

OXMAN COLLEGE

375 Third Avenue, San Francisco, CA 94118
www.oxmancollege.com

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CATALOG

January 2011 – December 2011

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

Oxman College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, did not file a petition within the preceding five years, nor has 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 Court.

I. Mission Statement

MISSION AND OBJECTIVES

Oxman College is a licensed, private, postsecondary, and vocational educational institution dedicated to providing individuals with career, personal, and social skills that will increase their potential and capacity to secure fulfilling opportunities in both public and private sectors.

The mission of Oxman College is to elevate the individual and collective skill levels of the trainees whom it serves in order for them to secure gainful, permanent, and long-term employment. It is committed to the pursuit of quality and excellence in human resource development by fostering relationships and consistently providing a level of service exceeding the expectations of our clients. Oxman College stresses the importance of not only going through the structured and systematic training but also of implementing what is learned.

Institutional Goals

- ❑ To provide high quality training in key-skills areas using the quickest, most effective training methods available via qualified faculty/staff.
- ❑ To create an effective educational environment by making available quality curriculums that will allow individuals to secure gainful employment or to remain gainfully employed due to enhanced skills.
- ❑ To provide a range of student services to address the unique needs of every student.
- ❑ To help students to develop values for life-long learning and to acquire the skills for self-directed learning.
- ❑ To foster an atmosphere of academic freedom.

Course Approval

Oxman College is a private institution and has been granted approval to operate by the California Bureau for Private Postsecondary and Education since 1991. The following are the approved courses:

- | | |
|--|--------------------------|
| ❑ Associate of Applied Science Degree Medical Assistant | 60 Semester Credit Hours |
| ❑ Associate of Applied Science Degree Vocational Nursing | 71 Semester Credit Hours |
| ❑ Computer Programmer | 720 hours |
| ❑ Computer Aided Drafting | 720 hours |
| ❑ Computerized Accounting | 720 hours |
| ❑ Electrical Designer and Installation | 720 hours |
| ❑ Office Automation | 720 hours |
| ❑ Team Building, Customer Service and SPC | 720 hours |
| ❑ Medical Assistant | 720 hours |
| ❑ Dental Assistant | 720 hours |
| ❑ Nurse Assistant | 150 hours |
| ❑ Job Site Skills | 120 hours |

II. General Information

FEES AND EXPENSES

Books & Supplies: Students must purchase all books and most of the supplies required by their courses.

TUITION

Registration: \$75
Books: \$800
Materials & Supplies: \$100

Tuition:

Computer Programmer	\$6,000
Computer Aided Drafting	\$6,000
Computerized Accounting	\$6,000
Electrical Designer and Installation	\$6,000
Office Automation	\$6,000
Medical Assistant	\$8,000
Dental Assistant	\$8,000
Nurse Assistant	\$2,000

Associate of Applied Science Degree Medical Assistant - per term \$6,000, total \$12,000
Associate of Applied Science Degree Vocational Nursing - per term \$9,000, total \$27,000

FINANCIAL AID

Oxman College currently does not participate in federal financial aid. The student loans may be obtained through Sallie Mae. Tuition assistance through One-Stop Centers may be available for unemployed and low-income students that are willing to gain new competitive skills in order to obtain employment.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

FACILITIES

San Francisco facility is conveniently located in Richmond District of San Francisco . The class sessions will be held at 375 Third Avenue, San Francisco, CA 94118. The school facility is easily accessible by bus or car from any point in San Francisco and nearest suburbs including Daly City, Pacifica, South San Francisco. The administrative office is located in one block, at 309 4th Avenue, Suite 200, San Francisco, CA 94118.

Business Hours

The school office is open 9am to 6pm, Monday to Friday.

ADMINISTRATIVE STAFF

Michael Dvorkin - President of the School

Terrell Clima – Student Advising and Counseling

Lana Dvorkin - Administrator, Registrar

Sophia Maryasov – Program Assistant, Student Services

FACULTY

Faculty by Program

General Education Classes

Mel Ciena.....*Human Growth and Development, Psychology*
Doctor in Education, MA in Psychology, Stanford University

Carlos Salazar.....*Psychology, Leadership*
BA Psychology, San Francisco State University

Sarah Powers.....*English, Communication*
BA English, Michigan University, MA English at SFSU in progress

Dmitriy Zhiv.....*Math*
MS Mathematics, San Francisco State University

James Smiley.....*Anatomy and Physiology*
Doctor in Chiropractic, Palmer College

Medical Assistant

Terrell Clima, RN.....*Medical Assisting Procedures, Nursing Assisting*
BA Vocational Education Cal State University, Long Beach

Erica Simonich, RN.....*Medical Terminology*
BA Physiology, University of Minnesota

Carlos Salazar, RN.....*Computers in Healthcare*
BA Psychology, San Francisco State University

Chris Wang.....*Pharmacology*
Pharmacy Doctor, University of Maryland

Marinetta Aleksanyan.....*MA Skills, Mental Health Assisting*
RN, BS in Education, Baku State University

Vocational Nursing

June Amrhein, RN, MSN.....*Nursing Process, Leadership & Supervision*
MSN Phoenix University

Meriam Nguyen, RN, MSN.....*Nursing Fundamentals, Medical-Surgical Nursing, Pediatrics*
MSN Phoenix University

Terrell Clima, RN.....*Nursing Fundamentals Skills*
BS California State University, Long Beach

Carlos Salazar, RN, PHN.....*Clinical Instructor*
MSN in progress, San Francisco State University

Elisa Ramirez, RN, Clinical Nurse Specialist.....*Clinical Instructor*
MSN San Francisco State University

Marinetta Aleksanyan.....*Clinical Instructor*
RN, BS in Education, Baku State University

III. Academic Policies

ADMISSION STANDARDS

Oxman College admits students without regard to race, color, gender, age, nationality, religious beliefs, or political affiliations.

The admission standards the **Associate of Applied Science degree** programs are as follows.

1. An applicant to the College must:
 - a. Be a high school graduate, or
 - b. Possess a General Education Development (GED) Diploma

Applicants who have completed their high school education outside of the United States must provide an evaluated copy of their foreign high school diploma.

