



CATALOG

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GENERAL INFORMATION

Company History

Career College of California (CCC) was established in November of 2001 to provide career training to residents of Santa Ana, California, and neighboring communities. CCC was founded with a commitment to offer high quality training and hands-on placement assistance to students. From its inception, CCC’s instruction has been comprised of lectures, demonstrations, tutorials, videos, workbooks, and student projects in labs or small classroom settings.

CCC was approved by the State of California’s Bureau of Private Postsecondary Education (BPPE) in May of 2002. CCC was granted accreditation in December of 2005 from the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency. In August of 2006, CCC was approved by the Department of Education to participate in the federal student aid programs authorized by Title IV of the Higher Education Act, enabling CCC to offer grants and low-cost loans to those who qualify.

Ownership

Career College of California is owned by Fortuna Education LLC, a California limited liability company doing business as Career College of California. Caleb Everett is the managing member of Fortuna Education LLC.

Management

Name	Title
Caleb Everett	Chief Executive Officer
Niko Everett	President
Christina Penner	Director of Career Services
Juana Rios	Director of Financial Aid

Mission and Goals

Our mission is to empower our students to begin promising careers and to realize their potential by providing high-quality job- and life-skills training and intensive placement assistance. We believe every one of our students has what it takes to achieve their goals and live the life of their dreams. Our job is to help our students realize their maximum potential. We do this by striving for excellence in the areas that we believe will have the biggest impact on our students’ success:

- Keeping our classes small and attending to our students’ individual needs;
- Inspiring, challenging and rewarding high-performing faculty and staff committed to our students’ success;
- Fostering an environment and culture that encourages learning and personal growth;
- Improving our programs continuously based on market conditions and feedback from employers, students, graduates, and subject matter experts;
- Maintaining strong relationships with employers and other community members to support the improvement of our programs and placement of our graduates, and
- Utilizing innovative practices and technology to advance our operations.

Facilities & Equipment

The CCC facilities are located at 201 E. 4th Street, Suite 200, Santa Ana, California. The facility consists of air conditioned, carpeted, clean classrooms with computers and overhead projectors, labs, offices and student lounge.

Ample free, lighted parking is available in the Fiesta Marketplace garage adjacent to our facilities. We validate parking tickets for prospective students. Enrolled students will receive a monthly pass enabling them to enter and exit the garage free of charge. For those who prefer public transportation, there are several bus stops nearby.

Computer labs with internet access are available for students' use during business hours. Library resources, including reference books and current publications are also available for students' use during business hours.

Faculty

A supplemental insert provided at orientation outlines the background, experience and education of the instructional staff of CCC. All of CCC's instructional staff believes in the holistic approach to training, i.e., reliability, good basic skill and knowledge, and good people/soft skills.

Class Schedule

Classes for the Business Office Administration, Paralegal, and Medical Front Office with Billing and Coding meet from 9:00 a.m. to 2:00 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Friday. Day-time sessions for the Medical Assistant program meet from 9:00 a.m. to 2:00 p.m. or from 8:00 a.m. to 1:00 p.m., Monday through Friday. Weekend sessions for the Medical Assistant program meet from 9:00 a.m. to 5:00 p.m. on Saturday and Sunday. Evening sessions for the Medical Assistant program meet from 6:00 p.m. to 10:00 p.m., Monday through Thursday. Evening sessions for the Business Office Administration, Paralegal, and Medical Front Office with Billing and Coding meet from 6:00 p.m. to 10:00 p.m., Monday through Friday. Class starts are scheduled every month.

School Holidays

Classes do not meet on the following holidays in 2012:

- Martin Luther King's Birthday- January 16
- Presidents Day- February 20
- Memorial Day- May 28
- Independence Day- July 4
- Labor Day- September 3
- Veterans Day- November 12
- Thanksgiving (2 days)- November 22, 23

The school observes a Winter Holiday from December 24, 2011- January 2, 2012 in the 2011 calendar year and December 22, 2012- January 1, 2013 in the 2012 calendar year.

Approval Disclosure Information

Career College of California's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Career College of California, under section 94802 (a) of CPPEA, will by operation of law be approved until July 31, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 888.370.7589.

Career College of California has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

CCC is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

CCC is certified by the United States Department of Education to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act.

In addition, CCC is also:

- Approved by the California Department of Rehabilitation
- Approved for Title 38 U.S. Code: Veterans' Benefits
- National Employment Network Association's "Ticket to Work" member
- Eligible Trainer - EDD Workforce Investment Act
- Eligible Trainer - Santa Ana Workforce Investment Board

CCC collaborates with the following agencies:

- Anaheim Workforce Center
- Orange County One Stop Center
- One Stop Santa Ana W/O/R/K Center

ACADEMIC POLICIES

Admissions Policies

Students may gain admission to the Career College of California by satisfying the following requirements:

- 1) You complete an in-person interview with an Admissions Representative and tour our facilities.
- 2) You demonstrate in your interview and application for admission that you are committed to completing your program and beginning a new career.
- 3) You have reliable transportation to and from school and are able to attend classes and complete homework outside of class every day.
- 4) You are beyond the age of compulsory school attendance in the state of California, not enrolled in secondary school, and if you are applying for federal student aid, you must be a U.S. citizen, permanent resident or other eligible non-citizen.
- 5) You have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have:
 - a. a general education development certificate (GED); or
 - b. a certificate demonstrating that you have passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or
 - c. an academic transcript indicating that you have successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree; or
 - d. completed homeschooling at the secondary level; or
 - e. satisfactorily completed six credits of college work that are applicable to a degree or certificate offered by the school.
- 6) Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:
 - a. Provide CCC with the diploma, official transcript, GED certificate or other equivalent documentation, a copy of which will be placed in the student file. Prospective students who have a foreign diploma, must have the diploma translated and evaluated. Prospective students who have received a diploma from a foreign institution, but are unable to provide CCC with the original document, will be required to pass an approved ability to benefit test.
 - b. Achieve a minimum score of 526 on the English section and 523 on the math section of the General Assessment of Educational Needs (GAIN) test, which helps measure skills in accordance with the Educational Functioning Levels (EFLs) as defined by the U.S. National Reporting System. Applicants who fail the test can be re-tested within the period specified by the test developer or

one week, whichever is longer. Students who achieve the minimum scores required for admission, but less than 662 on the English section and/or 670 on the math section of the test must agree to attend a minimum of two (2) hours per week of tutoring (at no additional charge) for the longer of two (2) months or until the student has achieved a score of 662 on the English section and 670 on the math section of the test.

- 7) Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. Federal law requires the school to admit only students beyond the age of compulsory school attendance in the state of California who are not enrolled in secondary school and to determine whether such students have the ability to benefit from the training on the basis of the applicant's score on an approved exam. CCC utilizes the Wonderlic Basic Skills Test, which has been approved by the U.S. Department of Education. Students must achieve minimum quantitative and verbal scores of 210 and 200 on the test in order to establish that they have the ability to benefit from our programs.

