



California Career Institute



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SCHOOL CATALOG



2012 Catalog

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Welcome to California Career Institute (CCI), a leader in providing career training programs, the goal of CCI faculty and staff is to make sure you receive an outstanding support during the program you choose and your academic experience at CCI is satisfying. We are experienced in working with students who come to us with all levels of academic experience and we help them strive for excellence. Our programs are designed for individuals who want to succeed in new careers. We wish you the best in your educational enterprise.

Mission

To provide high quality education to prepare the graduates with the knowledge, skills, and judgment needed to succeed in the program they choose.

Vision

Prepare students for success in professional career in nursing and allied health.

Philosophy

We believe that learning is a continuous, dynamic, and interactive process that takes place in an atmosphere of mutual respect and helpfulness.

School History and Ownership

In the 2006 California Career Institute (CCI) was founded by a group of healthcare professionals with extensive clinical and inter-cultural experience. Since its commencement the school has continued to update its programs and expand its services. Currently, CCI has one campus in Garden Grove, California.

California Career Institute is a California Corporation, the board of Directors for CCI are, Dr. Rafat Qahoush, and Dr. Abdel Raheem Yosef.

The School has no pending petition in Bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 est. seq.)

School General Information

Accreditation and Approvals

State Approval

California Career Institute (CCI) is approved to operate as a private postsecondary institution in the state of California by the Bureau for Private Postsecondary Education.

Accreditations

California Career Institute (CCI) is accredited by the Accrediting Council for Continuing Education and Training (ACCET) a private accrediting agency recognized by the United States Department of Education. The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability and overall management of the institution according the accrediting agency's standards and guidelines.

The Vocational Nursing program is approved and accredited by California Board of Vocational Nursing and Psychiatric Technicians.

California Career Institute does not provide English as a Second Language coursework.

Class Schedule

CCI offers year-round enrollment, classes' start dates vary by campus, see Academic calendar (insert A) for more information. CCI offers morning, evening and weekend classes. All classes are held on campus except externship and clinical rotations. Externship and clinical rotations are scheduled for various timeframes Monday through Sunday, according to the needs of the specific program and with the agreement of the hosting site.

Days and time for classroom, lab, and clinical activities will vary by program and by term/quarter. To obtain exact times for classes offered, please check with the admission office prior to enrollment.

CCI limits the size of its classes to maintain quality education, class size may vary from one subject area to another and from laboratory to classroom instruction. Usually for the theory classes the class size limit is 30-45, and for the laboratory and clinical training is 15 students per group.

The school does not admit students from other countries and does not issue visas, all the instructions throughout the programs will occur in English language only.

Holidays Year 2012

Holiday	Date(s)
New Year Day & Day after	12/31/2011-1/2/2012
Martin Luther King, Jr Day	1/16/2012
President’s Day	2/20/2012
Memorial Day	5/28/2012
Independent Day	7/4/2012
Labor Day	9/3/2012
Thanksgiving Day & Day After	11/22/2012-11/23/2012
Winter Recess (may not apply to externships or clinical rotations)	December 21, 2012- January 2, 2013

Facilities

All CCI campuses has large classrooms, appropriately furnished with laboratory and instructional furniture for the type of work performed. Well-equipped, up todate computer labs are available for all classes, the campuses are spacious, clean, and present a professional apperance.

Statement of Non-Discrimination

CCI does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school complies with title IV of Civil Right Act of 1964; as amended; title IX of the education Amendments Act of 1972; and the age discrimination Act of 1975.

CCI complies with the provision of the American with Disabilities Act (ADA) of 1990 and with section 504 of the Rehabilitation Act of 1973. Students must notify the school of his/her disability. All Inquires or complaints with these laws and regulations should be directed to the Director of Education who will act equitably and promptly to resolve complaints.

