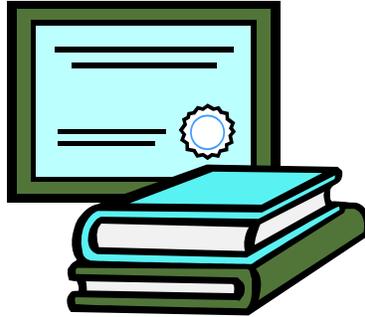


JEM COLLEGE

SCHOOL CATALOG



271 Ott Street, Suite 23
Corona, CA 92882-7102

Phone: (951) 549-0693
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www.jemcollege.com

This catalog is in effect from January 1, 2012 through December 31, 2012

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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.

New policies or procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice.

Addendums subsequent to catalog printing will be stapled to back page.

Revised Publication Date: July 1, 2012

INTRODUCTION

MISSION

To prepare students and to further competence through advanced training. The mission of this college is to provide classroom education along with practical application and to afford students an education that is updated in the most recent technical advancements

PHILOSOPHY

JEM College provides an atmosphere that is conducive to learning specific occupational trades. The faculty and staff at JEM College instill professionalism, a sense of pride and accomplishment in the students while in the classroom and during their externship.

PURPOSES AND OBJECTIVES

The education is intended for individuals who want to enter specific occupational fields. The expected outcome is for the students to become proficient in the skills required for their chosen occupations. This college maintains quality education, affording students a positive experience that will benefit them the remainder of their lives.

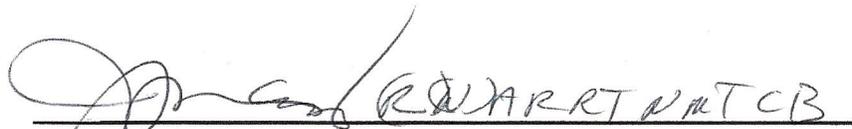
This College's Certificate Training Programs Are:

Medical Assistant	900 Hours / 59.5	Quarter Credits
X-ray Technician	1000 Hours / 48.0	Quarter Credits
X-ray Technician/Medical Assistant	1240 Hours / 68.5	Quarter Credits
Diagnostic Medical Ultrasound	1680 Hours / 93.0	Quarter Credits

** All X-ray Technician Programs Are Limited Permit.

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate, verifying the fact.

All information in the content of this catalog is current and correct and is so certified as true by:



Joseph A. Melanson, CRT (R)(N) ARRT, NMTCB - President

Students will be notified of any policies and procedures implemented by this college prior to issuance of the annual catalog. Additions or changes may be made consistent with applicable laws and regulations. JEM College reserves the right to change, without prior notice, any policy and procedures, tuition or fee, curricular requirements or any other information found within this catalog. However, JEM College will endeavor to assist all students to adapt to any necessary changes.

HISTORY OF JEM COLLEGE

JEM College, located at 271 Ott Street, Suite 23, Corona, California, was established January 2, 1996 as a branch of Central California School of Continuing Education, located in San Luis Obispo, California which started the first class in April 1989. Since its conception, the Corona campus has graduated students in fields of Medical Assisting, X-ray Technician, Combination Medical Assisting/X-ray Technician, and Diagnostic Medical Ultrasound. The Corona campus applied for accreditation as a main campus and was granted main campus status on August 6, 2006. The Corona Campus subsequently changed ownership hands on January 1, 2009 being purchased by JEM Educational Services, LLC – Joseph A. Melanson, CRT/President. Mr. Melanson founded the Corona campus and has been it's Director for the 13 years between 1996 and 2009. JEM College has graduated students in the field of X-ray Technician, X-ray Technician/Medical Assistant, Diagnostic Medical Ultrasound and Medical Assistant.

JEM College trains persons from this county and students who commute from outlying areas. The special characteristic of the college can be described as "caring." We care about the people we enroll and continue to keep in touch with our graduates. It has always been and will remain the ultimate objective of this college to graduate students who are true professionals in their attitudes, beliefs and actions.

No person shall, on the basis of race, color, religious beliefs, gender, national origin ethnicity, age, physical disabilities, veteran's status, sexual orientation, or marital status, be unlawfully subject to discrimination under any program or activity of JEM College.

OPERATING LOCATION, DATES AND HOURS

All Didactic and Laboratory classes are conducted at the college's physical facility which is located at 271 Ott St. Suite 23, Corona, CA 92882-7104. The Clinical components are conducted at medical facilities which have externship agreements with JEM College.

Courses are in session seven days a week, from 8:00a.m. to 10:00p.m. Entry dates are posted at the school. Registration and entry dates are approximately every four months for most programs. For additional information, please contact the school.

PHYSICAL FACILITIES

The facilities JEM College occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. The facility encompasses 3898 square feet. It consists of four safe, well-lighted classrooms with three adjoining staff offices, an X-ray lab room, darkroom, digital radiography equipment, medical assisting lab, ultrasound lab, library and front lobby. There are four rest-room facilities for student use. Ample parking is available and several restaurants are close by. There is equipment to simulate a medical office and medical radiography equipment is available. There are visual aids to simulate the human body, anatomical charts and skeletons.

The following is the college's policy regarding student ratio: all programs have a lab ratio of a maximum of 10:1 at a time, and a maximum of 20:1 for lecture session.

HOLIDAYS

This college observes Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the school closes for the Christmas Holiday Season, reopening after New Years Day.

GOVERNING BOARD

Joseph A. Melanson is the President, Director and Chief Fiscal Officer. Marie Elena Melanson is Vice President.

STUDENT SERVICE POLICIES

Student service policies can be found in the "Student Handbook" received upon registration. This handbook contains written statements of policies and procedures. Students are required to sign a receipt form attesting that they have read and understand the catalog and their student handbook.

STUDENT SERVICES

Housing: A list of surrounding motels is available to those students commuting from outlying counties. JEM College does not provide student housing. We have a list of referral services for affordable rentals posted on the bulletin board.