Program Specific Entrance Requirements

Paralegal Program

In order to qualify for admission to the Paralegal program, candidates must have a high school diploma or GED. Prospective students must achieve a minimum score of 745 on the English section of the test and a minimum score of 523 on the math section of the test in order to qualify for admission to the program. Students who achieve the minimum scores required for admission but less than 670 on the math section of the test must agree to attend a minimum of two (2) hours per week of tutoring (at no additional charge) for a minimum of two (2) months or until the student has achieved a score of 670 on the math section of the test. In addition, candidates must complete a timed writing assignment demonstrating proper spelling, grammar, punctuation and the ability to express their ideas clearly.

Non-Discrimination

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the School President. You may request academic adjustments or auxiliary aids at any time. The School President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the School President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School President by telephone at (714) 586-5775.
- 2) The School President will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please contact the School President within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

Graduation Requirements

Students who successfully complete all required modules in their program while maintaining an average grade of 75% (2.0 grade point average) and at least a 90% attendance rate, will be eligible to receive a certificate of

completion and attend a graduation ceremony. Students must also be current on their payment obligations to the school in order to receive a certificate and attend graduation. Students who do not complete their programs may request a transcript of courses taken.

Grading System

Learning will be assessed regularly throughout students' programs based on the quality of their work in and out of class and their in-class participation. Grades will be assigned based on the schedule of percentages and letter grades shown below. Grades will be available to students via Edline, CCC's online student portal and grade book, at all times and will be updated no less frequently than weekly. Grade point averages will be maintained based on attempted credits, excluding modules that have been successfully repeated. Credits will be deemed to have been attempted unless a student withdraws no later than the 5th scheduled day of a module. In order to earn credit for a module, a grade of 70% or higher and attendance performance of at least 90% must be achieved.

Percent	Grade	Grade Points
95-100	A	4.0
90-94	A	3.5-3.9
80-89	B	2.5-3.4
70-79	C	1.5-2.4
60-69	D	0.0
0-59	F	0.0
Replace	R	NA
Transfer	T	NA
Withdrawal	W	NA
Incomplete	I	NA

Grades from previously completed coursework for which transfer credit is awarded will not be included in average grade calculations. Transfer credits will be included as attempted and earned credits for purposes of determining whether the student is progressing at the minimum pace required to complete his or her program within the maximum allowable timeframe. A grade of incomplete may be issued for up to seven (7) calendar days following the scheduled end of a module in order to allow coursework not completed due to extenuating circumstances to be completed. A grade of incomplete may be issued for up to 30 days following the scheduled end of a module in order to allow attendance to be made up.

Student Services

CCC will provide the following Student Services:

- Student advising—If the student is experiencing any problems in progressing through the program, then any member of the faculty or administrative staff is available to advise the student.
- Tutoring—If students need tutoring they may sign-up before and after class at no added charge.
- Open lab—CCC will allow a student to use the computers in its open lab at any time during the day, if it is outside of their regularly scheduled class.
- Placement preparation and assistance is provided to all students.
- All textbooks and equipment are included in the student's tuition.
- CCC is not responsible for finding or assisting a student in finding housing.
- CCC does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to www.rentals.com for Santa Ana, CA rental properties start at approximately \$700/ per month.

Transfer Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Career College of California is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 Career College of California to determine if your diploma or certificate will transfer.

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

Career College of California will allow a student to transfer in up to 30% of their total credits earned at CCC. Student's grades do not transfer, only credit for the course taken. Transfer credits do not affect the student's cumulative grade point average or their pass rate. However, the transfer of credits will impact a student's tuition and possibly their financial assistance/ aid.

Criteria for receiving transfer credit for previously completed coursework:

- 1) A transfer student may request from CCC, at the time of enrollment, that certain credits earned elsewhere be accepted by CCC towards the student's program completion. This request should be placed in writing, by the student, and given to the Director of Admissions.
- 2) To successfully transfer credits into CCC, the student must take and pass a challenge exam, which will cover the basic material found within the course(s) that one desires to transfer to CCC
- 3) One must score a 70%, or better, on the challenge test covering any course that s/he wishes to transfer to CCC.
- 4) The Director of Education, or designee, will grade the challenge exam and determine if the incoming student does possess an understanding of the skills and knowledge required in this course, to a 70%, or better, level of comprehension.
- 5) Grades from courses/credits transferred into CCC will not be used in figuring the student's GPA or SAP.
- 6) The student's tuition will be adjusted accordingly, so that a student is not charged for credits successfully transferred to CCC.
- 7) The student has a right to appeal any failed transfer of credit by making an appointment and meeting with the Director of Education. In such cases the Director of Education will be asked to attend this meeting to explain why the credit was not allowed. The student can make their case as to why it should have been accepted. The final decision will be made by the campus Executive Director within 3 days of the appeals meeting.

Career College of California does not offer academic credit for prior work or related experience.

Access To Student Records

Students have the right at any time to request a review, have access to, and/or copy their own records pertaining to the education received at CCC.

CCC maintains, for each student granted a certificate or diploma by this institution, permanent records of all of the following:

- 1) The certificate granted and the date on which that certificate is granted.
- 2) The courses and units on which the certificate was based.
- 3) The grades earned by the student in each of those courses.

Release of Information

Career College of California maintains all educational records for a period of five years and in accordance with the provisions of the Family rights and Privacy Act of 1974. Therefore, the student must provide written consent before his/her education records may be disclosed to third parties.

Leave of Absence Policy

In the event of extraneous circumstances, a student may request a leave of absence provided the total duration of his or her leave is less than the shorter of 180 days in any 12-month period or one-half the published length of his or her program. A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a LOA within 10 days of his or her last date of attendance, the student will be withdrawn. A student may take multiple LOAs or extend an approved LOA provided the total leave does not exceed the maximum allowable timeframe. If a student does not return at the end of a scheduled LOA, he or she will be withdrawn unless an extension was approved prior to the schedule date of return. The student's last date of attendance prior to the LOA will be the date used for calculating any refunds. Students receiving federal student loans are advised that failure to return from an approved LOA may adversely affect their loan repayment schedules as their grace periods are determined as of their last date of attendance.

Placement Assistance

Career College of California provides placement assistance to all its graduates. This is accomplished by providing career development workshops to assist students in resume writing, interviewing techniques and job search skills. Then, the student is assisted in identifying job openings and setting up interviews with companies that are looking to hire someone in the field that the student has been trained. CCC's placement department will assist students in gaining employment in the career field they desire to enter.

Job placement assistance includes:

- Job development by the placement department.
- Helping the graduate to identify and communicate with companies that have job openings in their area of training.
- Follow-up and assistance, if necessary, with graduates after interviews with companies and/or gaining employment with a company.
- Please note CCC does not guarantee employment.

