

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS



**BLAKE | AUSTIN**

**C O L L E G E <sup>TM</sup>**

## 2012 Catalog



Blake Austin College  
Medical Careers

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Vacaville, CA 95687  
707.455.0557

[BlakeAustinCollege.edu](http://BlakeAustinCollege.edu)

Blake Austin College  
Beauty Academy

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Effective 1/1/2012 - 12/31/2012 | Last Revised: 9/1/2012



# General Information

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## WELCOME FROM THE PRESIDENT

On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

Centrally located in Solano County, Blake Austin's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state of the art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in an 18,000 ft<sup>2</sup> facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

In our catalog you will notice that we offer many features that make our school unique among educational and career training institutions. Our post-secondary educational career programs are designed to reflect real-world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training.

Our courses are unique yet are structured to resemble that of the current market demand for occupations within the medical career fields – administrative medical assisting, clinical medical assisting—front and back office, clinical medical assisting with phlebotomy, dental assisting, pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, massage therapy, holistic health practitioner and massage/esthetician combination program. Both certificate and licensure preparation programs are offered.

The Media Center (Career Lounge at the main campus) houses the student job board with current postings of available positions. Computers are available in the business computer lab (main campus) or media center (branch campus) for research, school related projects and print capability. Internet access is available on all computers as well as a variety of CBT's and interactive training programs on related subjects such as Health Insurance Portability and Accountability Act of 1996 (HIPAA) tutorial and testing, mock phlebotomy certification exam preparation, Microsoft Office Specialist practice examinations, American Society of Health Care Pharmacists (ASHP) Sterile Products interactive software, and medical records management software. Reference libraries, available to students and faculty, provide a variety of program relevant books, videos and audio CDs. The Media Specialist will assist the student in checking out reference books. Clinical laboratory classrooms offers a variety of equipment – centrifuges, electrocardiograph machines, autoclaves, fully functioning dental operatories, skills demonstration room, mock med carts and other miscellaneous equipment – for practical clinical laboratory procedures and skills. Clinic floor stations and practical classrooms for the cosmetology and esthetician programs provide all necessary equipment for operations and practical hands-on experiences which include but are not limited to hair dryers; pedicure/manicure stations, esthetician machines. The Massage Therapy and HHP programs have practical classrooms with massage table as well as a Spa room for clinic requirements.

Since 1996, we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay counties. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing "Exceptional Education for Today's Careers". Please read further for our mission, vision statement and core values which exemplifies the basis for our decisions and the commitment to our purpose and the community.

We are willing to assist you in making the best decision possible concerning your education and future career. Please let us know how we can serve you.

I offer you our committed best, on behalf of the entire staff of Blake Austin College. We wish you freedom, empowerment and success.



**Joanie M. French-Reed**  
President



## MISSION

Exceptional Education for Today's Careers

## VISION

Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to provide educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.

## CORE VALUES

Integrity • A Focused Team • Contribution to and Compassion for Human Welfare • Risk Taking • Empowerment with Accountability

## Educational Objectives

- To train students to be skilled and successful in their chosen profession
- To remain current in our programs so graduates get the most up to date training.
- To ensure that the student is prepared to pass any certification/licensure requirements for their chosen profession
- To provide exceptional education

## ACCREDITATION AND CERTIFICATION:

### California State Approval

Blake Austin College is approved by the Bureau for Private Postsecondary Education (BPPE), [www.bppe.ca.gov](http://www.bppe.ca.gov)

### National Accreditation

Blake Austin College is accredited by the Commission of the Council on Occupational Education, [www.council.org](http://www.council.org).

Blake Austin College is approved for the training of veterans and eligible persons under the provision of Title 38, United State Code.

Blake Austin College's Vocational Nursing Program is accredited by the Board of Vocational Nursing and Psychiatric Technicians, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

Blake Austin College's Phlebotomy Program is approved by the State of California, Department of Public Health/Laboratory Field Services (DHS/LFS), [www.cdph.ca.gov](http://www.cdph.ca.gov).

Blake Austin College's Dental Assisting Program is approved by the Dental Board of California, [www.dbc.ca.gov](http://www.dbc.ca.gov).

