

**CENTRAL CALIFORNIA
SCHOOL
OF CONTINUING EDUCATION**

**SCHOOL CATALOG
EXCELLENCE IN EDUCATION**



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Table of Contents

	<u>Page #</u>
School Mission, Philosophy, Purpose & Statement	1
List of Programs & Quarter Credit Hour	1
History of the School, Satellite Location	2
Operating Hours and Dates	2
Facilities Description, Satellite Location	2
School Holidays Observed	3
Student Services	3-4
School Accreditation and Authorization	4
Governing Board	5
Administrative and Business Office	5
Admissions, Financial Aid and Registrar's Office	5
Instructional Staff	5-6
Admission Requirements and Procedures	7
Financial Arrangement Options	7
Federal Financial Assistance Programs	8
Attendance Policy	8
Leaves of Absence	9
Quarter Credit Hour/Clock Hour	9
Grading System, Completion, Other Important Information	9
Student Conduct Policy	10
Termination Policy and Reinstatement Procedures	10
Complaint Process	11
Transfer Credit Information	11-12
Cancellation, Refund Settlement Policy	12-13
Campus Security	14
Policy on Sexual Harassment	14
 <u>Certificate Programs Description</u>	
Medical Assistant	15-17
Dental Assistant	18-20
X-ray Technician	21-23
X-ray Technician/Medical Assistant Clinic	24-27
Diagnostic Medical Ultrasound	28-30
Diagnostic Medical Vascular Ultrasound	31-32
Veterans Addendum	33
State of California Student Tuition Recovery Fund	34
Fee Schedules	35

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

Addendums subsequent to catalog printing will be stapled to back page

Publication and Revision Date: 01/02/14

INTRODUCTION

INTRODUCTION

MISSION

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

PHILOSOPHY

Central California School of Continuing Education provides an atmosphere that is conducive to learning specific occupational trades. The faculty and staff at Central California School of Continuing Education instills professionalism, a sense of pride and accomplishment in the students while in the classroom and during their extern ship.

PURPOSES AND OBJECTIVES

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

This School's Training Programs Are:

Certificate in Medical Assistant (Medical Assisting)	45	Quarter Credit Hours
Certificate in Dental Assistant (Dental Assisting)	41.5	Quarter Credit Hours
Certificate in X-ray Technician	35.5	Quarter Credit Hours
Certificate in X-ray Technician/Medical Assist Clinic	51	Quarter Credit Hours
Certificate in Diagnostic Medical Ultrasound	129	Quarter Credit Hours
Certificate in Diagnostic Medical Vascular Ultrasound	84	Quarter Credit Hours

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

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

Gono R. Appleby, Administrator

Students will be notified of any policies and procedures implemented by this college prior to issuance of the annual catalog. Additions or changes may be made consistent with applicable laws and regulations. Central California School of Continuing Education reserves the right to change, without prior notice, any policy or procedure, tuition or fee, curricular requirements or any other information found within this catalog. However, Central California School of Continuing Education will endeavor to assist all students to adapt to any necessary changes. **The policy on Catalog updates or revisions are made with revision dates noted in the current version.**

HISTORY OF CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION:

This school started the first class in April 1989. Since that date, this college graduated students in the fields of Dental Assisting, Medical Assisting, X-ray Technician, Combination X-ray Technician/Medical Assistant Clinical, Diagnostic Medical Ultrasound, Medical Transcribing Computer Support Specialist, Diagnostic Radiologic Technology and Diag.Med.Vascular Ultrasound programs

Central California School of Continuing Education trains persons from this county and students who commute from outlying areas. The special characteristic of the college can be described as "caring." We care about the people we enroll and continue to keep in touch with our graduates. It has always been and will remain the ultimate objective of this college to graduate students who are true professionals in their attitudes, beliefs and actions. January of 2008, the college changed it's clock hour measurement to Quarter Credit Hour. In 2012 the school added a Satellite Location at 139 N. 5th St., Coalinga, Ca. This location was added to serve those students taking the Diagnostic Medical Ultrasound Programs affording them the opportunity to complete the program with less traveling. This site is located mid-way between the San Joaquin Valley and the Central Coastal area of California.

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

OPERATING HOURS AND DATES:

Training is in session seven days a week, from 9:00 a.m. to 5:00 p.m. Registration and entry dates are approximately every two months for most programs. For additional information, please contact the school.

PHYSICAL FACILITIES:

Central California School of Continuing Education is located at 3195 McMillan, Suite F, San Luis Obispo, California. The facilities Central California School of Continuing Education occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. The facility encompasses approximately 4500 square feet consisting of eight classroom/Lab. areas with an adjoining dental x-ray lab, medical x-ray lab, darkroom and three staff offices. There is equipment to simulate medical and dental facilities. Dental, medical radiography equipment and radiographic phantoms are available. There are visual aids to simulate the human body, anatomical charts and skeletons are available. Radiographic automatic processing equipment is available, Diagnostic Medical Ultrasound real-time and simulation equipment are also utilized. Equipment for individual courses is further described in each program section. There are rest room facilities for student use. Ample parking is available and several restaurants are close by. The Satellite location at 139 N. 5th St., Coalinga, Ca., and has approximately 1600 square feet consisting of a lab. area plus a classroom. There are multiple visual aids that help to simulate various sonographic organs and related anatomy. In addition there are diagnostic medical ultrasound machine stations. Audio visual equipment for power point presentations plus TV. and educational DVDs. Restroom facilities are available for student use. There is a dedicated parking lot for student use.

School's policy regarding student ratio: all programs have a lab. ratio of a maximum of 12 - 1 at a time, and maximum of 30 - 1 for lecture session. Typical classroom ratio is 30 - 1 and lab ration is 12 - 1.

HOLIDAYS:

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

STUDENT SERVICE POLICIES

Students' service policies can be found in the "student information packet" received upon registration. This packet contains important information. Students are required to sign a receipt attesting they have read and understand the school's catalog given to them at orientation.

STUDENT SERVICES:

Housing: The school does not provide student housing, there is however available housing located reasonably near with an approximate cost of \$800 to \$1000 per month for rent. The school has no responsibility to find or assist a student in finding housing. We do have a list of referral services for affordable rentals posted on the bulletin board.

Lectures: These are conducted in the English language. CCSCE, does not provide English as a second language programs. The level of the English language students need to have is documented by passing the Wonderlic Scholastic Level Exam, form T-51 with a score of 13.

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

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

Placement assistance: This college maintains an active placement service, listing known openings and assisting graduate students in obtaining interviews. There is no charge to the student for this assistance. *Students who withdraw or have been terminated are not eligible for this service.* Graduates are presented a portfolio containing their certificates, academic transcripts and a professional resume. As a matter of legal ethics, no school can guarantee placement or starting salaries. However, this college performs a postgraduate survey and maintains verifiable records of initial employment and the data is published in our annual report entitled, "The Fact Sheet," providing up to date statistics related to graduation, state board exam results, other examinations, employment and average entry level salary of our graduates.