STANDARDS OF CONDUCT

Attendance Policy

Our programs progress at an accelerated pace and regular daily attendance is required to ensure that you learn the skills and acquire the knowledge you need to begin your new career. The school adheres to a rigorous attendance policy in order to promote high levels of attendance. Your grades will be based in part on your attendance performance and you must achieve a minimum level of attendance performance in order to earn credit for your modules.

Attendance is taken daily by your instructor and monitored regularly by the school. Please inform your instructor or contact the school in advance of, or as soon as possible following an absence or lateness so that we don't worry about you and to make arrangements to complete any missed assignments. Missed assignments must be made up within seven (7) calendar days of returning to school unless approved otherwise in consideration of extenuating circumstances.

Your attendance performance for each module will be calculated as the percentage of scheduled class hours you attend. Your average attendance performance for your program will be calculated based on the modules for which you earn credit.

You must achieve attendance performance of 90% in order to earn credit for a module. If your attendance performance in any module is less than 80%, you will not earn credit for the module unless you successfully repeat it. If your attendance performance in a module is 80% or greater, but less than 90%, you will be required to make up missed class time in order to achieve 90% attendance before being awarded credit for the module.

For placement classes, you are only allowed to miss one day of class whether that decreases your attendance to 80%. If your attendance performance in any module is less than 80%, you will be required to make up missed class time in order to achieve 90% attendance before the end of the module.

You will be placed on attendance probation following completion of the first module in which your attendance performance is less than 90% or you have more than the maximum allowable total instances of absence, lateness or early departure specified in the module syllabus. You will be removed from attendance probation following completion of your next module provided your cumulative attendance performance is at least 90% and you have less than the maximum allowable total instances of absence, lateness or early departure specified in the module syllabus. If your cumulative attendance performance is less than 90% or you have more than the maximum allowable total instances of absence, lateness or early departure for three (3) consecutive modules, you may be terminated from your program.

Any CCC student who is absent from school for ten (10) consecutive school days without contacting the school will be withdrawn from his or her program. If the student contacts the school prior to the tenth consecutive day of his or her absence and there are extenuating circumstances, such as the death of a relative, an injury or illness of the student or other special circumstances, the school may grant the student a leave of absence or allow the student to voluntarily withdraw from his or her program and re-enroll at a later date when the extenuating circumstances have been resolved.

Perfect attendance is an excellent indicator of reliability, a quality highly valued by employers. Certificates of perfect attendance will be awarded following the completion of each module and your program.

Student Conduct

CCC expects each student to exhibit the good people skills (soft skills) that are desired by the companies that will consider hiring them after graduation. Therefore, CCC expects at least the following from each student while they are attending class at CCC:

- Works well with others
- Exhibits a positive attitude
- Exhibits an energetic personality
- Willing to help others
- Good team player
- Flexible
- Treats people with respect and kindness
- Helps to create a good environment in the Workplace/classroom

Satisfactory Academic Progress

For programs of one academic year or less, a student's academic progress will be assessed when 50% of the credit hours required to complete his or her educational program have been earned (mid-point). For programs with duration of more than one academic year, a student's academic progress will be assessed and again when the credit hours required to complete the first academic year have been earned. To be making satisfactory academic progress at program mid-point a student must have a grade point average of at least 1.50 (70%) and have earned a minimum of 65% of the credit hours he or she has attempted. To be making satisfactory academic progress at the end of the first academic year, a student must have a grade point average of at least 2.00 (75%) and have earned a minimum of 60% of the credit hours he or she has attempted.

Grades of "F" and "I" are counted as hours attempted, but not earned and are included in average grade point calculations with a value of zero. Credit hours of repeated modules are counted as attempted, but only the highest grade of all module attempts will be used in calculating grade point average. Course work repeated will adversely affect the pace of at which a student is progressing through his or her program. Modules from which a

student has withdrawn will not be included in calculating grade point average or count towards attempted credit hours. Transferred credits will count towards both attempted and earned credit hours.

Repeat Policy

Modules for which you do not earn credit must be repeated in order to complete your program. When you repeat a module, the highest grade received from all attempts of the same module will be used in calculating your grade point average. Credit hours from both the original and repeated attempts will be counted in calculating your rate of progress. Your training may be interrupted if the module you are required to repeat is not available to enable your program to be completed continuously.

You will be charged for repeated courses; however if you successfully complete your program, you will be credited for the cost of one repeated course. (Thus, if you repeat only one course, but still complete your program, you will only be charged the original tuition specified in your Enrollment Agreement.)

Unsatisfactory Academic Progress

If a student is not making satisfactory academic progress at program mid-point or a student is not making satisfactory academic progress at the end of the first academic year and the student was making satisfactory academic progress at program mid-point, the student will be placed on academic probation and financial aid warning. A student on financial aid warning is eligible to receive title IV, HEA funds.

If a student is not making satisfactory progress at the end of the first academic year and the student was not making satisfactory academic progress at program mid-point, the student will be issued a written notification of dismissal. If the student successfully appeals the school's decision to dismiss the student, the student will remain on academic probation and be placed on financial aid probation. A student on financial aid probation is eligible to receive title IV, HEA funds.

Appeal Process

Any student issued a dismissal notice for failing to make satisfactory academic progress, may submit a written appeal of his or her dismissal within five (5) calendar days of receiving the dismissal notice. The appeal should be addressed to the Director of Education and must be accompanied by documentation of the circumstances that prevented the student from attaining satisfactory academic progress. Only extenuating circumstances, such as the death of a relative, an injury or illness of the student or other special circumstances will be considered in determining whether to reinstate the student in school and reestablish his or her eligibility to receive assistance under the title IV, HEA programs.

The Appeals Committee composed of the Director of Education, Director of Financial Aid, and an Executive Director, will examine all appeals. A written decision will be mailed to the student within five (5) days of the school's receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal will have an academic plan developed for them that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 150% of the normal program length, as measured in attempted credit hours.

Suspension and Dismissal

Students may be suspended or terminated by the institution for any of the following reasons: excessive absenteeism or tardiness; failure to achieve satisfactory academic progress; failure to comply with probationary conditions; cheating, conduct that hinders the education of the student or others; failure to meet financial obligations; possession of drugs, alcohol; bringing weapons on the premises; behavior that creates a safety hazard to other persons at the institution; or any other determined infraction of Career College of California.

Complaint Procedure

CCC believes that all concerns should be resolved at the lowest level possible. Therefore, the student and the instructor should be the first to attempt to problem solve an area of concern. If they are not successful, then the Director Education and/or Campus Director should get involved. A student, who is working with a rehab or WIA counselor, must have that counselor involved in all discussions and decisions.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: (916) 431-6959
www.bppe.ca.gov

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.

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

Career College of California is also approved by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. If a problem is not resolved, then the student has the right to send a written letter of complaint, with relevant supporting documentation, to ACCET.

