors and works part-time evenings. She started with Central Coast College in October 2009 and enjoys teaching a wide variety of courses. These include MS Word, Computer Literacy, Payroll, Accounting, Keyboarding, Business Communications, and Office Procedures. Lynda brings over 25 years of business experience to CCC. She has held positions such as Executive Assistant, Financial Specialist, Payroll Supervisor, Property Tax Supervisor, and Grower Accountant. Lynda has a Bachelor's degree (BA) in Sociology/Psychology from San Jose State University, a Master's degree in Adult Education (MEd) from the University of Alaska Anchorage and a Master's in Business Administration (MBA) from the University of Phoenix.

Lee Wyker - Lee has been a part-time instructor at Central Coast College since 1998. She is the coordinator of the Medical Assisting program and also teaches in the program. Lee is trained as an EMT (Emergency Medical Technician) and Paramedic (AEMT). She is a graduate of Lansing Community College in Michigan. Lee's experience includes working in settings as varied as an ambulance company, a multi-location urgent care practice, and supervising all aspects of a private doctor's office. She developed and facilitated front- and back-office training in areas from reception and customer service to collections.

Emeritus

Anne Biggs – Anne worked at Central Coast College from 1996—2009. Anne has a B.A./ B.S. in Computer Science and Business from East Texas State University and an M.S. in environmental science from the University of Texas. She is a part-time instructor with over 30 years' experience in business and instruction, including database management, and computer programming, user support and training. She worked for over ten years at Atlantic Richfield as a programmer, analyst, training coordinator, and manager and provided support for computer users at the Pebble Beach Company for seven years. She holds Expert MOUS certifications in Excel and Word. She has been a conference speaker and workshop presenter on training, training coordination and computer usage at various national and regional conventions.

Appendix A– Program Prerequisites For Central Coast College

Selection criteria are the aptitude and motivation for training as well as the ability to benefit from training. Criteria will be assessed by personal interview and an entrance evaluation (see Course Outlines for training-related job titles). Prospective students must score at or above the passing level on the entrance evaluation, the Wonderlic Basic Skills Test (WBST). The evaluation consists of two parts: Verbal and Quantitative. Please note the term "GED" as used below stands for "General Education Development" and has nothing to do with the GED Certificate Examination which is used to measure high school equivalency.

In the event a prospective student does not meet the passing level on the entrance evaluation, she or he may be referred for training in areas of weakness, asked to retest, or, in some circumstances, enrolled on a conditional basis (Verbal scores between 230-260; Quantitative between 230-260.)

COMPUTER OFFICE ADMINISTRATION:

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

Meet minimum requirements to pass KS101.

COMPUTER SPECIALIST: ACCOUNTING:

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

HEALTH INFORMATION AND PATIENT SPECIALIST (HIPS):

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

Meet minimum requirements to pass KS101.

MEDICAL ASSISTING:

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

Minimum age of 17 to start; 18 as of projected graduation date. No one under the age of 18 may work as a Medical Assistant in California.

PHLEBOTOMY (BASIC + ADVANCED WITH PRACTICUM)

High School Diploma or Equivalent (must provide proof) AND

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND has total Quantitative score of 265

Some medical experience; prefer medical assisting experience

- OR -

Graduate of Central Coast College's Medical Assisting program

PHLEBOTOMY (ADVANCED ONLY)

Meet all state requirements for advanced phlebotomy and provide evidence of the state's approval of work experience.