Admission Process

CCI staff will do everything in their power to make the application and admission process as simple as possible. Potential students should apply for admission by completing the application form and submit the applicable fee. The school representative will meet with the candidate and provide him/her with a campus tour and a copy of the catalog. 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 and enrollment agreement. Once the candidates decide which program they are interested in a standardized admission assessment will be administered. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

General Admission Requirements

1. Complete an interview with the director of the program
2. Receive a tour of the campus
3. Receive the school catalog
4. Review, complete, and sign the enrollment Agreement

Admission Requirements for the vocational Nursing Program

1. Be at least 17 years of age;
2. Be a graduate of a high school or hold a high school equivalence certificate (GED) and provide an official transcript or GED certificate. If requested, provide transcripts for each school attended after completing high school; if foreign transcript or certificate (not US), must be evaluated by a transcript evaluation service to determine equivalency to US standards.
3. Applicants must pass the Health Education Systems Inc. (**HESI**) Test at CCI with a total score of 65 percent or above.
4. Health screening: applicants must have a physical exam and provide a report prepared by physician, physician's assistant, or nurse practitioner stating that the applicant has no mental or physical health condition that would create a hazard to her/himself, fellow employees, residents or visitors. The report must describe:

- a. The applicant's medical history and physical exam.
 - b. The result of purified protein derivative (PPD) intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction obtained, a chest x-ray shall be taken.
5. Furnish proof of the following immunizations:
- a. Hepatitis B vaccine/immunity: If the Hepatitis B vaccine/immunity series has been started, but has not yet been completed, proof that you have started the series must provided when the application is submitted.
 - b. Rubella: A positive rubella titer will be required by the date of the orientation of the session to which you are admitted
6. Provide proof of certification in American Heart Association Healthcare Provider CPR
7. Satisfactorily pass a criminal background check.

Admission Requirements for the Medical Assistant Program

1. Pass school entry test.
2. Age 17 years.
3. High school diploma or GED
4. Good general health.

Add Drop Policy

Students are subject to the add and drop deadlines set by the Director of Education of the program. Deadlines can differ in each of programs, the Director of Education will provide further information regarding add and drop policy.

Graduation Requirements for Vocational Nursing programs

1. Must successfully complete all theory and clinical parts of the program
 2. Must achieve a C or 72% in each term/module
 3. Must have a satisfactory in each clinical rotation
 4. Must complete the program within 1 1/2 times the planned program length
 5. For the vocational nursing program only, students must attend an NCLEX review course and receive a minimum score of 850 on an exit exam
 6. Must be in good financial standing with the school
- 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.

Program Costs

Application fees is \$75 (non refundable)

Programs Tuitions

Tuitions and fees are the same for in-state and out-of-state students. Acceptable methods of payment includes: Cash, Check, Major credit cards, loans, grants or scholarships. Please see insert C for the programs tuition. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies.

Books & Supplies

All Textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, papers, notebooks ...etc.

Books that are lost or damaged must be replaced at the students' expense.

Financial Aid Information

Currently this school does not offer any Federal Student Financial Aid, CCI participate with several lending institutions that offer private loans. To qualify, a student must be a US citizen, a US national, or a permanent resident and must be creditworthy. A student has no credit history, he or she may still qualify for a loan by applying with a creditworthy co-borrower. the application process and more information is available with the financial services staff at CCI campuses.

Scholarships

The CCI family referral Scholarship provides additional \$250 per qualified student who enrolls and starts school in any of CCI programs while a member of his family is currently enrolled any of CCI programs.

School Policies

Dress Code:

This dress code serves as an outline for students to make good decisions concerning professional attire. Appropriate attire is necessary to instill a professional attitude among students and create a professional appearance for visiting instructors, potential employers, prospective students, and other health care professionals. Students must comply with the general policy listed below as well as the specific guidelines for the clinical and field internship agencies, those students not complying with the dress code policies will be sent home from clinical or class, be given an absence, and school policies regarding absence will be in effect.

1. All students while at the didactic or clinical must wear nametags.
2. All students must be neatly groomed with clean hair, nails and clothing. Appropriate use of cosmetics is required. Students will avoid excessive use of perfume, cologne and after-shave lotion. Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.
3. Conservative jewelry only (i.e. Necklace, finger ring, and earring) is permitted.
4. Shoes and socks must be worn. Shoes must be polished and shoelaces, stockings or socks must be clean. White athletic shoes are acceptable. Thongs, clogs, excessively high heels (more than 2 inches) and slippers are not acceptable at any time.
5. Students are required to appear in the classroom and the clinical facilities in complete uniform unless otherwise designated. Uniforms must be clean, neat, wrinkle-free and professional. Uniform color may vary by program.
6. If the student arrive to clinical or theory session with no complete uniform the instructor may dismiss the student (**particularly in clinical sessions**) and the student has to make up that session.

Student Conduct

The following are the ethical standards expected by students while in attendance in the program:

1. CCI students are the future health care professionals. Thus, a student is bound by the highest standards of professional conduct and ethics. The vocational programs will not tolerate a breach of these standards by its students.
2. The student is to maintain professional appearance and behavior throughout didactic, clinical, and laboratory training programs. This includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality.