ACCET
Chair, Complaint Review Committee
1722 N. Street, NW
Washington, DC 20036
Telephone: (202) 955-1113

Dress Code

The purpose of the dress code is to promote a professional environment, similar to those that students will encounter in the workplace following completion of their programs. The dress code is also designed to encourage those students without a basic professional wardrobe to assemble one and to enable them to become accustomed to wearing professional clothing and working in a professional environment before they go out on interviews and begin their new careers. CCC has relationships with several providers of low cost, reasonable quality professional attire. Please see Student Services for assistance.

Medical Programs

Medical Front Office with Billing and Coding and Medical Assistant students are required to wear scrubs to all classes except for placement workshops. Interview attire will be required during both weeks of placement workshops. Medical students will be required to adhere to the business and paralegal program dress code until their scrubs are delivered.

Business and Legal Programs

Business Office Administration, Paralegal and Collections Representative students will be required to wear business casual attire to all classes. Optional uniforms consisting of collared shirts are available for students to purchase. Below are some additional guidelines on business casual. Please note that CCC's definition of business casual is more casual than it is in most workplaces.

Yes

- Good basic hygiene and grooming
- Collared short or long sleeve polo or button down shirts
- Khaki or chino pants or slacks
- Professional blouses
- Knee length skirts
- Clean shoes in good condition – tennis shoes are ok if they are clean

No

- T-shirts
- Shorts
- Jeans
- Flip-flops or very high heels
- Club attire
- Mini-skirts
- Pajamas
- Exposed underwear

Copyright Infringement Policy

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on Career College of California's computer systems and networks. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. It is illegal. For example, the copying/downloading/uploading of copyrighted materials (i.e. music) to other media (i.e., CD's, storage media and networks) from peer-to-peer networks, such as KaZaA, Morpheus or Gnutella, is against the law. Plainly, if users do not own the copyright, distribution of such copyrighted works should not occur.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may lead to probation or dismissal from school.

ALCOHOL AND DRUG ABUSE PREVENTION

Career College of California is committed to promoting an educational environment free from the abuse of alcohol and other drugs. The administration and staff recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and retain new information and increases the risk of accidents and serious health problems. All drugs chemically influence a person's motor skills, body function and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to produce a safe and effective learning environment.

Policies

Alcoholic beverages are not allowed on the college campus. The use, possession, manufacture, sale or delivery of illegal drugs is prohibited on the college campus and at college activities and will be reported to the local law enforcement agency. Staff or students found in violation of the policy shall, in addition to any penalties imposed by the civil authorities, be subject to disciplinary action in accordance with the procedures described below. Violation of this policy may result in dismissal from the college.

Staff or students who demonstrate abuse of alcohol and/or other drugs while on campus may be required to leave the campus. An alcohol or drug abuser is defined by the college as an individual whose use of such substances for non-medical reasons adversely affects satisfactory performance or interferes with normal social adjustment at college. If the safety of the person dictates, a taxi or an ambulance may be called by college personnel at a cost to the person. In the case of serious behavior problems, law enforcement personnel will be called.

Any student or employee who has demonstrated abuse of alcohol and/or drugs while on campus must meet with the CCC Administration Committee prior to returning to campus. The Administrative Committee will offer a referral to an appropriate community agency. If the committee agrees to allow the student or employee to continue with CCC, then it will be understood if such drug or alcohol abuse re-occurs the action will be grounds for immediate dismissal of the student and termination of the employment. The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. The advertising of alcoholic beverages is prohibited on college property.

FINANCIAL INFORMATION

Tuition

Tuition includes all books and CCC provides all of the equipment. All tuition and fees are due and payable on the first day of attendance unless the student and CCC have agreed on a payment plan during the enrollment process. The school has available several payment plans, including but not limited to Title IV funding, for those who qualify, Cash Payment Plan, WIA, Voc-Rehab, VA and TRA. Some plans include loans from private lenders. If a student obtains a loan to pay for tuition, the student is responsible to repay the full amount of the loan plus interest. CCC's Financial Aid department develops a financial package that enables the student to pay for his/her tuition.

The Business Office Administration and Medical Front Office with Billing & Coding programs are 720 hours, (32 weeks for the day programs and 38 weeks for the evening programs).

The Medical Assistant program is 820 hours, (32 weeks for the day programs, 47 weeks for the evening programs, and 47 weeks for the weekend programs).

The Paralegal program is 760 hours, (33 weeks for the day programs and 36 weeks for the evening programs).

The Collections Representative program is 140 hours and is 5 weeks.

Program	Credit Units	Registration Fee*	Student Tuition Recovery Fund*	Uniforms**	Tuition	Total Cost***
Business Office Administration	36	\$50	\$38	\$53	\$14,500	\$14,588
Medical Assistant	39	\$50	\$43	\$130	\$16,500	\$16,723
Medical Front Office with Billing & Coding	36	\$50	\$38	\$130	\$14,500	\$14,718
Paralegal	36	\$50	\$38	\$53	\$14,500	\$14,588
Collections Representative	7	\$100	\$10	\$53	\$3,900	\$4,010

* Non-refundable.

** Uniforms for the Business Office Administration, Paralegal, and Collections Representative programs are optional.

*** Charges for the period of attendance and the entire program.

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, who is a California resident and prepays 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; and
- 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 California residents who were students 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, 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 cost;
- 4) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau; or
- 5) An inability to collect on a judgment against the institution for a violation of the Act.

Delinquent Tuition Policy

Delinquency status is any time two months lapse when a tuition payment is not made. The following steps will be taken at that time:

- 1) The student will be counseled or receive a letter of notification that the account is delinquent with a request to make the account current.
- 2) If no payment is made, the student may not be allowed to attend classes.
- 3) If CCC does not hear from the student regarding the account, after the above action, the next step will be to submit the account for a collection process.
- 4) A service agency has been contracted by the school. Should their services become necessary and the student becomes delinquent for 90 days, CCC will determine if it is necessary to give the account to a collection agency and an adverse credit rating will be subsequently submitted to credit reporting agencies (TRW etc.).

GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

Final regulations published on October 29, 2010, by the U.S. Department of Education (the Department), require institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to disclose to prospective students certain information about their programs that lead to gainful employment in a recognized occupation, effective July 1, 2011. Below are the required disclosures for our programs.