2. All applicants must complete an Enrollment Agreement.
3. All applicants must complete an admission interview.
4. All applicants must submit 2 professional references.
5. All applicants must complete financial arrangements prior to starting class.
6. The applicants must pass the Wonderlic entrance test.

Applications for admission may be submitted throughout the calendar year. The college retains a right to accept or reject an applicants based on the applicant's character reference, scholastic and/or financial status.

Oxman College does not provide English language preparation classes. All applicants must have proficiency in verbal and written English communication. The English language proficiency of the applicant will be determined at the entrance test and admission interview.

Re-Enrollment

Any student, who wishes to re-enroll in the program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. The school at its sole discretion will determine the student's re-enrollment. Any student who re-enrolls (same program, previously cancelled or terminated from) must sign a new enrollment agreement at the current tuition rate. The Registration Fee must be paid prior to applicant re-enrolling. All outstanding balance due to program cancellation/terminations must be paid in full. The student will be credited for any books and/ or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost.

Transferring from another institution

A maximum credit the College will accept in transfer from another institution for degree programs is limited to 30 semester units.

- The maximum number of transferable credits from two-year colleges may not exceed one-half the number of semester hours required for graduation for a degree program.
- The final 30 credits of a program must be completed at Oxman College.

- The credits has to be earned at an institution that provides at least associate's degree programs.

Credits may be transferred only for courses completed with a grade of C or higher.

The option to apply for credit is the sole responsibility of prospective students. Applications for credit for previous education must be completed before the first day of the course. This may require testing by examination to determine credit for previous education.

Credits earned at colleges and universities outside of the United States will be evaluated on an individual basis. Applicants with foreign credentials must submit official transcripts from institutions attended. Transcripts in foreign languages must be accompanied by a notarized translation.

Articulation and Transfer

Oxman College currently does not have any articulation or transfer agreement with any other college or university

SCHOLASTIC REGULATIONS

ATTENDANCE POLICY

Attendance

- "Full time" study means enrollment for at least 12 semester units for degree programs.
- Students are expected to maintain good attendance. The minimum acceptable attendance rate is 80%. Maximum number of absences cannot exceed 20% of the program hours.
- *Absence* - Will be considered excused under the following circumstances: illness, death, or birth in the immediate family. All other unsubstantiated reasons for absences will be considered unexcused. Make-up work may be required for any absence.
- *Tardiness* - Students arriving late for class or leaving early are considered tardy. Tardiness is a disruption of the learning process. Two occasions of tardiness without reason will be considered as one unexcused absence.

Students who are absent from College for ten consecutive class days will be dismissed from the program.

Dropout/Withdrawal

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to formally drop or withdraw from your course(s).

- *Drop* - The act of dropping one or more classes for a given semester, while remaining in other classes.
- *Withdrawal* - The act of officially dropping all courses for a given semester.

Leave of Absence

A student can request a leave of absence for the semester in progress only in the case of exceptional circumstances. The request must be accompanied by supporting documentation. Such a leave of absence, if granted, will not usually exceed one month. As the student is responsible for completion of all material covered in class during his or her absence, leave of absence can only be granted if the timing is feasible and the student has enough time upon return from the leave to make up for missed coursework before the end of the semester.

Leaves must be applied for in writing to the School Director and must be cleared by the administrative office.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students at Oxman College are required to make satisfactory academic progress toward the completion of their degree. The progress of students who are enrolled in degree programs is assessed at the end of each semester.

To maintain satisfactory academic progress a student:

- a) Must achieve a cumulative grade point average of 70%;
- b) May attempt no more than 150% of the credits required for completion of the degree program

Academic progress standards apply to all students, full-time and part-time.

GRADING SYSTEM

Grades are based on examinations, class work and homework. Final grades are a permanent part of the student's file and are the basis of the student's transcript. Grades are issued at the end of each module.

The grading system that is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

Numerical Equivalent	Letter Grade		Quality Points
90-100	A	Excellent	4.00
85-89	B+	Very Good	3.33
80-84	B	Good	3.00
75-79	C+	Better than Satisfactory	2.33
70-74	C	Satisfactory	2.00
65-69	D+	Low Pass	1.33
60-64	D	Below Level Expected	1.00
Below 60	F	Fail, no credit	0.00
	I	Incomplete- needs additional work	N/A

An incomplete grade will be given to those students who fail to meet the minimum requirements because of illness, unforeseen circumstances or other serious problems. The student will be given 30 days to complete the incomplete modules. At that time, the incomplete grade will be changed to either a passing or failing grade, which will be entered on the student's transcript.

Calculation of Grade Point Average

GPA is calculated by dividing the total points earned by the total number of credit hours attempted. Points earned for a particular course are calculated by multiplying the grade points by the number of credits. For instance, a grade B in a 3-credit course is worth 9 points.

If a student takes four three-credit courses (12 credit hours for the semester) and receives one A, two B's and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be 3.0

The cumulative GPA is derived by dividing the total number of credit hours taken into the total number of points earned for those courses.

PROBATION AND DISMISSAL

Students falling below the required cumulative grade point average will be placed on academic probation. Students who do not meet the goals of the probationary status and whose grade point average do not meet the standards specified above may be dismissed. Students may appeal to the School Director if they wish to have a formal review of the dismissal.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the School Director for any of the following reasons: excessive absenteeism or tardiness, failure to achieve Satisfactory Academic Progress, failure to adhere to institution code of conduct, inability to meet financial obligations to the school. Students to be terminated are notified in writing and may appeal to the School Director.

READMISSION

Any student, who wishes to apply for readmission in the same program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any of credit given for prior training will be determined on a case-by-case basis by a school official.

GRADUATION REQUIREMENTS

In order to graduate a Degree program, students must:

- Complete the required number of units.
- Complete with a passing grade all requirements for their program of study within the maximum time frame permitted and attain a minimum CGPA of 2.0.
- Return all property belonging to the College.
- Fulfill all financial obligations to the College prior to graduation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Oxman College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, 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 contracting an institution to which you may seek to transfer after attending Oxman College to determine if your credits, degree, diploma or certificate will transfer.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Student's Rights *Students have a right to:*

- Be treated as adults, with respect to their individual aspirations and career goals.
- Information concerning employment conditions, entry level salaries and advancement opportunities currently existing in the occupational fields of their choice.
- Information concerning course completion requirements, rules and regulations, tuition fees, and other eligibility requirements for financial aid programs.
- A fair and impartial admission process based upon reasonable standards of the basic

skills and aptitude required in their chosen fields.