Any breach of the school rules , or improper behavior will result in placing the student on probation and or student termination from the program, at the discretion of the Director of Education.

ATTENDANCE POLICY

During all phases of the program attendance is extremely significant because of the nature of the material presented and involvement and commitment of outside resources (clinical training site, instructors, etc.). During the didactic (aka theory) portion of the program, most lectures and skills are based on material from prior lectures and skills sessions. Without having a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skills.

MINIMUM STANDARD

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT), the school requires the following minimum for graduation: 100% cumulative attendance in all parts of the program (classroom, skills lab, and clinical).

Students are expected to call the school when they will not be in attendance, so the instructor can be advised. Students reporting absences during their clinical period must notify both the clinical instructor and the school.

TRACKING

Attendance is tracked in every class period by the instructor, to the nearest quarter hour. If the student miss more than 10 minutes of any class period, the student will be marked absent for the whole hour.

Each day the instructor submits the class attendance records to the administrative assistant, who records the data in the student's electronic records. The cumulative attendance information is contained on the term progress report given to all students each term. In addition the cumulative attendance report will be generated and given to the student each month.

If the student do not agree with any of the attendance data, the student must submit a written appeal to the Program Director within one week of the progress report distribution. At the end of the term and after the one week period, the term attendance data becomes permanent and can no longer be challenged.

TARDINESS AND EARLY DEPARTURES

California Career Institute expects students to be in class on time every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class , your instructor will record a Tardy. If you leave before the instructor dismisses class , the instructor will record a Left Early. If you are Tardy or have a Left Early three times or more in a term, you will be placed on probation for the remainder of the term and be required to see the Program Director for counseling. If the student miss more than 10 minutes of any class period, the student will be marked absent for the whole hour.

ATTENDANCE PROBATION

If you do not have cumulative attendance of at least 100% at the end of any term, you will be placed on Attendance Probation for the next term. You must meet with the Program Director and abide by the terms outlined in the Attendance Probation notice. At the end of the term on Attendance Probation, you must be making progress toward meeting the 100% cumulative attendance requirement, and have met all of the terms of the Attendance Probation. Failure to do so may result in termination from school.

After no more than two terms on attendance probation, you must again meet the 100% cumulative attendance requirement, or you will be dismissed from school.

MAKE-UP HOURS

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments. A student can make up no more than 10% of the term hours, if the student have to make more than 10% of the term hours the student will fail the term and has to retake it.

CONSECUTIVE ABSENCES

A student who is absent for fourteen consecutive calendar days without an approved leave of absence will be terminated.

DISMISSAL

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 100% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may reapply for admission and will be considered a new applicant.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month (or half of the program hours, whichever is shorter) period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Program Director.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the Term and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a Term.

Extension of LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the program director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate Terms required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

The student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under state, or institutional policy.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate course to be offered;
- They may be required to repeat the entire course/term from which they elected to withdraw prior to receiving a final grade;

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the GPA calculation.

Grading Policy

Theory Grading Scale:

The following grading policy is in effect:

Grade	Numerical Value	Quality Points
A	93-100	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1
D-	60-62	0.7
F	0-59	0

Passing grade for theory courses is "C" (73% minimum. which is 2.0)

Clinical Grading Policy:

Clinical evaluation is derived from student demonstration of developing practical skills and knowledge in the clinical and campus laboratory areas that indicate an integration and utilization of theory to perform the clinical tasks. This requires considerable personal responsibility and skills of critical thinking on the part of the student. Behaviors include performance that may be tested and evaluated, achievement of objectives, preparation for clinical assignment and aspects of personal responsibility, such as appropriate participation in conferences, punctuality, etc.

Clinical practice is evaluated as: SATISFACTORY (S) or UNSATISFACTORY (U), which translates into a Pass (P) or Fail (F).

An evaluation of UNSATISFACTORY indicates that the quality of practice is judged to be unsafe and not effective. Any student who fails to achieve a "P" (pass) in the clinical segment of a course must take both theory and clinical portions of the course failed.

Satisfactory Academic Progress (SAP)

California Career Institute Vocational Nursing program is 93.6 credits hours, divided into three terms (term one 25.7 credit hours, term two 27, and term three 40.9 credit hours). At the end of the each term all students are evaluated for satisfactory academic progress.