Program	Tuition & Fees ¹	Median Debt Load ²	One Time Completion Rate ³	150% Completion Rate ^{3,4}	Placement Rate ³
Business Office Administration	\$14,588	\$9,088	52.8%	81.9%	81.4%
Medical Assistant ⁵	\$16,723	n/a	n/a	n/a	n/a
Medical Front Office with Billing & Coding	\$14,718	\$8,818	58.1%	86.5%	82.8%
Paralegal ⁵	\$14,588	\$1,733	50.0%	66.7%	87.5%

Standard Occupational Classification (SOC)	SOC Code	O*NET Website Link	Program			
			MFOBC	BOA	PL	MA
Medical Records and Health Information Technicians	29-2071	www.onetonline.org/link/summary/29-2071.00	X			
Medical Assistants	31-9092	www.onetonline.org/link/summary/31-9092.00				X
Office Clerks, General	43-9061	http://www.onetonline.org/link/summary/43-9061.00	X	X	X	
Paralegals and Legal Assistants	23-2011	www.onetonline.org/link/summary/23-2011.00			X	
Medical Secretaries	43-6013	www.onetonline.org/link/summary/43-6013.00	X			
Secretaries, Except Legal, Medical and Executive	43-6014	www.onetonline.org/link/summary/43-6014.00		X		

¹ As of January 15th, 2012. Includes \$50 registration fee and student tuition recovery fee required by the State of California, \$38 for MFOBC, BOA, and PL and \$43 for MA. Includes \$130 for uniforms for MFOBC and MA programs. All other are supplies included in tuition.

² Based on Title IV loan debt for students starting their programs between July 1, 2011 and June 30, 2012. Median other educational loan debt was \$0.

³ Based on students schedule to complete their programs during calendar 2011 as reported to the California Bureau for Private Postsecondary Education.

⁴ Includes students who completed their programs within 150% of their originally scheduled duration.

⁵ This is a new program and debt load, completion and placement date is not yet available. It will be included in these disclosures when date becomes available.

CANCELLATION

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance of the last day of the first module of your program. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if 60 percent or less of the scheduled days in the payment period have elapsed through your last day of attendance.

You may cancel by providing written notice, by mail or by hand delivery, to the following address: Career College of California, 201 E. 4th Street, Suite 201, Santa Ana, CA 92701. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If sent by mail, the notice of cancellation is effective when deposited in the mail properly addressed with proper postage.

If the Enrollment Agreement is cancelled the school will refund the student any money he or she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL

You may withdraw from the school at any time after the cancellation period (described above). If you so withdraw, you will receive a pro rata refund of the charges for the payment period in which you withdraw from your program provided 60 percent or less of the scheduled days in the payment period have elapsed through your last date of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition within 45 days of withdrawal. If more than 60 percent of the scheduled days in the payment period in which you withdraw have elapsed, the charges for the payment period are considered earned and you will not receive a refund of such charges. You will receive a refund of 100% of any charges related to payment periods beginning after your withdrawal.

The amount of the refund will be based on the charges for the payment period that were unearned at the time of withdrawal. The charges earned are equal to the percentage of the period completed (except that if that percentage is more than 60%, the charges are considered to be 100% earned) multiplied by the total charges for the period. The percentage of the period completed is calculated by dividing the number of calendar days elapsed in the period through your last date of attendance by the total number of calendar days in the period (excluding scheduled breaks of at least five consecutive days and days in which the student was on an approved leave of absence).

For the purpose of determining a refund under this section, a student shall be determined to have withdrawn from a program of instruction when any of the following occurs:

- 1) The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- 2) The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the institution.
- 3) The student has failed to attend class for ten (10) consecutive days.
- 4) The student fails to return from a leave of absence and there was no approved extension.
- 5) The student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment, provided the later module the student will attend begins no later than 45 calendar days after the end of the module the student ceased attending.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the institution has 45 days to issue a refund, is the earlier of the date the student



officially withdraws or the date the institution determines the student has violated an academic standard. If a student does not return from an approved leave of absence on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return, but the calculation will be based on the student's last date of attendance.

PROGRAMS OF STUDY

Program	Hours	Credits
Business Office Administration	720	36
Medical Assistant	820	39
Medical Front Office with Billing & Coding	720	36
Paralegal	760	36
Collections Representative	140	7

Classes for the Business Office Administration, Paralegal, and Medical Front Office with Billing and Coding meet from 9:00 a.m. to 2:00 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Friday. Day-time sessions for the Medical Assistant program meet from 9:00 a.m. to 2:00 p.m. or from 8:00 a.m. to 1:00 p.m., Monday through Friday. Weekend sessions for the Medical Assistant program meet from 9:00 a.m. to 5:00 p.m. on Saturday and Sunday. Evening sessions for the Medical Assistant program meet from 6:00 p.m. to 10:00 p.m., Monday through Thursday. Evening sessions for the Business Office Administration, Paralegal, and Medical Front Office with Billing and Coding meet from 6:00 p.m. to 10:00 p.m., Monday through Friday. The Medical Assistant and Paralegal program externship hours will be determined prior to its start and may include weekend and evening hours.

Career College of California utilizes the US Department of Education definition of quarter credit hours for both academic and financial aid purposes. CCC converts clock hour to credit hours for classes based on the US Department of Education's full formula option that takes into account both clock hours and out-of-class work to determine the maximum allowable credit hours based on a ratio of 25 clock hours per credit hour.

Instruction throughout the program is a combination of lecture and hands-on exercises with a maximum of 20 students per instructor. Techniques used in the classroom actively involve the student in the learning process with a variety of classroom activities utilized to address differing learning styles by combining visual, audio and hands-on learning activities in the classroom.

Students will be awarded a certificate of completion upon successful completion of all program requirements.

Business Office Administration

The Business Office Administration program trains students to work in business settings, from small local offices to multinational corporations. Students of the Business Office Administration program will learn how to create and manage documents, spreadsheets, manage email, appointments, business projects, photo processing, outlining, drawing, graphing, modify database design, marketing and presentation management. In addition the BOA student will learn proper office procedures and office management skills including printing, faxing, scanning, telephone techniques, and customer service. Successful completion of this program will prepare students to enter the job market as Administrative assistants, Word processors, Data entry specialist, Office assistants, Receptionists, Accounting clerks, Secretaries, General office clerks, and many others. Students will receive a certificate of completion upon successful completion of all the program requirements.

C100 Word Processing

This course provides an in-depth look at the creation of letters, memos and reports using Microsoft Word 2010. Through practical examples linked to the daily activities of a busy business office, students will

format and edit text, create charts, diagrams and tables, integrate mailing lists and add security features to documents. The course includes the use of powerful electronic text processing tools such as spelling and grammar checker, auto correction, language translation, and automated indexes and tables.

Prerequisite: None

C110 Electronic Spreadsheets

In this course students learn to create Microsoft Excel 2010 electronic spreadsheets and utilize them effectively in the context of a busy business office. Students will enter and format information, create charts and diagrams, utilize common formulas, manage data, create lists, share files, and add security and protection features to documents. Exercises are designed for application in a wide variety of business and medical situations, including lists, inventories, numerical calculations, budgets, graphs, and basic statistical analysis.

Prerequisite: None

C120 Internet Research & Microsoft Outlook

In this course students learn to collaborate, share information, and communicate effectively with office personnel and customers using Microsoft Outlook 2010, a powerful e-mail and contact management program. Students will create electronic messages, appointments, contacts and tasks, track activities, attach files and create business projects. In addition, students will learn methods to research relevant information from the Internet safely and effectively.