Library facilities: This college has sufficient resources to support library assignments given to students by the instructors and for research purposes. Cental California School of Continuing Education also subscribes to periodicals that bring up-to-date information to the students and Internet access for research. There are other resource libraries available within the immediate area. Jackie A. Appleby, M.S., is considered the reference librarian.

Insurance: The school provides malpractice insurance for programs requiring extern ship.

Drug test: All students are required to take a drug test. This test is requested and arranged with a local medical clinic. After the student enrolls, the test is scheduled and the student is notified. Failure to pass the drug screen will result in termination. (In the event, the school determines that a second random drug test is warranted, the student will be requested to take it, failure to do so could be grounds for termination.

Background Check: The School conducts a background check for criminal history on all students upon enrollment.

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

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

ADVISING

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

Financial planning: The financial aid officer helps students plan their financial assistance package. Budget and personal financial planning concerns are addressed by the business and financial aid office.

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

Status report or routine evaluations: Students are given written status reports on their progress, including grade to date and number of absences. Each instructor is responsible for his/her students' progress reports. A copy of this report is maintained in the students permanent file.

ACCREDITATION & AUTHORIZATIONS

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

Central California School of Continuing Education is accredited by the Accrediting Commission of Career Schools and Colleges

All X-ray Technician Programs are separately approved by the California Department of Public Health, Radiologic Health Branch.

The Dental Board of California, separately approves the Dental Radiation Safety Course in the

Dental Assisting program.

Central California School of Continuing Education is approved to train Veterans and other eligible persons.

Central California School of Continuing Education is a private institution and is approved to operate by the **Bureau for Private Postsecondary Education**. Any questions a student may have regarding this catalog that have not been satisfactorily answered by CCSCE may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 93833.

GOVERNING BOARD

Gene R. Appleby, Administrator, President, Chief Fiscal Officer, and Chief Executive Officer.
Jackie A. Appleby, M.S., Vice President and Director of Education.

ADMINISTRATIVE AND BUSINESS OFFICE:

The administrative staff consists of Gene R. Appleby. Mr. Appleby has prior school administrative experience having previously owned and operated two private vocational colleges in the Fresno, California area. Mr. Appleby obtained his expertise from business management and administration. Mr. Appleby is in charge of the business office section of Central California School of Continuing Education and all fiscal operations. He is assisted by John W. Appleby, BSRSA, CRT., R.F.

ADMISSIONS AND REGISTRAR

Jackie A. Appleby, MS., Director of Education, oversees admission standards and reviews entrance exam results. During the students training she monitors their progress and attendance.

Meridith Sweeney serves as assistant to the registrar, accounting office and business office plus is the main school receptionist in addition serves as Admission's Representative.

Dustin Brooks serves as records clerk, maintains, organizes student academic files and is the school's copy technician, in addition serves as Admission's Representative.

Alex Flood serves as instructional assistant, Admission's Representative in addition is Certified to Instruct Basic Life Support for the American Heart Association.

FINANCIAL AID /BUSINESS OFFICE

The financial aid office staff consists of Arloa M. Miller, Financial Aid Director. This office is responsible for all processing and verification of Federal Title IV funds and/or financial payment arrangements. Budget counseling is included to assist students with planning their educational cost. Ms. Miller has over 25 years experience in this field.

Gina Appleby, Financial Aid Officer, has participated in webinars, online training and apprenticeship she is qualified to conduct all operations of the financial aid office.

Randy Rodriguez, is participating in apprenticeship for Financial Aid Officer, Mr. Rodriguez has a vast back ground in computer operations and is an asset to the Federal Financial Aid Program.

FACULTY

The faculty consists of professionals whose primary goal is to instruct and guide students in their area of expertise. Jackie A. Appleby, M.S., is the Director of Education for all courses and is

responsible for overseeing instructional methods of the programs. Mrs. Appleby has 30 years experience in allied health vocational education and has been involved in health occupations over the past forty years. She earned her Bachelors' Degree in Vocational Education and a Master Degree in Health Science education. Mrs. Appleby teaches portions of the Diagnostic Medical Ultrasound Program, and is the Director of the Medical Assistant program.

Gene R. Appleby, Administrator, teaches on a substitute basis portions of the X-ray Technician Program and advises physicians on quality control issues of their equipment and department. Gene Appleby is also an X-ray Technician .

John Appleby, BSRSA., CRT.,R. F, teaches portions of the Diagnostic Medical Ultrasound Program. In addition he is a clinical coordinator and assists with job placement. John is a Sonographer, California Certified Diagnostic Radiologic Technologist and is registered through the American Registry of Radiological Technologist . He is also the Director of the X-ray Technician program, and primary instructor. He has approximately 18 years experience in the occupations.

Geneva Brooks, RDA., EMT.,CCMA-AC., teaches the Dental Assistant, Medical Assistant plus the clinical medical assistant sections of the X-ray Technician/Medical Assistant Clinical and Diagnostic Medical Ultrasound programs. Mrs. Brooks has 25 years experience in the health care field. She is a Registered Dental Assistant, Emergency Medical Technician and a California Certified Medical Assistant. Mrs. Brooks coordinates and monitors the clinical training plus oversees the job placement of graduated students.. She is Director of the Dental Assistant program.

Robert Desch, M.S., CRT, R. F., is a Clinical Coordinator for the X-ray Technician Program and for the X-ray Technician/Medical Assisting Program. Mr. Desch has 25 years experience in the Diagnostic Radiologic Technology field and is registered with the American Registry of Radiologic Technologist.

Ernestina Ladino, CCMA, CRT-R.,F, RDMS Director/Instructor for the Diagnostic Medical Ultrasound Program. Ms. Ladino has 25 years employment history in medical facilities as a California Certified Medical Assistant and Diagnostic Medical Ultrasonographer. Ms. Ladino is also employed as a Diagnostic Radiologic Technologist and a Diagnostic Medical Sonographer at a local hospital and she is registered with the American Registry of Radiologic Technologist. She directs and teaches the Diagnostic Medical Ultrasound and Diagnostic Medical Vascular Programs Labs at the Coalinga Satellite location.

Allison Golden, RDMS, Instructor, Diagnostic Medical Ultrasound Program. Ms. Golden is employed as a Diagnostic Medical Sonographer at various imaging facilities. She teaches Labs. at both the main campus and the satellite location in Coalinga, California, has 8 years experience.

Gina Appleby, CCMA, XT, substitute instructor of the X-ray Technician / Medical Assistant and Clinical Sections of Medical Assistant portions of the Diagnostic Medical Ultrasound and Medical Assistant programs., Ms Appleby has been employed in medical facilities as a California Certified Medical Assistant and Limited Permit X-ray Technician for 17 years. She also holds a Bone Densitometer permit.