Remedial help: The college has available, upon special arrangement, remedial video tapes & DVDs for students requiring this service. Remedial is defined as those students who have kept current with class attendance and homework assignments, but need extra information to help them understand the material. A remedial student is someone who is making an effort to achieve the required 75% GPA, per module component but who, despite their efforts, falls short of the 75% GPA. There is no extra charge for this service. Remedial help is monitored by the Campus Director.

Tutorial help: Upon request the college can provide individualized tutorial help. Instructors are available for this service. However, there is an additional \$25 per hour charge. Tutorial help can be requested by any student no matter what their current "GPA"

Placement assistance: This college maintains an active placement service, posting known openings and assisting graduates in obtaining interviews. There is no charge to the student for this assistance. Graduates are presented a portfolio containing their certificates, academic transcripts and a professional resume. As a matter of legal ethics, no school can guarantee placement or starting salaries. However, this college performs a postgraduate survey and maintains verifiable records of initial employment. This information is published in our annual report entitled, "The Fact Sheet," providing up to date statistics related to graduation, state board results and other examination, employment and average entry-level salaries of our graduates for the previous calendar year.

Library facilities: This college has sufficient resources to support library assignments given to students by the instructors and for research purposes. JEM College also subscribes to periodicals that bring up-to-date information to the students and Internet access for research. There are other resource libraries available within the immediate area.

Insurance: The school provides malpractice insurance for programs requiring externship.

ADVISING

Testing Service: Applicants who do not have a high school diploma, GED or equivalent are encouraged to obtain a diploma or equivalency for enrollment. We recommend applicants contact the following source for information on California School Proficiency Examinations: web: www.chspe.net, by telephone: (866) 342-4773 (toll free) or Corona Adult School (951) 736-3325

Applicants are requested to write a paragraph regarding their desire to enter a successfully complete the program. It is the opinion of the staff that the success of the student is proportional to his/her desires to complete a program.

Counseling Referral: Referral services are available to all students. A list of social service agencies and other professional counseling sources are found in the Student Hand Book for students who need a licensed, credentialed, professional counselor for their specific problems or concerns.

Financial Planning: Budget and personal financial planning concerns are addressed by this office.

Documentation: All advising sessions provided by school personnel are documented and retained in the student's file. This information includes, but is not limited to, the time and place of the advising session.

Additional Services: A list of housing availability and social service contact phone numbers are listed in the student handbook. Joseph A. Melanson, Director, conducts academic advisement if needed.

Retention of Records: All students' permanent educational files and financial records are securely maintained and protected against fire, vandalism and other perils. Records are kept indefinitely. Students may submit a written request for copies of documents/materials in their school file. The college has thirty days after receipt of the written request to provide the student with the requested materials.

Status Reports or Routine Evaluations: Students are given written status reports on their progress, including grades to date and number of absences. Each instructor is responsible for his student's progress reports. A copy of this report is maintained in the student's permanent file.

Transcripts: Permanent transcripts are maintained for each student and are given to the student upon completion of training or upon request. The student is presented with a transcript upon graduation. There is a \$10 charge for each additional transcript requested. Transcript request forms can be obtained from the director of education or campus manager.

ACCREDITATION & AUTHORIZATIONS

The following state boards, bureaus, departments or agencies set minimum standards for our programs of study:

JEM College is accredited by the Accrediting Commission of Career Schools and College (ACCSC). The ACCSC code for this school is: 070204.

All x-ray technician programs are separately approved by the California Department of Public Health, Radiological Health Branch – Certification Unit (CDPH-RHB). The CDPH-RHB school number for this school is: 1134

JEM College, as Central California School of Continuing Education, located at 271 Ott Street, #23, Corona, California is a private institution. JEM College was granted approval from the Bureau for Private Postsecondary Education (BPPE) to operate in the State of California. Application for a name change from Central California School of Continuing Education to JEM College has been made to the Bureau for Private Postsecondary Education (BPPE). The BPPE school code for this school, regardless of name, is: #3302761

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400. Sacramento Ca 95833 (www.bppe.ca.gov) P(916)431-6959 F(916)263-1897

ADMINISTRATIVE AND BUSINESS OFFICE

The administrative staff consists of Joseph A. Melanson, CRT and Marie Melanson. Mr. Melanson has prior school administrative experience having previously been the Director of three private vocational colleges in California. Mr. Melanson is in charge of the overall business operations of JEM College and all fiscal operations. Marie Melanson oversees the day-to-day operation of the college business office.

ADMISSIONS AND REGISTRAR

Marie Melanson is in charge of enrollment, maintaining attendance records and assisting the campus manager in a secretarial capacity.

FACULTY

The faculty consists of professionals whose primary goal is to instruct and guide students in their area of expertise. Our instructors are actively involved with the students and the externship sites.

Joseph A. Melanson, CRT, (R)(N), ARRT, NMTCB, is the director of Education and of the X-ray Technician Program. Mr. Melanson's combined experience as director of Radiology Technology Programs, Instructor and Hospital Administrator equals 39 years. Mr. Melanson also teaches part-time in the X-ray Technician Program.

Linda Ortega, CRT, ARRT (R)(CV), teaches the X-ray Technician Program and serves as the Clinical Coordinator. Ms. Ortega has twenty plus years experience in the medical field as a Certified Radiologic Technologist, which includes hospital administrative and managerial experience, in addition to her duties at this college.

Thomas Crosby, B.A., XT / MA is the Clinical Coordinator and teaches in both X-ray Technician and Medical Assisting subject matter. Mr. Crosby has 13 years experience in the x-ray & medical assisting fields. He is also a Combat Medic / Healthcare Specialist with the California Army National Guard. Additionally, he is a CPR certified instructor as well as a currently practicing X-ray Technician and Medical Assistant

Candice Hight is the instructor for the Diagnostic Medical Ultrasound Program. Ms. Hight has fourteen years in the medical field, ten of which were in medical imaging.

Rognean Strause, M.A., XT, teaches sections of the Medical Assistant/X-ray Technician Programs at the Corona Campus. Ms. Strause has twenty-five years experience in the medical field as a medical assistant and x-ray technician. In addition to working at this college, she is also employed as a clinical medical assistant and x-ray technician supervisor for a medical center.