Blake Austin College's Cosmetology and Esthetician Programs are approved by the Board of Barbering and Cosmetology,

## AFFILIATIONS AND MEMBERSHIPS

Board of Vocational Nursing and Psychiatric Technicians (BVNPT), [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

California Association of Employers (CAE) [www.employers.org](http://www.employers.org)

California Certifying Board for Medical Assistants (CCBMA) [www.ccbma.org](http://www.ccbma.org)

California Chamber of Commerce [www.hrcalifornia.com](http://www.hrcalifornia.com)

California State Board of Pharmacy [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov)

Chamber of Commerce—Vacaville [www.vacavillechamber.com](http://www.vacavillechamber.com)

Department of Veterans Affairs [www.va.gov](http://www.va.gov)

Employment Training Provider List (ETPL) <http://etpl.edd.ca.gov/wiaetplind.htm>

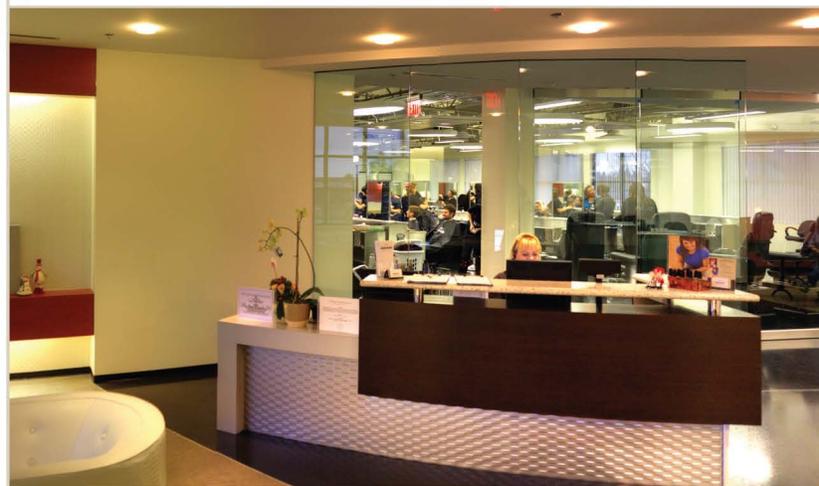
National Association for Female Executives (NAFE) [www.nafe.com](http://www.nafe.com)

National Center for Competency Testing (NCCT) [www.ncctinc.com](http://www.ncctinc.com)

Pharmacy Technician Certification Board (PTCB) [www.ptcb.org](http://www.ptcb.org)

Solano Economic Development Corporation (Solano EDC) [www.solanoedc.org](http://www.solanoedc.org)

State of California Department of Public Health/Laboratory Field Services (DHS/LFS) [www.cdph.ca.gov](http://www.cdph.ca.gov)



# Programs Offered

## APPROVAL DISCLOSURE NOTICE

Blake Austin College is a private institution and is approved to operate in the State of California and that approval to operate means compliance with state standards as set forth in Education Code. Offered are the following programs:

### Programs offered at the Main Campus

#### Program Name/Clock Hours/Semester Credit Hrs\*/Max Capacity

Administrative Medical Assistant/720/39/20  
 Clinical Medical Assistant w/Phlebotomy/800/33/30  
 Dental Assisting/800/31/20  
 Medical Assistant—Front and Back Office/720/34/30  
 Pharmacy Technician/720/32/30  
 Vocational Nursing/1620/0/45 (Clock Hour Program)  
 Instruction is in residence at 611-K Orange Drive, Vacaville, CA 95687, with facility occupancy level accommodating 200 students at any one time

### Programs offered at the Branch Campus

#### Program Name/Clock Hours/Semester Credit Hrs\*/Max Capacity

Cosmetology/1600/0/27 (Clock Hour Program)  
 Massage Therapy/720/0/20 (Clock Hour Program)  
 Holistic Health Practitioner/1100/0/20 (Clock Hour Program)  
 Esthetician/600/0/20 (Clock Hour Program)  
 Esthetician/Massage Therapy/1100/0/20 (Clock Hour Program)  
 Branch campus instruction is at 1679 E. Monte Vista Drive, Vacaville, CA 95688, with facility occupancy level accommodating 400 students at any one time.

#### \*COE conversion rate is equivalent to 1 Semester Credit Hour for each of the following:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of work-based activity (externship)

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective students are encouraged to visit the physical facilities of the school and discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing their enrollment agreement.

Business courses are offered open-entry/exit. This flexibility allows us to design, monitor, and administer to the students individual needs and specific training course. Business course modules are self-paced allowing all students to be challenged yet complete at a comfortable pace. Start and end dates vary based on course length, including school holidays. Medical courses are offered open-entry/exit. Courses are module-based and allow for students to begin in any number of modules and proceed until all modules are completed. Courses are a combination of lecture and lab practicum. Keyboarding practice is required throughout the course. Most medical courses include externships, which is a requirement for graduation and are arranged at the completion of all modules.