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 70% of the credit attempted.

The student's cumulative grade point average is reviewed to determine qualitative progress. The minimum GPA required is 2.0.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

Academic Probation

If a student fails to maintain the required academic progress at the end of any Term, he/she will be placed on ACADEMIC PROBATION for the next Term. The student must attain the required GPA and/or number of achieved credit hours during the probationary period or he/she will be dismissed from school.

Appeal Process

Any student not attaining the required GPA or achieved hours during the probationary period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the program director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The Appeals Committee, composed of the Program Director, the School President, and the Director of Finance, will examine all appeals. The student will be sent the committee's written decision within five days of the program director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

The Vocational Nursing Program is 93.6 credits in length, must be completed within 140.4 attempted credits (1.5 times the normal program length).

Transfer and Readmitted Students

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

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 25.6 credits, and therefore must complete 68 credits in the vocational nursing program at CCI, the maximum time frame is 68 x 150%, or 102 attempted credits.

Disciplinary Action:

Probation – Academic and Administrative

1. Students may be placed on probation for a non-academic or administrative reason including but not limited to:
 - a. Repeated and/or non-approved absence(s) (according to attendance policy.)
 - b. Repeated and/or non-approved tardiness (according to attendance policy.)
 - c. Failure to comply with dress or behavior codes.
 - d. Inappropriate/unprofessional conduct or behavior.

Students may be placed on probation for an academic reason including but not limited to:

- a. Failure to pass the final term/module exam.
 - b. Failure to completing the clinical competencies.
 - c. Any combination of failures at the discretion of the program director including being
 - d. unprepared for class.
2. A student will be verbally counseled about inappropriate conduct or failure(s). Documentation summarizing the student counseling will be kept in the student's individual file. Departments who are sponsoring students in the program will also be notified if one of their students is placed on probation.
 3. A student on probation who fails to comply with the course requirements will be terminated from the program.

Termination – Academic and Administrative

A student will be terminated from the program for not satisfying the academic or administrative policies outlined in this manual. A strong academic and behavioral foundation must be created in the didactic component in order to successfully move onto the clinical and field settings. Students may be placed on probation for a non-academic or administrative reason including but not limited to:

1. Repeated absences or tardiness as outlined in the attendance policy.
2. Inappropriate or unprofessional conduct as outlined in the conduct/behavior/and ethics policy.
3. Failure to meet academic standards as outlined in the grading policy.
4. Failure to meet course requirement after being placed on administrative or academic probation.
5. Failure to meet course requirements during the clinical and field internship.

Upon termination, students (and their sponsoring agencies, if applicable) will be notified in writing of the reasons surrounding the termination. This documentation will also be placed in the student's file and the program director may request to have an exit interview upon enactment of the termination.

Credit Granting

California Career Institute (CCI) should grant credit for completion of certain courses taken within the last five years by the student at other post-secondary institutions accredited by an

agency recognized by either the UD Department of Education or the Council for Higher Education Accreditation.

This includes the following courses:

1. Accredited vocational or practical nursing courses
2. Accredited registered nursing courses
3. Accredited psychiatric technician courses

The student should submit an application for credit granting with an official transcript reflecting the courses to be considered for transfer with a minimum passing grade of 70%. In addition to the transcript, the student should submit a copy of the course syllabus and course outline in order for the director to be able to compare the program content to the program in which the student will enroll. The course outline should be comparable in order for the director to accept credits.

The director of the program should review the request and decide on how many credits earned at another post-secondary institutions will be granted. The maximum number of credit hours that can be accepted is 30% of the program credit hours. The tuition will be calculated based on the percentage of the credit hours granted, for example if 30% of credit accepted the tuition will be 70% of the program tuition.

To appeal the director's decision the student can request a meeting with the director to discuss the process of credit grating and the director must explain to the student how the decision was made,

Students may waive their rights for credit granting, the student must sign the waiver form. CCI does not charge any fee for evaluating or accepting transfer credit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at CCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing Program is also at the complete discretion of the institution to which you may seek to transfer.

If the 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 for 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 CCI to determine if your certificate will transfer.

CCI had not entered into an articulation or transfer agreement with any other college or university.

Policy and Programs Changes

CCI catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. CCI reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. CCI reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

Withdrawal and Refund Policy

Voluntary Withdrawal:

1. A student wishing to voluntarily withdraw from the program must discuss his/her decision with the Program Director in the form of an exit interview.
2. All requests for withdrawal must be made in writing and signed with an original signature.
3. All requests for withdrawal must indicate an effective date of withdrawal.
4. After completing the withdrawal process, a student wishing to come back to a future program must formally reapply.