- Instruction by a qualified faculty, using appropriate educational and training materials, in adequate facilities.
- Placement assistance upon graduation.

Student's Responsibilities *Students are expected to:*

- Carry a fair share of the burden of their own education and training by demonstrating a spirit of cooperation and responsibility and a genuine interest in learning.
- Attend classes regularly, complete all assignments, maintain a passing grade and meet course completion and requirements.
- Adhere to established standards of adult behavior and to conduct themselves with respect for the needs and feelings of the other members of the school community. Cooperate with the school's placement office in seeking employment after graduation and to notify the school upon accepting a position, whether placed directly by the school or through other means.

Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. Normally, the informal procedure of discussing and addressing the situation will resolve the problem. For this reason, students should communicate any problems that arise directly to the individual(s) involved and/or their instructor. If the problem is not resolved the student should contact a student services representative. If the complaint is not resolved within one week, the student should submit the complaint in writing to the Director of the School.

The School Director is responsible for receiving and resolving student complaints and is accessible before or after class sessions to meet with the students. The School Director has the authority and duty to do the following:

- Investigate the complaints thoroughly.
- Reject the complaint if determined unfounded, or resolve the complaint in any reasonable manner.
- Record a summary of the complaint in the student's file and in the school complaint log.
- If the complaint is valid, determine what other students may have been affected by the same situation and provide appropriate remedy for those students.
- Implement policies and procedures to avoid similar complaints in the future.
- Provide the student, that submitted a complaint, a written response within 10 days of receiving the complaint.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the appropriate state agency, being the *Bureau of Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0810.*

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7859 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

RULES OF CONDUCT

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor and respect. Conduct which violates these standards and is disruptive of academic processes includes, but is not limited to, the following:

- Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty.
- Purposely furnishing false information to any college official, faculty member or office.
- Forgery, alteration or misuse of any college document, record, form or instrument of identification.
- Verbal abuse, physical abuse, assault, threats, intimidation, harassment, sexual harassment or other conduct which threatens or endangers the health and safety of any person on college premises.
- Intentional damage, destruction, attempt to damage or destroy, or theft of college property or the property of college personnel, other students or any other person on college premises.
- Illegal or unauthorized use of computer resources.
- The unlawful distribution, sale, possession or use of illicit drugs, or being under the influence of illicit drugs on the school property.
- Possession, use or distribution of alcoholic beverages on the school property, or during assigned school hours, or returning to school under the influence of alcohol.
- Use or possession of a firearm, weapon or explosive.

Any behavior that is detrimental to the faculty, staff, students or facility is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract with the school, without any penalty or obligations as described in the Notice of Cancellation form that will be given to you at the first class session you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- You have the right to stop attending class at any time and receive a refund for the part of the course not taken. Your refunds are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund.
- The student records will be maintained for the period of 5 years from the enrollment date.

FINANCIAL AID LOANS

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take actions against the student, including garnishing an income tax refund; and
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

IV. Student Services

STUDENT SERVICES

The student services are designed to support each student in his/her educational endeavors in progressing to a degree and in effective career planning and placement.

Oxman College provides student services, which include counseling appointments, tutoring, career services and job placement assistance. Counseling is made available at any stage during the training. As part of professional development, a counselor can also clarify on-the-job problems.

Academic Advising and Tutoring:

The College tutorial assistance program assists students who do not achieve satisfactory progress, either in a specific course or in a general area of academic skills.

Academic counseling services provide students who need academic assistance the opportunity to meet with a counselor to identify positive steps that might be taken to improve their academic performance. Individual counseling might focus on effective time management, reading for comprehension, effective note taking and studying for tests. Assistance can also be given in finding tutors in a variety of academic disciplines.

Career Services:

Career services staff assist students in:

- Exploring a full range of career and work possibilities that match individual career goals
- Preparing students to present themselves effectively as candidates for employment
- Obtaining information on employment opportunities and prospective employers
- Connecting with employers through campus interviews, job listings, referrals, alumni networking.

Career services staff develop and maintain relationships with the local employers that provide career development and employment opportunities for students.

Job Placement Services:

Oxman College does not guarantee employment. While the college can not guarantee employment, it provides a variety of job placement activities, and most of our graduates are employed in the field of training.

Each student is encouraged to start participating in the job placement activities within 30 days prior his/her graduation. The College provides employment assistance not only to current graduates but also to the past graduates throughout their career advancement.

Job placement services include, but not limited to:

- Job search services
- Job referrals
- Interview and resume workshops
- Internet access to job resources
- Labor market information

Each student shall prepare a typed resume and meet with the Placement Assistance Coordinator. Following that each student is supposed to participate in the job placement activities and/or develop job leads on

his/her own. While every effort is made to make students employable and to aid students in securing employment for which they were trained, the ultimate responsibility for finding a job rests with the student.

Many students find employment without the help of the Placement Office. These graduates are requested to inform the Placement Office of their employment.

Library Resources:

The library consists of instructional materials that are accessible to all the students. There are textbooks, manuals, reference texts, videos, journals, and periodicals. The library has instructional materials which supports the instructional needs of the students, and which prepares them for the occupations, which are directly related to our educational services. All material is at the disposal of the students and may be checked out for supplemental course work reading and for other curriculum related information.

The library is accessible to students during operating hours. This library catalog identifies where the materials are located within the library. To check out materials from the library, you will need to have a current library card, which is issued at the time of enrollment.

Students have unlimited access to the on-line resources and electronic retrieval of information through the DSL equipped internet access stations available at any time.

The students, faculty, and administration have an opportunity to provide their feedback and evaluate the Library Resources on an on-going basis.

Facilities, Equipment and Materials

The school facility includes classrooms, lab, computer room and library. The learning media is utilized as needed, including, video, DVDs, computer software. All required equipment is provided for each program, including computers, medical supplies, manikins.