Pam Goddard, NCMA, NCPT, CPR certified instructor, teaches the Medical Assisting Program (front and back office) and CPR. Ms. Goddard is the clinical coordinator for all medical assisting students. Ms. Goddard completed her training in 1985 and has been teaching since 1993. Her clinical related experience has been in allergy and asthma, internal medicine and urgent care.

ADMISSION REQUIREMENTS

- ❖ Age 17 or older.
- ❖ Attend this college's orientation
- ❖ High school diploma, High School Equivalency or GED. (The College requires all students to take and pass the Wonderlic Scholastic Level Exam)
The College does not admit by means of Ability to Benefit (ATB)
- ❖ Persons admitted from foreign countries must have a valid student visa or proof of eligible noncitizen status.
- ❖ A tuberculosis screening result must be provided at registration/admission.
- ❖ Healthcare program applicants must provide proof of hepatitis series B and updated childhood immunization records or complete and sign an exemption waiver. The school strongly suggests completing the vaccination series.
- ❖ Satisfy prerequisites for programs (if applicable) prior to enrolling.

ADMISSION PROCEDURES

- ❖ Attend an orientation.
- ❖ Make an appointment with the financial/business office to make financial arrangements.
- ❖ Consideration of transferable credit for prior education or work experience must be accompanied by an official transcript or other documentation.
- ❖ Register: Complete an enrollment agreement/contract and registration documents prior to starting class.

FINANCIAL PAYMENT ARRANGEMENTS

The following options are available for payment of training costs and related fees:

- ❖ Payment of the total amount at the beginning of the program.
- ❖ A payment schedule not to exceed the length of the chosen program and to run concurrently with the enrollment period. There is a 7% interest charge by the college.
- ❖ Any payment arrangements, others than those noted above, are to be discussed with the College Director.
- ❖ Failure to remit payments as scheduled will result in suspension until the student's account is current. Any payment more than thirty (30) days past due will result in the student being placed on probation. Any payment more than sixty (60) days past due will result in the student being terminated. All financial obligations must be met prior to the release of completion documents and/or transcripts.

STATE OF CALIFORNIA TUITION RECOVERY FUND

The California Bureau of Private Postsecondary Education (BPPE) requires that, upon a student's enrollment, a fee be assessed the institution in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30 day period before the institution's closure. The fund protects only California students. Institutional participation is mandatory. It is important that enrollees retain a copy of any enrollment agreement, contract or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF or if no notice of rights is served to the student, within four years of institution's closure. If a student is not a resident of the state of California, he/she is not eligible for protection under the "Student Tuition Recovery Fund."

ATTENDANCE AND TARDINESS

Students are expected to attend all scheduled class sessions and clinical assignments. Students are expected to arrive on time. The minimum acceptable standard to ensue reasonable progress is 85% attendance. It is required that students report, by telephone, to the college on the day of the absence. If the absence involves the student's clinical assignment, the student must also contact the clinical site. However, all absences and tardiness count toward excessive absenteeism. Absences may be excused for childbirth, documented illness or death in the immediate family or other emergency situations acceptable to the director and/or administrator. Students who enter class sessions 15 minutes after it has begun or who leave early will be counted a tardy. Any combination of four late arrivals or early departures, leaving 15 minutes early from class during a 30-day period will equal one absence. Students must maintain 85% attendance during any 12-week period. If absences exceed 15%, the student will be placed on probation for the ensuing 30 days. Failure to improve attendance, during this 30-day probation period, will result in termination from the program. Students may reference reinstatement section of his catalog. Excused and unexcused absences are not distinguished for the purpose of computing the maximum number of absences allowed. Attendance will be monitored by classroom/lab sign-in sheets and clinical time sheets.

LEAVES OF ABSENCE

A leave of absence period may not exceed 180 days within any 12-month period. A student may be granted more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

GRADING SYSTEM FOR CERTIFICATE OF COMPLETION

The student must maintain a GPA of 75% or above throughout the entire training period, meaning at 25%, 50%, 75% and 100% of their training period and satisfy clinical and/or other requirements to successfully complete the program. Reference each program for specific requirements.

SATISFACTORY PROGRESS POLICY/GRADING SYSTEM:

1. 100% to 90% = A (4.0)
2. 89% to 80% = B (3.0)
3. 79% to 75% = C (2.0)
4. 74% to 70% = D (1.0) Unsatisfactory
5. Below 70% = F (Failing)

If a student's GPA falls below the acceptable percentile (GPA Of 75%), for a calendar month, the student will be placed on academic probation and notified in writing. During the probation period, the student will receive special advisement from the school director and/or administrator. The student must then achieve and maintain satisfactory academic progress during this probationary period. Failure to meet the terms of probation will result in termination. Each course is arranged in modular components. Students failing two consecutive components will be placed on probation. Failure to improve during the next modular component within the probationary period will result in the student's termination from the program. Maximum time frame for completion of training is 1½ times the length of the program.

INCOMPLETE GRADE

Students have 30 days after the incomplete grade is entered in their student grade database to complete the necessary work. Failure to comply with the instructor and/or director of education during this time frame will result in a failure (below 75% GPA, for that particular component, pending other grades taken into account).

FULFILLING EXAMINATION REQUIREMENTS

Students have two weeks from their last regularly scheduled class date to complete all final course exams for the program. Non-completion of the final course exams will result in a zero grade and will be calculated into the final grade point average.

MAKE UP WORK

The college policy on make-up work is base on the following:

1. The instructor may assign make-up work and the assignment grade will be averaged with the grade for the modular component.
2. Make up work is considered and assigned for special circumstances. The college does not encourage make-up work in lieu of completing required assignments.
3. This college allows make-up work on a maximum of two modules. Additional make-up work assignments are accepted only after a special advisement session with the chief academic officer, student and instructor.

REPEATING PROGRAM COMPONENTS

Students, who want to repeat a particular component within a program because they received a failing grade on that section, may do so with the consideration of space available. There is an additional charge for the hours of that particular component, and the additional charge is calculated at the current didactic tuition fee. The grade received for repeating this program section would replace the previous grade.