Linda Warren-Killion, CCMA, XT, holds four x-ray permits and has worked in the occupation of XT/MA for a minimum of 20 years. Teaches the Medical Assistant classes, the positioning section of the X-ray Technician training in addition co-teaches other Radiography Lab. Sessions. She is a Certified Medical Assistant.

ADMISSION REQUIREMENTS/POLICY

- ❖ Age 17 or older.
- ❖ Attend a school orientation
- ❖ High school diploma, transcripts, equivalency or GED. Students who received their high school diploma or equivalent from a foreign country must submit an official English translation.
- ❖ Persons admitted from foreign countries must have a valid student visa or proof of eligible non citizen status. Must be English proficient. All classes are conducted in the English language.
- ❖ Students will be required to take a random drug test.
- ❖ The student must give the School permission to run a background check for criminal history.
- ❖ Applicants must provide proof of hepatitis series B and updated childhood immunization records or complete and sign an exemption waiver. The school *strongly suggests* completing the vaccination series. (Ref .programs that require immunization records and can not accept a waiver)
- ❖ Satisfy prerequisites for programs (if applicable) prior to enrolling.
- ❖ Score a minimum of thirteen on the Wonderlic Scholastic Level Exam

ADMISSION PROCEDURES

- ❖ Attend an orientation
- ❖ Provide documentation of high school completion (diploma, transcripts, equivalency or GED Test Results)
- ❖ Make an appointment with the financial aid/business office to make payment arrangements.
- ❖ Consideration of transferrable credit for prior education or work experience must be accompanied by an official transcript or other documentation.
- ❖ Register: Complete an enrollment agreement/contract and registration documents prior to starting class.
- ❖ A tuberculosis screening result must be provided at registration/admission.

FINANCIAL PAYMENT ARRANGEMENTS

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

- ❖ Payment of the total amount at the beginning of the program.
- ❖ A payment schedule to CCSCE not to exceed twelve months to run concurrently with the enrollment period There is a 7% interest charge by the school. Payment arrangements may be for the outstanding balance not covered by the student's financial aid package.
- ❖ Failure to remit payments as scheduled will result in suspension until the student's account is current. Students applying for Federal Title IV Funds must set up a payment schedule for any outstanding balance (if applicable) not covered by the student's financial aid package.

Any payment more than thirty (30) days past due will result in the student being terminated. **All financial obligations must be met prior to the release of completion documents and/or transcripts.**

FEDERAL STUDENT ASSISTANCE

Central California School of Continuing Education offers federal financial aid programs to assist students with the cost of their education. Applicants for Title IV Funds must attend a financial aid workshop/ entrance interview.

Eligible students may apply for the following Title IV Programs:

- Federal Pell Grants
- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Parent Loans for Dependent Undergraduate Students

ATTENDANCE AND TARDINESS:

Students are expected to attend all scheduled class sessions and are expected to arrive on time. The minimum acceptable standard to ensure reasonable progress is 85% attendance. It is required that students report by telephone to the school on the day of the absence. However, all absences and tardiness count toward excessive absenteeism. Absences may be excused for childbirth, documented illness or other emergency situations acceptable to the director and/or administrator. Students who enter class sessions 15 minutes after it has begun or who leave early will be counted as tardy. Any combination of four (4) late arrivals or early departures, leaving 15 minutes early from class during a 30-day period will equal one absence. Students must maintain 85% attendance. Failure to improve attendance, will result in termination from the program. Students may reference reinstatement section of this catalog. Excused and unexcused absences are not distinguished for the purpose of computing the maximum number of absences allowed.

CLINICAL EXTERN SHIP POLICY

The school arranges extern ship for all programs involving clinical training. Students placed in an extern ship site are required to attend as scheduled. Students not reporting as scheduled or withdrawing from the extern ship site without permission from Central California School of Continuing Education will be placed on a waiting list for another site. Should a student be asked to leave an extern ship site due to conduct demeaning the quality of health care, that student will be terminated from the program. (Please reference specific programs for additional information).

LEAVES OF ABSENCE:

At the discretion of the School Director, a student may be granted an approved leave of absence in the event of unforeseen circumstances, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements or jury duty. A "Leave of Absence Request" form must be completed and signed by the student and approved by the School Director. The maximum leave of absence period is 180 days per academic year. Failure to return on the designated date will result in being dropped from the program.

GRADING SYSTEM FOR CERTIFICATE OF COMPLETION

The student must graduate with a "GPA" of 75 or above, verified at 25%, 50%, 75% and 100% of their training period and satisfy clinical extern ship and other requirements to successfully complete the program. Reference each program for specific requirements.

Quarter Credit Hour/Clock Hours As of January 10, 2008, the college is considered a Quarter Credit Hour School. (Revised 1-1-13)

Based on the conversion ratio: 1 Quarter Credit Hour (QCH) = 30 Units

2 units = 1 didactic clock hour
1.5 units = 1 clock Hour Supervised Lab.
1 unit = 1 extern ship clock hour

SATISFACTORY PROGRESS POLICY/GRADING SYSTEM:

1. 100% to 90%= A (4.0)
2. 89% to 80% = B (3.0)
3. 79% to 75% = C (2.0)
4. 74% to 60% = D (1.0) Unsatisfactory
5. below 60% = F (Failing)

If a student's "GPA" falls below the acceptable percentile ("GPA" of 75%), for a calendar month, the student will be placed on academic probation and notified in writing. During the probation period, the student is not eligible for financial aid and will receive special advising from the school Director and/or Administrator. The student must then achieve and maintain satisfactory academic progress during this probationary period. Failure to meet the terms of probation will result in termination. Each course is arranged in modular components. Students failing two consecutive components will be placed on probation. Failure to improve during the next modular component, within the probationary period will result in the student termination from the program. Maximum time frame for completion of training is 1 ½ times the length of the program.

INCOMPLETE GRADE

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

FULFILLING EXAMINATION REQUIREMENTS:

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

MAKE UP WORK:

The school policy on make-up work is based on the following:

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

REPEATING PROGRAM COMPONENTS:

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

STUDENT CONDUCT POLICY/SCOPE OF APPLICATION

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur. All students are expected to conduct themselves in an acceptable manner while on campus and when representing Central California School of Continuing Education in any off-campus activity. Each student has the responsibility to be aware of the college regulations. Conduct unbecoming the school and students will not be tolerated. The school administrator or director will dismiss a student from the school for the following:

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

PROBATION/TERMINATION POLICY

- ◆ Failure to achieve and maintain academic progress (75% minimum), i.e., the terms and conditions of academic probation will result in termination.
- ◆ Failure to achieve and maintain the minimum acceptable rate of attendance (85% minimum), i.e., the terms and conditions of attendance probation will result in termination.
- ◆ Failure to meet financial obligations within the designated time period.