Prerequisite: None

C130 Microsoft PowerPoint

Students learn to create professional-quality presentations using Microsoft PowerPoint 2010 in a variety of business settings. The class covers tables, diagrams, charts, outlining, drawing, graphing, animation, slide show effects, digital photo imaging, and presentation skills. Students will also create basic flyers and other printed products using PowerPoint versatile drawing and layout tools.

Prerequisite: None

C140 Microsoft Publisher

Students will learn to design and produce professional, quality documents that combine text, graphics, illustrations, and photographs using Microsoft Publisher 2010, a powerful desktop publishing program. The course covers creating and editing a publication, designing a newsletter, preparing a tri-fold brochure, personalizing publications with information sets, and creating business forms and tables

Prerequisite: None

C150 Database Management

Student will learn how to create and manage databases using Microsoft Access 2010, customize reports to better organize the displayed information and produce specific print layouts such as mailing labels, create flexible queries to display specified records; allow for user-determined query criteria; add, update, and delete data with queries.

Prerequisite: None

C160 Computerized Accounting

Using a hands-on approach, this course integrates understanding accounting with mastery of QuickBooks 2010 software. The course walks the student through the process of setting up a company in QuickBooks and allows the student to progress from entering simple transactions to using advanced features. The first part of the course provides a hands-on introduction to the program, the process of setting up a new company, entering data, and preparing financial forms and reports. The second half focuses on maintaining a service and merchandising business.

Prerequisite: None

C800 Placement Workshop

In this final course students will learn how to pursue a systematic job search that takes into account their abilities, attitudes and preferences. Students will develop career development skills, organize a personal

presentation folder, prepare a powerful personalized resume, and practice proven techniques to approach effectively the critical job interview.

Prerequisite(s): C100, C110, C120, C130, C140, C150, C160

Business Office Administration			
Code	Course	Credits	Hours
C100	Word Processing	4.8	96
C110	Electronic Spreadsheets	4.8	96
C120	Internet Research & Outlook	4.8	96
C130	MS PowerPoint	4.8	96
C140	MS Publisher	4.8	96
C150	Database Management	4.8	96
C160	Computerized Accounting	4.8	96
C800	Placement Workshop	2.4	48
	Total Program	36	720

Medical Assistant Program

Students of the Medical Assistant program will learn the knowledge and skills necessary to work as an entry-level Medical Assistant. The program includes training in front office administrative skills and back office clinical skills. Students will learn how to take vital signs, file patient insurance forms, update medical records, perform safe clinical practices and much more. The in-school portion of the program is split between lecture and lab, 50% is spent in a classroom setting and 50% is spent in the clinical lab. The course also includes career development and a 160 hour externship. The course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinical. Students will receive a certificate of completion upon successful completion of all the program requirements.

C300 Vital Signs & CPE/Skeletal System

This course introduces students to medical terminology, computer basics and typing, and to a computerized medical office setting. This course also teaches students the overall view of a complete physical examination along with how to obtain vital signs including blood pressure, pulse, respirations, temperature, height, and weight. The student will be knowledgeable in the study of gerontology and the use of therapeutic and rehabilitation modalities. This course also covers functions and structures of the skeletal system and the commonly prescribed medications. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C310 Documentation/Emergency Procedures/Respiratory System

This course introduces new medical terminology, basic computer and typing skills, in addition to proper charting and documentation. The course focuses on proper telephone techniques for managing a medical office. This course also teaches students the functions and structures of the respiratory system and commonly prescribed medication. Emphasis is placed on the importance of emergency procedures and

first aid techniques. Students are taught CPR and obtain certification through the American Heart Association. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C320 Financial Practices/Cardiovascular & Reproductive System

This course introduces students to medical terminology, computer basics, typing, daily financial practices, billing and collections. Students will receive instruction on infection control and will learn the functions and structures of the cardiovascular and reproductive systems. Student will be introduced to electrocardiograms. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C330 Accounting/Immune & Lymphatic System

This course introduces students to medical terminology, computer basics and typing, accounting practices, and assisting in minor surgery along with maintaining asepsis. This course will also teach students the importance of safety skills in the lab. In addition, microbiology will be introduced, along with the functions and structures of the immune and lymphatic systems. Basic pediatric skills will be introduced. Students will continue researching commonly prescribed medication using a Physician Desk Reference. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C340 Legality & Ethics/Hematology & Phlebotomy

This course includes an overview of medical terminology, basic computer/keyboarding skills, and written communications within a medical office setting. Legal and ethical considerations will be discussed, as well as, HIPAA policies. Students will gain knowledge in hematology and phlebotomy, and will be able to perform various specialty laboratory tests. Students will receive instruction on how to research prescribed medications using a Physician's Desk Reference book. Students will perform clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C350 Medisoft/Muscular & Integumentary System

This course continues to introduce students to medical terminology and computer basic. Typing skills are emphasized along with the introduction to a computerized medical office using Medisoft software. In addition, students will gain an understanding of the functions and structures of the muscular system, integumentary system, and Special Senses: eye and ear. Students will also further research commonly prescribed medications using a Physician Desk Reference. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C360 Medisoft/Pharmacology/Nervous System

This course exposes students to a more in-depth look at medical terminology. Computer basics are emphasized along with improved typing skills. Students are introduced to reports and patient billing simulations. This course also teaches basic pharmacology, medication dosage and calculations, as well as, diagnostic test imaging. Students will be expected to process claims and create statements in a computerized medical office using Medisoft. The functions and structures of the nervous system will be discussed in conjunction with the commonly prescribed medications. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C370 Therapeutic/Endocrine, Urinary, Digestive System

This course includes an overview of medical terminology, basic computer and keyboarding skills, therapeutic skills, therapeutic approaches for patients with life threatening diseases, and how to create a positive facility environment. This course also includes instruction on nutrition in health and disease and focuses on the functions and structures of the endocrine, urinary, and digestive systems. Students will be introduced to safe clinical practices, basic first aid, vital signs, and routine lab tests. Emphasis is placed on front and back office hands-on clinical skills to prepare students to work in a health care setting.

Prerequisite: None

C380 Medical Insurance and Billing & Coding

This course introduces students to medical terminology, computer basics, typing, medical documents and proper charting and documentation. The course focuses on medical insurance and coding using ICD-9 and CPT codes. This course also teaches students patient scheduling.

Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C390 Medical Assistant as a Profession

This course introduces students to medical terminology, computer basics, typing, medical documents and proper charting and documentation. The course focuses on the Medical Assistant as an office manager in addition to a human resource manager. Focus will also be placed on coping skills for the Medical Assistant. Students will practice clinical skills needed to prepare them to work in a hospital, doctor's office, or medical clinic.