High School Diploma or Equivalent (must provide proof) AND

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND has total Quantitative score of 265

- OR -

Graduate of Central Coast College's Medical Assisting program

2012-2013 Medical Assisting Academic Year Calendar

Summer Quarter	June 18, 2012—September 7, 2012
Session I	June 18, 2012 —July 13, 2012
<i>Independence Day Holiday (no classes)</i>	July 4, 2012
Session II	July 16, 2012—August 10, 2012
Session III	August 13, 2012 —September 7, 2012

Fall Quarter	September 10, 2012—November 30, 2012
Session I	September 10, 2012 —October 5, 2012
Session II	October 8, 2012 —November 2, 2012
Session III	November 5, 2012 —November 30, 2012
Thanksgiving Break (no classes)	November 22-23, 2012

Winter Quarter	December 3, 2012—March 8, 2013
Session I	December 3, 2012—January 11, 2013
<i>Winter Break (no classes)</i>	December 24, 2012—January 4, 2013
Session II	January 14, 2013—February 8, 2013
<i>Martin Luther King Holiday (no classes)</i>	January 21, 2013
Session III	February 11, 2013—March 8, 2013
<i>Presidents' Day Holiday (no classes)</i>	February 18, 2013

Spring Quarter	March 11, 2013—May 31, 2013
Session I	March 11, 2013—April 5, 2013
Session II	April 8, 2013—May 3, 2013
Session III	May 6, 2013—May 31, 2013
<i>Memorial Day Holiday (no classes)</i>	May 27, 2013

2012-2013 Business Academic Year Calendar

Summer Quarter	June 18, 2012—September 7, 2012
Session I	June 18, 2012—July 27, 2012
<i>Independence Day Holiday (no classes)</i>	<i>July 4, 2012</i>
Mid-Session	July 30, 2012—September 7, 2012
<i>Labor Day Holiday (no classes)</i>	<i>September 3, 2012</i>

Fall Quarter	September 10, 2012—November 30, 2012
Session I	September 10, 2012—October 19, 2012
Mid-Session	October 22, 2012 —November 30, 2012
<i>Thanksgiving Break (no classes)</i>	<i>November 22-23, 2012</i>

Winter Quarter	December 3, 2012—March 8, 2013
Session I	December 3, 2012—January 25, 2013
<i>Winter Break (no classes)</i>	<i>December 24, 2012—January 4, 2013</i>
<i>Martin Luther King Holiday (no classes)</i>	<i>January 21, 2013</i>
Mid-Session	January 28, 2013—March 8, 2013
<i>Presidents' Day Holiday (no classes)</i>	<i>February 18, 2013</i>

Spring Quarter	March 11, 2013—May 31, 2013
Session I	March 11, 2013—April 19, 2013
Mid-Session	April 22, 2013—May 31, 2013
<i>Memorial Day Holiday (no classes)</i>	<i>May 27, 2013</i>

2013-2014 Medical Assisting Academic Year Calendar

<i>Summer Break (no classes)</i>	<i>June 3—June 7, 2013</i>
----------------------------------	----------------------------

Summer Quarter	June 10, 2013—August 30, 2013
Session I	June 10, 2013—July 5, 2013
<i>Independence Day Holiday (no classes)</i>	<i>July 4, 2013</i>
Session II	July 8, 2013—August 2, 2013
Session III	August 5, 2013—August 30, 2013

<i>Late Summer Break (no classes)</i>	<i>September 2, 2013—September 6, 2013</i>
---------------------------------------	--

Fall Quarter	September 9, 2013—November 29, 2013
Session I	September 9, 2013—October 4, 2013
Session II	October 7, 2013—November 1, 2013
Session III	<i>November 4, 2013,— November 29, 2013</i>
<i>Thanksgiving Break (no classes)</i>	November 28-29, 2013

Winter Quarter	December 2, 2013—March 7, 2014
Session I	December 2, 2013—January 10, 2014
<i>Winter Break (no classes)</i>	<i>December 23, 2013—January 3, 2014</i>
Session II	<i>January 13, 2014 — February 7, 2014</i>
<i>Martin Luther King Holiday (no classes)</i>	January 20, 2014
Session III	February 10, 2014—March 7, 2014
<i>Presidents' Day Holiday (no classes)</i>	<i>February 17, 2014</i>

