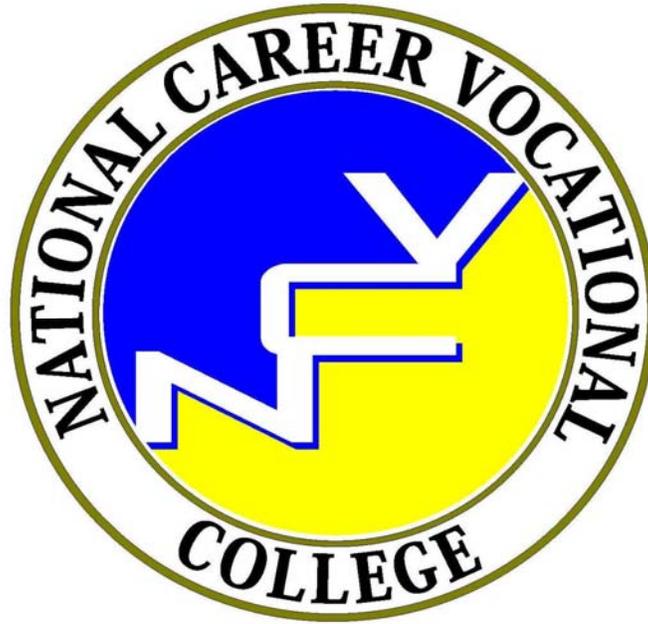


September 2012 - June 2013



2013

SCHOOL CATALOG

500 E. Calaveras Blvd #305
Milpitas, CA 95035

PHONE: (408) 946-2655

FAX: (408) 946-2755

E-mail: info@ncv-college.com

Web: www.ncv-college.com



Table of Contents

General Information

Introduction..... 1
Administration and Faculty 2
Institution Mission..... 2
Goals and Objectives 2
Semester Credit Hour Measure 3
Academic Year Defined 3
Notice Concerning Transferability

Institutional Policies and Information

History of the School..... 4
Physical Description of the School..... 4
Admissions Procedures..... 4 - 6
Re-enrollment..... 6
Schedule and Calendar..... 7 - 8
Graduation Requirements..... 9
Student Parking..... 10
Advising..... 10
Disclosure & Refection of Education Records..... 10
Tuition Assistance..... 10
Library..... 10
Student lounge..... 10

Attendance & academic Policies

Attendance Policy..... 10
Excused Absences..... 11
Tardiness..... 12
Make-up Time / Work Accountability..... 12
Leave of Absence Policy..... 12
Maximum Time Frame for Course Completion..... 12 - 13
Attendance Probation Policy..... 13
Suspension and Dismissal Policy..... 13
Measure of Units..... 14 – 15
Reinstatement..... 15
Changing Programs..... 16
Graduation Requirement..... 16

School Policies and Regulations

Dress for Success..... 16 – 18
Student Behavior / Conduct..... 18
Telephones..... 18
Office Equipment..... 18
Grounds for Disciplinary Action..... 19
Student Grievance Procedures..... 19



School Policies and Regulations (continued)

Complaint Procedure..... 19 - 20
 Controlled Substance, Alcohol and Drug Abuse Policy..... 20 - 21
 Sexual Harassment Policy..... 21 - 22
 Student Rights and Policies..... 22
 Schedule of Tuition and Fees..... 23
 STRF..... 24
 Student Right to cancel..... 25
 Hypothetical Refund..... 26 - 27
 Refund policy..... 27
 Course cancelation..... 28
 School closure..... 28
 Policy student Rights..... 28
 Schedule of Tuition and Fees..... 29
 Refund table..... 30

ACADEMIC PROGRAMS AND DESCRIPTIONS

CMA - Clinical Medical Assistants..... 31 - 36
 CNA / HHA - Certified Nurse Assistant / Home Health Aide..... 37 - 40
 Medical Billing..... 41 - 43

General Constructors License Class B..... 44 – 46
 Constructors License Trade C-10..... 47 – 48
 Constructors License Trade C-27..... 49 - 50
 Constructors License Trade C-36..... 51 - 52

Massage Therapy..... 52 – 55

Cosmetology..... 56 – 58
 Esthetician..... 59 – 61
 Manicuring..... 62 – 63

FUTURE ACADEMIC PROGRAMS (descriptions not included in this catalog)

****These programs will be included as soon as approved**

- LVN - Licensed Vocational Nurse
- Computer Technician
- Electronic Technology Technician
- RF / Microwave Technician

General information

Instruction is in residence with a facility occupancy level that will accommodate 275 students in the main campus in Milpitas Ca. The facility is housed in a 62,000 square foot office building, which Northern California Vocational College occupies 20,000 sq feet on (3) three floors for training. The facility offers Offices, Classrooms, student lounge, staff lounge, Libraries (one for each discipline and internet connections for students. The Receptionist area, Testing areas and library with Internet connection for Student Use are located in the lobby of the College. The facility offers (5) five practical labs and 4 lecture rooms that serve the theory portion of the courses offered.

California statute requires that a student, who successfully completes course of study be awarded an appropriate diploma or certificate verifying the fact. National Career Vocational College awards its graduates a diploma or certificate as an acknowledgment of their accomplishment and graduation from National Career Vocational College (NCVC).

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational and occupational plans with College personnel prior to enrolling or signing enrollment agreements. National Career Vocational College currently has available assistance programs to provide the student the opportunity to finance portions of tuition and fees with outside funding.

"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".

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the College Director.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Toll free: (888) 370 7589**Main Fax:(916)263 1897
Web: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

National Career Vocational College is a private institution and is approved by the Bureau for Private Postsecondary Education.

All class sessions held at:

500 E. Calaveras Blvd., Suite # 305. Milpitas, CA 95035

***Prospective students will receive NCV College's catalog at the Orientation day and this catalog is yearly updated ***

"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site "www.bppe.ca.gov".



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.
Tel: (916) 431-6959 Fax (916) 263-1897.**

National Career Vocational College instructs only in English and the proficiency English level is US. High School Diploma, G.E.D or equivalent

FACULTY & STAFF

School Director	Diana Nguyen
Admission Director	Co Nguyen
Financial Aid Officer and Admission	Luom Schole
Career Service Coordinator & Compliance	Michele Shayman
Direct Student Services	Paul Phillips

License Vocational Nurse	Agnes B. Toribio, R.N., BSN/DON
Certified Nurse Assistant	Elaine C. Valdez, R.N., BSN
Home Health Aid	Elaine C. Valdez, R.N., BSN
Medical Clinical Assistant	Mai V. Nhut and Thanh Tran/MD (Medical Doctor)
Electronic Technician	Nouri Modallalkar/BS, MSE.CA Teaching Credential
RF- Microwave Technician	Yatin Mhatre /MS.EE. CA Teaching Credential
Computer Technician	Nouri Modallalkar /BS, MSE. CA Teaching Credential
Computer Network Technician	Lang Tran / BS, MSE. CA Teaching Credential
Massage Practitioner	Jennifer, Tran / CAMTC Licensed
Massage Therapy	Michael Johnson / DC (Doctor of Chiropractic)
Chiropractic Assistant	Kim Wilber / DC (Doctor of Chiropractic)
Construction General Class B	TKD / B.S.A, CSLB Licensed
Construction Trade Class C (10/27/36/46)	Eric Nguyen/B.S.A./CSLB – An Do/CSLB Licensed
Cosmetology	Son Dao – Paula Sanchez- Wilson / BBC Licensed
Esthetician	Jennifer Tran / BBC Licensed
Manicuring	Son Dao/ BBC licensed

INSTITUTION MISSION

National Career Vocational College's mission is to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the Business, Technical and Medical Allied Health employment for entry-level positions, with the highest education available for success

GOALS AND OBJECTIVES

As a National Career Vocational College graduate, you will perform specific duties immediately upon employment the student will be prepared to more fully use the specialized training offered by many companies to new employees. Opportunities for your career advancement will be greater due to the wide scope of knowledge each graduate has gained from Northern California Vocational College's training programs and their business adaptation.

Each student will find that *National Career Vocational College's training is a job-oriented practical program of laboratory practice, which includes hands-on experience with the materials and actual scenarios of typical industry job assignments. This active program of work training will give the student valuable pre-employment experience.*

GENERAL INFORMATION



Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of theory equals 1 semester unit, 30 hours of lab/demonstration equals 1 semester unit and 45 hours clinical / externship equals 1 semester unit A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

Academic year" means a period, including a minimum of 30 weeks of instructional time, in which a full-time student attending an institution that measures educational program length in credit hours completes 24 semester or trimester hours or 36 quarter hours, or an institution that measures educational program length in clock hours completes **at least** 900 clock hours.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at National Career Vocational College is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn at Northern California Vocational College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 National Career Vocational College to determine if your credits or certificate or diploma will transfer".

The Institution does not offer dormitory housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the Student to seek out and obtain. No facilities are recommended or sponsored by this Institute. This Institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student on their own.

National Career Vocational College **does not admit students from other countries. Visa services are not provided and this institution will not vouch for student status, or any associated charges.**



INSTITUTIONAL POLICIES AND INFORMATION

History

National Career Vocational College was founded in 2004 in the South Bay Area, and was relocated to San Jose, Ca. in 2006, to better serve the community of San Jose and the programs offered in Cosmetology and Esthetician. In September 2010 National Career Vocational College relocated to Milpitas, Ca. where they are presently located at 500 E. Calaveras Blvd, Suite #305. Milpitas, CA 95035.

National Career Vocational College researched current supply and demand programs, the demographics available and listened to the community asking for upgraded and needed vocational education. Based on the results, they found that offering the following programs would best fit their audience. The new program offerings were as follows: License Vocational Nurse Certified, Nurse Assistant/Home Health Aide, Medical Clinical Assistant, Community & RF-Microwave Technician, Computer Hardware Technician, and Electronic Technician Basic

Physical Description of School

Our Campus, properly equipped with training equipment and computers is located in 15,500 square feet of specially designed space within a three story, 60,000 sq. ft. office complex.

Admissions Requirement

Program training offered by Northern National Career Vocational College is open for regular enrollment to men and women who possess;

1. Copy ID (photographic)
2. Social Security
3. Legal U.S. Permanent Resident.
4. High School Diploma or the equivalent, G.E.D
5. Non-High School graduate or its equivalent must be at least 18 years of age and will be required to pass the Ability-to-Benefit; (WBST) VS-1 or VS-2 verbal skill-200, QS-1 or QS-2 Quantitative-210 (approved by United State Department of Education (USDE)

California Education Code (CEC) 94811 defines as an ability-to-Benefit (ATB) student as a student who does not have a certificate of graduation from school provides secondary education, or recognized equivalent of that certificate, and Under CEC 94904 (a), an ATB student is required to passed the test, prior to executing an enrollment agreement, (b) The test is to be administered by an independent proctor and not related to any school representative or a person involved in any training program.

The acceptable Wonderlic scores are as follows:

License Vocational Nurse	20	WBST: WS-1/QS-1
Certified Nurse Assistant	16	
Medical Clinical Assistant	20	
RF / Microwave Technician	20	
Computer Hardware Technician	20	
Electronic Technician Basic	18	
<hr/>		
Cosmetology	18	WBST: WS-2/QS-2
Esthetician	18	
Manicuring	16	
Constructors General Class B	18	
Constructors Trade Class C-10	18	
Constructors Trade Class C-27	18	
Constructors Trade Class C-36	18	
Massage Therapy	18	

INSTITUTIONAL POLICIES



Each applicant accepted for training will complete a request for transcript form to be sent to the Secondary and postsecondary institutions he/she has graduated from

Full Time Student Status

Programs offered by National Career Vocational College are considered as full time programs; therefore, students enrolled in any programs offered by a National Career Vocational College are considered full time students.

Admission Procedures

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival at the College, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The applicant initially meets with the Admissions Representative to discuss career opportunities and the process of enrollment. The "Ability-to-Benefit" test is then administered. Once the applicant successfully demonstrates their ability by scoring a minimum acceptable score as set by the institution, the applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials.