Notice of student rights

1. You may cancel the 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 (except the application fee of \$75.00).
2. Read the Cancellation form for an explanation of your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
3. After the end of the cancellation period, you also have the right to stop school at any time; and **you have the right to receive a pro rata refund if you have completed 60 percent or less of your program through the last day of attendance.** Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If the school 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.
5. 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:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P O Box 980818, West Sacramento, CA 95798-0818

Phone Number: 916-431-6959

Toll Free: 888-370-7589

Fax Number: 916-263-1897

Refund Policy:

The student has the right to cancel the 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 (except the application fee of \$75.00).

Should the California Career Institute cancel a class after a student has been accepted, all money paid by that student shall be refunded in full.

A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students not accepted by the school and students who cancel this contract by notifying the school through attendance at the first class session, or the seventh day after enrollment, whichever is later are entitled to refund 100 percent of the amount paid for institutional charges (except the application fee of \$75.00).

In the case of students withdrawing after the end of cancellation period, **the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.** The school will retain a application fee plus a percentage of tuition and fees, which is based on the percentage of the clock hours attended, as the examples described in the table below. The institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Program Tuition	Clock Hours	Hourly charges	Number of hours student attended	The amount owed	The amount refunded if the tuition paid in full
\$18000	1574 hours	\$11.43	180 hours	$180 \times \$11.43 = \2057.4	\$15942.6
			350 hours	$350 \times 11.43 = \$4000.5$	\$13999.5

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

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

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

Student Tuition Recovery Fund (STRF):

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

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

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

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

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

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

1. The school closed before the course 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 this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P O Box 980818, West Sacramento, CA 95798-0818

Phone Number: 916-431-6959

Toll Free: 888-370-7589

Fax Number: 916-263-1897

Grievance and Appeals Policy

The purpose of this procedure is to allow for the resolution of student grievances alleging violations of California Career Institute Course policies.

Resolution

Students who believe that the Training Program or any administrative subdivision or employee thereof, including clinical preceptors, has acted in violation of the Training Course Policies are encouraged to attempt to resolve the matter informally. The student should seek such resolution directly with the affected unit (i.e. Instructor, Clinical Coordinator, and Preceptor).

Thereafter, if the matter remains unresolved, the Student may report the complaint to the Program Director, who is empowered to investigate the matter and the attempt to bring about a resolution.

Appeal

If the complaint involves termination or allegations of discrimination and in the event that resolution is not successful, the student may file an appeal with the Program Director within seven (7) days of the time at which the student could be reasonably expected to have knowledge of the alleged violation. Such a complaint must include an explanation of the specific action being grieved, the specific policy and/or regulation alleged to be violated, and the remedy requested.

Upon receipt of the formal complaint, the Program Director will furnish a copy of the complaint to the head of the affected unit in which the alleged violation purportedly occurred for investigation. The investigation will be completed within fourteen (14) days and a summary of the investigation and decision on the complaint will be provided to the student at that time.

Within ten (10) days of receipt of the summary and decision, the student will notify the Managing Director California Career Institute in writing if a hearing is requested. If a hearing is requested, the Managing Director will arrange a hearing on a date mutually agreeable to all parties and to be conducted by the Director's Committee.

Within fourteen (14) days of the close of the hearing, a report with the findings of fact as to the complaint will be produced and sent to the student with a decision. The decision will be based on a Preponderance of the Evidence presented.

In the event the complaint or concern has not been resolved at the school level, the student may consider contacting the school's accrediting entity.

Unresolved complaints may also be directed to the Department of consumer affairs, P O Box 980818, West Sacramento, CA 95798-0818.

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

STUDENT SERVICES

Placement Services

CCI encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While CCI cannot guarantee employment, however CCI provides the graduating students with the following placement assistance services:

- Preparation of resumes and letters of introduction—an important step in a well-planned job search
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises
- Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Staff. Graduates may continue to utilize the College's placement assistance program at no additional cost.

Academic Advisement

CCI faculty and staff are available to advise students on academic challenges, and if needed provide a referral to special counseling services when required.

Computer lab and Online Library

The school has computer laboratory with online library and test preparation services, during the first term/module of study each student will receive a password and username to access the online resources.