Spring Quarter	March 10, 2014—May 30, 2014
Session I	March 10, 2014—April 4, 2014
Session II	April 7, 2014—May 2, 2014
Session III	May 5, 2014—May 30, 2014
<i>Memorial Day Holiday (no classes)</i>	<i>May 26, 2014</i>

2013-2014 Business Academic Year Calendar

<i>Summer Break (no classes)</i>	<i>June 3—June 7, 2013</i>
Summer Quarter	June 10, 2013—August 30, 2013
Session I	June 10, 2013—July 19, 2013
<i>Independence Day Holiday (no classes)</i>	<i>July 4, 2013</i>
Mid-Session	July 22, 2013—August 30, 2013
<i>Late Summer Break (no classes)</i>	<i>September 2—6, 2013</i>
Fall Quarter	September 9, 2013—November 29, 2013
Session I	September 9, 2013—October 18, 2013
Mid-Session	<i>October 21, 2013—November 29, 2013</i>
<i>Thanksgiving Break (no classes)</i>	November 28-29, 2013
Winter Quarter	December 2, 2013—March 7, 2014
Session I	December 2, 2013—January 24, 2014
<i>Winter Break (no classes)</i>	December 23, 2013—January 3, 2014
<i>Martin Luther King Holiday (no classes)</i>	<i>January 20, 2014</i>
Mid-Session	January 27, 2014—March 7, 2014
<i>Presidents' Day Holiday (no classes)</i>	<i>February 17, 2014</i>
Spring Quarter	March 10, 2014—May 30, 2014
Session I	March 10, 2014—April 18, 2014
Mid-Session	April 21, 2014—May 30, 2014
<i>Memorial Day Holiday (no classes)</i>	<i>May 26, 2014</i>
<i>Summer Break (no classes)</i>	<i>June 2—June 6, 2014</i>

Start/End Date Calendar 2012-2013

Registration is continuous throughout the year with quarterly and mid-quarter start dates. Prospective students should contact the school for information regarding enrollment.

42-Week Programs Comp. Office Admin* — -Health Information & Patient Services*		48-Week Program Computer Spec: Account- ing* Night*		42-Week Program Medical Assisting*	
06-18-12	4-19-13	06-18-12	5-31-13	06-18-12	4-19-13
07-30-12	5-31-13	07-30-12	7-19-13	07-16-12	5-17-13
09-10-12	7-19-13	09-10-12	8-30-13	08-13-12	6-14-13
10-22-12	8-30-13	10-22-12	10-18-13	09-10-12	7-19-13
12-03-12	10-18-13	12-03-12	11-29-13	10-8-12	8-16-13
01-28-13	11-29-13	01-28-13	1-24-14	11-5-12	9-13-13
03-11-13	1-24-14	03-11-13	3-7-14	12-3-12	10-18-13
04-22-13	3-7-14	04-22-13	4-18-14	01-14-13	11-15-13
6-10-13	4-18-14	6-10-13	5-30-14	02-11-13	12-13-13
				03-11-13	1-24-14
				04-8-13	2-21-14
				05-06-13	3-21-14
				6-10-13	4-18-14

*Completion dates depend upon intern/externship schedule.

LENGTH OF PROGRAM: Ending dates for day programs presume full-time attendance of 20-25 hours/week. For evening programs, 15-16 hours/week is presumed. Students can also enroll on a part-time basis and ending dates will be adjusted accordingly.

GRADUATION CEREMONIES: Students are considered graduates upon completion of all requirements as detailed in the Student Handbook and College Catalog and may request a letter and transcript with that information. Students who are scheduled to complete and successfully fulfill all graduation requirements between June 1 and November 30 will receive their diplomas at Winter ceremonies; students completing all requirements between December 1 and May 31 will receive their diplomas at June ceremonies.

Central Coast College observes the following holidays and will be **closed**: New Year's Day; Martin Luther King, Jr., Day; Presidents' Day; Memorial Day; Independence Day; Labor Day, Thanksgiving Day and the day after Thanksgiving; Christmas Day.