Cooperative Learning:

Oxman College promotes active learning, creativity, integrity, accountability, empowerment and collaboration in the learning process. The College encourages student interaction for learning purposes and cooperative learning.

Cooperative learning is the instructional use of small groups so that students work together to maximize their own and each others' learning. Carefully structured cooperative learning involves people working in teams to accomplish a common goal, under conditions that involve both positive interdependence and individual and group accountability.

Cooperation among students typically results in higher achievement and greater productivity, more caring, supportive, and committed relationships, and greater psychological health, and self-esteem. positive peer relationships are essential to success in college.

Housing Information:

Oxman College does not have any dormitory facility. The College does not provide assistance in finding housing.

International Students:

Currently Oxman College does not admit international students, nor provides visa services. The College does not provide instruction in a language other than English.

VI. Refund Policy

CANCELLATION POLICY

The students have a right to cancel the agreement for a program of instruction until midnight of the fifth business day after the day on which the student attended the first class of the program of instruction that is the subject of the agreement.

If cancellation occurs within five business days of enrollment, institution shall refund 100 percent of the paid for institutional charges, less the registration fee not to exceed 100 dollars (\$100).

Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.

The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost of the equipment within 10 days after the period within which the student is required to return the equipment.

The school will provide the student with the Notice of Cancellation at the first class attended by the student.

TUITION REFUND POLICY

Each student has the right to withdraw from a program of instruction at any time.

(a) If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money he has paid.

(b) If a student cancels his enrollment before the start of the training program, the institution shall refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

(c) If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

(d) If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes for refunds for books and supplies are resolved by the School Director on a case-by-case basis.

4. For the purposes of refund calculation:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition is calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

CALCULATION OF AMOUNT OF TUITION/EQUIPMENT REFUND

The refund to be paid to a student shall be calculated as follows:

- (1) Deduct a registration fee not to exceed hundred dollars (\$100) from the total tuition charge.
- (2) Divide this figure by the number of hours in the program.
- (3) The quotient is the hourly charge for the program.
- (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Student Tuition Recovery Fund

Student Tuition Recovery Fund is a state requirement. A student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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

1. You are a student in an educational program, who is 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, 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 Student Tuition Recovery Fund (STRF) and you are not required to pay the STRF assessment fee 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.

Medical Assistant
Associate of Applied Science Degree Program
60 Semester Units

PROGRAM OBJECTIVES

The program objective is to prepare each student to obtain knowledge and skills necessary to successfully enter the health care field and to start a career ladder in health care. The Associate Degree Medical Assistant program takes 16 months (4 semesters) to complete and covers:

- General Education Courses
- Medical Assisting Courses
- Externship in the local clinics

CAREER OPPORTUNITIES

Upon successful completion of the program the Associate Degree Medical Assistants can start a rewarding and highly demanded career in health care. Medical Assistants provide care under direction of physicians and/or nurses. They provide compassionate care in a variety of healthcare settings, including:

- Doctors' offices
- Outpatient clinics
- Community healthcare organizations
- Rehabilitation facilities
- Schools

General Education Courses

Psychology – 3 credits / 45 hours

This course introduces the principles of psychology. Emphasis is on personality traits, communication and leadership styles, effective problem solving, and cultural diversity. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

Human Growth and Development – 3 credits / 45 hours

This course covers stages of growth and development of the infant and child; special topics related to child development; pre-adolescence and adolescence; stages of adulthood, family types and family development, basic components of cultural assessment.

Anatomy and Physiology – 6 credits / 90 hours

Upon successful completion of this course, a student will have a basic knowledge of the human integumentary, muscular, skeletal, nervous, endocrine, circulatory, pulmonary, digestive, urinary, immune, and reproductive systems, and their applications to human health, pathology and some fundamental applied microbiology.

Medical Math – 3 credits / 45 hours

This course teaches drug dosages, intake and output, weights and measures, temperatures, allows the student to practice real-life healthcare skills requiring mathematics.

Communication – 3 credits / 45 hours

This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize thoughts and feelings and be able to express them appropriately. Recognize and practice effective conflict resolution.

English – 3 credits / 45 hours

This course is designed to introduce students to the college level writing. The course covers effective written skills, the writing process, writing styles, sentence structure, phrases and paragraph organization. This course applies the fundamentals of English grammar and the writing process to documents used in healthcare, including medical reporting, charting and records.

Leadership/Management – 3 credits / 45 hours

Introduces students to the understanding and managing human behavior in organizations. Central to the course is developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

Medical Assisting Courses

Medical Terminology:

45 Hours- 3 Semester Credit Hours

Anatomy of the body, Body structure and Body systems, Word roots, Suffixes, Prefixes, Medical Specialties, Symptomatic and Diagnostic suffixes.

Computers in Healthcare:

90 Hours- 4 Semester Credit Hours

Upon completion of this course, students are expected to know the following: identify types of computers common in medical environments, understand common software used in the medical workplace and its functions; explain the advantages and disadvantages of computerization in the medical office.

Medical Office Procedures:

60 Hours - 3 Semester Credit Hours

Manual and computerized records management, Patient case histories (confidentiality), Filing, Appointment scheduling, Inventory control, Equipment and Supplies (including ordering/maintaining/storage/inventory), Telephone techniques, Professional conduct and appearance, Office safety and security, Patient Relations, Financial office management.

Pharmacology:

45 Hours- 3 Semester Credit Hours

Review of basic mathematics, weights and measures used in relationship to the administration of medications. Safety in preparation and administration of medications prescribed by a physician.

Medical Assistant Skills:

120 Hours- 5 Semester Credit Hours

Interview and take patient history, Understanding of prescriptions, Prepare patients for procedures, Screen and follow up patient test results, Prepare and administer medications as directed by physician. Maintain medication records.

Medical Billing and Coding:

90 Hours- 5 Semester Credit Hours

Types of medical insurance, Type of forms used in medical billing, Responsibilities of the medical billing specialist, Diagnosis coding, Coding procedures, Electronic claims, Blue Cross and Blue Shield, Medicare &

Medical, Worker's Compensation, Payment policies, Claims follow-up, Collections. Principles of inpatient and outpatient coding, sequence in diagnosis coding. Current procedural terminology (CPT) and International Classification of Diseases (ICD-9) coding. CPT coding concepts. Validation of coded clinical information. Performing medical transcriptions. Locating resources and information for patients.