REINSTATEMENT PROCEDURES:

Students who wish to re-enter, must first wait 180 days from the date of their official withdrawal and complete the admissions procedures as stated in this catalog. **However, the School is not obligated to re-enroll students who have withdrawn or whose enrollment has been terminated by the School.** Readmitted/reinstated students will be enrolled at the beginning of the program.

STUDENT GRIEVANCE APPEALS POLICY AND PROCEDURE

Students seeking to resolve problems or complaints should follow the procedures listed :
Submit a written complaint to the primary instructor. If the problem/grievance is not resolved, submit the written complaint to the Program Director. Unresolved complaints should be submitted to the Director of Education. If not resolved, complaints should be submitted to the Administrator, who may at his discretion refer the unresolved complaint to the Grievance Committee, consisting of:

Directors of Allied Health Programs
Central California School of Continuing Education Administrator
School Registrar

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

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

TRANSFER OF CREDITS TO OTHER SCHOOLS:

Students must contact the registrar of the receiving institution to determine what credits that institution will accept. It is up to the other college to evaluate and determine any transferable credits. The school has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OF CREDITS TO CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION

Consideration is on a case-by-case basis and determined by the Administrator and Director of Education. Transferable credits depend on the requirements and prerequisites of the individual program. Specific transferable credit must be documented. Transfer credit from one program to another program is allowable. Documentation from a prior program is required.

COMPARABLE PROGRAMS:

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

WITHDRAWING FROM PROGRAM

Students do not receive certificates for any part of the program from which they have withdrawn or been terminated.

CANCELLATION, REFUND SETTLEMENT POLICY:

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

Tuition Refund Policy: Minimum Cancellation and Settlement Policy, Ref: State of California.
Refund Policy Ref: U.S. Department of Education Return to Title IV, Higher Education Reform Act.

The student has the right to cancel the enrollment agreement/contract and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment (whichever is later). Any payment made on your behalf will be returned to the payee within ten (10) days following the school's receipt of the buyer's written, dated and signed cancellation notice. Students who have not visited the School facility prior to enrollment will have the opportunity of withdrawing without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities.

To cancel the contract for school, the buyer/student must mail or deliver signed and written notification to the school at the below address NOT LATER THAN MIDNIGHT no later than the seventh day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. You may cancel this enrollment agreement and receive a refund by providing written notice to Mr. Gene Appleby, Administrator, Central California School of Continuing Education, 3195 McMillan, Suite F, San Luis Obispo, CA 93401

The student will be deemed by the School to have withdrawn from the course of instruction when any of the following occurs: (1) The student notifies the School of withdrawal or of the date of the Student's withdrawal, whichever is later; (2) The school terminates the student's enrollment; (3) Fourteen calendar days have elapsed since the student's last date of attendance. For the purpose of the Withdrawal Calculation, the date of the Student's withdrawal will be deemed to be the last date of recorded attendance. Tuition refunds will be made consistent with applicable State and Federal requirements. Students wishing to cancel their enrollment must notify the Administrator in writing. The effective date of cancellation is the date the notice is postmarked or handed to an authorized school administrative officer. Tuition refund policies also apply to any student who may be terminated from the program by the administration. (*U.S. Department of Education Regulation 34 CFR 668.22 - Return of Federal Student Aid*): For a student withdrawing from a quarter credit hour program, the "percentage of the period of enrollment completed" is determined by dividing the total number of calendar days in the payment period or period of enrollment into the number of calendar days completed in that period as of the student's withdrawal date; (See example below)

Example: A student is enrolled in a program that is 60 quarter credit hours (180 days) and withdraws after completing 60 days of a 180 day program. The total institutional charges are \$7500. The school received \$3750 of \$7500 Title IV Funds. The refund would be calculated as follows:

1. 60 (days student completed) divided by 180 (Days in Program) = 33.4%
School has earned 33.4% (\$2505) of \$7500 total cost of program.

2. $\$3750$ (amount of Title IV funds received) - $\$2505$ (amount school earned) = $\$1245$
returned to U.S. Department of Educations, Title IV Funds.

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

If you are receiving Title IV Federal Funds while you are attending this institution and you terminate your enrollment prior to completing the course of study of your choice, Federal Regulations may demand that all or a portion of the funds received be returned to the original aid programs as "unearned aid" Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

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

Refund Proceeds: If all or a portion of the tuition was paid from the proceeds of a student loan, the refund will be sent to the lender, or, if applicable, to the state or Federal agency that guaranteed or reinsured the loan. The order of priority is regulated by Federal Student Assistance Guidelines. Any amount of the refund in excess of the unpaid balance of the tuition will be first used to repay any student Federal financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the funding source. If the student has paid any monies to the School, the refund will be made to him/her. If another funding source has paid monies to the School, the refund will be made to that source. Only with written permission from the above-mentioned source will the refund be made to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time of the award period. The student will be responsible for repayment of any such overpayment. Repayments made by the student will be made to the appropriate Federal Financial Aid Program. The School will notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to whom the refund was sent. Notification will be mailed to the Student within ten days of such refund. (End of Cancellation and Refund Policy) **This same information appears on the Enrollment Agreement.**

The School's policy for insuring that all prospective students receive a school catalog prior to enrolling for programs is the following:

1. All students must attend an orientation session where
 - a. all participants receive a school catalog
 - b. a financial aid workshop is conducted
 - c. all participants can find out and ask questions about the programs they are interested in.

All participants must sign a form attesting they have been at the orientation session and have received a school catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Class sessions are held at 3195 Mc Millan #F, San Luis Obispo, Ca. 93401. There are clinical lab. sessions held at 139 N. 5th St., Coalinga, Ca. for some programs. (this is a satellite location)

CCSCE does not , or ever had a pending petition in bankruptcy, it is NOT operating as a debtor in possession, has never filed 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 State Bankruptcy Code (11 U.S.C. Sec.1101 et. Seq.)

CAMPUS SECURITY

Central California School of Continuing Education is dedicated to providing its students and staff a safe working and learning environment. The school parking lot is well lit and is patrolled by the Stanley Security Alarm Company. School staff must call into the security company upon their arrival and prior to departing the premises. There have been no incidents of criminal activity in the history of Central California School of Continuing Education.

CRIME STATISTICS

In the year 2013 (January 2013 through December 31, 2013) there was no criminal activity on the campus of Central California School of Continuing Education, or the satellite location.