Each student shall be provided with a syllabus/course outline for each course/term that they participate in. Each syllabus shall contain a statement of educational objectives, program length and description, textbook list, class schedule, outline of subject matter and instructional mode

## CLASS SCHEDULE AND STRUCTURE\* (SAMPLE)

### Branch Campus Programs:

Cosmetology	9:00 - 5:00 in class*
Massage Therapy/HHP	10:00 - 6:30 break*
Esthetician	8:30 - 1:30 in class*

### Main Campus Programs:

Business Courses:	5:00 - 7:10 in class
	7:10 - 7:30 break
	7:30 - 10:00 in class

### Dental Assisting:

Day	8:00 - 10:15 in class
	10:15 - 10:30 break
	10:30 - 1:00 in class
Afternoon	11:00 - 1:15 in class
	1:15 - 1:30 break
	1:30 - 4:00 in class

### Medical Courses:

Day	8:30 - 10:45 in class
	10:45 - 11:15 break
	11:15 - 1:30 in class
Evening	5:00 - 7:10 in class
	7:10 - 7:30 break
	7:30 - 10:00 in class

### Pharmacy Courses:

Evening	5:00 - 7:10 in class
	7:10 - 7:30 break
	7:30 - 10:00 in class

### Vocational Nursing (Sample):

#### Day (33 hours per week):

Monday, Tuesday, Friday	8:00am - 12:00pm Theory
Monday, Tuesday, Friday	1:00pm - 5:00pm Skills
Wednesday, Thursday	5:30am - 6:00pm Clinical

#### Evening (25 hours per week):

Monday, Tuesday	5:00pm - 10:00pm Theory
Wednesday or Thursday	5:00pm - 8:30pm Skills
Saturday	6:00am - 6:00pm Clinical

\*Variations in scheduling occurs for some courses. Hours of operation may be adjusted based on class demand. Some additional courses are required to complete clock hour requirements.

The break schedule for the branch campus varies due to the clinic floor component of the programs. Daily schedules will be given by the instructor.

### Holidays acknowledged at Main campus:

New Year's Day	Memorial Day
Veteran's Day	Martin Luther King Jr. Day
Independence Day	Thanksgiving Week
Washington's Birthday	Labor Day
Spring Break	Columbus Day
Christmas Week	Week After Christmas

### Holidays acknowledged at the Branch campus:

New Years Day	Independence Day
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## MEDICAL PROGRAMS OFFERED

### (Required Courses, Extern Hours, Clock Hours, Exit Exams, Licensing Requirements)

#### Administrative Medical Assistant

720 Clock Hours/39 Semester Credits

The Administrative Medical Assistant Program is designed to give the student the necessary training and skills for employment in several office based career fields. This instructional program prepares the individual to perform reception and/or secretary duties for physicians, health services administrators and other professionals. Includes business and medical communications, principles of health service operations, public relations, scheduling, medical filing, records management, report preparation, office equipment, protocol, medical terminology, medical forms, medical legal and business procedures, professional standards and legal requirements.

**Students must pass a comprehensive AMA program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.**

Optional licensure information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility requirements: graduate of an approved program within one year, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Hours	Credits
CS011	Basic Computing/MS Windows	15	1
CSMSWD101	Microsoft Word Level I	90	5
CSMSWD201	Microsoft Word Level II	30	2
CARDEV011	Career Development	15	1
CSMSEX101	Microsoft Excel Level I	90	5
CSMSEX201	Microsoft Excel Level II	30	2
CSMSAC101	Microsoft Access Level I	70	3
CSMSPP101	Microsoft PowerPoint Level I	30	2
CSMSOL101	Microsoft Outlook Level I	30	2
MEDOFC101	Medical Office Communications35	1.5	
MEDINS101	Medical Insurance Billing/Coding	65	4
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
EXTAMA* AMA Externship-Clerical (min hrs)		100	2
<b>Totals:</b>		<b>720</b>	<b>38</b>

\*Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

#### Clinical Medical Assistant with Phlebotomy

800 Clock Hours/33 Semester Credits

The Clinical Medical Assistant w/ Phlebotomy (CMA w/ Phle) Program is designed to give the student the necessary training and skills for employment in Medical office based career fields and also for employment as a Phlebotomy Technician.

This instructional program prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform certain clinical duties. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications and injections as directed by physician.

During the Phlebotomy Technician portion of the program The student will perform blood collection through venipuncture using vacuum tubes, syringe and winged infusion set (butterfly) will be thoroughly explored and practiced in the laboratory and clinical setting. Emphasis will be placed on regulatory compliance including National Committee for Clinical Laboratory Standards (NCCLS), quality assurance practices, collecting an accurate specimen, safety and infection control practices which meet OSHA and blood borne pathogens. The student will be prepared to take the Certified Phlebotomy Technician (CPT-1) Exam.