PROBATION POLICY

A student may be placed on a thirty (30) day probation for the following reasons:

- 1) Failure to maintain academic standards
- 2) Failure to maintain attendance standards
- 3) Failure to follow college policies regarding clinical externship
- 4) Issues involving conduct as noted in the student conduct policy

During the 30 day probation period the student must rectify the issue which resulted in probation. Failure to meet the conditions of probation may lead to a 30 day suspension from the program or termination from the program.

STUDENT CONDUCT POLICY/SCOPE OF APPLICATION

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur. All students are expected to conduct themselves in an acceptable manner while on campus and when representing JEM College in any off-campus activity. Each student has the responsibility to be aware of the college regulations. Conduct unbecoming the college and students will not be tolerated. The school administrator or director may dismiss a student from the college for incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at the college, disruption of classroom activity, disrespectful behavior to other students or staff and any other stated determined infraction of conduct. Misconduct for which student is subject to discipline fall into the following categories:

- Dishonesty, including but not limited to, cheating or knowingly furnishing false information to the college.
- Forgery, alteration or misuse of college documents.
- Unreasonable disrupting, obstructing or interfering with teaching, administrative, disciplinary or any other functions or activities of the college.
- Physical abuse, threat or assault of any person on college occupied or controlled property or conduct which threatens or endangers the health or safety of any such person.
- Theft or damage to property belonging to the college, a student or visitor.
- Unauthorized entry into or occupancy of the college facility.
- Unauthorized possession or use of any property or equipment belonging to the college.
- Violation of college policies or regulations, including but not limited to, the time, place and manner of public expression.
- Disorderly conduct or lewd, indecent or obscene conduct or expression.
- Failure to comply with directions of school officials in the performance of their duties.
- Possession or use of drugs, narcotics, alcoholic beverages and other controlled substances.
- Any act which is defined as a felony or misdemeanor under the laws of the State of California.
- Termination policy also includes those issues stated elsewhere within this catalog.
- Failure to pass the required drug test the second time is cause for dismissal from the college.

TERMINATION POLICY

- Failure to adhere to “student conduct policy” stated above will result in termination without the possibility of re-entering.
- Failure to achieve and maintain academic progress, i.e., the terms and conditions of academic probation will result in termination.
- Failure to achieve and maintain the minimum acceptable rate of attendance, i.e., the terms and conditions of attendance probation will result in termination.
- Failure to meet financial obligations within the designated time period.

REINSTATEMENT PROCEDURES

Students who wish to re-enter, must first wait *90 days* from the date of their drop, reapply by completing new registration documents. **The College is not obligated to re-enroll students who have withdrawn or whose enrollment has been terminated.** Re-admitted/reinstated students will be enrolled at the beginning of the program.

STUDENT GRIEVANCE APPEALS POLICY AND PROCEDURE

Students seeking to resolve problems or complaints should follow the procedures listed below:

1. Submit a written complaint to the primary instructor.
2. If the problem/grievance is not resolved within fourteen (14) days, submit the written complaint to the Program Director.
3. Complaints not resolved within fourteen (14) days, should be submitted to the Director of Education.
4. If not resolved within fourteen (14) days, unresolved complaints should be submitted to the Administrator.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (P (916) 431-6959 F (916) 263-1897) or on the web at www.bppe.ca.gov/students. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number (800) 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).

Schools accredited by the Accrediting Commission of Career Schools and College must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with permission from the complainants(s) for the commission to forward a copy of the complaint to the school for a response. The complainants(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquires to: Accrediting Commission of Career Schools and Colleges; 2101 Wilson Blvd., #302, Arlington, VA. 22201, 703-247-4212. A copy of the complaint form is available at the school and may be obtained by contacting the director. The school maintains a complete record of all written student complaints for the last three years.

DEFINITION OF CLOCK HOUR TO QUARTER CREDIT HOUR CONVERSION

The following formula is used to convert the program Clock Hours to Quarter Credit Hours:

QUARTER CREDIT HOURS:

- One quarter credit hour for at least ten hours of classroom contact; or
- One quarter credit hour for at least 20 hours of supervised laboratory/shop instruction; or
- One quarter credit hour for at least 20 hours of documented independent study activities; or
- One quarter credit hour for not fewer than 30 hours of externship/internship or work-related experience.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at JEM College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program 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 JEM College to determine if your credits or a certificate) will transfer.

JEM College has not entered into any articulation or transfer agreements with any other college or university.

TRANSFER OF CREDITS TO JEM COLLEGE

Consideration is on a case-by-case basis and determined by the administrator / director of education. Transferable credits depend on the requirements and prerequisites of the individual program. Specific transferable credit would need to be documented. Transferable credits will be considered provided that the hours meet or exceed the hours of JEM Colleges program. No externship credits, performed at another institution, will be accepted. Transferring credit from one program to another program is allowable. Documentation from prior program is required. Additionally, each potential student who wishes to transfer credit from a similar program at another institution will need to take and pass a challenge examination in that subject matter. With regards to the X-ray Technician specific programs the possession of a current California X-ray Technician Limited Permit will be grounds to accept all previous x-ray course work done at another institution without a challenge examination.

COMPARABLE PROGRAMS

Students can request information on comparable program length, tuition, and fees from accreditation commission by writing or calling Accrediting Commission of Career Schools and Colleges (ACCSC). 2101 Wilson Blvd., #302, Arlington, VA 22201, (703)-247-4212.

CANCELLATION, REFUND SETTLEMENT POLICY

This same information appears in the school's enrollment agreement.

Tuition Refund Policies:

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. The college shall remit a refund, less the \$75 registration fee, in accordance with the BPPE regulations within thirty (30) days following the withdrawal, termination or expulsion.

The buyer/student may cancel this contract prior to the start of classes. The buyer/student has the right to cancel this contract for college without any penalty or obligation within five (5) business days from the date of the first class attended. Any payment made on your behalf will be returned to the payee within thirty (30) days following the college's receipt of the buyer's written, dated and signed cancellation notice. To cancel the contract for college, the buyer/student must mail or deliver signed and written notification to the college at the below address NOT LATER THAN MIDNIGHT of the fifth business day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. You may cancel this enrollment agreement and receive a refund by providing written notice to Joseph A. Melanson, Campus Director, JEM College, 271 Ott Street, Suite 23, Corona, CA 92882-7104.