Basic Nursing Skills:

90 Hours- 5 Semester Credit Hours

Body mechanics, weights and measures, patient care skills, vital signs, observation and charting, long-term care, rehabilitative care.

Mental Health Assisting:

60 hours- 4 Semester Credit Hours

Normal growth and development, common psychiatric disorders, geriatric disorders, trust and communication, safety and patient's rights.

Externship: 180 Hours- 4 Semester Credit Hours

Vocational Nursing

Associate of Applied Science Degree Program

71 Semester Units

PROGRAM OBJECTIVES

The program objective is to prepare each student to obtain knowledge and skills necessary to successfully pass the NCLEX examination enter the nursing field. The General Education requirements can be completed within four semesters. The core nursing program covers:

- Comprehensive theory
- Extensive hands-on exercises
- In-depth NCLEX preparation
- Supervised clinical experiences in a variety of healthcare settings, including:
 - Hospitals
 - Rehabilitation facilities
 - Convalescent homes
 - Outpatient clinics

Upon completion of the program and passing the licensing examination, the LVN can start a rewarding and highly demanded career in nursing.

LICENSING REQUIREMENTS

To obtain LVN license students need to:

- Pass NCLEX-PN exam
- Submit fingerprints to DOJ
- Submit application for licensure to the BVNPT along with the application fee

CAREER OPPORTUNITIES

Licensed Vocational Nurses provide nursing care under direction of physicians and/or registered nurses. They provide compassionate care in a variety of healthcare settings, including:

- Acute care hospitals
- Nursing homes
- Outpatient clinics
- Community healthcare organizations
- Schools
- Home health agencies

General Education Courses

Psychology – 3 credits / 45 hours

This course introduces the principles of psychology. Emphasis is on personality traits, communication and leadership styles, effective problem solving, and cultural diversity. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

Human Growth and Development – 3 credits / 45 hours

This course covers stages of growth and development of the infant and child; special topics related to child development; pre-adolescence and adolescence; stages of adulthood, family types and family development, basic components of cultural assessment.

Anatomy and Physiology – 3 credits / 45 hours

Upon successful completion of this course, a student will have a basic knowledge of the human integumentary, muscular, skeletal, nervous, endocrine, circulatory, pulmonary, digestive, urinary, immune, and reproductive systems, and their applications to human health, pathology and some fundamental applied microbiology.

Medical Math – 3 credits / 45 hours

This course teaches drug dosages, intake and output, weights and measures, temperatures, allows the student to practice real-life healthcare skills requiring mathematics.

Communication – 3 credits / 45 hours

This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize thoughts and feelings and be able to express them appropriately. Recognize and practice effective conflict resolution.

English – 3 credits / 45 hours

This course is designed to introduce students to the college level writing. The course covers effective written skills, the writing process, writing styles, sentence structure, phrases and paragraph organization. This course applies the fundamentals of English grammar and the writing process to documents used in healthcare, including medical reporting, charting and records.

Nursing Courses

Pharmacology – 3.5 credits (54 hours theory)

This course provides nursing students with a methodical approach for calculating medication dosages, selecting and administering drugs, and monitoring the patient's response to drug therapy. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration, and drug calculations. Emphasis is placed on nursing responsibilities such as maximizing therapeutic effects and minimizing adverse effects of drug therapy, appropriate patient and family teaching, and ongoing assessment of the patient.

Nutrition – 3 credits (45 hours theory)

The course covers introduction to nutrients and their role in proper growth and development and the maintenance of health, as well as diet therapies for common medical conditions. Course also covers guides for good food choices, specific nutrients and specific concepts related to nutrition, sociocultural nutritional considerations, and special diets.

Nursing Process – 5.5 credits (168 hours/ 48 theory, 120 clinical)

This course covers overview of the nursing process, significance of the nursing process in nursing practice, phases of the nursing process (assessment, diagnosis, planning, implementation, evaluation), care plans, critical thinking and decision making in relation to nursing process.

Foundations of Nursing – 12.5 credits (428 hours/ 80 theory, 247 clinical)

Introduction of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Students will learn to integrate the professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and utilizing the nursing process in the promotion of health and the foundational care of patient response to physiological and psychosocial health conditions of the adult patient.

Medical-Surgical Nursing - 11.5 credits (256 hours/ 136 theory & 120 clinical)

The course introduces nursing students to concepts and practices as they relate to the adult patient in the Medical-Surgical environment. Through utilization of the nursing process, students will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs and medication administration will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. By the end of this course the student will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes of care. Associated psychomotor skills will be integrated and practiced. The continuum of care will provide the students with the opportunity to participate in community based settings.

Maternity/Obstetrics Nursing – 2 credits (48 hours/ 24 theory & 24 clinical)

This course will enable the student to attain knowledge and skills necessary to provide safe, effective, culturally sensitive physiological and psychosocial care using the nursing process and family centered approach for childbearing clients and their families. Clinical experiences emphasize refinement of critical thinking, decision making, psychomotor skills and management of care for evidence based practice in the roles of professional nursing.

Pediatric Nursing – 2.5 credits (56 hours/ 32 theory & 24 clinical)

This course focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age appropriate family centered care.

Gerontological Nursing – 3 credits (112 hours/ 16 theory & 96 clinical)

This course provides the students with the opportunity to learn nursing care for geriatric patients and experience a community health setting. Characteristics of today's elderly population will be discussed. A continuum of care will be explored in community settings including services for the independent and well elderly to the most dependent and ill.

Psychiatric/Mental Health Nursing – 4 credits (90 hours/ 45 theory & 45 clinical)

This course provides an introduction to psychiatric mental health nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, bio-psychosocial rehabilitation and therapeutic use of self. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings.

Rehabilitation Nursing – 1 credit (32 hours/ 8 theory & 24 clinical)

This course provides the students with the opportunity to learn nursing care for rehabilitation patients and experience a community health setting. Emphasis will be placed on the care of clients with rehabilitative health care needs in a variety of community-based health care settings.