PROHIBITION OF SEXUAL HARASSMENT

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

**(Certificate in) MEDICAL ASSISTANT
Program Description
CIP Code: 51.0710**

Educational objective: To train students in acquiring skills and competence in back office procedures, including injections, electrocardiograph, venipuncture, physical therapy and business office procedures. Upon completing of their training, students will be qualified to assume an entry-level position in clinical assisting and business office duties. The graduate will also be eligible to sit for the California Certifying Board for the Medical Assistant California Assistant Certification Exam in the areas of Clinical and Administrative.

Health Care Introduction: **2.50 quarter credit hours**

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection Control and Physical Examinations. Upon completion the students will be prepared for extern ship and know what duties are involved with basic physical examinations, medical office protocol and sterilization procedures. Also covered are taking and monitoring vital signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to record this on a patient's chart. The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others. The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

Medical Terminology: **11 quarter credit hours**

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

Anatomy and Physiology: **9 quarter credit hours**

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

Electrocardiography:**1 quarter credit hours**

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

**Office Emergency, Medical Law,
Ethics and Nutrition:****.5 quarter credit hour**

This course consists of theory and practical application of emergencies that can occur in a medical office plus American Heart Basic Life Support (CPR) and community first aid. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications. The student will also have a working knowledge of basic nutrition and its application for diet control, diet planning for patients with diabetes mellitus and other dietary information. Patient quality assurance is emphasized throughout this unit.

Pharmacology and Injections:**3 quarter credit hours**

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

**Medical Lab Procedures,
Venipuncture and Urinalysis****2.5 quarter credit hours**

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

Medical Records**1 quarter credit hours**

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

**Medical Insurance Processing,
Medical Diagnosis Codes:**

6 quarter credit hours

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

Medical Bookkeeping:

2.5 quarter credit hours

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

Medical Assisting Extern ship:

6 quarter credit hours

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

Training is conducted Monday through Sunday. The student serves externship in medical facilities concurrent with classroom sessions.

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

Certificate awarded: * Medical Assistant
*Individual proficiency certificate awarded for "Venipuncture" upon completion of program

Equipment list for Medical Assistant Program:

During training students have access to a computerized Autoclave, EKG machine, centrifuges for urinalysis and blood work including venipuncture training arms, defibrillator for advanced life support and fully equipped patient treatment simulation rooms.

Program Total Credit Hours: 45 Quarter Credit Hours
Length of Program: 9 Months (36 Weeks) 252 days
Maximum time for completion: 1½ x = 13½ Months (54 weeks) 378 days

Course fees: Refer to Fee Schedule

For statistical information please visit our web site at ccsce.org

**Certificate in DENTAL ASSISTANT
Program Description
CIP Code: 51.0601**

Educational objective: To train students to acquire satisfactory skills , demonstrate competence in chair-side procedures, intra-oral radiography, business office, insurance billing, coding procedures, infection control, OSHA compliance, and knowledge of California Dental Law as it pertains to the dental profession. . Upon successful completion of the training, the student will be qualified for an entry -level position as a Dental Assistant or Assistant to an RDA with expanded functions.

Introduction and California Dental Law: 4 quarter credit hours

This course includes the history of the dental team, the evolution and overview of the dental profession along with the incorporation of the dental health care "team concept." Information on California Dental Law as it relates to the dental assisting profession. Occupational health and safety are studied in this module

Anatomy and Oral Histology: 1.5 quarter credit hours

This course provides and in-depth study of intra oral anatomical structures and their function plus tooth histology from embryonic stage to adult dentition.

Infection Control and OSHA: 2.5 quarter credit hours

Infection control, OSHA's standards, procedures and Universal Precautions are included in this component, this also includes disease transmission.

Pathology and Pharmacology: 1 quarter credit hours

This course involves the study of disease in general and specific diseases of the oral cavity. The pharmacological use of drugs and their classification and the administration of drugs for anesthesia is included.

Dental Material: 2 quarter credit hours

This course provides for a study of dental materials used for restorations, diagnostic study models and bleaching trays.

Dental Office Emergencies and Basic Life Support: 2 quarter credit hours

This course involves American Heart Association (CPR) Basic Life Support along with descriptions of various emergency situations that can occur during dental treatment and how to prepare, prevent and handle those emergencies.

Dental Terminology: 1.5 quarter credit hours

This course involves general medical terminology with emphasis on those terms most often used by dental professionals and those terms that would describe situations occurring within the oral cavity

Dental Operative Procedures**4.5 quarter credit hours**

This course incorporates preventative measures that can be used to decrease dental caries and diseases of the oral cavity; psychology of the dental patient, including handling of special needs patients; description and uses for various dental instruments used at chair-side dental treatment, equipment description, use and care; Hand piece, burs, other dental tools and setting up the mobile cart; transfer practice of instruments; Dental Charting study of existing dental treatment and treatment needed is charted on patient treatment forms; theory of coronal polish; use of the dental rubber dam application, theory for various size teeth and treatment to be performed; overview of standard and specialty procedures including instrumentation setup; orthodontic classifications of malocclusion and treatment utilized for various situations; description of root canal therapy, treatment and instrumentation for specialized tray setup ; different types of removable appliances such as partials and dentures; Material used for impressions, making the appliance and fixed prosthetics to include crown and bridge restoration ; all aspects of oral cavity surgery situations, including periodontic procedures, oral and maxillofacial techniques for dental implants;

Dental Admin. and Communication:**2.5 quarter credit hours**

This course includes basic communications with other dental professionals, marketing dental practice, business operations and financial management.

California Dental Radiology, & Clinical Application:**3.5 quarter credit hours**

This course includes all requirements for the dental radiation safety certificate, including theory and practical experience. Students must perform two full-mouth survey studies on the dental manikin "DEXTER" and two additional studies using the digital processor this is followed by five full-mouth studies on real patients. Students also must pass a written examination with a minimum grade of 75%.

Dental Office Financial Management**5 quarter credit hours**

Included within this course are bookkeeping exercises and utilization of the computer focusing on basic comprehension. Students learn insurance coding and completion of forms.

Chair-side Skills:**5.5 quarter credit hours**

This course involves instrument identification, their use and care. The actual practice of intra-oral skills on a "Typodont" to include: Application of Tofflemire Matrix, temporary cements, basis and liners, application of the rubber dam with clamps on prepared teeth, fabrication of temporary acrylic crowns, periodontic surgical dressing and mixing of various cement for dental restoration. This course includes the mobile cart and actual chair-side practice.

Dental Assistant Extern ship:**6 quarter credit hours**

This course involves practical application of skills to real-life situations and dental patients within a dental practice. The Student is able to apply his/her practical experience to Business Office, Sterilization (infection control) and chair-side assisting. The student is placed in an externship facility concurrent with classroom sessions.

Class schedule: Training is conducted Mondays through Saturday.