**Students must successfully complete the externship portion of this program and pass a written cumulative CMA with Phlebotomy program assessment at the completion of the program in order to receive a certificate of completion.**

Required Licensure Information: California Certified Phlebotomy Technician 1 (CPT1) through the California Department of Public Health/Laboratory Field Services. Additional application and testing fees apply. Refer to [www.cdph.ca.gov](http://www.cdph.ca.gov) for more information. Eligibility Requirements: High School graduate or GED, Certificate of Completion from an Approved Phlebotomy Training Program, clean criminal background fingerprinting, Affidavit of completion filled out by school, pass phlebotomy examination, and submit application and supporting documentation.

Optional Licensure Information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Additional application and testing fees apply. Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility Requirements: Graduate of an approved program within one year, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Hours	Credits
MEDOFC101	Medical Office Communications35	1.5	
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNUT101	Nutrition	45	3
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEDEMER101	Medical Office Emergencies	35	1.5
MEDPRODEV101	Medical Professional Procedures & Development	15	1.5
MEDDIAG101	Medical Diagnostic Procedures & Rehabilitation	30	1.5
MEDEKG100	Electrocardiography	40	1.5
PHLESP101	Standard Precautions (OSHA, Bloodborne Pathogen)	15	1
VENILAB101	Venipuncture Lab	95	3
EXTPHLE* Externship—Phlebotomy (min hrs)		80	1.5
EXTCMA* Externship—Clinical Medical Asst.		160	3.5
<b>Totals:</b>		<b>800</b>	<b>33</b>

## Dental Assisting

800 Clock Hours/31 Semester Credits

The Dental Assisting Program is designed to give the student the necessary training and skills for employment in a Dental Practice. Students are trained in subject areas such as dental terminology, ethics and jurisprudence, pharmacology and anesthesia, dental anatomy and physiology, dental laboratory procedures and equipment, instruments and materials, dental aseptic techniques, preventive dentistry, dental chair side assisting and expanded functions, and office management. Upon successful completion of the course, students will be qualified to sit for the State of California Registered Dental Assistant Examination.

**Students must pass a comprehensive Dental Assisting program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.**

Optional Licensure Information: Registered Dental Assistant through the California Dental Board. Additional application and testing fees apply. Refer to [www.dbc.ca.gov](http://www.dbc.ca.gov). Eligibility Requirements: Graduate from an approved Dental Assisting Program, pass a practical and written Dental Assisting Exam, and submit application and supporting documentation.

Course Code	Course Name	Hours	Credits
DA101	Pre-Clinical Dentistry	80	4
DA201	Clinical Restorative Dentistry & Infection Control Practices and Records	80	3.5
DA301	Specialty Dentistry	80	3.5
DA401	Restorative and Laboratory Dental Materials	80	3
DA501	Clinical Dental Procedures	80	3.5
DA601	Expanded Duties I	80	3
DA701	Expanded Duties II and Preventative Dentistry	80	4
DA801	Expanded Duties III	80	3
EXTDent	Externship—Dental Assisting (min hours)	160	3.5
<b>Totals:</b>		<b>800</b>	<b>31</b>

\* Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

## Medical Assistant—Front and Back Office

720 Clock Hours/34 Semester Credits

The Medical Assistant-Front and Back Office Course is designed to give the student the necessary training and skills for employment in Medical office based career fields.

This instructional course prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform administrative and certain clinical duties. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications as directed by physician

\*Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

**Students must pass a comprehensive MAFB program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.**

Optional Licensure Information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Additional application and testing fees apply. Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility Requirements: Graduate of an approved program within one year, clean criminal background, fingerprinting, Affidavit of Completion by school, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Hours	Credits
MEDOF101	Medical Office Communications	35	1.5
MEDINS101	Medical Insurance Billing/Coding	65	4
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNUT101	Nutrition	45	3
MEDHEM101	Hematology	45	2.5
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEEMER101	Medical Office Emergencies	35	1.5
MEDPRODEV101	Medical Professional Procedures & Development	15	1
MEDDIAG101	Medical Diagnostic Procedures & Rehabilitation	30	1.5
MEDEKG100	Electrocardiography	40	1.5
EXTCMA*	Externship— Clinical Medical Asst. (min. hours)	160	3.5
<b>Totals:</b>		<b>720</b>	<b>34.5</b>



## Pharmacy Technician

720 Clock Hours/32 Semester Credits

The Pharmacy Technician Program is designed to give the student the necessary training and skills for employment in several pharmacy based career fields.