The College retains the right to accept or reject an applicant based on the applicant's character references, scholastic and/or financial status. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the College and the applicant is then signed, the registration fee paid and a start date is set.

If an applicant lives outside the area, or in another state, an Admissions Representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the College. Processing an application normally takes one to three weeks, and early application is recommended. The applicant will receive a phone call from an Admissions Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each new student must arrange their schedule to be at the campus location by the Thursday prior to their first day of class so as to complete the enrollment process and orientation.

- **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.**

The procedure for orientation will be to review and explain all policies and procedures, the services provided by the College, and the conduct expected of a Northern California Vocational College student and graduate in the industry.

National Career Vocational College updates this catalog annually

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog

This Institutes policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.



This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test for the student with prior experiential learning, which will evaluate the ability of the student equal to the current training offered. Although this Institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed 16 total hours of experiential learning. The final decision will be that of the College Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of 16 hours. Each student will be evaluated separately by the College Director.

- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$100. (Non-Refundable, after the seventh day following the signing of the enrollment agreement of the first day of classes, whichever is later.)

Each applicant accepted for training will complete a request for transcript form to be sent to the Secondary and postsecondary institutions he/she has graduated from.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Re- Enrollment

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re- enrolls (same program previously canceled or terminated from) must sign a new enrollment agreement at the current tuition rate. This procedure is for a "Five Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost.

Any credit given for prior training will be determined on a case-by-case basis by a school official. School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. Any increase in the books and/or supplies will be included on the enrollment agreement. The school at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.



Acceptance of Credit for Prior Education or Experience

Enrolled students who change programs within the Institution or students who have previously attended another school or college (within the past 3 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment and pass the institutions examination and skill testing for those subjects. Appropriate credit for previous experience is also determined through a determination of the experience, passing of the institution's examination and skill testing. This option to apply for credit is the sole responsibility of the prospective student.

Schedule and Calendar

The vocational programs are structured modules, courses, or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

Our system of scheduling allows participants to commence training at the beginning of each module or course on a space available basis. The teaching, learning methods and materials are competency based.

These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

This educational process is widely praised and promoted by state and national education and training leaders concerned with the continuing education of America's citizens. One major reason for its success is the methods and techniques are geared to the individual need and adaptability of the participants. This allows each person to achieve a pre-determined level of competency. Using this scheduling method and curriculum structure, along with competency based learning materials and teaching methods, allows a student to commence classes weekly on a space available basis and progress through the desired program to graduation. Specialized program offerings are scheduled on the basis of space availability not to exceed a class size of 25

NATIONAL CAREER VOCATIONAL COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Only the employer can make that final decision. National Career Vocational College placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs. Students should bring their resume and always be DRESSED FOR SUCCESS, as one never knows when an employer may call.



NATIONAL CAREER VOCATIONAL COLLEGE PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

National Career Vocational College maintains a Placement Department to assist graduates in contacting companies in order to secure employment. The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

NOTE: All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy.

The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment. The Placement Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Placement Assistance Coordinator is always available to assist in future years when the graduate is ready for placement or with Alumnus who contemplate a change in employment.

THE MODULE CALENDAR IS USED, WITH OPEN-ENTRY OPEN-EXIT ENROLLMENT. CLASSES START EVERY MONDAY (AT MODULE STARTS).

Students Observe the Following Holidays

- New Year's Day and Day after
- Martin Luther King's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Summer Break

Students will be on Winter Break beginning Friday, December 21, 2012 through Friday, January 6, 2013. Classes resume on Monday, January 7, 2013. Northern California Vocational College reserves the right to modify this schedule with reasonable advance notice to students



Graduation Requirements

In order to effectively utilize the services of the Placement Department, the soon-to-be graduate or graduate must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Placement Assistance Coordinator.
2. Completion and submission of the Employment Questionnaire to the Placement Assistance Coordinator.
3. Completion and submission of a typed resume to the Placement Assistance Coordinator in an acceptable format.
4. Weekly communication with the Placement Assistance Coordinator. (If an appointment with an employer or with the Placement Assistance Coordinator cannot be kept, prior to the appointment, a call must be made to the Placement Assistance Department and/or employer to reschedule)
5. In order to enhance the employment potential of each graduate, the Placement Assistance department should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must have the legal right to accept employment in the United States. (Graduates who are not citizens must produce proof of eligibility to obtain employment, i.e. a Green Card, Work Permit, or letter from the INS showing a valid "A" number.)
7. Graduates must keep the Placement Assistance Department advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
8. When meeting with the Placement Assistance Office and/or an employer, always **DRESS FOR SUCCESS.**
9. Graduate should complete an Externship (if applicable) with a company in the field of desired employment.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result, National Career Vocational College 's primary objectives are to provide the student in training and educate each student as well as assist them with employment in their chosen field. National Career Vocational College does not offer employment as an incentive to enrollment.

Statement of Non-discrimination

National Career Vocational College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the College's activities. National Career Vocational College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.



STUDENT SERVICES

Student Parking

Student parking is available in a parking structure and/or areas adjacent to the College building. National Career Vocational College is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

Advising

The staff of National Career Vocational College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of their parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the College. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.

Student's wishing to review their file must make an appointment with the appropriate department. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Certain documents may be photocopied and a charge may be charged, depending on the specific documents to be photocopied.

Students are not entitled to inspect the financial records of their parents.

A College official must be in the office at all times during the examination of the student files. Student records are retained by this College for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

Transcripts will be available for students permanently. Students must submit a written request to the school for an official copy of the transcript.

Tuition Assistance

NCVC does not participate in Title IV Financial Aid Programs. Students may seek personal loans through banks, Savings and Loans, Credit Unions, and other Financial Institutions. In any event, all Institutional Charges must be paid in full before receiving your Diploma, or participating in class graduation.



Library (Resource Center)

A reference library is located adjacent to classrooms and is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library. Please do not take the library materials, as others may need to use the same material. If you would like an article or information copied, please let student services know and they will be happy to accommodate you. Coral The library has available computers and internet access for research. The library hours are 9:00 A.M. to 5:00 P.M. Monday through Friday.

Student Lounge

The student lounge is available for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge.

ATTENDANCE AND ACADEMIC POLICIES

Attendance Policy

It is important that the College have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as they would on the job.

ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT BEARING ON SUCCESS AND EMPLOYMENT.

When students must be absent from class, just as employees are expected to do so on a job, the student should call the College prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 80% attendance performance or better (Maximum program length), to prevent their training from possibly being interrupted. Remember, grades alone are not enough to secure a good job in the industry. Due to the nature and scope of the training, the College alone does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 20% of the maximum time frame of the program.

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and or academic grade point average to the 80%. This would include any make-up hours and or make up assignments and any test.

Excused Absences

Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department. Vacations are not considered excused. The College will not tolerate abuse with this policy. It was implemented for Student's who have unusual or unforeseen problems. This time does not require make-up in time. However, you must still maintain the minimum cumulative grade point average.



Tardiness

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented (unexcused) tardiest will be considered as one (1) absence.

Make-up Time/Work Accountability

Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the College premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the College's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the College.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

At no time can the College back date a leave of absence. Therefore, it is important that you have a leave of absence prior to any absent days. Time taken on a leave of absence does not count against you in the satisfactory academic and attendance formula. Unexcused absences do.

Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, College closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.



Program	<u>Session</u>	<u>Length</u>	Maximum Time Frame
*License Vocational Nurse	Day	60 weeks	90 weeks to complete
*Certified Nurse Assistant / HHA	Day/Eve	30weeks	45 weeks to complete
*Medical Clinical Assistant	Day/Eve	45 weeks	60 weeks to complete
*Computer Technician	Day/Eve	36 weeks	46 weeks to complete
*RF- Microwave Technician	Day/Eve	36 weeks	46 weeks to complete
*Computer Network Technician	Day/Eve	30 weeks	40 weeks to complete
Massage Therapy	Day/Eve	25 weeks	35 weeks to complete
Construction General Class B	Day/Eve	20 weeks	40 weeks to complete
Construction Trade Class C -10	Day/Eve	15 weeks	20 weeks to complete
Construction Trade Class C -27	Day/Eve	15 weeks	20 weeks to complete
Construction Trade Class C -36	Day/Eve	15weeks	20 weeks to complete
Construction Trade Class C-46	Day/Eve	15weeks	20 weeks to complete
Cosmetology	Day/Eve	60 weeks	90 weeks to complete
Esthetician	Day/Eve	30 weeks	40 weeks to complete
Manicuring	Day/Eve	20 weeks	30 weeks to complete
*PENDING APPROVAL			

Attendance Probation Policy

Any student failing to maintain a minimum 80% of the maximum time frame of the program hour, shall be, at a minimum, placed on "Attendance Probation". The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

Suspension and Dismissal

National Career Vocational College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the College's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 70% = C or better. For determining satisfactory progress, a progress report is given to the student monthly for discussion of the student's training progress. A student achieving a cumulative grade point average below 70% or a C at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 70% or C however, may not exceed one evaluation period.

At the end of this period of probation, the student must maintain, a minimum academic grade point average of 70% or C or better during the probation period. The Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

ATTENDANCE ACADEMICS POLICIES



Measurements of Units

To simplify the unit breakdown, units are calculated weekly. A student must attend a minimum of three (3) days in order to earn those units assigned to that specific week's work. Any days missed beyond two (2), the work must be made up to earn units.

ATTENDANCE IS VERY CRITICAL

The instructor will give a written progress report to the Student Services Coordinator or Program Director in order to monitor a student's progress monthly. Where these reports indicate a need, special tutoring may be scheduled to assist the student.

SUCCESSFUL ACADEMIC ACHIEVEMENT WILL DEMONSTRATE A PERFORMANCE QUALITY THAT EMPLOYERS ARE LOOKING FOR.

Please refer to the "GRADING FORMAT" noted below reflecting the performance evaluation by National Career Vocational College. It is recommended that if a student receives an "I" (Incomplete), that they complete the make-up course work prior to course completion. Students should check with their Instructor to arrange any/or all make-up (Incomplete) course work. Incompletes (1) are used in calculating the cumulative grade point average and does carry a value of zero (0). If the incomplete is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, professionalism, class participation, quizzes and tests.

Students must complete, at a minimum, 80% of the program. Semester credit units are earned weekly basis. The cumulative grade point average must be at a minimum 80% or "B". Remember, A FAILING PERFORMANCE HABIT IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT TOLERATE.

Honor Roll	97% - 100%
A = Excellent	90%-100%
B = Good	80%-89%
C = Satisfactory	70%-79%
D/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65%-69%
F = Failing	00% - 64%
1 = Incomplete	00%

W = Withdrawal from Module No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the College, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted.

If the student returns to the College, all course work graded "W" Shall be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

ATTENDANCE ACADEMICS POLICIES



Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the College Director and subject to the availability of space, to repeat, remediate, or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the College Director, in writing, to be re-admitted to the College by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a written letter to the College Director and will be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members.. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the Compliance Director shall be final. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the College Director.

**Unresolved complaints may be directed to:
Bureau for Private Postsecondary Education
Department of Consumer Affairs**

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA
95833 Ph: 916-431-6959, Fax: 916263-1897 /

www.dca.ca.gov

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Reinstatement board shall consist of (3) three school administrators The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of College Director.



Graduation Requirements

Students must have at a minimum, an accumulative grade point average of 70% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended and must be maintaining Satisfactory Academic Progress (70% cumulative attendance and 70% cumulative grade point average) in order to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, students will receive a Diploma/Completion certificate and Certifications, and be eligible to sit for the State Examinations.

Student Records

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. National Career Vocational College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files under the direct supervision of administrative staff. According to regulation, physical copies of student and graduate files are maintained in fire retardant storage files for a period of five years, after which an electronic copy of these files will be retained by the College.