Prerequisite: None

C810 Career Development

In this final course students will learn how to pursue a systematic job search that takes into account their abilities, attitudes and preferences. Students will develop career development skills, organize a personal presentation folder, prepare a powerful personalized resume, and practice proven techniques to approach effectively the critical job interview.

Prerequisite(s): C300, C310, C320, C330, C340, C350, C360, C370, C380, C390

C900 Externship

Students work in approved facilities under the direct supervision of qualified personnel and under general supervision of the school staff.

Prerequisite(s): C300, C310, C320, C330, C340, C350, C360, C370, C380, C390, C810

Medical Assistant Administrative & Clinical			
Code	Course	Credits	Hours
C300	Vital Signs & CPE/Skeletal System	3	60
C310	Documentation/Emergency Procedures/Respiratory System	3	60
C320	Financial Practices/Cardiovascular & Reproductive System	3	60
C330	Accounting/Immune & Lymphatic System	3	60
C340	Legality & Ethics/Hematology & Phlebotomy	3	60

C350	Medisoft/Muscular & Integumentary System	3	60
C360	Medisoft/Pharmacology/Nervous System	3	60
C370	Therapeutic/Endocrine, Urinary, Digestive System	3	60
C380	Medical Insurance and Billing & Coding	3	60
C390	Medical Assistant as a Profession	3	60
C810	Career Development	3	60
C900	Externship	6	160
	Total Program	39	820

Medical Front Office with Billing & Coding

The Medical Front Office with Billing & Coding program trains students to work in a medical front office, a general business office or as an entry-level biller and coder. The program includes training in medical terminology, medical office procedures, spreadsheets, email, internet research, word processing and medical insurance billing and coding. In addition, training is provided in general office procedures, including office management, printing, faxing, scanning, telephone communication, and customer service. Graduates of this program will be qualified for employment in the front office of a medical practice, clinic, or hospital as well as in a business office or in an entry-level billing and coding position. Job titles include Medical Office Assistant, Medical Administrative Assistant, Medical Clerk, Patient Representative, Administrative Assistant, Customer Service Representative and Office Assistant, among others. Students will receive a certificate of completion upon successful completion of all the program requirements.

C100 Word processing

This course provides an in-depth look at the creation of letter, memos and reports using Microsoft Word 2010. Through practical examples linked to the daily activities of a busy business office, students will format and edit text, create charts, diagrams and tables, integrate mailing lists and add security features to documents. The course includes the use of powerful electronic text processing tools such as spelling and grammar checker, auto correction, language translation, and automated indexes and tables.

Prerequisite: None

C110 Electronic Spreadsheets

In this course students learn to create Microsoft Excel 2010 electronic spreadsheets and utilize them effectively in the context of a busy business office. Students will enter and format information, create charts and diagrams, utilize common formulas, manage data, create lists, share files, and add security and protection features to documents. Exercises are designed for application in a wide variety of business and medical situations, including lists, inventories, numerical calculations, budgets, graphs, and basic statistical analysis.

Prerequisite: None

C120 Internet Research & Microsoft Outlook

In this course students learn to collaborate, share information, and communicate effectively with office personnel and customers using Microsoft Outlook 2010, a powerful e-mail and contact management program. Students will create electronic messages, appointments, contacts and tasks, track activities,

attach files and create business projects. In addition, students will learn methods to research relevant information from the Internet safely and effectively.

Prerequisite: None

C210 Computerized Medical Billing

At the end of this course students will have a full understanding of the concepts and procedures to perform tasks involved in health insurance billing, insurance claim forms, electronic billing, accounts receivables and collections in the medical office. This course offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills using Medisoft. Students will learn to gather and input patient and insurance information, schedule appointments, enter transactions, create claims and print reports.

Prerequisite: None

C220 Medical Terminology

Students will build a consistent and reproducible medical vocabulary to communicate effectively with specialists and to evaluate and interpret medical records. Students will be able to identify and describe the major organ systems of the body, describe the major diseases and disorders affecting each body system, define word roots, use combination forms, prefixes, and suffixes of medical terms. Students will be able to define new and unfamiliar words by analyzing the elements of medical terminology and will be familiar with the pronunciation and spelling of common medical words.

Prerequisite: None

C230 Medical Coding

Students will learn the concepts and the proper use of HIPAA-mandated medical coding sets for the billing of diagnosis, procedures and specific items and services provided in the delivery of health care. Students will become familiar with the layout, organization and components of the ICD9-CM, CPT4 and HCPCS manuals, along with description of coding regulations with respect to body systems, applicable coding initiatives and critical coding terms.

Prerequisite: None

C240 Electronic Health Records

Students will learn to utilize computerized medical records and coding standards to improve the patient care and the efficiency of the medical office. Hands-on exercises provide a real-world experience of using authentic EHR software and the implications of HIPPA privacy regulations on the management of electronic records. The course also covers an overview of the recent ARRA (American Recovery and Reinvestment Act of 2009) and its implications for the medical practice.

Prerequisite: None

C800 Placement Workshop

In this final course students will learn how to pursue a systematic job search that takes into account their abilities, attitudes and preferences. Students will develop career development skills, organize a personal presentation folder, prepare a powerful personalized resume, and practice proven techniques to approach effectively the critical job interview.

Prerequisite(s): C100, C110, C120, C210, C220, C230, C240

Medical Front Office with Billing & Coding			
Code	Course	Credits	Hours
C100	Word Processing	4.8	96
C110	Electronic Spreadsheets	4.8	96

Medical Front Office with Billing & Coding			
Code	Course	Credits	Hours
C120	Internet Research & Outlook	4.8	96
C210	Computerized Medical Billing	4.8	96
C220	Medical Terminology	4.8	96
C230	Medical Coding	4.8	96
C240	Electronic Health Records	4.8	96
C800	Placement Workshop	2.4	48
	Total Program	36	720

Paralegal Program

Students of the paralegal program will learn the knowledge and skills necessary to work as entry-level paralegals or legal administrative assistants. Students will learn about the complex procedures and communication surrounding lawsuits, court cases and legal briefs in family law (child custody, bankruptcy, wills, divorce), torts (civil suits involving personal injury), and contract law (formal agreements between parties). They will learn how to write and research legal correspondence, communicate with clients, maintain confidentiality and facilitate interactions with court and law enforcement agencies. Instruction is a combination of lecture, practical hands-on assignments, and field trips. The program includes career development and a 150-hour on the job externship. A certificate of completion is awarded upon successful completion of the program requirements.

C100 Basic Paralegal Computer Skills and Tasks

This course introduces students to computer basic functions and typing. Students will learn about the internal and external components of the operating system, capacities, and basic theory and history. This course provides an in-depth look at the creation of letter, memos, and reports using Microsoft Word 2010. Through practical examples linked to the daily activities of a busy business office, students will format and edit text, create charts, diagrams, and tables, integrate mailing lists and add security features to documents. The course includes the use of powerful electronic text processing tools such as spelling and grammar checker, auto correction, language translation, and automated indexes and tables. Students also learn to create electronic spreadsheets using Microsoft Excel 2010. Students will enter and format information, create charts and diagrams, utilize common formulas, manage data, create lists, share files, and add security and protection features to documents. Students will also explore Microsoft Outlook and the various mailing features. Students will also become familiar with the various legal research and database systems.