The student will be deemed by the college to have withdrawn from the course of instruction when any of the following occurs: 1) The student notifies the college of withdrawal or of the date of the Student's withdrawal, whichever is later; (2) The college terminates the student's enrollment; (3) The student fails to attend classes for a three-week period. For the purpose of the Withdrawal Calculation, the date of the Student's withdrawal will be deemed to be the last date of recorded attendance. Students wishing to cancel their enrollment must notify the Administrator in writing. The effective date of cancellation is the date the notice is postmarked or handed to an authorized college administrative officer. Tuition refund policies also apply to any student who may be terminated from the program by the administration. For a student withdrawing from a quarter credit hour program, the "percentage of quarter credits completed is determined by dividing the total number of quarter credits completed by the total quarter credits in the program. In the case of clinical externship the quarter credits completed will be determined by a ratio of hours completed to hours required by externship. This ratio will be used to prorate the clinical externship quarter credits completed. (See example below)

Example: A student is enrolled in a program that is 60 quarter credit hours and withdraws after completing 30 quarter credit hours. The total institutional charges are \$7500. The college received \$4000 of \$7500 Payments. The refund would be calculated as follows:

1. 30 quarter credit hours completed divided by 60 quarter credit hours in the program = 50%.The college has earned 50% (\$3750) of \$7500 total cost of program
2. \$4000 (amount funds received) - \$3750 (amount school earned) = \$250 refunded to the funding agency or person.

Refunds for students not participating in outside funding programs will be calculated identically to the example above. Refunds for students not receiving outside funding will also be based on the percentage of the credit units completed.

Unpaid intutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

Refund Proceeds: If all or a portion of the tuition was paid from the proceeds of a student loan, the refund shall be sent to the lender, or, if applicable, to the private agency, State or Federal agency that guaranteed or reinsured the loan. The order of priority is regulated. Any amount of the refund in excess of the unpaid balance of the tuition will be first used to repay any outside funding agency from which the student received any benefits, in proportion to the amount of the benefits received. Any remaining amount will be made to him/her. If another funding source has paid monies to the School, the refund will be made to that source. Only with written permission from the above-mentioned source will the refund be made to the student

The college shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to which the refund was sent. Notification will be mailed to the Student within ten days of such refund. (End of Cancellation and Refund Policy).

CAMPUS SECURITY

JEM College is dedicated to providing its students and staff a safe working and learning environment. The school parking lot is well illuminated and is patrolled by the Corona Police Department. Students enrolled in evening classes are encouraged to leave in groups. There have been no incidents of criminal activity in the history of JEM College.

PROHIBITION OF SEXUAL HARASSMENT

It is the policy of JEM College that the School shall maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Students should be aware that JEM College is concerned and will take action to eliminate sexual harassment. Sexual harassment is subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. (Refer to Student handbook Policy)

Lectures: These are conducted in the English language. JEM College does not provide “English as a Second Language” programs.

Drug test: All students are required to take a drug test. This test is requested and arranged with a local medical clinic. After the student enrolls, the test is randomly scheduled and the student is notified. If a student does not pass, they are again randomly tested within the next 30 days. There is an additional \$50 charge for the second test. Failure to pass the second time will result in being dropped from school. Throughout their training, at the discretion of the School Administrator, students may be subject to an additional drug test at no cost to the student. Failure to pass this additional drug test will result in termination.

**MEDICAL ASSISTANT
Program Description
Dot Code: 079.367.101**

Educational objective: To train students in acquiring skills and competence in back office procedures, including injection, electrocardiograph, venipuncture, physical therapy and front office business procedure. Upon completion of the training, students will be qualified to assume entry-level positions as medical assistants in positions of clinical assisting, and business office duties. The student will also be eligible to sit for the National Medical Assistant Certification Examination.

Medical Assisting Introduction:

48 Hours / 3.5 QC

(28 classroom hours / 20 lab hours)

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection Control and Physical Examinations. Upon completion the students will know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, covered are taking vital signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

Medical Terminology

190 Hours / 15.0 QC

(110 classroom hours / 80 lab hours)

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to the body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Medical Terminology is also combined with each modular component as it relates to a medical specialty or specific procedure. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

Anatomy and Physiology

170 Hours / 13.0 QC

(90 classroom hours / 80 lab hours)

This course consists of identification of anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

Electrocardiography**20 Hours / 1.5 QC**

(10 classroom hours / 10 lab hours)

This course consists of the theory and practical application of Electrocardiogram studies. Upon completion the student will be able to correctly operate an EKG machine and be able to connect the appropriate leads to the patient. The student will be able to correctly record and mount the EKG strip for interpretation by the physician. The student will have working knowledge of the function of the heart and its relationship to EKG recordings. Quality control of equipment operation and quality assurance of patient care is emphasized throughout this module.

Office Emergencies, Medical Law and Ethics, Nutrition**15 Hours / 1.0 QC**

(5 classroom hours / 10 lab hours)

This course consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR and have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

Pharmacology and Injections**55 Hours / 3.5 QC**

(15 classroom hours / 40 lab hours)

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intradermal and intramuscularly injections. Drug schedules and classifications are also included in this module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

Medical Laboratory Procedures, Venipuncture, Urinalysis**47 Hours / 3.5 QC**

(27 classroom hours / 20 lab hours)

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentation. Rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

Medical Records and Transcribing**25 Hours / 1.5 QC**

(5 classroom hours / 20 lab hours)

This unit consists of theory and practical application of entry into patient medical records. Upon completion, the student will be able to make entries and correct any erroneous entries in the medical records. The student will know what is included within the medical record and the importance of confidentiality. The student will have a working knowledge of transcribing verbal reports into a medical report. Quality control and quality assurance is emphasized throughout.

Medical Insurance Processing, Medical Diagnostic Codes**100 Hours / 8.0 QC**

(60 classroom hours / 40 lab hours)

This unit consists of theory and practical application of insurance coding for the medical practice. ICD-9-CM codes are taught and CPT Codes are introduced. Upon completion of this unit, the student will have a working knowledge of universal disease, condition, situation codes and codes used for procedures performed in the medical office. The student will be able to combine the correct IDC-9-CM Code and the CPT code for billing insurance companies for treatment received. Quality Control is emphasized within this component.