Changing Programs

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this College. In the event, the students will either re sign a contract or a contract addendum. The student will still be charged for the prior program and will be charged for the new program. The student must first notify the Admissions Office, Business Office and Student Services Department prior to changing. No Instructor will be allowed to do transfer a student since these changes will affect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress for Success

Professional dress is recommended at all times, and for some programs, specific uniforms are required. National Career Vocational College Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of National Career Vocational College expectations for graduation. Should one not have the proper attire to professionally interview in, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their Instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best.

NATIONAL CAREER VOCATIONAL COLLEGE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF NATIONAL CAREER VOCATIONAL COLLEGE STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES



RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR WOMEN

Recommended

- Dresses
- Skirt and Blouse
- Pant Suits
- Dress Jeans/Denims
- Dress Slacks and Blouse
- Dress Shoes/Boots
- Sweater
- Limited jewelry (1 pair of earrings, Wedding/engagement ring, watch)
- Prescribed Uniforms (Medical)
- Athletic Shoes
- Hair must be professional in style and clean.

Not Recommended

- Backless Attire
- Bare Midriff
- Low cut tops Tank Tops
- Halters
- Tattered Jeans/Denims Leggings
- Hat/Cap/Hair Net
- Shorts, Athletic Attire
- Heels over 2"
- See-through Clothing
- Ragged, Frayed
- Clothing Spandex
- Pants

*Good personal hygiene is required

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR MAN

Recommended

- Shirt/Tie
- Dress Slacks
- Shirts
- Sport Shirt
- Sweater
- Suit or Sport Coat
- Limited jewelry (watch, wedding ring)
- Prescribed Uniforms (Medical Programs)
- Athletic Shoes (clean/good condition)
- Hair must be professional in style and clean.

Not Recommended

- T-Shirts
- Tank Tops
- Shorts
- Athletic Attire
- Tattered Jeans
- Denims Sandals
- Shoes without socks Hat
- Cap
- Hair Net

*Good personal hygiene is required.

Students who are unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division, National Career Vocational College will not allow any attire, which is known as gang colors, or gang related clothing.

Important Notice:

Cellular Phones, head set walkman's will not be allowed during class or at any time while the student is on College property. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a College official until class is over or the student will be asked to leave the class. The College is not responsible for any lost, stolen or damage of any student's property.

- EATING AND/OR DRINKING IS NOT ALLOWED IN ANY OF THE CLASSROOMS
- CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASS HOURS.

SCHOOL POLICIES & REGULATIONS



. THIS POLICY IS FOR THEIR SAFETY.

Telephones

The Receptionist Desk will only take emergency calls for students. College phones are not intended for personal use by students.

Office Equipment

Students are not to use any of the office equipment, this is reserved for personnel.

Student Behavior/Conduct

An important part of the training at National Career Vocational College includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, National Career Vocational College has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at College. **Any student not in uniform programs will be sent home. No Exception, No Discussion.**

Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and the College. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors, Students and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

National Career Vocational College 's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the College to aid them to be as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the College may be subject to dismissal. The administration of the College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:



Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the College and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the College.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of College enrollment agreement.
10. Cheating.
11. Falsifying College records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the College and/or its student(s).
15. Solicitation, which reflects unfavorably upon the College and/or its students.
16. Vandalism of college property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal).
19. Verbal confrontation with any employee and or student.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re- admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

Student Grievance Procedures

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Program Director. If the matter is still not resolved, it should be brought to the attention of the School Director for final resolution.

Complaint Procedure

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the College Director, must be received from the student within 48 hours after the incident occurs.



The procedure is as follows:

The written grievance must be submitted to the College Director within 48 hours of the incident. The College Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the College Director will call a Grievance Committee Hearing within 72 hours of receipt of this report. All documentation must be submitted with the report, which is to be signed and dated by the student. The College Director will chair a committee meeting which will consist of not less than 3 representatives

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:
Bureau for Private Postsecondary Education Department of Consumer Affairs
 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
 Toll free: (888) 370 7589**Main Fax: (916)263 1897
 Web: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or College program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

- | | |
|---|----------------------------------|
| National Institute on Drug Abuse | (800) 662-HELP
(800) 843-4971 |
| National Clearinghouse for Drug Information | (800) 729-6686 |



As stated above, students and employees are subject to termination for violation of this College rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the College. Each student is required to read and sign a statement concerning this policy.

Staff/students shall abide by the following:

1. Continued employment and/or remaining in the College are subject to the terms of this policy.
2. Notify the administration of any criminal statute conviction for a violation occurring in the work-place no later than 5 days after such conviction.
3. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency. The College will take the following actions within 30 days of receiving notice under this subparagraph with respect to any employee or student who is so convicted.
4. Terminate employment of the employee or the student from the College.
5. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

Sexual Harassment Policy

- Sexual harassment of any individual is a violation of federal law, unacceptable conduct, and grounds for disciplinary action.
- Sexual harassment is any unwelcome sexual advance, verbal or physical which is explicitly or implicitly made which has the effect of creating a hostile, intimidating or offensive work environment.
- Employees of National Career Vocational College should be aware that the intent of this policy also applies to employee-to-student and or student-to-student relationships.



- Employees of National Career Vocational College and students who have questions or complaints about sexual harassment are encouraged to bring the situation to the attention of the College Director immediately to file a complaint. Reports of sexual harassment will be confidentially investigated. Violators may be subject to disciplinary action up to and including termination.
- All students and staff are required to attend a sexual harassment orientation provided on campus by Operations Directors at each Class orientation or Employment orientation. Staff and students will sign that they have had a clear and concise understanding of the sexual harassment policy in force at Northern California Vocational College.

STUDENT RECORDS/RIGHT OF PRIVACY

The *Federal Right of Privacy Act of 1964* enables all students to review their academic record, including grades, attendance, and counselor report. Student records are confidential and only such agencies or individuals authorized by law are allow access without written permission of the student. State law requires the school to maintain these records for not less than a five-year period at that school. Students may request a review of their records by writing to the School Director. All such reviews will be scheduled during regular school hours under appropriate supervision.

STATEMENT OF NON-DISCRIMINATION

National Career Vocational College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. National Career Vocational College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT PROTECTION POLICY

CANCELLATION, WITHDRAWAL & REFUND RIGTHS

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid this notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.



NOTICE OF STUDENT RIGHTS

As a Student of National Career Vocational College you have certain legal right to:

- a. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a replacement copy.
- b. After the end of cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for a part of program you not taken. You refund rights are described within school's refund policy **and an example of refund calculations is provided in this catalog.**
- c. If the school closes before your graduate, you may be entitled to a refund. contact the Bureau for private Postsecondary and Vocational Education at the address and telephone number provided herein.
- d. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Toll free: (888) 370 7589**Main Fax: (916)263 1897

NOTICE OF CANCELLATION

*You may cancel this contract with the school, without any penalty of obligation, with **seven (7) days** from the above date. If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation note. But, if the school gave you any equipment and you were charged for it, you must return it within 30 days of the day you signed the cancellation Notice. If you do not return the equipment within 30-day period, the school may keep an amount of what you paid that equals the price of the equipment written in the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment. To cancel the contract for training with the school, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice or send a telegram or facsimile to the school office, **ATTENTION: office of the Registrar.** This Notice of cancellation must be sent or delivered to the school no later than midnight of seven (7) business days from the first day of class. You do not have the right to cancel by just telephoning the school or by not coming to class. If cancel after the seven (7) business days, any refund due to you of liability for tuition you may owe is determined by the refund policy in the school's catalog and on the enrollment agreement.*

**STUDENT RECOVER FUNDS (STRF)**

The State of California created the Student Recovery Fund (STRF) to relieve or migrated 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 of 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 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 a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the 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. "However, no claim can be paid to any student without a social security number or a taxpayer identification number.



"STUDENT'S RIGHT TO CANCEL."

You have the right to cancel this agreement for educational services including any equipment and obtain a refund of charges paid **through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later.**

The date by which the student must cancel: _____

Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You **will be given two notices of cancellation forms on the first day of class.** If you cancel this agreement, the College will refund any money that you paid within 30 days after your notice is received.

STUDENT WITHDRAWAL POLICY

1. Students are advised that notification of withdrawal or cancellation must be made in writing.
2. The Cancellation Notice must be addressed to:

College Director
National Career Vocational College
MAIN CAMPUS: **500 E. Calaveras Blvd # 305, Milpitas, CA 95035,**
Tel: (408) 946 2655Fax (408)946 2755**

3. If the College has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the College may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The College shall have the burden of proof to establish the equipment's fair market value. The College is required to refund any amount over that as provided above, and you may keep the equipment.



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

Hypothetical refund and example according to the state pro-rats policy.

Assume that a Student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$100.00 for Registration, and \$525.00,(documented cost to the school) for equipment and textbooks as specified in the Enrollment Agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) Without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$4,250.00 based on the calculation stated below.

If the student returns the-equipment and textbooks IN GOOD condition within 30 days following his/her withdrawal; the school would refund the charge for the equipment and textbooks returned.

TOTAL Institutional Charges	\$7,425.00	Tuition cost	\$6,800.00	Paid for instruction	\$6,800.00
Less registration fee (not refundable)	\$100.00	Hours in the course	1600	Hours attended	600
STRF (not refundable)	\$17.50				
Less cost of un returnable equipment	\$525.00	Hourly charge	4.25	Tuition owed 600x\$ 4.25	\$ 2,550.00
Equals amount paid for instruction	\$6,800.00	- 2,550.00	=	Refund due	\$4,250.00

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance.

The student would be determination to have withdrawal from school on the earlier of:

- The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not WITHDRAWING
- For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

NOTICE NCV College does not participate in financial program at this time



The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, the College shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 30 days, the College may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it

Student Notices: Prior to signing an enrollment agreement, you must be given a copy of this catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing an agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, passage rates, and salaries or wages, prior to signing an agreement.

You must understand that the school's Enrollment Agreement is a legally binding contract. Your signature below certifies that you have read, understood, and agreed to your rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to you.

REFUND POLICY

"A prorata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended or was scheduled to attend, prior to withdrawal."

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- School terminates your enrollment;
- You fail to attend classes for a three-week period (21 school days);
- You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

**Course Cancellation:**

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

- Provide a full refund of all money paid

School Closure:

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form you cannot work out with the school, write or call the:

Bureau for Private Postsecondary

2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Toll free: (888) 370 7589**Main Fax: (916)263 1897

Web: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

"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 refund for the part of the course not taken".

Your refund rights are described in the contract. If you have lost your contract, ask the Institution for a description of the refund policy.