Prerequisite: None

C600 American Legal Environment, Law Office Procedures, and Litigation

This course will explain the sources of law; distinguish between statutory law, judicial law and Constitutional law. It will also describe the structure of the judicial system and the process of legal analysis. Students will be able to identify the types of law practice and the legal teams, client management and ethical rules regarding the practice of law. Students will also go through the states of the litigation process.

Prerequisite: None

- C610 Criminal Law and Procedure
This course will differentiate between Criminal Law and Criminal Procedure, how crimes are classified and which crimes are under state and federal jurisdiction. Students will be able to name the elements of a crime and the parties to a crime. Students will participate in a full discussion of Due Process, the Fifth and Fourteenth Amendments, the Fourth Fifth and Sixth Amendments, and Habeas Corpus. Students will learn the entire criminal process.
Prerequisite: None
- C620 Legal Research and Writing
This course will review basic grammar, punctuation, and spelling. Students will learn how to write effectively by understanding the important characteristics of legal writing. Basic methods of citation will be taught and understand legal authorities and where to find them. Students will also learn and write legal correspondence.
Prerequisite: None
- C630 Torts and Contract Law
This course will define a tort and enable students to distinguish between a tort cause of action and a criminal cause of action. Students will know the sources of tort law and learn the major torts and their elements as well as tort defenses. Students will learn the definition of a contract and be able to identify the different types of contracts. Students will participate in discussions of the UCC and when it applies. Students will learn all elements of a contract as well as contract defenses. Third party rights will also be discussed.
Prerequisite: None
- C640 Property Law, Family Law and Estate Planning
This course will establish the basic meaning of property as well as distinguish between real and personal property. Students will understand the different types of estates in ownership of property and in rental property, and learn how property is transferred. Students will participate in a full discussion of the basic legal principles of Family law from premarital agreements, divorce to custody and visitation. Students will recognize how wills and trusts are formed and have a full understanding of the probate process.
Prerequisite: None
- C650 Bankruptcy Law and Business Law
This course will explore the role of paralegals in a bankruptcy law practice. Students will learn the history of bankruptcy laws and study the bankruptcy code as well as be able to distinguish between the different types of Bankruptcy. Students will also study the four basic business forms, the law of agency and have a full understanding of Title VII. Age and Disability discrimination as well as limitations on employee lawsuits against State and Local Government employers will be discussed.
Prerequisite: None
- C800 Career Development
In this final course, students will learn how to pursue a systematic job search that takes into account their abilities, attitudes and preferences. Students will develop career development skills, organize a personal presentation folder, prepare a powerful personalized resume, and practice proven techniques to approach effectively the critical job interview.
Prerequisite(s): C100, C600, C610, C620, C630, C640, C650
- C900 Externship
Students work in approved facilities under the direct supervision of qualified personnel and under general supervision of the school staff.
Prerequisite(s): C100, C600, C610, C620, C630, C640, C650, C800

Paralegal Studies			
Code	Course	Credits	Hours
C100	Basic Paralegal Computer Skills and Tasks	4	80
C600	American Legal Environment, Law Office Procedures and Litigation	4	80
C610	Criminal Law and Procedure	4	80
C620	Legal Research and Writing	4	80
C630	Torts and Contract Law	4	80
C640	Property Law, Family Law and Estate Planning	4	80
C650	Bankruptcy Law and Business Law	4	80
C800	Career Development	2	50
C900	Externship	6	150
	Total Program	36	760

Collections Representative

The Collections Representative program will prepare students for opportunity across the Healthcare industry ranging from medical and dental institutions, clinics, hospitals, insurance companies and more. Students will gain an understanding of the debt collection process. Graduates of this program will be qualified for employment in the collection department of various healthcare offices. A certificate of completion is awarded upon successful completion of the program requirements.

Collections Representative			
Code	Course	Credits	Hours
C700	Collections Representative/Externship	7	140
	Total Program	7	140

C700 Collections Representative

Through the course of the program, students will receive detailed and practical instructions on how to effectively collect an outstanding debt. Through role play and lesson plans, students will learn how to overcome debtor objections, provide excellent customer service, abide by required collections laws, and understand both the collections aspect and debtor's point of view. Students will also create sample collections goals and commission-pay programs to gain deeper understanding of how your future employer will evaluate and pay you. Students will work at the offices of Western Dental Services, Inc. for the externship.

Avocational Programs

Conversational English Program

This program aims at enhancing students' English communication skills with a primary focus on conversational components. The curriculum also includes training in reading, writing, and grammar skills as conditions for proper use of the language. Students are assessed in their English language proficiency before they start the course and, based on the results of such assessment, are placed in one of four levels of proficiency: low-beginner, beginner, intermediate, or high-intermediate. The exact number of hours of training for each student will depend upon each student's specific level of language proficiency. The program uses a communicative approach that aims at developing competency-based skills in order to gradually develop comfort to facilitate students' engagement in personal, social, and professional interactions. Students finishing the high-intermediate language proficiency level will interact comfortably with native speakers on topics that are known to them.

Conversational English		
Code	Language Proficiency Level	Hours
ENG-1	Low-Beginner	90
ENG-2	Beginner	90
ENG-3	Intermediate	90
ENG-4	High-Intermediate	90
	Total Program	360

Policies and Procedures

In addition to the general policies and procedures contained in this catalog, the specific policies below also apply. If any policies conflict, the policies below apply:

Total Number of Hours

The number of total hours for the course varies per student and is contingent upon the student's specific English language proficiency level.

Enrollment

Enrollment for the course operates on a month-by-month basis. Full monthly tuition must be paid before attendance in class unless assigned a guest status by the school administration. Students may not enroll after the start of the second class session of the month.

Academic Progress

To be promoted to the next proficiency level, students must comply with all of the following requirements:

1. 90% attendance (27 out of 30 hours per month)
2. 80% grades (average of mid-term and final exams)

Exams missed must be made up within 48 hours in direct coordination with instructors. If not made up, missed exams will bear a value of zero.

Cost

Program	Hours	Registration Fee	Books	Tuition	Total Cost
Conversational English	360	\$50	\$200	\$3,400	\$3,650

Refunds

Refunds operate per enrollment period (30 days). If a student cancels within the first week of class, he/she is entitled to a 100% refund less \$35 for the cost of books unless returned unused. If a student withdraws from the course after the end of the cancellation period, he/she has the right to receive a pro rata refund if 60 percent or less of the scheduled days in the 30-day period has elapsed through the student's last day of attendance.