Leadership and Supervision in Nursing – 4.5 credits (176 hours/ 16 theory & 160 clinical)

After completion of this course students will be able to describe the role of the nurse leader in conflict management; apply critical thinking in the decision making process; understand employment issues that affect the new graduate nurse; utilize appropriate communication styles and leadership skills in nursing management.

COMPUTER AIDED DRAFTING

720 Hours

CAREER OBJECTIVE: CAD Specialist

This course is an introduction to Engineering and Architectural Drafting using a computer work station. The course outline includes mechanical, electrical, and architectural skills necessary for positions as a Drafter, Designer, or Engineer. Completion of the program will enable the student to produce two-dimension or three-dimension drawings running the CAD program under Windows operating systems.

Basic Computer Skills: 120 hrs

This is a comprehensive course that provides the student with a thorough knowledge of Windows Operating System, Windows Explorer, introduction to Internet and E-Mail.

AutoCAD 2D Features: 120 hrs

This class covers an introduction to computers and their various components, basic computer aided design and drafting concepts as well as fundamental skills necessary to generate industry level drawings with an emphasis on technique and approach, using AutoCAD.

AutoCAD 3D Features: 120 hrs

This class covers advanced computer aided design and drafting concepts including customizing the menus, 3D modeling, wire framing, surfaces and rendering as well as user coordinates and advanced dimensioning techniques with an emphasis on real life approach, using AutoCAD.

Estimating: 120 hrs

This introductory course teaches the student how to prepare electrical estimates: reading plans; doing trade-offs; preparing price sheet for incoming service; conduit and wire; wiring devices; incandescent, fluorescent and mercury vapor fixtures; control wiring and site lighting.

Blueprint Reading: 120 hrs

This course is an introduction to reading and understanding working drawings and other construction documents. Topics included: details of construction documents; interconnection with other trades using case studies; symbols for plumbing, HVAC and architectural and electrical systems; section views; diagrams; scheduling and scaling.

Multimedia: 120 hrs

This class covers essential skills necessary to creating 3D animation: concepts and theories, introduction to the 3D studio screen and menus, basic modeling, building models in the material editor, lights, camera, and basic rendering options; integrating AutoCAD with 3D studio, material and mapping.

OFFICE AUTOMATION

720 Hours

CAREER OBJECTIVE: Office Specialist, Administrative Assistant, Medical Front Office Assistant, Dental Office Assistant, Medical Biller, Insurance Technician, Office Manager.

Computer Skills and Applications: 80 hrs

This is a comprehensive course that provides the student with a thorough knowledge of Windows Operating System, Windows Explorer, Word processing, spreadsheets, database management, introduction to Internet and E-Mail.

Front Office Management: 80 hrs

Purpose of Management, management duties, personnel management, office management. problem-solving techniques; handling the confidential aspects of a job with discretion and professionalism; improving productivity through time management, coping with changing priorities.

Office Procedures: 80 hours

Manual and computerized records management, Filing, Appointment scheduling, Patient histories (confidentiality), Inventory control, Equipment and Supplies, Reception, public and interpersonal relations, Telephone techniques, Professional conduct and appearance, Professional office environment and safety, Office safety and security, Patient Relations.

Financial Office Management: 80 hours

Use manual and computerized bookkeeping systems, Analyze and use current guidelines for reimbursement, Manage accounts payable and receivable, Maintain records for accounting and banking purposes, Process employees payroll.

Medical Billing and Coding: 80 hours

Types of medical insurance, Type of forms used in medical billing, Responsibilities of the medical billing specialist, Diagnosis coding, Coding procedures, Medical terminology, How medical terms are formed, Electronic claims, Blue Cross and Blue Shield, Medicare & Medical, Worker's Compensation, Payment policies, Claims follow-up, Collections. Principles of inpatient and outpatient coding, sequence in diagnosis coding. Current procedural terminology (CPT) and International Classification of Diseases (ICD-9) coding. CPT coding concepts. Validation of coded clinical information. Locating resources and information for patients.

Insurance Techniques: 80 hours

Home Warranty Law, Policies and Practices, Insurance, Real Estate and Contractor Specific Terminology, Insurance Marketing.

Customer Service/Communication Skills: 40 hours

This course will train students to obtain the skills necessary to be able to identify customer needs and relate these needs to corporate and business goals. The training will equip a person to handle complaints and questions by phone or in person. Skills taught include communication and problem solving techniques: Planning and Organizing, Communication at Work, Managing a Career, Working in a Diverse Workplace, Negotiation Skills – Dealing with Contractors & Customers.

Job Preparation Skills: 40 hours

Work-related vocabulary, Understanding written job specifications, Resume preparation, Interview Techniques.

Externship: 160 hours

Students will apply knowledge and skills acquired in the classroom to practical situations in the office environment.

TEAM BUILDING / SPC / CUSTOMER SERVICE

720 Hours

CAREER OBJECTIVE: Business Management

The purpose of this course is to introduce students to the Total Quality Management process, techniques and tools, including Leadership and Teamwork, Statistical Process Control, External and Internal Customer Satisfaction, Meeting Facilitation Skills.

Team Building: 200 hrs

Team Building involves the training of individuals in both a systematic and philosophical approach to obtaining high-quality products using continual quality improvement techniques and procedures. This training plan centers around a total commitment at all levels of the organization. The goal is to emphasize and execute continuous improvement. Trainees will acquire the specific skills necessary to insure that the resulting products will meet a conformance standard.

SPC - Statistical Process Control: 200 hrs

Instruction in this method allows for monitoring and testing of products at all points during the production process. Training includes important skills such as the interpretation of charts, graphs and statistical analysis. This ability helps identify and remedy the source of defects and results in higher

Customer Service: 200 hrs

This course will train students to obtain the skills necessary to be able to identify customer needs and relate these needs to corporate and business goals. The training will equip a person to handle complaints and questions by phone or in person. Skills taught include communication and problem solving techniques. Topics include: Understanding your inner self, Your personal appearance, Attitudes, Coping, Working, Understanding the Employment Relationship, Punctuality and Attendance, Getting along with your supervisor, Getting along with others, Problem-Solving Skills, Ethics, Identifying the Needs of Your Customer, What is customer Satisfaction, Measuring Quality and Customer Satisfaction, Researching Customer Satisfaction, Listing Skills, Diffusing the Difficult Customer, and Telephone Courtesy and Basic Salesmanship.