"If the Institution closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information"

If you have a complaint, questions, or problems contact:

**Bureau of Private Postsecondary Education
Department of Consumer Affairs**

2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Toll free: (888) 370 7589**Main Fax: (916)263 1897

Web: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov



Name of Program	Clock Hours	Tuition	Registration Fee (non-refundable)	STRF (non-refundable)	Textbook	Kits	Total Cost
License Vocational Nurse	1560	\$30,800.00	\$100.00	\$80.00	\$285.00	\$600.00	\$31,862.50
Certified Nurse Assistant /HHA	480	\$2,480.00	\$100.00	\$7.50	\$190.00	\$100.00	\$2,877.50
Medical Clinical Assistant	1280	\$9,800.00	\$100.00	\$25.00	\$225.00	\$150.00	\$10,300.00
Medical Billing Claim	720	\$7,480.00	\$100.00	\$20.00	\$190.00	\$200.00	\$7,990.00
Computer Network Technician	900	\$9,800.00	\$100.00	\$25.00	\$225.00	\$150.00	\$10,300.00
Electronic Technician	645	\$6,800.00	\$100.00	\$17.50	\$125.00	\$150.00	\$7,192.50
RF – Microwave Technician	930	\$10,800.00	\$100.00	\$27.50	\$385.00	\$150.00	\$11,462.50
Computer Technician Hardware	900	\$10,800.00	\$100.00	\$27.50	\$225.00	\$150.00	\$11,362.50
Massage Therapy	500	\$5,400.00	\$100.00	\$15.00	0	\$185.00	\$5,700.00
Physical Therapy	1000	\$9,800.00	\$100.00	\$25.00	\$225.00	\$150.00	\$10,300.00
Cosmetology	1600	\$10,800.00	\$100.00	\$30.00	\$225.00	\$525.00	\$11,680.00
Esthetician	600	\$6,500.00	\$100.00	\$27.50	\$475.00	\$275.00	\$11,677.50
Manicuring	400	\$2,250.00	\$100.00	\$17.50	\$355.00	\$125.00	\$6,980.00
Constructors General B	880	\$9,800.00	\$100.00	\$25.00	\$200.00	0	\$10,125.00
Constructors Trade C-10/C-36/C-27	560	\$6,800.00	\$100.00	\$17.50	\$100.00	0	\$7,017.50

HYPOTHETICAL REFUND



REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%	75%
License Vocational Nurse	1560	\$30,800.00	3,080.00	7,700.00	15,400	NO REFUND	NO REFUND
Certified Nurse Assistant /HHA	480	\$2,480.00	248.00	620.00	1,240.00	NO REFUND	NO REFUND
Medical Clinical Assistant	1280	\$9,800.00	980.00	2,450.00	4,900.00	NO REFUND	NO REFUND
Medical Billing Claim	720	\$7,480.00	748.80	1,870.00	3,740.00	NO REFUND	NO REFUND
Computer Network Technician	900	\$9,800.00	980.00	2,450.00	4,900.00	NO REFUND	NO REFUND
Electronic Technician	645	\$6,800.00	680.00	1,700.00	3,400.00	NO REFUND	NO REFUND
RF - Microwave Technician	930	\$10,800.00	1,080.00	2,700.00	5,400.00	NO REFUND	NO REFUND
Computer Technician Hardware	900	\$10,800.00	1,080.00	2,700.00	5,400.00	NO REFUND	NO REFUND
Massage Therapy	500	\$5,400.00	480.00	960.00	\$2,400.00	NO REFUND	NO REFUND
Physical Therapy	1280	\$9,800.00	980.00	2,450.00	4,900.00	NO REFUND	NO REFUND
Cosmetology	1600	\$10,800.00	1,080.00	2,700.00	5,400.00	NO REFUND	NO REFUND
Esthetician	600	\$6,500.00	650.00	2,160.00	5,400.00	NO REFUND	NO REFUND
Manicuring	400	\$2250.00	225.00	1,300.00	3250.00	NO REFUND	NO REFUND
Constructors General B	880	\$9,800.00	980.00	2,450.00	4,900.00	NO REFUND	NO REFUND
Constructors Trade C-10/C-36/C-27	560	\$6,800.00	680.00	1,700.00	3,400.00	NO REFUND	NO REFUND

HYPOTHETICAL REFUND



MEDICAL CLINICAL ASSISTANT

**A Diploma Program
NCMA Certified Option**

**1280 Clock Hours - CIP 51.0711
40.40 Semester Credit Hours**

PROGRAM SCHEDULE

**60 Weeks-Mornings (AM) Session
60 Weeks, 26-Hours/Week, Monday to Saturday**

CLASS SCHEDULE

Theory classes are 9 am to 2 pm, two days per week for 10 hours a week. Clinical rotations are two days a week for 16 hours. Clinical rotations are Monday through Saturday.

ADMISSION REQUIREMENTS

High School Diploma, G.E.D or equivalent
Admission Test for student Ability-To-Benefit
Acceptable Wonderlic (VS-2/QS-2) score 20

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

Program Objective

A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routing diagnostic and recording procedures, pre-examination and examination assistance, and administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing and treatment procedure.

Program Description

This program prepares you for a career in clinical medical assisting with complete coverage of the concepts, procedure, and skills you need to succeed in today's fast-paced medical environment. step-by-step , hands on guidance helps you quickly learn to perform back office procedures such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with office surgeries, as well as other treatment and procedures.

The program help you build your competency and your confidence: with video demonstration of more than 70 procedures which presented in step by step format to help you master the skills you will need on the job. Case studies in each chapter challenge you to apply what you have learned to realistic medical office situation. Patient teaching strategies prepare you for effective communication with detailed instructions for answering patient questions and explaining important medical concepts and procedures.

Occupational Objective:

Health care careers are on the rise and expected to increase dramatically in the years ahead as an aging population requires growing medical attention. Graduates can expect to secure positions in a variety of career role as clinical medical assistant.

After graduates the program, the students are qualification taking national examination certified clinical medical assistant (NCMA) and can working in the medical back office, both clinically and administratively.



MEDICAL CLINICAL ASSISTANT

COURSES		Lecture Hours	Lab Hours	Clinical Hours	Clock Hours	Semester Credit Hrs
Module 1						
	MEDICAL TERMINOLOGY	40	0	0	40	1.3
CM -A1	ANATOMY/ PHYSIOLOGY	50	30	0	80	2.7
CM -A2	THE MEDICAL RECORD	20	0	5	25	0.8
CM-A3	MEDICAL ASEPSIS AND THE OSHA STANDARD	20	0	5	25	0.8
Module 2						
CM -A4	STERILIZATION AND DISINFECTION	25	0	0	25	0.8
CM -A5	VITAL SIGNS	20	0	40	60	2.0
CM- A6	THE PHYSICAL EXAMINATION	40	0	60	100	3.3
CM- A7	EYE AND EAR ASSESMENT AN PROCEDURE	20	0	30	50	1.7
Module 3						
CM -A8	PHYSICAL AGENTS TO PROMOTE TISSUE HEALING	10	0	0	10	0.3
CM -A9	GYNECOLOGIC EXAMINATION AND PRENATAL CARE	25	0	0	25	0.8
CM- A10	THE PEDIATRIC EXAMINATION	40	0	40	80	2.7
CM- A11	MINOR OFFICE SURGERY	25	25	0	50	1.7
Module 4						
CM -A12	ADMINISTRATION OF MEDICATION AND IV THERAPY	40	10	10	60	2.0
CM -A13	CARDIOPULMONARY PROCEDURE	40	5	10	55	1.8
CM- A14	COLON PROCEDURES AND MALE REPRODUCTIVE HEALTH	20	5	0	25	0.8
CM- A15	INTRODUCTION TO THE CLINICAL LABORATORY	20	20	0	40	1.3
Module 5						
CM -A16	URINALYSIS	50	0	0	50	1.7
CM -A17	PHLEBOTOMY	55	20	70	145	4.8
CM- A18	HEMATOLOGY	40	0	0	40	1.3
Module 6						
CM -A19	BLOOD CHEMISTRY AND SEROLOGY	20	0	0	20	0.7
CM -A20	MEDICAL MICROBIOLOGY	55	0	0	55	1.8
CM- A21	EMERGENCY MEDICAL PROCEDURE	50	20	90	160	
Totals		1280	145	375	1220	40.4

**CLASS DESCRIPTION – Medical Clinical Assistant**

MEDICAL TERMINOLOGY (Prerequisite)

Lecture: 40hrs

Essential information for learning by this quick and easy method

Using Suffixes and combination forms to write medical terms

Using Prefixes, Suffixes, and Combining forms to write medical terms

Medical Terminology students will learn the major combining forms used medical terminology except for the combining forms that are more specific to each body part. Those combining forms are learned in each chapter that covers a different body system.

Provide the majority of general prefixes and suffixes that are used to form medical terms. Learning these prefixes and suffixes will enable student to break apart build-up terms that student is not familiar with and understand their meanings by meaning of parts.

MODULE 1**CMA1: Anatomy and Physiology**

Lecture: 50hrs, Lab: 30hrs

Anatomy and physiology are two interrelated biologic studies that combine to present the operation of body as a whole organism. Anatomy is the scientific study of the structure of the body and the relationship of its parts. Physiology is the scientific study of the process and functions of the body that support life. Learning cover the body structure, Skeletal and Muscular system, Circulation system, Respiratory system, Digestive system, Urinary system, Reproductive system, and Neurology system.

CMA2: The Medical Record

Lecture: 20hrs, Clinical: 5hrs

Medical record is to learn Medical office clinical documents include a variety of records and reports that assist the physician in the care and treatment of patient. Common medical office clinical documents are listed and described; Medical office administrative documents; Laboratory documents; Diagnostic procedure documents; Hospital documents; Consent documents; Medical record formats; Preparing a medical record for a new patient; Taking a health history and Charting in the Medical Record

CMA3: Medical Asepsis and the OSHA standard

Lecture: 20hrs, Clinical: 5hrs

Recognize and prevention of diseases transmitted learning include; Microorganisms and medical Asepsis; OSHA Blood borne Pathogens standard; and Blood borne Diseases.

MODULE 2**CMA4: Sterilization and disinfection**

Lecture: 25hrs

Sterilization is the process of destroying all forms of microbial life includes bacterial spores. An item that is sterile is free of all living microorganism and spores. Sterilization must be used to process all critical items. A critical item is an item that comes in contact with sterile tissue or the vascular systems. The study includes; Hazard communication standard; Sanitization; Disinfection and Sterilization.

**CMA5: Vital Signs**

Lecture: 20hrs, Lab: 40hrs

Vital signs are objective guideposts that provide data to determine a person's state of health. The vital sign include; temperature, pulse, respiration, and blood pressure. Another indicator of a patient's health status is pulse oximetry. Although some physician order this measurement routinely on all patients as part of patient workup, or patient complain of respiratory problem.

CMA6: The Physical Examination

Lecture: 40hrs, Lab: 60hrs

A complete patient examination consist of three parts; *the health history, the physical examination laboratory and diagnostic test*. Procedure include; Preparation of the examining room; Measuring Weight and Height; Positioning and draping; Assessment of the patient; and Assisting physician.

CMA7: Eyes and Ears Assessment and procedure

Lecture: 20hrs, Lab: 30hrs

The medical assistant is responsible for performing variety of assessments and procedure that involve the eyes and the ears learning include; Visual Acuity; Assessment of color Vision; Eye irrigation; Eye Instillation; Assessment of hearing Acuity; Ear Irrigation and Ear Instillation.

MODULE 3**CMA 8: Physical Agents to promote tissue healing**

Lecture: 10hrs

Procedure includes; Local application of heat and cold; Therapeutic ultrasound; Casts; Splints and braces; and Ambulatory aids.

CMA9: Gynecologic examination and Prenatal care

Lecture: 25hrs

The examination procedure include; Gynecologic examination; Breast examination; Pelvic examination; Vaginal infections; Prenatal care; Obstetrics; Prenatal visits; Six weeks- postpartum visit.

CMA10: The Pediatric examination

Lecture: 40hrs, Clinical: 40hrs

Pediatric is the branch of medicine that deals with the care and development of children and diagnosis and treatment of diseases in children procedure include; Pediatric office visits; Developing a Rapport; Carrying the infant; Growth Measurements; Pediatric blood pressure measurement; Collection of a Urine specimen; Pediatric injections; Immunizations; and Newborn screening test.

CMA11: Minor office surgery

Lecture: 25hrs, Lab: 25hrs

The procedure of post and prepare physician assistant during minor office surgery, the medical assistant is present to assist the physician as needed and to lend support to the patient. The learning assistance include; Surgical asepsis; Instruments used in minor office surgery; Commercial prepared sterile packages; Wounds; Sterile dressing change; Assisting with minor office surgery; Medical office surgical procedures; and Bandaging.



MODULE 4

CMA12: Administration of medication and IV therapy

Lecture: 40hrs, Clinical: 10hrs, Lab: 10hrs

Course includes; medication administered, prescribed or dispensed in the medical office. Medication is

Prescribed when a physician provides a patient with a hand-written or computer-generated prescription for a drug to be filled at a pharmacy include; Medication record; Parenteral administration and Intravenous therapy for blood withdrawal, medicine injection safety performance procedure.