Students Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. CCI believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Housing

The school does not offer housing and has no responsibility to find or assist a student in finding housing.

Transportation Services

CCI maintains information on public transportation and a list of students interested in car-pooling.

Field Trips

CCI believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Drug and Alcohol Prevention

CCI prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

Students Recognition

CCI believes that through recognition comes a stronger sense of community and self importance. The ability to help build positive self-esteem is the most powerful tool a recognition program can provide. Students may aspire to be recognized for perfect attendance, academic excellences, and additional awards. Please contact the Director of Education for more information.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) grant students certain rights with respect to their educational records. They are:

- 1.** The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be

inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

CCI may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory Information

CCI has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name, Address, Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion, and Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202

Additional FERPA information is available from the institution's admission Office.

Retention of Student Records

CCI shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

CCI shall maintain, for each student granted a degree or certificate by that institution, **permanent records** of all of the following:

1. The degree or certificate granted and the date on which that degree or Certificate was granted.
2. The courses and units on which the certificate or degree was based.

3. The grades earned by the student in each of those courses.
4. In case of school closure, all permanent students records should be transferred to BPPE approved record custodian service.

Sexual Assault/Violence Prevention

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

In the event of a sexual assault or domestic violence, please be aware of the following:

- Preserve any evidence of the assault.
- go to a place where it is safe from further attack and notify the police
- Obtain immediate medical attention
- seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition the school will provide information on off-campus agencies that provides services to victims of a sex offense.

No Weapons Policy

CCI prohibits all persons who enter CCI property from carrying a handgun, firearm, illegal knives, or other prohibited weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from CCI.

Copyright Policy

California Career Institute does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CCI shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the CCI community to do so as well. Members of the CCI community who violate this policy may be subject to discipline through standard CCI procedures. An individual or CCI department engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

If you have questions about this policy, please contact us.

[Follow this link for more information on U.S. copyright law >> http://copyright.gov](http://copyright.gov)

Vocational Nursing Diploma

Program Objectives

The main goal of this program is to provide high quality education to prepare the graduates with the knowledge, skills, and judgment needed to sit for the national licensing examination for vocational nurses NCLEX-PN and upon successful completion of the exam, to be licensed as a Vocational Nurse and provide safe and effective nursing care under the direction of a registered nurse or a licensed physician.

Career Outcome

The vocational nursing program at CCI s designed to provide high quality education to prepare the graduates with the knowledge, skills, and judgment needed for an entry-level vocational nurse position in a medical office, clinic, HMO, acute care hospital, long-term care facility and other health care settings.

The vocational nursing program curriculum consists of three terms; the program will run 78 weeks on a part-time base and 52 weeks on full-time base. The course titles and credits for each term are listed below. The program consists of 586 hours theory and 988 hours clinical, the total is 1574 hours.

VN Licensure requirements by the Board of Vocational Nursing:

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent.
3. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. *Note: A License will not be issued until the board receives the background information from DOJ.*
4. Successful passing of a computerized examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)

Program Outline
TERM I

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 100	25.7	Fundamentals of Nursing I & II	162	112 Clinical + 116 Lab	390
Total hours	25.7		162	228	390

TERM II

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 200	27	Medical Surgical Nursing I	176	264 Clinical + 12 Lab	452
Total hours	27		176	276	452

TERM III

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 300	4	Maternal-Neonatal Health	24	48	72
VN 310	4	Pediatric Nursing	24	48	72
VN 320	20.4	Medical Surgical Nursing II	136	204	340
VN 330	2.4	Mental Health Nursing	24		24
VN 340	1.6	Leadership & Supervision	8	24	32
VN 350	8.5	Senior Practicum	32	160	192
Total hours	40.9		248	484	732
Total program	93.6 credit		586	988	1574 Clock Hours

One credit = 10 lecture hours, one credit = 20 laboratory hours, one credit = 30 practicum hours (internship/externship)

Course Descriptions

TERM I: Vocational Nursing Practice in Wellness & Illness I

Term Description

The main goal for term one is to provide the nursing students with basic foundation of vocational nursing practice. It will include an orientation to the program policies and procedures, the role of the vocational nursing student, and an introduction to the wellness and illness model and the practice of nursing according to National League for Nursing.

This term will include an introduction to the nursing process, basic nursing skills and concepts of patient care in wellness and illness.

VN 100

Fundamentals of Nursing I: This course will include the basic knowledge that is essential for providing safe, knowledgeable and effective nursing care such as basic nursing concepts, basic nursing skills, and basic nursing interventions.