This instructional program prepares the individual to perform as a Pharmacy Technician in a variety of pharmacy settings including retail, hospital, in-home, health and mail order. Pharmacy Technicians prepare medications under the direction of a pharmacist. Duties may include measuring, mixing, counting, labeling, and recording amounts and dosages of medications according to specific standards and provisions. Emphasis will be placed on information necessary for students to take and pass the National Certification Examination.

**Students must pass a comprehensive Pharmacy Technician program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.**

Required Licensure Information: Licensed Pharmacy Technician through California State Board of Pharmacy. Additional application and testing fees apply. Refer to [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov) for more information. Eligibility Requirements: Certificate of Completion from an approved Pharmacy Technician Training Program, Clean criminal background fingerprinting, Affidavit of completion filled out by school, submit application and supporting documentation. Optional Licensure Information: National Pharmacy Technician, Certification through Pharmacy Technician Certification Board (PTCB). Refer to [www.ptcb.org](http://www.ptcb.org) for more information. Eligibility Requirements: High School Diploma or GED, no Felonies, Pass National Exam, Submit application and supporting documentation.

Course Code	Course Name	Hours	Credits
PHARMLAW100	Pharmacy Foundation/ History And Law	120	6
PHARMPRAC100	Ambulatory Care, Practice, & Ethics	120	6
PHARMCOM100	Compounding	120	6
PHARMDOS100	Unit Dose Systems	120	6
PHARMIV100	Intravenous Admixtures	120	6
EXTPHARM*	Externship— Pharmacy Technician Clinical (min. hours)	120	2
<b>Totals:</b>		<b>720</b>	<b>32</b>

Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

## Vocational Nursing

1620 Clock Hours

A Vocational Nurse is an entry-level health care provider who is responsible for giving basic nursing care to ill, injured, convalescing, and disabled individuals. A Vocational Nurse practices under the direction of a physician or registered nurse. A Vocational Nurse measures and records vital signs, observes patients and reports adverse reactions to medications or treatments, collect samples from patients for testing, perform routine treatments, assist patients with bathing, dressing, and personal hygiene, perform patient assessments, apply clean and sterile dressings, administer parenteral, oral

and enteral medications, and monitor, regulate, and discontinue IV's.

This instructional course prepares the individual to perform as a Vocational Nurse in a variety of nursing settings including acute medical/surgical hospitals, convalescent hospitals (long term care, skilled nursing), home care agencies, outpatient clinics, doctor's offices, ambulatory surgery centers, dialysis centers, blood banks, psychiatric hospitals, correctional facilities, and vocational nursing programs. Emphasis will be placed on information necessary for students to take and pass the National Council Licensure Examination (NCLEX).

**Students must successfully complete the preceptorship portion of this program, have 100% attendance, and pass an ATI Post-Predictor assessment at a designated percentage before paperwork will be submitted to the BVNPT.**

Required Licensure Information: Licensed Vocational Nurse through the State of California. Additional application and testing fees apply. Refer to [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) for more information. Eligibility requirements: Method 1: Graduate of a California "accredited" Vocational Nursing Program; Method 2: Graduate from an out-of-state "accredited" Practical/Vocational Nursing Program; Method 3: Completion of equivalent education and experience (Pharmacology—54 hours, Paid Bedside Nursing Experience, 51 Months Verification of Skill Proficiency); Method 4: Completion of education and experience as a corpsman in the United States Military (12 months active duty rendering direct bedside patient care, completion of the basic course in nursing in a branch of the Armed Forces. General honorable discharge from the Military).

Course Code	Course Name	Hours
VN100	Introduction to Client Centered Care	540
VN200	Care of Client and Self Care Deficits I	540
VN300	Care of Client and Self Care Deficits II	540
<b>Total Hours:</b>		<b>1620</b>

The Vocational Nursing students will participate two days per week at an off-site clinical facility. Students will perform patient care with the supervision of an approved instructor. This will enable students to increase their patient care skills throughout the 3 semesters.

During a minimum of the last 5 weeks of the final semester students will participate in a preceptor ship at an off-site clinical facility with an assigned staff nurse. This will allow the students to get familiar with the day-to-day schedule of a vocational nurse.



## **MEDICAL COURSE DESCRIPTIONS (in alphabetical order)**

### **CARDEV011 - Career Development**

Transition from a student to an employee - Students will learn soft skills, resume and cover letter preparation, job search techniques and resources, interviewing with confidence, telephone etiquette, customer service and appropriate behavior/attitude.

### **CIS101 – Computer Literacy**

This course focuses teaching basic skills with Microsoft Windows XP. This course will provide and understanding of the terminology of personal computers, the basics of running a program, creating a word processing document and a drawing, and how to save work. This course also teaches basic skills accessing online help and file management.