Additional requirements for a Dental Radiation Safety Certificate: to satisfy the requirement set forth from the Board of Dental Examiners, Committee on Dental Auxiliaries, State of California, each student needs to satisfactorily complete two manikin full mouth sets and five adult full mouth sets of dental radiographic studies, in addition successfully complete the academic portion of the program.

Certificate requirements: Satisfactorily, complete academic portion with no less than 75% "GPA", fulfill externship hours, fulfill dental radiation safety portion.

Certificate(s) awarded: * Dental Assistant
*Proficiency certificate awarded for "Dental Radiation Safety " upon completion of program.

Equipment utilized for training: Students have access to a dental intra-oral x-ray unit and processing equipment, dental patient treatment chairs, equipment such as portable suction and vacuum unit, dental typodonts, a full radiography phantom (Dexter), defibrillator for advanced life support and a computerized Autoclave.

Total Quarter Hours in Program:	41.5 quarter credit hours
Length of Program:	9 Months (36 Weeks) 252 days
Maximum time for completion:	1½ x = 13½ Months (54 Weeks) 378 days

Program Fees: Refer to the fee schedule

For statistical information please visit our web site at ccsce.org

**(Certificate In) X-RAY TECHNICIAN
PROGRAM DESCRIPTION
CIP Code: 51.0911**

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in radiographic examinations to be performed within the scope of the x-ray technician categories of Chest, Extremities and Torso skeletal anatomical areas of the body. Upon successful completion of training, the student will be eligible for an entry-level position as an X-ray Technician in a health care facility or Tech Assistant and to sit for the California Department of Public Health, Radiologic Health Branch Certification Examinations for X-ray Technician categories of Chest, Extremities and Torso Skeletal.

Prerequisite: Students enrolling only in the x-ray technician program must have prior work experience or training in health occupations, i.e., medical assisting, chiropractic assisting, or other related fields accepted by the school. Documentation of prerequisites are required for registration in this program.

X-ray Med. Terms., Med Ethics., & Patient Care **1.00 quarter credit hour**

This course will provide the student with a general overview of human anatomy & basic medical terminology. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation related to x-ray. This course will also provide the student with the knowledge of ethical and legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented. This course will provide the student with methodologies of patient care. Routine and emergency patient care procedures are discussed.

Anatomy & Physiology **1.00 quarter credit hour**

General basic human anatomy and physiology are presented in this course. Emphasis is put on the respiratory, and skeletal systems plus the other basic body systems are discussed.

Chest Radiography: **.5 quarter credit hour**

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

Extremity Radiography: **1.5 quarter credit hours**

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

Torso-skeletal Radiography: **1.5 quarter credit hours**

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

General X-ray Laboratory:**1.5 quarter credit hours**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of methods to reducing dose per exposure to patient, to personnel and to the general population; the student will learn effects of kilovoltage, milliamperage, filtration, distance and heel effect on radiographic contrast and detail ; plus will learn chemical image processing, use of step wedge, densitometer and sensitometer, digital image processing, appropriate menu selection, body part placement, pre & post processing, image receptor care including erasing and cleaning receptors. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety:**3 quarter credit hours**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radio biology and the effects of radiation are discussed. There is a computer lab. Involved in this section for exercises to be completed in some of the theory. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments. Specific topics included within the module are radiation biology, operator protection, maximum permissible dose, personnel monitoring, patient protection including pregnancy situations, and California radiation control regulations.

Radiological Physics:**1 quarter credit hours**

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

Principles of Radiographic Exposure**2 quarter credit hours**

This course will provide the student with knowledge of the factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is also covered. This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Equipment Operation, Quality Assurance and Control**.5 quarter credit hour**

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

Image Processing**.5 quarter credit hour**

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

Pediatric, Geriatric Radiography & Image Evaluation**.5 quarter credit hour**

This course will provide radiographic exams that pertain to the pediatric patient and or geriatric patient. Also, provides the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs ,types and causes of artifacts, and procedure for performing retake analysis.

(Certificate in) X-RAY TECHNICIAN /MEDICAL ASSISTANT (clinical)

Program Description

CIP Codes: 51.0911 and 51.0710

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

Medical Assisting Health Care Education:

14.5 quarter credit hours

This course includes clinical medical assisting procedures for the health care assistant. Emphasis within the patient treatment setting of a health care facility is the focus. Basic Life Support from the American Heart Association (CPR) is included. The student will be prepared and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. The Infection Control section includes OSHA's Universal Precautions and Guidelines. A concentrated introduction to medical terminology arranged by systems of the body is included. The student will know the prefix, suffix and combining forms of words and identification for anatomical structures and their functions. Theory and practical application of procedures for administering injections, venipuncture, collection of specimens, capillary draws, blood glucose monitoring and urinalysis tests are also included.

X-ray Med. Terms., Med Ethics., & Patient Care

1.00 quarter credit hour

This course will provide the student with a general overview of human anatomy & basic medical terminology. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation related to x-ray. This course will also provide the student with the knowledge of ethical and legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented. This course will provide the student with methodologies of patient care. Routine and emergency patient care procedures are discussed.

Anatomy & Physiology

1.00 quarter credit hour

General basic human anatomy and physiology are presented in this course. Emphasis is put on the respiratory, and skeletal systems plus the other basic body systems are discussed.

Chest Radiography:

.5 quarter credit hour

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

Extremity Radiography:**1.5 quarter credit hours**

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

Torso-skeletal Radiography:**1.5 quarter credit hours**

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

General X-ray Laboratory:**1.5 quarter credit hours**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of methods to reducing dose per exposure to patient, to personnel and to the general population; the student will learn effects of kilovoltage, milliamperage, filtration, distance and heel effect on radiographic contrast and detail ; plus will learn chemical image processing, use of step wedge, densitometer and sensitometer, digital image processing, appropriate menu selection, body part placement, pre & post processing, image receptor care including erasing and cleaning receptors. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety:**3 quarter credit hours**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radio biology and the effects of radiation are discussed. There is a computer lab. Involved in this section for exercises to be completed in some of the theory. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments. Specific topics included within the module are radiation biology, operator protection, maximum permissible dose, personnel monitoring, patient protection including pregnancy situations, and California radiation control regulations.

Radiological Physics:**1 quarter credit hours**

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

Principles of Radiographic Exposure**2 quarter credit hours**

This course will provide the student with knowledge of the factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is also covered. This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Equipment Operation, Quality Assurance and Control**.5 quarter credit hour**

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

Image Processing**.5 quarter credit hour**

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

Pediatric, Geriatric Radiography & Image Evaluation**.5 quarter credit hour**

This course will provide radiographic exams that pertain to the pediatric patient and or to the geriatric patient. Also, this course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Digital Radiography**1 quarter credit hour**

Digital Radiography is covered within this module, specific subjects covered are basic principles, image acquisition and errors, software, fundamentals of exposures, image evaluation, quality assurance and image display. Equipment care and quality assurance control are covered.