The course includes the following topics:

- Introduction to Vocational Nursing
- Developmental and Sociocultural Considerations
- Communication & Nurse – Client Relationship
- Nursing Process
- Vital Signs
- Physical Assessment
- Documentation
- Selected Basic Nursing Skills
- Life Cycle of Older Adult Client
- Client & Family Education

Fundamentals of Nursing II: This course will provide a basic knowledge that is essential for understanding further courses. An introduction to anatomy, physiology, nutrition, and clinical pharmacology will be provided. In addition an introduction to the concepts of nursing care of the surgical client will be provided.

TERM II: Vocational Nursing Practice in Wellness & Illness II

Term Description:

The main goal for term II is to provide the students with knowledge and the clinical practicum in the field of adult medical surgical nursing. The theory part is divided according to body systems and the clinical practicum provides the student with opportunities to integrate and apply Medical

VN 200 Course descriptions

The Medical Surgical Nursing I: this course will provide student with the knowledge and skills needed to provide safe and effective care for client with selected disorders.

This course covers some body systems, each individual system will be studied in scope of: anatomy and physiology, a physical assessment, incidence, lab & diagnostic methods and treatment modalities, and nursing care for adult with major illness such as respiratory disorders, cardiovascular disorders, reproductive disorders, renal and urinary disorders, and endocrine.

The role of the practical nurse in caring for aging clients both at home and health care facility is discussed through each system.

TERM III Vocational Nursing Practice in Wellness & Illness III

Term Description:

The main goal for term III is to offer the students theoretical knowledge and clinical experiences in medical surgical and other specialty area such as Maternity, and Pediatric.

New body systems will be introduced and anatomy and physiology will be included for each system. Maternal- Neonatal Nursing & Pediatric Nursing will provide student with the knowledge and skills needed to provide safe and effective care for clients in the maternity and pediatric units. Mental Health Nursing course will introduce the students to basic concepts related to mental health in wellness and illness. Integral to Term III is development of leadership and supervision knowledge and skills.

Course descriptions:

VN 300 Maternal- Neonatal Health: This course covers the following topics structure and function of the reproductive system, family planning, infertility, menopause, fetal development, maternal adaptation during pregnancy, prenatal care, labor process, pain management during labor, assisted delivery and cesarean birth, postpartum nursing care, newborn nursing care, pregnancy related complication, labor at risk, postpartum at risk, and newborn at risk.

VN 310 Pediatric Nursing: This course covers growth and development from infancy to adolescent, foundations of pediatric health care includes assessment of the child, care of hospitalized child, dying child, and nursing care for child with major illness such as sensory/neurological disorders, respiratory disorders, cardiovascular disorders, gastrointestinal disorders, endocrine disorders, genitourinary disorders, musculoskeletal disorders, integumentary disorders, communicable diseases, and psychosocial disorders.

VN320 The Medical Surgical Nursing II: this course will provide student with the knowledge and skills needed to provide safe and effective care for client with the following disorders: integumentary disorder, musculoskeletal disorder, gastrointestinal disorder, gallbladder, liver, biliary tract, or exocrine pancreatic disorder, visual or auditory disorder, neurological disorder, immune disorder, HIV/AIDS, and cancer.

VN330 Mental Health Nursing: This course covers legal and ethical issues, mental health concepts, therapeutic communication, crisis intervention, individual psychotherapy, group therapy, family therapy, psychopharmacology, electroconvulsive therapy, major mental disorders, and addressing the psychological aspects of care provided for physically ill client.

VN340 Leadership & Supervision: This course covers the following topics; overview of the health care system, the health care team, ethical issues in health care, legally responsible nursing practice, leadership skills and supervision skills.

VN 350 Senior Practicum: this course will provide student with clinical opportunity to provide safe and effective care for three clients include performing client assessment, administering medications, and utilizing the nursing process in providing comprehensive nursing skills as applied to the following systems: Obstetrics, Pediatrics, Integumentary, Musculoskeletal, Gastrointestinal, Sensory & Neurology, Immunology, & Oncology.