CMA13: Cardiopulmonary procedure

Lecture: 40hrs, lab: 5hrs, Clinical: 10hrs

Course include; Conduction system of the heart; Electrocardiograph leads; Halter monitor electrocardiography; Pulmonary function test and procedure to use electrocardiograph.

CMA14: Colon procedures and Male reproductive health

Lecture: 20hrs, lab: 5hrs

Colon procedures are performed in the medical office and include the fecal occult blood test and flexible sigmoidoscopic examination. The medical assistant can help by explaining the purpose of the test to patient procedure include; Fecal occult blood testing; Legible sigmoidoscopy; Prostate cancer screening.

CMA15: Introduction to the clinical laboratory

Lecture: 20hrs, lab: 20hrs

Course includes; Types of clinical laboratory; Laboratory requests; Laboratory reports; Patient preparation and instructions; Collecting, handling, and transporting specimens; physician's office laboratory.

MODULE 5

CMA16: Urinalysis

Lecture: 50hrs

Learning of Structure and Function of the Urinary System include terms and relating to the urinary system. Collection of urine: guideline and specimen method collection. Includes; The analysis of urine, Composition of Urine, collection of Urine, Rapid Urine cultures, Urine pregnancy testing, Serum pregnancy test.

CMA17: Phlebotomy

Lecture: 55hrs, lab: 20hrs, Clinical: 70hrs

The purpose of phlebotomy is to collect a blood specimen for laboratory analysis course includes; General guidelines for Venipuncture; Vacuum tube method of Venipuncture; Butterfly method of Venipuncture; Syringe method of Venipuncture; Problems encountered with Venipuncture; Obtaining a serum specimen; Obtaining a plasma specimen; Puncture sites; Skin puncture devices; Micro-collection devices and Guidelines for finger puncture.

**CMA18: Hematology**

Lecture: 40hrs

Hematology or hematocrit is a simple, reliable, and formative test that is frequently performed in the medical office subject includes: Components and function of blood, Hemoglobin determination, Hematocrit, White blood cell count, Red blood cell count, and White blood cell differential count.

MODULE 6**CMA19: Blood chemistry and Serology**

Lecture: 20hrs

Study of blood chemistry and blood the medical assistant will perform quality control consists of methods and means to ensure that test results are reliable and valid procedure include; Cholesterol blood test, Blood Urea Nitrogen, Blood glucose, Tests for management of diabetes, Glucose meters, Serologic tests and Blood typing.

CMA20: Medical Microbiology

Lecture: 55hrs

Study of microorganism and their activities knowledge include microorganism of Normal flora, Infection, Microorganisms and diseases, Microbiologic specimen collection, Cultures, Streptococcus testing, Sensitivity testing, Prevention and control of infectious disease.



CERTIFIED NURSE ASSISTANT/HOME HEALTH AIDE
DOT: 214.362-022/214.484-010

A Certificate Program
CNA/HHA Certified Required

480 Clock Hours
30.37 Semester Credit Hours

PROGRAM SCHEDULE

30 Weeks, 16-Clock Hours/Week, Monday to Thursday

ADMISSION REQUIREMENTS

High School Diploma, G.E.D or equivalent
Admission Test for student Ability-To-Benefit
Acceptable Wonderlic (VS-1/QS-1) score 16

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

Program Description

This 30.37 Semester Credit Hour (480 clock hours) Allied Health program requires 30 weeks of training. The required of hours of training includes those specified by the California Department of Health Service/Nurse Assistant Section. This program exceeds the minimum requirements to prepare a student for a wider scope of medical situations, which may arise in the health industry. There are no prerequisites for this program.

Program Objectives

This program is designed to provide a student with extensive instruction in Allied Home Health Aide, career development as well as preparing the student for Nurse Assistant Certification testing by the American Red Cross.

Occupational Objectives

Graduates will be qualified for entry- level positions in the Allied Health Industry, with Hospital, Clinics, Doctors, and specifically to care for patients confined nursing facilities or the patient's home. Upon course completion the student will be referred to the American Red Cross for Certification testing.

Dot # 354.377-014, 355.674-014

Classes are conducted

Days: 4 hours a day, 4 days a week, 30 weeks, 480 hours, 16 Semester Credit Hours
(During the NATAP training period, 4 hours (Theory) 2 days a week and 8 hours
(Clinical) two days a week. Schedule may vary)

Evenings: 4 hours a night, 4 nights a week, 30 weeks, 480 hours, 16 Semester Credit Hours
(During the NATAP training period, 4 hours (Theory) 2 nights a week and 8 hours
(Clinical) two days a week. Schedule may vary).



PROGRAM OUTLINE
CNA/HHA

Module Number	Class/Subject Title	Number of Clock Hours	Clinical Practical	Semester Credit Hours
	NURSING ASSISTANT			
Module A	Introduction to Health Care	40		2.67
Module B	Interp. Skills, Patient Rights, Obsv./Cht	40		1.79
Module C	Prev./Mgmt. Of Cat. & Unusual Occ., E.P	20		0.87
Module D	Vital Signs. Weights and Measures	40		1.34
Module E	Body Mechanics	20		0.90
Module F	Care of L.T.P., RH Nursing, Death and Dying	20		0.90
Module G	Patient Care Skills		100	2.23
Module H	Patient Care Procedures	60		2.23
Module I	Medical & Surgical Asepsis, Nutrition	40		1.34
	HOME HEALTH AIDE			
Module J	Intro & Interp. Of Med. & Soc. Needs	20		0.90
Module K	Nutrition	20		0.68
Module L	Personal Care Services, Cleaning and Care Tasks	40		1.34
Module M	Final Exam/State Test Prep. Employment Development	20		1.34
TOTALS		380	100	18.53

Module A: Introductions to Health Care

Lecture: 40hrs

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. The overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

**Module B: Interp. Skills, Patient Rights, Obsv./Cht.**

Lecture: 40hrs

In this module, the student learns communications, defense mechanisms, and social cultural factors, attitudes toward illness and healthcare, and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

Module C: Prev. /Mgmt. of Cat. & Unusual Occ., E.P.

Lecture: 20hrs

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

Module D: Vital Signs, Weights and Measures

Lecture: 40hrs

Vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids.

The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

Module E: Body Mechanics

Lecture: 20hrs

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

Module F: Care of L.T.P., RH Nursing, Death & Dying

Lecture: 20hrs

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

Module G: Patient Care Skills

Clinical site: 100hrs

During this module, the student learns the proper procedure for bathing patients and medicinal baths which includes substances such as bran, oatmeal, starch, sodium bicarbonate, Epsom salts, pine products, tar, sulfur, potassium permanganate or salt.

Module H: Patient Care Procedures

Clinical site: 60hrs

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and



output, bed making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of nonaligned topical ointments to intact skin surfaces.

Module I: Medical & Surgical Asepsis, Nutrition

Lecture: 40hrs

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

Module J: Intro & Interp. Of Med. & Soc. Needs

Lecture: 20hrs

Basic human needs, family, working with clients who are ill or who have a disability, mental health and mental disability, substance abuse.

Module K: Nutrition

Lecture: 20hrs

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

Module L: Personal Care Service, Cleaning & Care Tasks

Clinical site: 40hrs

The student learns an Introduction to Homemaking Tasks, Cleaning the Client's House, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, Making Your Own Cleaning Equipment.



MEDICAL BILLING PROGRAM

D.O.T. # 079.367-010 CIP # 51.0801 OES # 66005

A Diploma Program

720 Clock Hours

36.0 Semester Credit Hours

Program Schedule: 30 Weeks, 25-Hours/Week, Monday to Thursday

Hours: 9:00am – 1:00pm, 1:00pm – 6:00pm, 5:00pm – 10:00pm

Program Description

Billing is the course, which introduces medical insurance. Our course's practical focus and approach provide students with the basics of coding and filing medical insurance claims. The goals of this course are to increase efficiency and streamline administrative procedures for one of the most complex tasks of the physician's business: insurance coding and billing.

In our course, basic health insurance information and coding examples are shown in an easy, step-by-step instruction. Electronic Data Interchange explains electronic claims transmission and computer claims systems, carrier direct or clearing house. Many specific quick-action solutions for insurance problems, tracing delinquent claims, and appealing denied claims are mentioned. Thorough and up-to-date information is presented for Medicare, Medicaid, Tricare, private Plans, Workers Compensation, Managed Care Plans and Disability. Income insurance claims are given for each type of insurance program covered. Hospital Billing is intended especially for those students who are interested in pursuing a career in the hospital setting. Practice work for our students is sectioned into two parts:

1. Self-study review questions for each chapter with answers.
2. Explanation of the test section at the end of the practice

For the learner, the practice part of course that accompanies the text is a practical approach to learning insurance billing. It progresses from easy to more complex issues, and advances as new skills are learned and integrated. Cooperative learning objectives and performance objectives are stressed. Because many medical practitioners use computer technology to perform financial operations, a user-friendly computer software tutorial program has been developed to accompany our theoretical and practical course.

The goal is to give the learner a hand-on realistic approach as though someone is already working in the medical setting by selecting appropriate patient files to obtain needed information to complete the HCFA-1500 insurance claim form. These files include patient information form for each case and either an encounter form or patient medical record. Key terms and abbreviations are integrated into medical records and definitions may be accessed from linked glossary. The skill of extracting data from these documents and inserting data accurately, as well as assigning diagnostic and procedural code numbers to the HCFA-1500 claim form are developed. The course also introduces cases, which are advanced and insurance specific, for example, Medicare, Tricare, and Medicaid.



Program Objectives

The graduate will be proficient in the completion of basic health insurance information and coding, Electronic transfer interchange explains electronic claims transmission and computer claims systems, carrier direct or clearinghouse. The graduate will have skills to trace delinquent claims, appealing denied claims. The graduate is exposed to Medicare, Medicaid, and Tricare. Private plans workers compensation, managed care plans and disability. Income insurance claims for each type of insurance program covered.

Occupational Objectives

Jobs for graduates

Graduate will be qualified for entry-level position in the Medical Billing Allied Health Care Industry, hospital, clinics, doctor's offices. Upon course completion the student will be referred to as Medical Coding and Billing.

Types of jobs a student can apply for upon graduation

- Medical Coding and Billing
- Supervisor Health Information Department
- Management Physician's Office
- Clinical Data Specialist
- Patient Information Coordinator
 - Data Quality Manager

CLASS DESCRIPTION

Module 1: (MB 130) Medical Office Management Skills

Students will learn the roles of an Insurance Billing Specialist, Anatomy, Medical Terminology and Computer Keyboarding and 10 Key on the computer keyboard.

Module 2: (MB140) Medical Administrative Assistant

Students will study Medical Documentation, Coding Diagnoses and Procedures, the Claim Form, How to Receiving Payments, Insurance Problem Solving and Collection Strategies.

Module 3: (MB120) Medical Procedures and Patient Care

Students will receive thorough explanations about Managed-Care Systems, Medicare, Medicaid and other State Programs, TRICARE, Disability Income Insurance, and Disability Benefit Programs.

Module 4: (MB140) Medical Coding and Procedural Coding

Students learn Inpatient and Outpatient Billing.

Module 5: (MB150) Medical Billing

Professional Advancement, Employment Opportunities, Job Search, Application, Letter of Introduction, Resume Preparation and the Job Interview.