Clinical Extern ship:**21 quarter credit hours**

This consists of practical application to patient care within a health care facility. The student will complete practical training in a health care facility, using skills that have been learned and performed during his/her didactic training. This course also involves clinical training in a radiographic setting, allowing the student practical experience working with real patient situations that involve exposures of the human body. Quality assurance and quality control are emphasized by this extern ship training. Training is conducted Monday through Sunday. The student serves extern ship in medical facilities concurrent with classroom sessions.

California Department of Public Health - Radiologic Health Branch, requirement to sit for State Board Examinations:

Chest:	50 Radiographic Studies
Extremities:	100 Radiographic Studies(50 upper/lower)
Torso-skeletal:	200 Radiographic Studies

Graduates will receive a certificate stating that they have successfully fulfilled the requirements pursuant to the California Department of Public Health , Radiologic Health Branch, California Code of Regulations (CCR), Title 17, Section 30424 for X-ray Technician Programs.

Training is conducted Monday through Sunday. The student serves extern ship in a medical facility concurrent with classroom sessions.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table are utilized. High quality cassettes, intensifying screens and film are used for the radiographic laboratory. A processing room, darkroom with simulated wet processor, appropriate safe light, identification printer and new functional digital processor utilized. for labs. Additionally, there are a variety of radiographic phantoms utilized for positioning and exposure purposes. Full description would include energized x-ray machines, with buckys. including cassette holders for upright film, positioning blocks, sandbags, technique charts, calipers, x-ray view boxes, lead aprons,

gonadal shields, other radiation protection devices, and densitometers for measuring density accuracy. During training students also have access to a computerized autoclave, EKG machines, centrifuges for urinalysis and blood work including venipuncture training arms, defibrillator for advanced life support and fully equipped patient treatment simulation rooms.

Certificate Requirements: Satisfactorily complete the academic and competency portions with no less than 75% "GPA" and fulfill the clinical requirements.

Certificate(s) awarded:

1. X-ray Technician / Medical Assistant Clinical Program Completion
2. Certificate of completion of permit categories
3. Individual proficiency certificate awarded for "Venipuncture" upon completion of program

Program Total Quarter Credit Hours: 51 Quarter Credit Hours
Program Length: 12 Months (52 weeks) or 365 days
Maximum completion time: 1½ x = 18 Months (78 weeks) 547 days

Program Fee: Reference Fee Schedule

Students may need to travel a minimum of 75 - 100 miles for clinical rotation for x-ray sites.

For statistical information please visit our web site at ccsce.org

(Certificate in) DIAGNOSTIC MEDICAL ULTRASOUND

CIP Code: 51.0910

Program Description

Educational Objective: To provide the didactic and scanning skills to enable the student to perform the duties and responsibilities of an entry-level diagnostic medical ultrasound technician in general abdominal and ob/gyn ultrasound, Clinical Medical Assistant or Tech. Assistant. The graduate should assume a responsible position as a medical sonographer and a member of the health care team in imaging centers, private physicians' offices, industry and government service. Upon graduation, the student will be qualified as an entry-level diagnostic medical ultrasound technician, clinical medical assistant or tech assistant. The graduate is also eligible to sit for the California Certifying Board for Medical Assistant Examination or the Clinical Section.

US.1 Medical Assisting

Health Care Education:

18.50 quarter credit hours

This course includes clinical medical assisting procedures for the health care assistant. Emphasis within the patient treatment setting of a health care facility is the focus. Basic Life Support from the American Heart Association (CPR) is included. The student will be prepared and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. The Infection Control section includes OSHA's Universal Precautions and Guidelines. A concentrated introduction to medical terminology arranged by systems of the body is included. The student will know the prefix, suffix and combining forms of words and identification for anatomical structures and their functions. Theory and practical application of procedures for administering injections, venipuncture, collection of specimens, capillary draws, blood glucose monitoring and urinalysis tests are also included. Medical Assisting Extern ship is also included.

US.2 Introduction to

Ultrasound Imaging:

7.5 quarter credit hours

The student will learn elementary principles, propagation of ultrasound through tissues, transducer construction and characteristics, utilization of pulse echo instrumentation principles of imaging, and how to store images for display. Lab. Included

US.3 Theory of Physics Utilized in Ultrasound

Wave Imaging and Quality Control:

8 quarter credit hours

The student will be able to understand the physical principles of Doppler ultrasound and will be able to detect features and artifacts for interpretation and performance of routine examinations. The student will understand the components of quality. Lab. Included

US.4 Theory of Abdominal Images

8 quarter credit hours

The student will gain an understanding of pathology involving normal compared to abnormal for the organs within the abdominal region specifically, liver, biliary tree, pancreas, urinary tract, spleen, retro peritoneum. The student will become familiar with the anatomy, tumors, cysts, abscesses, laboratory values, hematomas and generalized situations. Lab. Included

US.5 Theory of Small Body

Parts and Images

8 quarter credit hours

The student will gain understanding of pathology, and images involved for the small body parts of the thyroid, prostate gland, and breast areas. The student will become familiar with anatomy of this area, tumors, cysts and abscesses as they appear in this section. Lab. Included

US. 6 Theory of Obstetrical Images

8 quarter credit hours

The student will learn and understand anomalies that are related to the pelvic anatomy and physiology, first trimester, gestational sac, placenta, pregnancy failure, masses and lesions and will understand the assessment of gestational age/maturity. Lab. Included

US. 7 Theory of Gynecological Images

8 quarter credit hours

The student will learn the identification of pathology complications in relationship to intrauterine growth and understand gynecology in relationship to uterine masses, ovarian disorders, endometriosis, inflammatory disease and trophoblastic disease. Lab. Included

US. 8 Ultrasound Clinical Scanning & Lab

43 quarter credit hours

This course involves diagnostic practice reviewed by the instructor. There is a simulator phantom connected to a computerized diagnostic ultrasound equipment available which allows the student to access various patient types and pathologies. Documentation of studies is incorporated. The student will learn the guidelines for scanning techniques, image recording and artifact identification and will know the importance of quality assurance utilized in image recording. Practical application is incorporated.

US. 9 Anatomy:

10 quarter credit hours

This course involves basic, cross sectional, sonographic anatomy plus terminology associated with this section. This allows the student to view findings from the perspective of computerized cross sectional images and relate them to standard and sonographic anatomical positions of the organs in the body.

US.10 Pathology

10 quarter credit hours

This course includes basic general anatomy with pathology of the human body. General and basic anatomical / pathological terms are presented to give the student an understanding of location for normal anatomical organs. This course covers in-depth study of diseases that can be distinguished by ultrasound imaging in sections of Abdominal, Small Body Parts, Ob. And Gyn areas.