Medical Bookkeeping**50 Hours / 3.0 QC**

(10 classroom hours / 40 lab hours)

This course consists of theory and practical application of bookkeeping systems used by medical facilities. Upon completion, the student will have practical application knowledge of bookkeeping methods. The student will be able to make entries of charges for treatments performed; payments received and calculate accounts receivable totals. The student will also be able to reconcile the day sheet and ledger. Quality control is emphasized throughout.

Medical Assisting Externship**180 Hours / 6.0 QC**

This consists of practical application to patient care within a health care facility. The student will complete 180 hours in a health care facility performing duties that have been learned and performed during his/her didactic training. Quality assurance and quality control are emphasized by this externship.

Training is conducted Monday through Saturday. The student serves externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training can be individualized to meet the needs of the student and facility. For detailed information, refer to schedule posted on bulletin board.

Certificate Requirements: Completing the academic and skill competency with a minimum of 75% GPA and completing the required hours of externship.

Certificate awarded for completion of Medical Assisting Program and an additional certificate awarded for "Venipuncture" upon completion of the program

Equipment list for Medical Assistant Program:

During training students have access to EKG machines, centrifuges for urinalysis and blood work including Hematocrit, venipuncture training arms, and fully equipped patient treatment simulation rooms. Computers are available for business office training.

Total Program Hours:	900 Hours
Total Quarter Credits:	59.5 Quarter Credits
Length of Program:	9 Months (36 Weeks) (180 days)
Maximum time for completion:	1 ½ x 9 months = 13 ½ Months (54 Weeks)

Course fees: Reference Fee Schedule

**X-RAY TECHNICIAN
Program Description
Dot Code: 199.361.010**

Educational Objective: To train students to acquire satisfactory skill and demonstrate competence in radiographic examinations to be performed within the scope of the X-ray Technician categories of Chest, Extremities, and Torso-skeletal anatomical areas of the body. Upon successful completion of the program, graduate will be eligible to sit for the California Department of Public Health, Radiation Health Branch - Certification Examinations for X-ray Technician. Upon passage of the examination the graduate will be eligible for an entry-level position as an X-ray Technician in a health care facility.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess a authorization issued by the Department as required of anyone who actuates or energizes x-ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-ray School in California and take, and pass, an examination administered by the Department.

Prerequisite: Student enrolling only in the x-ray technician programs must have prior work experience or training in health occupations, i.e., medical assisting, chiropractic assisting, licensed vocational nurse, registered nurse, orthopedic technician or physician's assistant. Documentation of the appropriate credentials is required for registration in this program. If the person has no prior health care occupation history in one of the listed professions, he or she must enroll in The X-ray Technician/Medical Assistant Program.

Anatomy and Physiology (General Overview)

10 Hours / 1.0 QC

This course will provide the student with a general overview of human anatomy. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation. Each of the body's systems will be presented to include organs involved, physiology of each system and systems interrelations with other systems.

Chest Radiography

15 Hours / 1.5 QC

This course will provide the student with the knowledge of the structure and function of the respiratory and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed.

Extremity Radiography

25 Hours / 2.5 QC

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and relate terminology are discussed.

Torso-skeletal Radiography

30 Hours / 3.0 QC

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified.

General Radiography Laboratory**10 Hours / 0.5 QC**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of general radiography learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection Laboratory**15 Hours / 0.75 QC**

During the hands-on course, the student will perform controlled radiographic lab assignments to demonstrate and reinforce the concepts of radiation protection learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety**50 Hours / 5.0 QC**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radiobiology and the effects of radiation are discussed. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments.

Radiological Physics**15 Hours / 1.5 QC**

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

X-ray Technical Factors**15 Hours / 1.5 QC**

This course will provide the student with knowledge of the technical factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is presented.

Equipment Operation and Care**10 Hours / 1.0 QC**

Presented in this course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components of x-ray technical factors and radiographic quality is presented. Equipment care and quality assurance control are discussed.

Darkroom and Film processing**10 Hours / 1.0 QC**

This course will provide the student with the knowledge to process radiographic film. Manual and automatic film processing are presented and explained. Requirements for the processing area are identified. Processor quality assurance/control is discussed.

Medical Terminology**15 Hours / 1.5 QC**

This course will provide the student with the elements of medical terminology. Specific medical/radiographic terminology is presented.

Medical Ethics**5 Hours / 0.5 QC**

This course will provide the student with the knowledge of ethical legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented.

Nursing Procedures**10 Hours / 1.0 QC**

This course will provide the student with methodologies of patient care. Routine and emergency nursing procedures are discussed.

Film Critique**5 Hours / 0.5 QC**

This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Digital Radiography**20 Hours / 2.0 QC**

This course will provide the student with the basic knowledge of Digital Radiography to include CR&DR. The information presented will be basic computer information, the differences between film radiography and digital radiography. Specific to Digital Radiography will be Detective Quantum Efficiency, Digital Receptors, Dynamic Range vs. Latitude, Image Acquisition Issues, Exposure Index, Histogram Analysis, QA and Maintenance Issues.

Clinical Externship**740 Hours / 24 QC**

This course involves externship in a medical radiographic setting allowing the student practical experience working with real patient situations that involve exposures of the chest, torso-skeletal, and extremities.

Radiologic Health Branch Requirement to sit for State Board Examination (per category):

Chest:	100 Radiographic Studies
Extremities:	100 Radiographic Studies
Torso-skeletal:	200 Radiographic studies

Certificate verifying completion of required number of procedures is necessary to sit for state board exams.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High-quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room (darkroom) with processor, appropriate safelight and identification printer are utilized as well as two CR units. In addition there are varieties of radiographic phantoms utilized for positioning and exposure purposes.

Training is conducted Monday through Saturday. The student serves externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training can vary by facility. For detailed information, refer to schedule posted on bulletin board.

Certificate(s) received: Program Completion for X-ray Technician and certificate for required number of procedures per permit.