### **CIS102 – Computer Applications**

This course covers frequently used computer applications. Covered applications are word processing, spreadsheet, database, presentation software and electronic mail.

### **CS011 - Basic Computing/MS Windows**

Introduction to personal computers - Introduction of terminology, hardware, software, and common usage. Windows Operating Systems - Popular Windows operations including setup, operation, maintenance and navigation.

### **CSMSAC101 - Microsoft Access Level I**

Database applications i.e. design, table, forms, queries, reports, add/edit records.

### **CSMSAC201 - Microsoft Access Level II**

Advanced functions of database management with emphasis on test preparation for the Microsoft Office Specialist examination.

### **CSMSEX101 - Microsoft Excel Level I**

Spreadsheet applications i.e. design, creation, calculating formulas, problem solving. Review of basic math functions for usage (+, -, \*, /, %) and problem solving.

### **CSMSEX201 - Microsoft Excel Level II**

Intermediate spreadsheet i.e. charts, logical functions, pivot charts and tables.

### **CSMSEX301 - Microsoft Excel Level III**

Advanced spreadsheets with emphasis on test preparation for the Microsoft Office Specialist examination.

### **CSMSOL101 - Microsoft Outlook Level I**

Popular automated p.c. based scheduling, organization and e-mail/internet access program.

### **CSMSPP101 - Microsoft PowerPoint Level I**

Presentation applications (i.e. design, layout, enhancements, timing, automation).

### **CSMSPP201 - Microsoft PowerPoint Level II**

Advanced functions of presentations with emphasis on test preparation for the Microsoft Office Specialist examination.

### **CSMSWD101 - Microsoft Word Level I**

Word processing applications (i.e. create, edit, save, formatting, modifications). Preparation techniques with samples and strategies for usage of letters, memos, etc.

### **CSMSWD201 - Microsoft Word Level II**

Intermediate word processing (i.e. additional formatting, editing, enhancements and automations).

### **CSMSWD300 - Microsoft Word Level III**

Advanced word processing with emphasis on test preparation for the Microsoft Office Specialist examination.

### **DA101 - Pre-Clinical Dentistry**

Orientation to dental assisting and the dental profession; laws and ethics, biodental science, pre-clinical dentistry; patient management.

### **DA201 - Clinical Restorative Dentistry and Infection Control Practices and Records**

Microbiology, hazard communication, dental record management, restorative dentistry.

### **DA301 - Specialty Dentistry**

Covers: orthodontic, pediatrics, oral and maxillofacial surgery, endodontics, periodontics, special needs patients.

### **DA401 - Restorative and Laboratory Dental Materials**

Covers: dental materials, provisional restorations, cast materials, model trimming, vacuum formed custom tray.

### **DA501 - Clinical Dental Procedures**

Covers: dental radiography, pharmacology, CPR.

### **DA601 - Expanded Duties I**

Covers: pit and fissure sealants, oral inspection, suture removal, vitality testing, topical anesthesia, nitrous oxide.

### **DA701 - Expanded Duties II and Preventative Dentistry**

Covers: dental regulations, dental assisting and registered dental assisting direct patient procedures; preventative dentistry, patient administrative procedures.

### **DA801 - Expanded Duties III**

Continuation of theory and practical application of new recently mandated procedures delegated to the dental assistant and Registered Dental Assistant. Includes state of the art procedures, such as obtaining intraoral images for computer-aided design (CAD), milled restorations intra-oral and extra-oral photography and other related procedures.

### **DENADMIN101 - Dental Administrative Basics**

Students will receive knowledge in HIPAA regulations, communication skills, and patient relations. To provide the basic skill and knowledge necessary to work in all types of

dental offices. An understanding and the responsibilities of the office and services to the dentist and their role when serving the patients.

#### **DENCLIENT101 - Introduction to Dental Client Care**

Students will learn how to room patients and prepare them for dental treatment.

#### **DENFRONT101 - Dental Front Office**

Record management, scheduling, insurance processing, and a basic foundation in bookkeeping, computerized applications to include Dentrix and Eaglesoft for the Administrative Dental Assistant.

#### **DENTERM101 - Dental Terminology and Anatomy**

Word parts and the rules for their use, and an understanding of how word parts work together to form basic dental terms. Introduction to the basic structures of the face, oral cavity, basic anatomic structures and tissues of teeth.

#### **EXTAMA - Externship—Administrative Medical Assistant**

Clerical externship is performed as “practicum lab” in an administrative setting.