Equipment that can be utilized at the school: There are three full diagnostic imaging units with image printers available for student training. In addition a simulation unit consisting of a phantom and computerized ultrasound unit is available for the scanning labs. This is called the Med-Sim. It is a full simulator, equipped with actual images for ob., gyn., abdominal, and transvaginal scanning, with an extensive video library illustrating pathology studies. During training students also have access to a computerized Autoclave, EKG machines, centrifuges for urinalysis and blood work including venipuncture training arms, defibrillator for advanced life support and fully equipped patient treatment simulation rooms.

Certificate Requirements: complete the training program with a minimum of 75% "GPA".

Certificate(s) Awarded: *Diagnostic Medical Ultrasound
*Individual proficiency certificate for "Venipuncture" awarded upon completion of program.

Program Total Quarter Credit Hours: 129 Quarter Credit Hours
Length of Program: 24 Months (104 weeks) 728 days
Maximum time for completion: 1½ x = 36 Months (156 weeks) 1092 days

Program Fees: Reference Fee Schedule. Training is conducted Monday thru Sunday.

****Completion of this program does not qualify the graduate to immediately sit for the ARDMS Examination. Please reference the ARDMS Website for specifics on applications.

Clinical Labs for this program are taught at the Satellite Location, 139 N. 5th St., Coalinga, CA.

For statistical information please visit our web site at ccsce.org

(Certificate in) DIAGNOSTIC MEDICAL VASCULAR ULTRASOUND
Program Description
CIP Code: 51.0910

Educational Objective: To provide the necessary didactic education and scanning skills necessary for performing duties and responsibilities of an entry-level vascular diagnostic medical ultrasound technician or tech assistant. Upon completion the student will be qualified to assume an entry-level position in the health care field as a Diagnostic Medical Ultrasound Technician or Tech. Assistant in the Vascular specialty practices.

VUS.1 Introduction **4 quarter credit hours**

Basic understanding of images on the screen

VUS. 2 Basic Terminology I Anatomy & Scanning **5.5 quarter credit hours**

Includes basic scanning planes, body orientations, scanning terminology, recognition of characteristics of images, lesions , and doppler findings, venous images and color flow images.

VUS. 3 Basic Terminology II- Vessels **5.5 quarter credit hours**

Includes review of vessels and their location and landmarks. Definitions of vessels by landmarks, anatomic variants, Cerebrovascular collaterals. Includes Cross-Sectional anatomy and image appearance.

VUS. 4 Instrumentation **5.5 quarter credit hours**

This module includes information concerning the patient, probes (transducers), scanner controls, knobology by task, documentation systems. Also includes information for the reading physician as well as requirement information from the referring physician.

VUS. 5 Common Studies **5.5 quarter credit hours**

This module involves information concerning Carotid studies to include grading carotid stenosis by Duplex scanning utilizing the beginner's guide. Incorporated is the Venous studies, which include lower extremity arterial studies. Abdominal Doppler is included in this section.

VUS. 6 Scanning Introduction **5.5 quarter credit hours**

This modular component starts our with visualizing the anatomy, handling and moving the transducer, plus the seven tips incorporated for good techniques in manipulation of the transducer (probe).

VUS. 7 Carotid Scanning **5.5 quarter credit hours**

This modular component includes transverse scanning, common carotid artery origin and subclavian artery, Longitudinal scanning, bifurcation maneuvers, three commandments of scanning, various approaches, important tips to remember, doppler application, gain control.

VUS. 8 Lower Extremity Venous and Arterial Scanning

5.5 quarter credit hours

This modular component includes Positioning the patient, choosing a transducer, Femoral Imaging for Vein, Doppler imaging, includes Popliteal Calf Vein and Arterial studies.

VUS. 9 Upper Extremity Scanning

5.5 quarter credit hours

This modular component includes Patient Positioning, Scanning Arms, Forearms, Superficial Veins, Proximal Veins, Doppler of the Proximal Veins and Dialysis Graft Scanning.

VUS.10 Abdominal Doppler

5.5 quarter credit hours

This modular component includes Patient preparation, Aortic Scan and Doppler application.

VUS.11 Color Flow Scanning Theory

5.5 quarter credit hours

This modular component includes theory of basic principles, types of controls, Carotid Venous, Lower Extremity Arterial Studies, and Abdominal Application.

VUS.12 Clinical Vascular Lab. Application

25 quarter credit hours

This modular Lab. component includes practical application of vascular scanning techniques, protocols and guidelines.

Certificate Requirements: complete the training program with a minimum of 75% "GPA"
Certificate Awarded: Diagnostic Medical Vascular Ultrasound

Program Total Quarter Credit Hours: 84 Quarter Credit Hours
Program Total Clock Hours: 1680 Clock Hours
Length of Program: 12 Months (52 weeks) 365 days
Maximum time for completion: 1 ½ = 36 Months (104 weeks) 547 days

Note: Prerequisite: Students need prior health care experience/training applicable to this specialty or have completed the Diagnostic Medical Ultrasound program. Students will need a current Basic Life Support certificate from the American Heart Association (CPR). All students need to have current immunization and need to give permission for a background check as required by Clinical Affiliation sites. Limited capacity enrollment.

Program Fees: Reference the fee schedule. Training is conducted Monday thru Sunday.

Clinical Labs for this program are also taught at 139 N. 5th St. Coalinga, Ca.

For statistical information please visit our web site at ccsce.org

Central California School of Continuing Education
2014 Veterans Addendum

Instructional Schedule: All programs must be completed within their originally contracted length of time.

Credit Evaluation Policy: Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded, where applicable, and the program shortened accordingly.

Progress Policy: Progress will be monitored monthly for student receiving veterans benefits. If the cumulative grade falls below 75% at the end of any given evaluation period, the student will be placed on probation for a period of one month. If the student's cumulative grade is not raised to above 75% by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Re-entrance: If the school director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Student Tuition Recovery Fund

CCSCE pays the STRF fee for all students, however, we are required to notify all students of the following according to the State of California BPPE:

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

2014 FEE SCHEDULE - EFFECTIVE JANUARY 1, 2014

❖All program fees include training materials and appropriate fees.

❖There is an additional \$75 Registration Fee for all programs, which is non-refundable

<u>PROGRAM</u>	<u>FEE</u>
Certificate in Dental Assistant	\$8,500.00
Certificate in Medical Assistant	\$8,500.00
Certificate in X-ray Technician /Med Asst Clinical	\$11,500.00
Certificate in X-ray Technician	\$10,500.00
Certificate in Diagnostic Medical Ultrasound (2 Year)	\$16,600.00
Certificate in Vascular Ultrasound (1 Year)	(\$8,300.00 per year) \$10,600.00
California Certified Medical Assistant Exam (if applicable)	\$115.00

Registration dates will be provided at orientation