Medical Assistant Diploma

Program Objectives

The Medical Assistant Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Career Outcome

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller

Program Outline

Program Length: 32 Weeks, 20 Hours/Week
 8 Months
 720 Clock Hours/47.3 Credit Units

<u>Course Number</u>	<u>Course Title</u>					<u>Credit Units</u>
		Lecture	Lab	Extern	Total Clock Hours	Semester Credit Units
Module 001	Laws and ethics, and Human Behavior	40	40	00	80	6
Module 002	Pharmacology & Surgical Procedures	40	40	00	80	6
Module 003	Front office, Medical Insurance, & Bookkeeping	40	40	00	80	6
Module 004	EKG & Phlebotomy Cardiopulmonary and Electrocardiography	40	40	00	80	6

Module 005	Medical Office Lab	40	40	00	80	6
Module 006	Endocrinology, Obstetrics and Gynecology.	40	40	00	80	6
Module 007	Communication, & Clinical procedures	40	40	00	80	6
Module 00X	Externship			160	160	5.3
Total		280	280	160	720	47.3

Course Descriptions

**THEORY
HOURS/CREDITS**

**LAB
HOURS/CREDITS**

MODULE 011:	40	4	40	2
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Laws and ethics and Human Behavior

Module 001 covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

No prerequisites

MODULE 002:	40	4	40	2
Pharmacology & Surgical Procedures				

Module 002 stresses the importance of asepsis and sterile technique in today’s health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application.

No prerequisites

	THEORY HOURS/CREDITS	LAB HOURS/CREDITS
MODULE 003:	40 4	40 2

Front office, Medical Insurance, & Bookkeeping

Module 003 introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

No prerequisites

MODULE 004:	40 4	40 2
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EKG & Phlebotomy Cardiopulmonary and Electrocardiography

Module 004 examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A

cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

No prerequisites

MODULE 005:	40	4	40	2
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Medical Office Lab

Module 005 introduces microbiology and laboratory procedures commonly performed in a physician’s office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body’s immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

No prerequisites

	THEORY HOURS/CREDITS		LAB HOURS/CREDITS	
MODULE 006:	40	4	40	2

Endocrinology, Obstetrics and Gynecology.

Module 006 covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician’s office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

No prerequisites

MODULE 007:	40	4	40	2
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Communication & Clinical procedure

Module 007 emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

No prerequisites

**EXTERNSHIP
HOURS/CREDITS**

MODULE 00X:	160	5.3
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Medical Assisting Externship

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Prerequisite: finish Modules 001-007

Program Hours:	Lecture:	280 Clock Hours / 28 Credit Units	10 hours= 1 credit
	Lab:	280 Clock Hours / 14 Credit Units	20 hours= 1 credit
	Externship:	160 Clock Hours / 5.3 Credit Units	30 hours= 1 credit

Program Hours / Credit Units: 720 Clock Hours /47.3Credit Units

All modules are identified by numbers for simplification purposes, but students can start in the beginning of any module except for externship and the sequence does not necessarily need to be followed. Each module contains new and repetitive skills and can accommodate new students.

California Career Institute

Insert B: Staff and Faculty

Corporate President: Rafat Qahoush, RN, PhD.

Campus President: Abdelraheem Yosef, RN, PhD.

Director of Students Affairs: Marcus Tromp Ms. Ed.

Financial Aide Director: Lee

Students Account Clerk: Annie Tran

Admission & Placement Representative: Serey Kim.

Students Records: Suha Qreini.

Student Registration: Jennifer

Instructors

Nursing:

Rana Jaber, R.N., MSN

Randa Altaji, R. N., BSN

Marilyn Fulton, R. N., BSN

Muder Alkrisat, R.N., PhD

Edelwina Espino, R.N., BSN

May

Eva

Medical Assistant:

K. Zwahereh MD

Sara.....

Mo

California Career Institute

Insert C: Program length and Tuition 2012

Program	Program Length/months	Credit Units	Tuition	Books & Equipment (Non Refundable)	Total
VN program(FT/PT=full time/part time)	12FT/18PT	93	\$18000	\$1500	\$19500
\$75 Non Refundable application fee, STRF Non Refundable fee \$45					
Effective January first,2011					

Total Fees for Vocational Nursing Program is \$19620

California Career Institute

Main Campus Orange County

12141 Brookhurst St., Suite 101
Garden Grove, CA 92840
714-5397081

Axillary Classroom

3345 Wilshire Blvd., Suite 910
Los Angeles, CA 90010
213-2528908

www.ccinursing.com

714-5395959

The following program is offered at Orange County Campus:

Vocational Nursing Program

Published date: January 1st of 2012

1st edition

Effective January 1st 2012 through December 31st 2013

Accredited by 