Certificate requirements: Satisfactorily complete academic portion with no less than 75% G.P.A. and fulfill clinical requirements.

Total Program Hours: 1000 Hours

Total Quarter Credits: 48.0 Quarter Credits

Length of Program: 9 Months (36 Weeks) (180 days)

Maximum time for completion: $1 \frac{1}{2} \times 9 \text{ months} = 13 \frac{1}{2} \text{ Months (54 Weeks)}$

Program Fee: Reference Fee Schedule

X-RAY TECHNICIAN/MEDICAL ASSISTANT
Program Description
Dot Codes: 079.367.010 and 199.361.010

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in Radiographic examinations to be performed under the scope of the permits of Chest, Torso-skeletal, Extremities categories and to train students to acquire satisfactory medical assisting skills, and demonstrate competence of clinical skills in injections, venipuncture and electrocardiography. Upon successful completion, the student will be qualified to assume an entry-level position of an X-ray Technician/Medical Assistant in a health care facility. The student will be eligible: (1) to sit for National Medical Assistant Certification Examination and, (2) to sit for the examination administered by California Department of Public Health, Radiation Health Branch - Certification Examinations for X-ray Technician.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess a authorization issued by the Department as required of anyone who actuates or energizes x-ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-ray School in California and take, and pass, an examination administered by the Department.

Clinical Medical Assisting:

250 Hours / 21.0 QC

(170 classroom hours / 80 lab hours)

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection control and Physical Examinations. Upon completion the students will be prepared for externship and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, other topics covered are taking vitals signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

Medical Terminology

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

Anatomy and Physiology

This course consists of identification of anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion, the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

Office Emergencies, Medical Law and Ethics

This course consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

Pharmacology and Injections

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intra-dermal and intra-muscular injections. Drug schedules and classifications are also included in the module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

Medical Laboratory Procedures, Venipuncture, Urinalysis, EKG

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentary rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

X-ray Technician

Anatomy and physiology (General Overview for X-ray Technicians)

10 Hours / 1.0 QC

This course will provide the student with a general overview of human anatomy. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineations. Each of the body's systems will be presented to include organs involved, physiology of each system and systems interrelations with other systems.

Chest Radiography**15 Hours / 1.5 QC**

This course will provide the student with the knowledge of the structure and function of the respiratory and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed.

Extremity Radiography**25 Hours / 2.5 QC**

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and related terminology are discussed.

Torso-skeletal Radiography**30 Hours / 3.0 QC**

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified.

General Radiography Laboratory**10 Hours / 0.5 QC**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and re-enforce the concepts of general radiography learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection Laboratory**15 Hours / 0.75 QC**

During this hands-on course, the student will perform controlled radiographic lab assignments to demonstrate and re-enforce the concepts of radiation protection learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety**50 Hours / 5.0 QC**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radiobiology and the effects of radiation are discussed. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments.

Radiological Physics**15 Hours / 1.5 QC**

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

X-ray Technical Factors**15 Hours / 1.5 QC**

This course will provide the student with knowledge of the technical factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is presented.

Equipment Operation and Care**10 Hours / 1.0 QC**

Presented in this course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components on x-ray technical factors and radiographic quality is presented. Equipment care and quality assurance control are discussed.

Darkroom and Film Processing**10 Hours / 1.0 QC**

This course will provide the student with the knowledge to process radiographic film. Manual and automatic film processing are presented and explained. Requirements for the processing are identified. Processor quality assurance/control is discussed.

Medical Terminology for X-ray Technicians**5 Hours / .5 QC**

This course will provide the student with the elements of medical terminology. Specific medical/radiographic terminology is presented.

Medical Ethics for X-ray Technicians**1 Hours / .1 QC**

This course will provide the student with the knowledge of ethical and legal practice in the medical profession. The ethical and legal responsibilities of the X-ray Technician relative to health care delivery are presented.

Nursing Procedures for X-ray Technicians**4 Hours / .4 QC**

This course will provide the student with methodologies of patient care. Routine and emergency nursing procedures are discussed.

Film Critique**5 Hours / .5 QC**

This course will provide the student with the knowledge and skills necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Digital Radiography**20 Hours / 2.0 QC**

This course will provide the student with the basic knowledge of Digital Radiography to include CR&DR. The information presented will be basic computer information, the differences between film radiography and digital radiography. Specific to Digital Radiography will be Detective Quantum Efficiency, Digital Receptors, Dynamic Range vs. Latitude, Image Acquisition Issues, Exposure Index, Histogram Analysis, QA and Maintenance Issues.

Clinical Externship:

750 Hours / 25.0 QC

This consists of practical application to patient care within a health care facility. The student will perform duties that have been learned during his/her didactic training. This course also involves externship in both a medical assisting setting and a radiographic setting allowing the student practical experience working with real patient situations that involve exposures of the chest, torso-skeletal, and extremities. (Reference Radiologic Health Branch requirements below). Quality assurance and quality control are emphasized by this externship training.

Radiologic Health Branch Requirement: to sit for State Board Examination (per category):

Chest	100 Radiographic Studies
Extremities	100 Radiographic Studies
Torso-skeletal	200 Radiographic Studies

Certification verifying completion of required number of procedures is necessary to sit for the State board examination.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High-quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room (darkroom) with processor, appropriate safelight and identification printer are utilized as well as two CR units. In addition, there are radiographic phantoms utilized for positioning and exposure purposes.

During training students also have access to EKG machines centrifuges and blood work including Hematocrit, venipuncture-training arms and fully equipped patient treatment simulation rooms.

Training is conducted Monday through Saturday. The student serves externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training vary by facility. For detailed information, refer to schedule posted on bulletin board.

Certification Requirements: Satisfactorily completed the academic and competency portions with no less than 75% a GPA and complete the total externship hours.