**PROGRAM OUTLINE
MEDICAL BILLING**

Module Number	Class/Subject Title	Number of Clock Hours	Semester Credit Hours
Module 1	Medical Office Management Skills		
MB1301	Medical Terminology/Keyboard	24	1.2
MB1302	Oral & Written Communication	24	1.2
MB1303	Medical Ethics and Liability	24	1.2
MB1304	The Office Environment	24	1.2
MB1305	Medical Terminology prefixes and suffixes	24	1.2
MB1306	Record Management	24	1.2
Module 2	Medical Administrative Assistant		
MB1401	Collecting Fees and Health Coverage	24	1.2
MB1402	Medical Office Management	24	1.2
MB1403	CPT-4 Codes	24	1.2
MB1404	Medical Terminology	72	3.6
Module 3	Medical Procedures and Patient Care		
MB1201	Anatomical Descriptors and Fundamental Body struc.	24	1.2
MB1202	First Aid, Vital Sign, the nervous system	24	1.2
MB1203	The urinary system, Minor Surgical Procedures.	24	1.2
MB1204	The Digestive System	24	1.2
MB1205	The Digestive System Behavior influencing Health	24	1.2
MB1206	Health Care Provider	24	1.2
Module 4	Medical Coding and Procedural Coding		
MB1405	Basic Coding (CPT, HCPCS)	24	1.2
MB1406	Applied Concepts of Coding	24	1.2
MB1407	Healthcare Reimbursement Methodologies	24	1.2
MB1408	Health Care Environment	24	1.2
MB1409	Health Information Management Quality Control	24	1.2
Module 5	Medical Billing		
MB1501	Medicare and Medical	24	1.2
MB1502	Applied Concepts of Coding	24	1.2
MB1503	CPT-4 Codes	24	1.2
MB1504	State Workers Compensation	24	1.2
MB1505	Computerized Medical Billing Process	48	2.4
TOTALS		720	36.0

MEDICAL BILLING



GENERAL CONSTRUCTOR CLASS B

A Certificate Program
CSLB Exam Required

850 Clock Hours -CIP# 11.9021.00
38.36 Semester Credit Hours

PROGRAM SCHEDULE

Monday, Tuesday, Thursday 5:00pm-9:00pm
Saturday 8:30am – 3:30pm

ADMISSION REQUIREMENTS

Non-required
Program focus on reviewing CSLB examination

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

California Construction State License Board required applicant must have 4 years' experience on the field before apply to take state exam.

Program Description

The construction program provides the necessary information and is focus on preparation for state exam. The course covers an overview of applicable laws, codes, business management, project management and related trade technique.

Program Objective

The course of General Contractors (Class B) for reviewing and preparation will prepare students for information of license law, business management, labor law, health and safety codes, and general information of the general building constructing. The review includes information of the regulation relating to concrete, carpentry, roofing, plumbing, HVAC, painting, drywall, plaster, insulation and flooring.

Apply green building strategies to reduce energy costs or minimize carbon output or other sources of harm to the environment. Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems. Determine labor requirements for dispatching workers to construction sites. Develop construction budgets that compare green and non-green construction alternatives in terms of short-term cost, long term costs, or environmental impacts. Develop or implement environmental protection programs.

Occupational Objective

The general contractor work done may include;

- Construction Building or Engineering projects - Maintenance and repairs.
- Perform construction activities at multiple project sites.
- Production responsibilities for establishments in this general contractor licensed are usually specified in (1) contracts with the owner of construction projects (prime contract) or (2) contracts with other construction establishments (subcontract). The General Contractors may also work on



project manager, construction manager, construction superintendent, estimator, concrete foreman, construction area manager, construction foreman, Job superintendent, project superintendent.

**PROGRAM OUTLINE
GENERAL CONTRSCTOR (CLASS B)**

Module Numbers	Class / Subject Title	LECTURE HOURS	LAB	INTERNSHIP/ EXTERNSHIP	CREDIT HOURS
Module 1					
CLL 1	CALIFORNIA CONTRACTORS LICENSE LAW	40			2.66
CLL 2	BUSINESS MANAGEMENT	40			2.66
CLL 3	LABOR, HEALTH & SAFETY CODE	80			5.33
Module 2					
CTB -1	GENERAL BUILDING CONSTRUCTION	16	15	30	2.31
CTB -2	CONCRETE BUILDING	16	15	30	2.31
CTB -3	CARPENTRY & ROOFING	16	15	30	2.31
CTB -4	MASONRY	8	15	30	2.31
CTB -5	ELECTRICAL	16	15	30	2.31
CTB -6	PLUMBING	16	15	30	2.31
CTB -7	HEAT, VACCUM & AIR CONDITONING (HVAC)	16	15	30	2.31
CTB -8	PAINTING & DECORATING	16	15	30	2.31
CTB -9	DRYWALL, PLASTER & INSTALLATION	16	15	30	2.31
CTB -10	FLOORING	16	15	30	2.31
Module 3					
CTB -12	CONSTRUCTION MANAGEMENT (option course)	40			3.00
Module 4					
CBT 13	CONSTRUCTION EXAM PREPARATION	48			1.60
TOTAL		400	150	300	38.36

GENERAL CONSTRUCTOR CLASS B

CLASS DESCRIPTION / General Contractors (Class B)

MODULE 1

California contractor license law, business Management, Labor, Health & Safety code

This information review will enhance the knowledge of contractor's license law in a section of the California Business and Profession code, which concerns the activities of contractors within the state. The primary purpose of this law is to protect consumers by licensing contractors and providing a means of resolving complaints files against contractor.

This module is designed for Planning, direct, or coordinates the operations of public or private sector organizations. Duties and responsibilities including formulating policies, managing daily operations, and planning the use of materials and humans resources, but are too diverse and general in nature to be classified in any functional area of management or administration, such as personnel, purchasing, or administrative services.

**MODULE 2****General Building Construction**

The review information of this module focus on Water-cement ratios, slump test, Concrete mixes, formwork, Reinforcing and concrete finishing. Includes; carpentry and roofing, masonry, electrical and plumbing, HVAC, painting and decorating, drywall, plaster, insulation, and flooring.

MODULE 3**Construction Management**

This module is an optional courses and review focus on basic CADD, Microsoft projects, critical path scheduling and Excel.

MODULE 4**Construction Exam preparation**

This module is designed to review all over the examination questionnaires test which includes of California Construction License Law and Constructors License Class B. The test contains 500 law questions and 500 electrical trade C-10 questions. When students pass 75% or better school will help student participate on the examination with California State License Board (CSLB).

**CONTRACTORS LINC TRADE C-10 (Electrical)**

Certificate program
211.00

560 Clock Hours – DOT. 47-

CSLB Exam Required
Hours

27.49 Semester Credit

PROGRAM SCHEDULE

M- T-Th 5:00pm-9:00pm - Saturday 8:30am – 3:30pm

ADMISSION REQUIREMENTS

Non-required

Program focus on reviewing CSLB examination

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start

And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

California Construction State License Board required applicant must have 4 years' experience on the field before apply to take state exam.

Program Description

The program Contractors License Trade C-10 provides the necessary information and is focus on preparation for state exam. The course covers an overview of applicable laws, codes, business management, project management and related trade technique.

Program Objective

This course for reviewing and preparation it will prepare students for information in two parts of: California Contractor License Law and Contractors License (C-10 Electrical). The license law includes; business management, labor law, health and safety codes, and general information of the general building constructing.

The review of contractor trade includes information of measurement and calculation units, electrical testing instruments, electrical safety, confine space, excavation, trenches and earth work, the course is also review knowledge in national electrical codes (NEC, OSHA), electrical symbols and abbreviation, electrical loads, distribution panel, circuit breakers, switches and outlet lighting.

Occupational Objective

- Contractor's license Trade C-10 (Electrical) work may include:
- Electrician, maintenance electrician, journeyman electrician inside wireman, Control electrician, Electrician technician, Industrial technician.

Perform electricity with multiple activities at multiple project sites.



**PROGRAM OUTLINE
CONTRACTORS LICENSE TRADE C-10**

Module Numbers	Class / Subject Title	LECTURE HOURS	LAB	INTERNSHIP/ EXTERNSHIP	CREDIT HOURS
Module 1					
CLL 1	CALIFORNIA CONTRACTORS LICENSE LAW	40			2.66
CLL 2	BUSINESS MANAGEMENT	40			2.66
CLL 3	LABOR, HEALTH & SAFETY CODE	80			5.33
Module 2					
CTE - 1	ELECTRICAL	90	170	100	14.17
Module 3					
CTE - 2	ELECTRICAL CONSTRUCTOR EXAM PREPARERATION	40			2.66
Total		296	170	100	27.49

CLASS DESCRIPTION / Contractors License (C-10 Electrical)

MODULE 1

California contractor license law, business Management, Labor, Health & Safety code

This information review will enhance the knowledge of contractor's license law in a section of the California Business and Profession code, which concerns the activities of contractors within the state. The primary purpose of this law is to protect consumers by licensing contractors and providing a means of resolving complaints files against contractor.

The specialty contractor License (C-10 electrical) classification is designed for contractors whose work requires specialized skill in a particular trade or craft. Such contractors are licensed only to do work which falls under the scope of their particular classification or is incidental and directly related to this classification.

MODULE 2

Electrical

This module is designed to advise management on whether continued operation of equipment could be hazardous. Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixture, using hand tools or power tools. Connect wires to circuit breakers, transformer, or other components.

Construct and fabricate parts, using hand tool and specifications. Diagnose malfunctioning systems, apparatus or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.

Task work of Contractors license C-10

Adhere to safety procedures, analyze operation of malfunctioning electrical or electronic equipment, bend tubing or conduit, climb ladders, scaffolding, or utility or telephone poles, conduct training for personnel.

MODULE 3

This module is designed to review all over the examination questionnaires test which includes of California Construction License Law and Construction Specialty trade C-10 Electrical. The test contains 500 law questions and 500 electrical trade C-10 questions. When students pass 75% or better school will help student participate on the examination with California State License Board (CSLB).

**CONTRACTORS LINCEN TRADE C-27 (Landscaping)****A Certificate program**

CSLB Exam Required

560 Clock Hours – DOT. 37-3011.00**27.49 Semester Credit Hours****PROGRAM SCHEDULE**

Monday, Tuesday, Thursday 5:00pm-9:00pm
Saturday 8:30am – 3:30pm

ADMISSION REQUIREMENTS

Non-required

Program focus on reviewing CSLB examination

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

California Construction State License Board required applicant must have 4 years' experience on the field before apply to take state exam.

Program Description

The program constructors License Trade C-27 (Landscaping) provides the necessary information and is focus on preparation for state exam. The course covers an overview of applicable laws, codes, business management, project management and related trade technique.

Program Objective

This course for reviewing and preparation it will prepare students for information in two parts of: California Contractor License Law and Contractors License (C-27 Landscaping). The license law includes; business management, labor law, health and safety codes, and general information of the general building constructing.

The review of contractor trade C-27 Landscaping includes; Advise customers on plant selection or care. Attach wires from planted trees to support stakes. Build forms and mix and pour cement to form garden borders. Care for artificial turf fields, periodically removing the turf and replacing cushioning pads or vacuuming and disinfecting the turf after use to prevent the growth of harmful bacteria. Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or edging around flower beds, walks, or walls.

Occupational Objective

Contractor's license Trade C-27 (Landscaping) may work on:

- Groundskeeper, Ground man, outside maintenance worker
- Gardener, Greens keeper,
- Ground worker, Grounds maintenance specialist, ground supervisor
- Utility work and Green plant or job related



**PROGRAM OUTLINE
CONTRACTORS LICENSE (C-27 landscaping)**

Module Numbers	Class / Subject Title	LECTURE HOURS	LAB	INTERNSHIP/ EXTERNSHIP	CREDIT HOURS
Module 1					
CLL 1	CALIFORNIA CONTRACTORS LICENSE LAW	40			2.66
CLL 2	BUSINESS MANAGEMENT	40			2.66
CLL 3	LABOR, HEALTH & SAFETY CODE	80			5.33
Module 2					
CTA - 1	CONSTRUCTING LANDSCAPING	90	170	100	14.17
Module 3					
CTA - 2	CONSTRUCTION LANDSCAPE EXAM PREPARE	40			1.33
TOTAL		290	170	100	27.49

CLASS DESCRIPTION / Contractors License (C-36 Plumbing)

MODULE 1

California contractor license law, business Management, Labor, Health & Safety code

This information review will enhance the knowledge of contractor's license law in a section of the California Business and Profession code, which concerns the activities of contractors within the state. The primary purpose of this law is to protect consumers by licensing contractors and providing a means of resolving complaints files against contractor.