Communication Skills: 120 hrs

This course will train students to obtain the following skills: Organizational Vision, Values and Mission, Goals and Goal Setting, Managing Stress, Managing Yourself: Prioritizing, Planning, and Organizing, Dealing With Wasted Time and Procrastination, Setting Limits, Delegating, Share Responsibilities, Communication at Work, Emotion at Work, Overload at Work, Motivating Through Empowerment, Managing a Career, Working in a Diverse Workplace.

COMPUTERIZED ACCOUNTING

720 Hours

CAREER OBJECTIVE: Accounting Specialist

Upon completion of this program you will be qualified at entry level for the following job positions: Bookkeeper, Accounting Clerk, or Office Assistant. The Bookkeeper/Accounting Clerk is responsible for recording the financial activities of a business. The Bookkeeper/Accounting Clerk must possess good math skills and the ability to operate the 10-key electronic calculator with speed and accuracy.

Principles Of Accounting: 120 hrs

This course will provide the student with a sound understanding of the fundamental principles of accounting. The simple accounting cycle will be covered in detail, including the analyzing of business transactions, recording transactions in ledger account forms, posting to the general ledger and preparing the trial balance. Emphasis will be placed on the use of diagrams, illustrations, and problems.

Financial Accounting: 120 hrs

This course analyzes the accounting cycle for both professional and service business in detail along with the use of the preparation of bank reconciliation statements, and combined journals for internal control. Emphasis will be placed on preparing accounting reports.

Payroll Accounting: 120 hrs

In this course, emphasis will be placed on: payroll accounting systems; computing and paying wages and salaries; social security taxes; withholding for income taxes; unemployment compensation taxes; analyzing and journalizing payroll transactions; social security benefits; and automated payroll accounting systems.

Computer Applications : 80 hrs

This course teaches basic computer skills, word processing, spreadsheets, and database management program.

Computerized Accounting: 120 hrs

This course will complete five major accounting systems commonly found in computerized accounting environments. These accounting systems are General Ledger, Accounts Receivable, Financial Statement Analysis, Depreciation, and Payroll Systems.

The entire course work is devoted to hands-on exercises on the microcomputer, which will enable students to learn how computers are used in today's business environment.

Externship: 160 hrs

Students will apply knowledge and skills acquired in the classroom to practical situations in the accounting department.

COMPUTER PROGRAMMER

720 Hours

CAREER OBJECTIVE: Computer Programmer

Graduates of this program will have the knowledge and skills necessary to obtain employment as a Computer Programmer, Software Tester or Web Developer.

Computer Operation: 120 hrs

This class is designed to equip students with basic concepts needed to operate a computer and/or a word processor. Types of computer hardware and software relevant to the decision-making process are discussed. Emphasis will be placed on becoming familiar with the computer keyboard, proper care and handling on the diskette, and developing accurate keyboarding skills.

Computer Programming: 120 hrs

The student will be able to develop and write computer programs to store, locate, and retrieve specific documents. The trainee will obtain knowledge of the MS Windows operation system as well as create and maintain databases.

C /C ++ Programming: 120 hrs

This programming course covers the C and C++ programming languages. Programming exercises are included to reinforce lectures. This course emphasizes good C programming style, concentrating on writing C programs that are readable and work correctly. Topics include: variables and constants; statements, expressions, and operators; function; arrays; characters and strings; structures.

Web Programming: 120 hrs

This programming course covers HTML language, page animation, creating special effects, adding functionality with Java Script, creating Java applets.

Java Programming: 120 hrs

This course covers using Java development environment, objects and classes, built-in routines, the use of menus, dialog boxes, scroll bars, and other components of a graphical user interface for Java developers. Course also covers servlets development for web applications and understanding JDBC for development database applications.

Software Testing: 120 hrs

This course covers understanding of software development life cycle, software quality assurance, testing stages and types of testing, creating test plans and test cases, analyzing and reporting software defects. Course covers manual and automated software testing approaches, including tools for automated tools for testing windows controls, menus, toolbars; building test suites and running tests.

ELECTRICAL DESIGNER and INSTALLATION **720 Hours**

CAREER OBJECTIVE: Electrical Designer, Electrical Technician

Graduates of this program will have the knowledge and skills necessary to obtain employment as Electrical, Cable or Network Technician.

Basic Computer Skills: 120 hrs

This is a comprehensive course that provides the student with a thorough knowledge of Windows Operating System, Windows Explorer, introduction to Internet and E-Mail.

Commercial Power System Design: 120 hrs

This course describes the main design features of power distribution systems for various types of sophisticated buildings: high-rise, hospitals and shopping centers. This course also covers emergency distribution systems and stand by power sources, UPS and Ground Fault Protection.

Industrial Power System Design: 120 hrs

This course presents the student with an understanding of the design of utility and chemical power plants. Topics included: motor control center, substation, protective relays, programmable control, switch gear inspection, testing and coordination.

Lighting System Design: 120 hrs

This course is designed to give thorough understanding of lighting processes, including concept development, equipment selection, fixture layout, system evaluation and final presentation.

Electrical Estimating: 120 hrs

This introductory course teaches the student how to prepare electrical estimates: reading plans; doing trade-offs; preparing price sheet for incoming service; conduit and wire; wiring devices; incandescent, fluorescent and mercury vapor fixtures; control wiring and site lighting.

Blueprint Reading: 120 hrs

This course is an introduction to reading and understanding working drawings and other construction documents. Topics included: details of construction documents; interconnection with other trades using case studies; symbols for plumbing, HVAC and architectural and electrical systems; section views; diagrams; scheduling and scaling.

NEC: 120 hrs

This course presents the students with an understanding of the National Electric Code and will assist those who design, manage or build. This course will teach the skills needed to avoid costly delays and mistakes.

MEDICAL ASSISTANT 720 Hours

CAREER OBJECTIVE: Medical Assistant, Medical Biller, Medical Administrative Assistant

This course is designed to prepare students for careers in health care environment. Emphasis is placed on medical terminology, medical procedures, medical assistance, medical insurance, office administration, computer applications and customer service.