#### **EXTCMA - Clinical Medical Assistant**

Clinical externship is performed as “practicum lab” in a clinical setting

#### **EXTDA - Externship – Dental Assisting**

The clinical experience allowing application of the principals learned in the classroom setting.

#### **EXTMEDICAL - Externship – Medical (MDAA Program)**

On the job training allows students to put the skills they have learned in the classroom setting to use with real patients and staff members. These are unpaid positions that are a part of the training program.

#### **EXTPHARM - Externship – Pharmacy Technician**

Clinical externship is performed as “practicum lab” in a clinical setting.

#### **EXTPHLE - Externship – Phlebotomy**

Clinical - Phlebotomy externship is performed as “practicum lab” in a clinical setting.

#### **MEDA&P101 - Anatomy and Physiology**

This course focuses on the anatomy of the human body and how the organs function in a healthy state. This course will provide an understanding of how disease processes affect the human body. The course will include an introduction to the structural units, the chemistry of living things, cells, tissues and membranes. Body Systems including the Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, Nervous, Lymphatic and Immune Systems will be covered.

#### **MEDCLIENT101 - Introduction to Medical Client Care**

Students will learn to obtain preliminary data to include vitals, height and weight in preparation for exams and physicals.

#### **MEDDIAG101 - Diagnostic Procedures and Rehabilitation**

Patient preparation for physical therapy and radiologic/diagnostic imaging procedures.

#### **MEDEKG100 - Electrocardiography**

Review of the structures, components and functions of the heart; this gained knowledge will facilitate the student learning on the purpose of electrocardiograph lead placement, machine operation, patient preparation, identification of artifacts, machine maintenance and recording electrocardiographs

#### **MEDEMERT101 - Medical Office Emergencies**

Responding to and preparing patients for minor emergency triage. Assessment, preparation of treatment areas and assisting with treatment.

#### **MEDFRONT101 - Medical Front Office**

Students will receive knowledge in HIPAA regulations, communication skills, patient relations, record management, scheduling, insurance processing, and a basic foundation in bookkeeping, computerized applications to include Medisoft for the Administrative Medical Assistant.

#### **MEDHEM101 - Hematology**

Blood and blood-forming tissues – student will learn patient preparation for laboratory analysis testing, common blood tests ordered, specimen requirements, venipuncture and capillary puncture

#### **MEDINS101 - Medical Insurance Billing and Coding**

Uses Medisoft Billing Software - Standard billing and coding procedures for office.

#### **MEDINTRO101 - Introduction to Medical Client Care**

Students will learn to obtain preliminary data to include vitals, height and weight in preparation for exams and physicals.

#### **MEDMICRO101 - Microbiology**

Collecting microbiologic specimens for examination - patient preparation, specimen collection, handling and transportation

#### **MEDNUT101 - Nutrition**

This course focuses on nutrition and the identification of basic nutrients, vitamins, minerals and dietary issues. Students will be introduced to the Fundamentals of Nutrition. Maintenance of Health through Good Nutrition through the Infancy to Late Adulthood. Medical Nutrition Therapy and Nutritional Care of Clients is covered as well.

#### **MEDOFC101 - Medical Office Communications**

Communicating with patients, physicians and colleagues - HIPAA, law and ethics, standard of care and practical skills in vitals

#### **MEDPP101 - Patient Preparation**

Assist physician with patient examination and minor surgical procedures, prepare for minor surgical procedures and administer postoperative care

#### **MEDPHARM101 - Pharmacology**

Gain essential knowledge of drug preparation, use and action to include dosage calculations and drug administration

**MEDPRODEV101 - Medical Professional Procedures and Development**

Introduction and review of professional conduct. Preparation for employment - resume, applying, interviewing, follow-up, networking, leads, etc.

**MEDTERM101 - Medical Terminology**

This course focuses on Medical Terminology using a body systems approach in studying basic word structures. Topics that will be covered are terminology for Body Systems including the Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, Nervous, Lymphatic and Immune Systems. An overview of Structures, Combining Forms, and Functions of each system will be covered.

**PHARMDOS100 - Unit Dose Systems**

Introduction to different unit dosing systems and the different stocks and hospital units that use them. Review of calculations for medication based on weight and body surface area. Also includes anatomy, physiology, unit dose and prescription processing lab

**PHARMCOM100 - Compounding**

Introduction to compounding which includes preparing compound from a doctors recipe, calculating the correct dose, quantity and price. Review of when and why needed. Also includes anatomy, physiology, keyboarding and prescription processing lab

**PHARMIV100 - Intravenous Admixtures**

Introduction to IV preparation using aseptic technique, proper hand-washing technique and calculating the correct dose of vial solutions and reconstituting powders correctly. Review of different sterile solutions, chemotherapy treatments, sterility standards and how to dispose of hazardous materials. Also includes anatomy, physiology, IV preparation and prescription processing lab

**PHARMLAW100 - Pharm. Foundation/History & Law**

Introduction to the History of Pharmacy as a profession and different pharmacy settings. Review of laws pertaining to Pharmacy, weight, measurement and temperature conversions. Also includes anatomy, physiology and prescription processing lab

**PHARMPRAC100 - Ambulatory Care, Practice & Ethics**

Abbreviations, dosage calculations, pharmacy law and standards, poison control and importance of accountability. Includes anatomy & physiology and lab.