The specialty contractor License (C-36 Plumbing) classification is designed for contractors whose work requires specialized skill in a particular trade or craft. Such contractors are licensed only to do work which falls under the scope of their particular classification or is incidental and directly related to this classification.

MODULE 2

Constructing Plumbing

Contractor License Trade C-36 Plumbing is designed to review the knowledge in construction plumbing codes, water property, gas and electrical safety (OSHA), adhere to safety procedures, apply adhesives, caulking, sealants, or coatings, assemble and install pipes sections, fitting, or plumbing fixtures braze metal parts or components together, build or repair structures in construction, repair, or manufacturing setting.

MODULE 3

Construction Plumbing Exam Preparation

This module is designed to review all over the examination questionnaires test which includes of California Construction License Law and Construction Specialty Trade C-36 Plumbing. The test contains 500 law questions and 500 electrical trade C-10 questions. When students pass 75% or better school will help student participate on the examination with California State License Board (CSLB).



CONTRACTORS LINC TRADE C-36 (Plumbing)

A Certificate program
CSLB Exam Required

560 Clock Hours – DOT. 47-211.02
27.49 Semester Credit Hours

PROGRAM SCHEDULE

Monday, Tuesday, Thursday 5:00pm-9:00pm
Saturday 8:30am – 3:30pm

ADMISSION REQUIREMENTS

Non-required
Program focus on reviewing CSLB examination

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

California Construction State License Board required applicant must have 4 years' experience on the field before apply to take state exam.

Program Description

The program constructors License Trade C-36 (Plumbing) provides the necessary information and is focus on preparation for state exam. The course covers an overview of applicable laws, codes, business management, project management and related trade technique.

Program Objective

This course for reviewing and preparation it will prepare students for information in two parts of: California Contractor License Law and Contractors License (C-36 Plumbing). The license law includes; business management, labor law, health and safety codes, and general information of the general building constructing.

The review of contractor trade C-36 plumbing includes; Anchor steel supports from ceiling joist to old pipes in place. Assemble pipe section, tubing, or fittings using coupling, clamps, screw, bolts, cement, plastic solvents, caulking, or soldering, brazing, or welding equipment. Calculate cost or saving for water-or energy-efficient appliances or system. Clear away debris in a renovation. Compile information on governmental incentive programs related to the installation or energy or water saving plumbing systems or devices.

Occupational Objective

Contractor's license Trade C-36 (Plumbing) work may include:

- Plumber, Maintenance plumber, Journeyman plumber
- Drain technician, Plumber gasfitter,

Perform electricity with multiple activities at multiple project sites



**PROGRAM OUTLINE
CONTRACTOR LICENSE (C-36 PLUMBING)**

Module Numbers	Class / Subject Title	LECTURE HOURS	LAB	INTERNSHIP/ EXTERNSHIP	CREDIT HOURS
Module 1					
CLL 1	CALIFORNIA CONTRACTORS LICENSE LAW	40			2.66
CLL 2	BUSINESS MANAGEMENT	40			2.66
CLL 3	LABOR, HEALTH & SAFETY CODE	80			5.33
Module 2					
CTP -1	CONSTRUCTION PLUMBING	90	170	100	14.17
Module 3					
CTP - 2	CONSTRUCTION PLUMBING EXAM PREPARE	40			2.66
TOTAL		290	170	100	27.49

CONTRACTORS LICENSE TRADE C-36

MASSAGE THERAPY

Certificate Program

**500 Clock Hours – CIP#12.0405
26.48 Semester Credit Hours**

**Program Schedule: 25 Weeks, 20-Clock hours/Week
Monday to Friday Hours: 8:30am-12:30pm, 1:00pm-5:00pm**

Program Description

This 26.48 Semester Credit Hours (500 Clock Hours) 25 weeks course consists of knowledge through theory and hand-on practice Holistic massage, Therapeutic massage and Polarity massage. These powerful therapies in the holistic health and alternative fields are gaining recognition in many new and exciting ways. This expansion of the therapeutic massage, holistic massage therapy and polarity therapy is being introduced into salons and spas as well as the medical field. This training enable nurses in health care allied and Occupational therapy and life support activity.



Program Objective

Massage Therapy is a program that prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. Includes instruction in skilled touch techniques, apply finger and hand pressure to specific of the body, assess client's soft tissue condition, joint quality and function, muscle strength, and range of motion, kinesthetic awareness processes, movement observation, patterning client assessment and guidance, verbal and nonverbal communication, practice management, professional standard and ethics, and special therapeutic and education modalities.

Occupational Objective

The knowledge and skills learned in this Massage Therapy program will be prepare for student to work in the industry through the exiting field of clinical massage therapist, hospice massage therapist, integrated deep tissue massage therapist, medical massage therapist. The graduate could also look forward to work as a spa owner or manager, working as a Consult with other health care professionals, such as physiotherapist, chiropractors, physicians, and psychologist to develop treatment plans for clients.

Graduation Requirement for Certification of completion

Students must have at a minimum accumulate grade point average of 70% or "C" grade or better, along with a minimum of 75% of the total schedule program hours attended and must be maintaining Satisfactory Academic Progress (70% cumulative grade point average) in order to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, student will receive a Diploma and Certifications.

Satisfactory Academic Progress

Weekly quizzes, module exams and the grading of practical lab activities require at least at 70% grade to progress through the program. A final aggregate minimum score of "C" (70%) is required for graduation.

State Licensing Requirement

Students will be eligible for the state license upon successful completion of the required hours and curriculum as prescribed by the California Massage Therapy council (CAMTC). The school administrator will aid in helping the student fill out all requirement forms necessary to receive a Certified Massage Therapy from CAMTC.



**PROGRAM OUTLINE
MESSAGE THERAPY 500**

Module Number	Class/ subject title	Lecture Hours	Lab Hours	Semester Credit Hrs
Module 1	Safety, Hazardous. Sanitation, Bacteriology			
MT-1	Hygiene, Sanitation and safety	10	0	0.66
MT-2	Professionalism and legal Issue	8	0	0.53
MT-3	Fundamental of Therapeutic Massage Application of Touch	8	15	1.03
Module 2	Fundamental of Body Mechanic			
MT-4	Principal of Body	20	0	1.33
MT-5	Pathology	20	15	1.83
Module 3	Anatomy & Physiology			
MT-6	Anatomy & Physiology/Organization of Body Structure , structure and Function	90	0	6.00
MT-6	Principal of Body Mechanic and Application	20	30	2.33
Module 4	Massage Theory and Practical			
MT-7	Preparation for Massage	8	30	1.53
MT-8	Indication and Contraindicate for Therapeutic Massage	8	30	1.53
MT-9	Complementary Bodywork Systems	8	30	1.53
MT-10	Massage Career Track and Massage for Special Populations	20	30	2.33
MT-11	Massage Therapy Study Cases All Massage Application	20	40	2.66
	Management Skill	5	0	0.33
	Job Interview	5	0	0.33
Module 5	Practical Massage Performance	0	30	1.0
TOTAL		250	250	26.48

CLASS DESCRIPTION / Massage Therapy 500 Hours

Module 1: Hygiene, Sanitation and safety

Public hygiene aspects will be needed to comply with state regulations for public protection. This Module subjects introduce to safety, hazardous, sanitation, disinfection and prevention of bacteria, disease. The module also provides more precaution of personal health, hygiene and appearance, the need of sanitation and practices; preventing the transmission of HIV infection, hepatitis, tuberculosis and other contagious condition these subjects will help massage therapy graduated comply the use of Universal precaution in the work place and



personal health protection. The fundamental of Therapeutic Application of Touch: professional Touch identifies factors that constitute appropriate touch in professional setting. The science of touch is institutional study of anatomically and physiologically of touch. The professionalism and legal Issue: The study of identify the types of professional services a massage practitioner legal and ethically.

Module 2: Fundamental of Body mechanic

This module covers the study of body modality and practical application, the effective of dysfunction caused by improper body mechanics, massage application of compressive force technical and preventions of pressure, drag, duration and speed and in additional of body mechanic provided by a practitioner while giving massage. The last subject in this module is body mechanic practical instruction. This module include skin pathology and general knowledge of skin disorder and prevention,

Module 2: Medical Terminology in Massage

The study of medical terminology provides a key to understanding the accepted language of sciences and validates a massage therapy professional in term of communication, and management. The massage practitioner must be able to understand medical terms related to diagnosis and various disease that massage professionals often encounter are *indication* and *contraindication*.

Module 3: Anatomy and Physiology

Anatomy and physiology are two distinct yet interrelated biologic studies that combine to present the operation of body as a whole organism. Anatomy is the scientific study of the structure of the body and the relationship of its parts. Physiology is the scientific study of the process and functions of the body that support life. In this module includes the fundamental of the structure of *Body Tissues*. This is the structure of the body composed of tissues. *Body Organs* is an organ collected of specialized tissues and *Body System* is an organ composed in the human body with 10 general systems. *Body Cavities* is the study of organs divided ventral and dorsal regions.

Module 4: Massage Theory and Practical

This module provides students with the necessary instruction and practice of massage in its forms. The effectiveness of body massage indication and contraindication, the body mechanic movement, massage manipulation and technique, massage career track and massage for special population and all case massage studies.

Module 5: Practical massage, Management Skill, Salon Organization.

This module concentrates on the practice of massages. The students will work direct on clients under supervision of a licensed Chiropractor, Licensed Occupational Therapist or Licensed Physical Therapist for extern experience.



COSMETOLOGY

A Certificate Program
BBC Exam Required

1,600 Clock Hours - CIP#12.0407
66 Semester Credit Hours

PROGRAM SCHEDULE

60 Weeks, 40-Clock hours/Week
Monday to Friday 8:30am-4:30pm

ADMISSION REQUIREMENTS

High School Diploma, G.E.D or equivalent
Admission Test for student Ability-To-Benefit
Acceptable Wonderlic (VS-1/QS-1) score 18

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

Applicant must be minimum 17 years old and must complete 1,600 hours training on Cosmetology program with Board of Barbering and Cosmetology approval school.

Program Objective

The Cosmetology course is designed to prepare for student have knowledge and experience to succeed as a California Cosmetologist licensed, student must completed the requirement from Board of Barbering and Cosmetology 1,600hrs training program including technical instruction and practical application and performance on actual clients under instructor supervision.

Program Description

Cosmetology is a program that prepares individuals to shampoo, cut, style, set, and dress the scalp hair for women and/or men, braid hair, apply hair cosmetics and wigs, and prepare for licensure as professional cosmetologist, hairdressers, and barbers at various levels; Includes instruction in hair design theory and concepts, hair cleaning and shampoo, hair coloring, chemical applications and permanent reconstructions, hair anatomy and physiology, scalp diseases and treatments, wig and hair peace fitting, hair braiding, customer service, shop management, equipment operation, health and safety, and applicable laws and regulation.

Occupational Objective

Graduate and successful California State Board of Barbering Cosmetology licensed will on:

- Hairdresser, Hair stylist, Hair cutting, Hair colorist
- Manicures, Pedicures, Waxing services
- Facial and Skin related service.
- Beautician and Products demonstration.

SAP-Graduation Requirement for Certification of Completion

Students must maintain Satisfactory Academic Progress (SAP) accumulate average grade points of 70% or "C" or better, along with a minimum of 75% of the total schedule program hours attended. (For example; a student schedule 30 hours per week must maintain an average weekly attendance of



at least 20 hours per week). Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, student will receive Certification of Completion.