Medical Terminology - 80 hrs

Anatomy of the body, Body structure and Body systems, Word roots, Suffixes, Prefixes, Medical Specialties, Symptomatic and Diagnostic suffixes.

Computer Applications - 80 hrs

Basic computer skills, Word processing, Spreadsheets, Database management, Medisoft software, Insurance eligibility and billing with Medisoft, Preparing accounting reports with Medisoft.

Medical Office Procedures/Externship – 160 hours

Manual and computerized records management, Patient case histories (confidentiality), Filing, Appointment scheduling, Inventory control, Equipment and Supplies (including ordering/maintaining/storage/inventory), Reception, public and interpersonal relations, Telephone techniques, Professional conduct and appearance, Professional office environment and safety, Office safety and security, Patient Relations.

Medical Coding Skills – 120 hours

Principles of inpatient and outpatient coding, sequence in diagnosis coding. Current procedural terminology (CPT) and International Classification of Diseases (ICD-9) coding. CPT coding concepts. Validation of coded clinical information. Performing medical transcriptions. Locating resources and information for patients.

Medical Assistant Skills - 160 hours

Interview and take patient history, Understanding of prescriptions, Prepare patients for procedures, Screen and follow up patient test results, Prepare and administer medications as directed by physician. Maintain medication records.

Medical Billing – 80 hours

Types of medical insurance, Type of forms used in medical billing, Responsibilities of the medical billing specialist, Diagnosis coding, Coding procedures, Medical terminology, How medical terms are formed, Electronic claims, Blue Cross and Blue Shield, Medicare & Medical, Worker's Compensation, Payment policies, Claims follow-up, Collections.

Financial Office Management – 40 hours

Use manual and computerized bookkeeping systems, Analyze and use current guidelines for reimbursement, Manage accounts payable and receivable, Maintain records for accounting and banking purposes, Process employees payroll.

DENTAL ASSISTANT

720 Hours

COURSE OBJECTIVE: Dental Assistant

This course provides the knowledge and skills needed to become a Dental Assistant. Student will learn how to manage a dental practice, develop computer skills necessary to carry out vital office functions; learn dental anatomy, dental materials, clinical procedures, and dental health education.

Dental office management - 200 hours

This course builds on oral and written communication skills and introduces various dental practice management procedures, including patient reception, purchasing, maintaining and keeping an inventory of supplies and a filing system; financial management, including bookkeeping, banking and maintaining tax records. Students are introduced to the legal and ethical aspects of dentistry.

Pre-clinical procedures - 80 hours

An introduction to basic clinical dental assisting skills. Provides a broad background related to the application of skills needed to become a competent certified dental assistant. Students study general and oral pathological diseases. The course emphasizes diseases related to the oral cavity. It cultivates recognition of normal and abnormal conditions of the oral cavity and surrounding tissues through case presentations and slides.

General anatomy and physiology – 80 hours

An introductory course designed to introduce the student to the study of the human body as a whole, integrated, functioning organism. Students study the systems, regions, and some of the basic physiological mechanisms that operate in the body.

Dental anatomy/oral anatomy – 80 hours

A comprehensive introduction to the gross anatomy of the teeth and organs of the oral cavity and related structures, innervations, and blood supply. Introduces student to microscopic anatomy of the dental tissues.

Dental materials – 80 hours

An introduction to common dental materials and their physical and chemical properties, manipulation, and uses in dental practice. An introduction to the physics and biology of radiation and radiation hygiene, equipment, and materials.

Chairside dental assisting/Externship – 160 hours

Emphasizes clinical application in chairside assisting. Students gain clinical experience through dental assisting practice assignments at various dental settings.

Dental health education - 40 hours

Integrates nutrition into the diagnosis and treatment of dental patients, showing the student the relationship between awareness of nutrition and dental health. Students learn how to assess a patient's diet and lifestyle and the impact they have on the patient's dental health.

Upon successful completion of the program students will receive a Certificate of Completion.

Registered Dental Assistant (RDA) licensure applicants - To obtain an RDA license, an applicant must complete 12 months of satisfactory work experience.

In addition, all RDA applicants must provide proof of completing both an approved radiation safety course and a coronal polishing course in order to become licensed.

Applicants must successfully pass a State written examination and a hands-on practical examination performed on a typodont.

CERTIFIED NURSE ASSISTANT **250 Hours**

CAREER OBJECTIVE:

This course is designed to prepare entry-level nursing assistants in how to provide safe, effective and caring service to residents of long-term care facilities, acute hospitals or rehabilitation facilities. The classes are taught by qualified instructors who use curriculum approved by California Department of Health Services. The Aide and Technician Certification Section (ATCS) will certify individuals as Certified Nurse Assistants.

Additional Admission Requirements for the Certified Nurse Assistant program:

1. Each student enrolled in the Nurse Assistant program shall have **a health exam** prior to participating in segments of the program, which involve contact with patients in the nursing facility. This exam shall include:

(A) A medical history and physical examination.

(B) An intradermal PPD skin test for tuberculosis (or chest x-ray as appropriate).

2. California Department of Health Services requires **a criminal background check** for all individuals before they can provide patient care. A list of disqualifying penal codes can be found at the Department of Health Services site: <http://www.dhs.ca.gov/lnc/cert/default.htm>.

California State Training Requirements:

To achieve certification applicants must successfully complete the minimum training requirements for California CNAs:

- 50 hours of theory (classroom) and
- 100 hours of supervised clinical training in a nursing facility.

Program Description:

Module 1: Introduction

Module 2: Promoting Resident Rights & Independence

Module 3: Communication & Interpersonal Skills

Module 4: Prevention & Management Of Catastrophic & Unusual Occurrences

Module 5: Body Mechanics

Module 7: Weights & Measures

Module 8: Patient Care Skills

Module 9: Patient Care Procedures

Module 10: Vital Signs

Module 11: Nutrition

Module 12: Emergency Procedures

Module 13: Long- Term Care Resident

Module 14: Rehabilitative/Restorative Care

Module 15: Observation & Charting

Module 16: Death & Dying

Module 17: Medical Terminology

Module 18: Acute Care Nurse Assisting