Certificate(s) received: Program Completion for X-ray Technician/Medical Assistant certificate required number of procedures per permit and proficiency certificate awarded for "Venipuncture: *upon completion of the program.*"

Total Program Hours: 1240 Hours

Total Quarter Credits: 68.5 Quarter Credits

Program Length: 12 Months (50 weeks) (250 days)

Maximum completion time: 1 1/2 X 12 months = 18 Months (75 weeks)

Program Fee: Reference fee Schedule

DIAGNOSTIC MEDICAL ULTRASOUND
Program Description
Dot Code: 078.364.010

Educational Objective: To provide the didactic and scanning skills needed to enable the student to perform the duties and responsibilities of an entry-level diagnostic medical ultrasound technician in general abdominal and ob/gyn ultrasound. The graduate should assume a responsible position as a medical sonographer and a member of the health care team in imaging centers, private physician's offices, industry and government service. Upon graduation, the student will be qualified as an entry-level Diagnostic Medical Ultrasound Technician.

Prerequisite (one of the following): a) Must possess a Bachelor Degree (any major), foreign degree equivalent to a Bachelor's degree in the U.S. or Canada or b) be a graduate of a two-year allied health education program that is patient care related or c) approval of the School Director for unique situations which must be discussed directly with the Director.

Prior Allied Health Background: Persons with a comparable allied health background may challenge the exams, (both written and practical) within the Health Care Introduction portion of the course. If successful, the person will be granted the time and would not need to attend classes for the Health Care Introduction portion or submit an acceptable transcript. The tuition charge for the program would remain the same.

Introduction to Ultrasound

20 Hours / 2.0 QC

This course is an overview of the theory of how ultrasound works and includes basic terminology and image recognition pertaining to the mechanics of imaging techniques. Included in this section is an overview of patient positioning, presentation of patients and images, reference planes, labeling, abbreviations, ACR standards and basic guidelines and protocols.

Health Care Introduction:

150 Hours / 12.0 QC

(110 classroom hours / 20 lab hours)

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection Control and Physical Examinations. Upon completion the students will be prepared for externship and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, covered are taking vitals, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

Medical Terminology

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

Anatomy and Physiology

This course consists of identification for anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion, the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

Office Emergencies, Medical Law and Ethics

This course consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

Pharmacology and Injections

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intra-dermal and intra-muscular injections. Drug schedules and classifications are also included in the module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedule. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

Medical Laboratory Procedures, Venipuncture, Urinalysis, EKG

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentary rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. In addition, the student will be able to perform EKGs. Quality control and patient quality assurance is emphasized within this unit.

Theory of Abdominal Images and Pathology

100 Hours / 10 QC

In this course, the student will gain an understanding of pathology involving normal compared to abnormal for the organs within the abdominal region specifically, liver, biliary tree, pancreas, renal system, urinary tract, spleen and retro peritoneum. The student will become familiar with the anatomy and physiology of each body system, tumors, cysts, abscesses, laboratory values, hematomas and generalized situations that can occur within these anatomical areas and how they affect the overall health of the body

Theory of Small Parts Images**40 Hours / 4 QC**

In this course the student will learn about the thyroid, breast and testicular system. The intricate anatomy of each and the unique pathology states of each system. The student will learn the necessary procedural techniques and professionalism to perform exams of these systems/organs.

Theory of Gynecological and Obstetrical Images**100 Hours / 10 QC**

The student will learn the anatomy of the female reproductive system and supporting structures of the pelvis. Identification of pathology complications in relationship to intrauterine growth and understand gynecology in relationship to uterine masses, ovarian disorders, endometriosis, inflammatory disease and trophoblastic disease will be discussed. Ultrasound scanning procedures and techniques will be presented as well as ultrasound image identification.

AND

This course provides the student with fetal development and related anatomy. The student will learn and understand anomalies that are related to the pelvic anatomy and physiology, first trimester, gestational sac, placenta, pregnancy failure, masses and lesions and will understand the assessment of gestational age/maturity. Ultrasound scanning procedures and techniques will be presented as well as ultrasound image identification.

Theory of Physics Utilized in Ultrasound Wave Imaging and Quality Control**100 Hours / 10 QC**

The student will learn elementary principles, propagation of ultrasound through tissues, transducer construction and characteristics, utilization of pulse echo instrumentation principles of imaging; in addition, how to store images for display. The student will be able to understand the physical principles of Doppler ultrasound and will be able to detect features and artifacts for interpretation and performance of routine examinations. The student will understand the components of quality.

Cross-sectional Anatomy**30 Hours / 3.0 QC**

This course provides the student with an introduction to anatomy of the human body in cross section. Topics include sectional anatomy as demonstrated by computed tomography, magnetic resonance and ultrasound. Upon completion the student will be able to identify cross sectional anatomy from CT, MR, and Ultrasound.

Ultrasound Scanning Laboratory**200 Hours / 10.0 QC**

This course involves "real-time" scanning labs in the school lab and clinical externship sites in addition to specific diagnostic studies reviewed. On site diagnostic ultrasound equipment allows the student to develop hands-on skills.

Healthcare Introduction Clinical Externship**180 Hours / 6.0 QC**

This consists of practical application to patient care within a health care facility. The student will complete 180 hours in a health care facility performing duties that have been learned and performed during his/her didactic training. Quality assurance and quality control are emphasized by this externship.

2011 TUITION and FEE SCHEDULE

- ❖ All programs fees include training materials and appropriate fees. This includes all books, program specific equipment, malpractice insurance, program specific State or Certification fees (as stated in the course description).
- ❖ There is an additional \$75.00 non-refundable Registration fee for all programs

<u>PROGRAM</u>	<u>TUITION</u> (effective January 1, 2011)
Medical Assisting	\$ 4,995.00
X-ray Technician /Clinical Medical Assistant	\$10,000.00
X-ray Technician	\$10,000.00
Diagnostic Medical Ultrasound	\$16,500.00

Other Possible Fees which will be at the student's expense:

Tuberculosis Screening: Approximately \$25.00
Hepatitis B Vaccination: Approximately \$210.00
Uniforms: Approximately up to \$300.00
Lost or damaged Dosimetry device: \$50.00

(Which of the above fees will be necessary will be determined on an individual basis)

Note: Tuition and Fees are subject to change during the year.

Student Tuition Recovery Fund Disclosures

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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."
However, no claim can be paid to any student without a social security number or a taxpayer identification number.