PROGRAM OUTLINE

COSMETOLOGY 1600Hrs

No.	SUBJECT	TECHNICAL INSTRUCTION	PRACTICAL OPERATION
	INSTRUCTIONAL IN HEALTH & SAFETY <200 Hrs>		
1	LAWS AND REG	20	0
2	HEALTH & SAFETY CONSIDERATIONS	45	10
3	DISINFECTION & SANITATION	45	20
4	ANATOMY, PHYSIOLOGY	20	0
	BACTERIOLOGY,	20	0
5	COSMETIC CHEMISTRY	20	0
	HAIR DRESSING <1100 Hrs>	170	
6	WET HAIR STYLING	20	50
7	THERMAL HAIRSTYLING	20	90
8	PRESS & CURL STYLING	20	100
9	PERMANENT WAVING	30	200
10	CHEMICAL STRAIGHTENING	40	100
11	HAIR CUTTING	40	180
12	HAIR COLORING & BLEACHING	30	120
13	SCALP & HAIR TREATMENTS	20	40
	SKIN CARE SECTION < 200Hrs>	220	
14	MANUAL. ELECTRICAL, AND CHEMICAL FACIAL	25	40
15	EYEBROW BEAUTIFICATION AND MAKE-UP	10	20
16	SKIN ANALYSIS	15	10
17	COMPLETE AND CORRECTIVE MAKE- UP	10	15
18	LASH AND EYEBROW BEAUTY	10	15
19	THE APPLICATION OF FALSE EYELASHES	10	20
	NAIL SECTION < 100 Hrs>	80	
20	COMPLETE MANICURES	5	15
21	COMPLETE PEDICURE	5	15
22	ACRYLICS-LIQUID AND POWDER BRUSH-ON	5	15 Hrs/40N
23	ARTIFICIAL NAIL TIPS	5	20Hrs/60N
24	NAIL WRAPS & REPAIRS	5	10Hrs/ 20N
	Total:	495	1105

COSMETOLOGY



CLASS DESCRIPTION / Cosmetology 1600hrs

Instructional & practical Text Book: Milady Standard Cosmetology, 2012**Section 1 / 200hrs**

a. Board of Barbering Act, Rules & Regulation: To protect the consumer and guild to help student to understand and complying in the field of Cosmetology, Barbering, Esthetician and Manicuring

b. Cosmetology Chemistry: The basic to understand, application and precaution of chemical apply into human hair, skin, and nail and protecting from hazardous chemical.

c. Health& Safety, hazardous substances / Disinfection & Sanitation: Subject cover the safety performance of using tools and chemical during practical on the person and avoid the contamination of chemical, toxic may cause in the work place and public. The Rules, regulation and technique of tolls and equipment's disinfected, include the sanitation procedure to keep work place clean and public hygiene protection.

Anatomy and Physiology: Student will learn the basic of anatomy and physiology of hair, skin and nail; the structure, type, analyzes and treatment and maintenance.

Bacteriology: The recognition of bacteria, virus, parasites; how the bacteria enter into human body, the communicable in the work place, infection control, principle and practice of universal precaution the improvement of immunity for Cosmetologist, Esthetician and manicurist work in this field.

Section 2 / Hair -1100hrs

Hair instructional lecture and performance include; Wet hair styling, thermal hairstyling, press & curl, permanent waiving, chemical strengthening, hair cutting, hair coloring & bleaching, scalp & hair treatment and the hair bleaching technique.

Section 2 / Skin care – 200hrs

This section cover skin care procedure of facial manual and facial electrical, the application of thermal light benefit and precaution include; skin treatment of using skin chemical peel and mask, the procedure and safety performance of eye brow arching and hair removal, by tweezes, wax, or depilatories and the basic make-up of face enhancement.

Section 3 / Nail – 100hrs

This section is cover the manicures and pedicures maintenance and beauty enhancement includes; water & oil of manicures, complete pedicure, acrylics-liquid and power brush-on, artificial nail tips, nail wrap & repairs.

Cosmetology Book Referent

Milady Standard Cosmetology, 2012

ISBN – 13: 978-1-57253-891-0



ESTHETICIAN

A Certificate program
BBC Exam Required

600 Clock Hour-CIP#12.0408
30.2 Semester Credit Hours

PROGRAM SCHEDULE

30 Weeks, 20-Clock hours/Week
Monday to Friday 8:30am-4:30pm

ADMISSION REQUIREMENTS

High School Diploma, G.E.D or equivalent
Admission Test for student Ability-To-Benefit
Acceptable Wonderlic (VS-1/QS-1) score 18

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

Applicant must be minimum 17 years old and must complete 600 hours training on
Esthetician program with Board of Barbering and Cosmetology approval school.

Program Objective

A program that general prepares individual to prepare for student have knowledge and experience to succeed as a California Esthetician licensed, student must completed 600hrs training program include technical instruction and practical application and performance on actual clients under instructor supervision.

Program Description

Esthetician is a program that prepare individuals to clean, depilate, massage, and beautify the human body and function as a licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.

Occupational Objective

Graduate and successful California State Board of Barbering Cosmetology Esthetician licensed will on:

- Esthetician, Skincare Specialist
- Make-up Artistry, Spa esthetician, Waxing specialist
- Educator, Trainer or Product representative.
- Beautician and Products demonstration.
- Esthetician in a dermatologist or Plastic surgeon's office

SAP-Graduation Requirement for Certification of Completion

Students must maintain Satisfactory Academic Progress (SAP) accumulate average grade points of 70% or "C" or better, along with a minimum of 75% of the total schedule program



hours attended. (For example; a student schedule 30 hours per week must maintain an average weekly attendance of at least 20 hours per week). Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, student will receive Certification of Completion.

PROGRAM OUTLINE

ESTHETICIAN 600Hrs

No	SUBJECT	TECHNICAL INSTRUCTION	PRACTICAL OPERATION
	INSTRUCTIONAL IN HEALTH & SAFETY <200 Hrs>		
1	LAWS AND REG	20	0
	HEALTH & SAFETY CONSIDERATIONS	45	10
	DISINFECTION & SANITATION	45	20
2	ANATOMY, PHYSIOLOGY	20	0
3	BACTERIOLOGY,	20	0
4	COSMETIC CHEMISTRY	20	0
	SKIN CARE SECTION < 350Hrs>		
5	PREPARATION	15	
	SKIN ANALIZER	10	20
5	MANUAL FACIAL	20	30Hrs/40 operation
6	ELECTRICAL FACIAL	30	60Hrs/60 operation
7	CHEMICAL FACIAL	20	30Hrs/40 operation
8	WAXING	10	20
9	TWEEZER	10	20
10	WAXING & DEPILATORIES	15	40
	HAIR REMOVAL AND MAKE-UP <50Hrs>		
11	COMPLETE AND CORRECTIVE MAKE-UP	15	10Hrs/40 operations
12	LASH AND EYEBROW BEAUTIFICATION	10	15Hrs/50 operations
	TOTAL	315	285

ESTHETICIAN

CLASS DESCRIPTION / Esthetician 600HRS

PART 1 / Skin care History

The part (1): Skin Care History and the history of Grooming skincare, career opportunities, the future of Esthetics. The subject include Profession and Image of Esthetician; professional appearance, professional conduct, professional ethics and life skills.



PART 2 / General Sciences

This part is covered the chapter of Sanitation & Disinfection, anatomy and physiology, chemistry for estheticians and products ingredient, cosmetic chemistry, basic of electricity, subject are covering the recognize of bacteria, viruses, and parasite how pathogens enter the body, prevention and improve immunity, precaution universal and professionally.

Anatomy and Physiology: learn about the face & body structure, function, support, treatment and maintenance. Chemistry for Esthetician / Cosmetic Chemistry: Structure of chemical and matter forming, the difference and application of acidity and alkalinity, chemical reaction and application into cosmetics, cosmetic ingredient, cosmetic sale product and safety of used. Basic Electricity: The fundamental of electricity current and force, the application of electronic into skincare equipment and machinery, precaution of use and contraindication.

PART 3 / The Skin Sciences

The Part 3 cover chapter of; physiology and histology of the skin the basic of two layers of skin; epidermis and dermis; the difference between nail and skin – Recognize skin disorder and diseases –Procedure to skin analysis, consultation and recommend skin treatment, Product selection and ingredients apply for deference type of skin, set-up for skin treatment environment and sanitation and disinfection.

PART 4 / the Principles of Esthetic Procedures

Chapters cover: Facial massage; technique, benefit and contraindication of facial therapy massage, Basic facials and skincare treatment, the application of machinery in skincare field, the function and procedure of skincare machinery application, Procedure of Hair remove include waxing, depilation technique, procedure and professional application or services. Include; the World of make-up; facial safe, skin color, color make-up application and artist.

PART 5 /Business of Skin Care

The reason and demand in esthetics skincare services – Succeeding in a service salon professional and spa business – The services liability and responsibility - Business develop and technique selling product and services, Career and path way learning.

Esthetician Referent Textbooks

Instructional and Practical /Text Book:

Milady's Standard Esthetics Fundamental, 10th Edition, 2009

ISBN 10: 1-56253-836-5,

ISBN 13: 978-1-56253-837-8



MANICURING

A Certificate program

BBC Exam Required

400 Clock Hours - CIP# 12.0410

PROGRAM SCHEDULE

30 Weeks, 20-Clock hours/Week
Monday to Friday 8:30am-4:30pm

ADMISSION REQUIREMENTS

High School Diploma, G.E.D or equivalent
Admission Test for student Ability-To-Benefit
Acceptable Wonderlic (VS-1/Q1-1) score 14

ENROLLMENT TO THE PROGRAM

Completed Enrollment Application one week before first class start
And submit it with a one-time, non-refundable \$100 application fee.

STATE LICENSE REQUIREMENT

Applicant must be minimum 17 years old and must complete 400 hours training on
Manicuring program with Board of Barbering and Cosmetology approval school.

Program Objective

The Manicuring course is designed to prepare for student have knowledge and experience to succeed as a California Manicurist licensed, student must completed 400hrs training program including technical instruction and practical application include and the performance on actual clients under instructor supervision.

Program Description

Manicuring is a program that prepares individuals to shape fingernails and toenails, remove unwanted skin and blemished, apply polish and cosmetics to nails, and functions as licensed manicurist or nail technicians/specialists. Includes instruction in manicuring theory; skin anatomy; nail growth, irregularities and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices.

Occupational Objective

Graduate and successful California State Board of Barbering Cosmetology Manicurist licensed will

on:

- Manicurist design & Artist
- Manicurist technician, Nail & Foot Spa
- Educator, Trainer or Product representative.
- Spa owner or Manager
- Manicuring in a dermatologist office for foot and nail care.

SAP-Graduation Requirement for Certification of Completion

Students must maintain Satisfactory Academic Progress (SAP) accumulate average grade points of 70% or "C" or better, along with a minimum of 75% of the total schedule program hours attended. (For example; a student schedule 30 hours per week must maintain an average weekly attendance of at least 20 hours per week). Upon successfully completing the



program, meeting all graduation requirements, including current in their tuition payments, student will receive Certification of Completion.

PROGRAM OUTLINE

MANICURING 400hRS

No	SUBJECT	TECHNICAL INSTRUCTION	PRACTICAL OPERATION
	INSTRUCTIONAL IN HEALTH & SAFETY 100 Hrs		
1	LAWS AND REG	15	0
2	HEALTH & SAFETY CONSIDERATIONS	30	0
3	DISINFECTION & SANITATION	20	20
4	ANATOMY, PHYSIOLOGY	15	0
	NAIL CARE SECTION 300Hrs		
5	PREPARATION	20	0
6	WATER & OILY MANICURE	15	50
7	COMPLETE PEDICURES	15	50
8	APPLICATION OF ARTIFITIAL NAILS	10	10
9	ARCRYLIC, LIQUID & POWER BRUSH-ON	25	30 Hrs/80N
10	NAILS TIP	25	20 Hrs/60N
11	NAILS WRAP & REPAIR	10	20Hrs/40N
	Total	200	200 Hrs

MANICURING