**PHLE101 - Standard Precautions / Venipuncture**

OSHA Regulations - Complying with state and national regulations, learning safety, Blood borne Pathogens - Learning how to protect yourself from diseases & commonly transmitted diseases. Vascular System - Learning about how blood travels through the body. Acceptable sites for obtaining blood. Instruction delivered through lab. Collection of blood through vacuum tubes, syringe and winged infusion set explored and practiced through lab

**VN101 - Introduction to Client Centered Care**

Introduction to Client Centered Care I provides the students with the opportunity to have intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. It provides the student with the opportunity to take an active role in assisting the client in health maintenance. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed.

This term is the first step as a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices the competencies needed for the role as a vocational nurse. Semester I offers introductory subjects, which will then be applied to the systems in the following terms. The program is based on a simple to complex philosophy, which means each term is the building block for the next term.

The curriculum is based on Dorothea Orem's Theory of Self-Care and is based on a client's ability to perform self-care activities. The student has to apply that concept within a nursing process approach.

**VN102 - Care of the Client with Self Care Deficits I**

This term will introduce the student to the acute care facility. The experience will be focused on care of the medical/surgical client. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex. Anatomy and Physiology will be the first objective in each body system of the curriculum. Common deficits diagnostic exams, medical/ surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects follow, utilizing the nursing system approach. The nursing care of the client during childbearing and childrearing is included.

The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care

**VN103 - Care of the Client with Self Care Deficits II**

This semester will further the students knowledge in the care of the medical/surgical client. The body systems approach will continue to be used and new body systems will be introduced.

More advanced deviations are introduced and self-care concepts continue to be the basis for the Nursing Care Plan. Anatomy and physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medial/surgical management, pathophysiology, nutritional needs, pharmacological agents and psychosocial needs will be discussed. The student will be introduced to home health care concepts and the client with mental deficits Theories on leadership and supervision are introduced and followed by a clinical preceptor ship. The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care.

## BEAUTY PROGRAMS OFFERED

### (Required Courses, Extern Hours, Clock Hours, Exit Exams, Licensing Requirements)

#### Cosmetology

1600 Clock Hours

The Cosmetology Program is designed to educate students in study of Cosmetology. The program consists of 1600 hours of theory and practical training, preparing students for a solid background of practical hands-on experience directly related to the cosmetology industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

Below are the minimum requirements for the cosmetology program per the Barbering and Cosmetology Act and Regulations. Our meets and/or succeeds these minimum requirements.

Required Licensure Information: Cosmetologist through the State of California. Additional application and testing fees apply. Refer to [barbercosmo.ca.gov](http://barbercosmo.ca.gov). Be at least 17 years of age. Has completed the 10th grade in a public school or it's equivalent (12th grade for Electrologist). Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and has completed the following hours in a Board Approved School/or completed a 3200 hour apprentice program in California: Cosmetology 1600 hours

Course Code	Course Name	Hours
COS100	Cosmetology (Freshman)	240
COS200	Cosmetology (Sophomore)	465
COS300	Cosmetology (Junior)	465
COS400	Cosmetology (Senior)	430
<b>Totals:</b>		<b>1600</b>

#### Massage Therapy

720 Clock Hours

The Massage Therapy Program is designed to give the student the necessary training and skills for employment as a Massage Therapist.

This instructional program prepares the individual to provide massage services in the modalities of Swedish, Sports, Myofascial Release, Shiatsu, Chair, Hydrotherapy, Pregnancy and Reflexology. Students will receive instruction on Anatomy, Physiology, Pathology, Medical Terminology, Nutrition, Business Management, Ethics, Kinesiology, Body Mechanics and CPR/First Aid. All students will participate in 170 hours of supervised clinical experience in addition to 550 classroom theory and practical hours. Upon completion of the program students will be prepared and eligible to sit for the NCTMB exam.

Certification Information: Must register at the Sheriff's Department within each city where massage services will be provided. Or Apply with the California Massage Therapy Council for certification Test Refer to [www.camtc.org](http://www.camtc.org) for specific requirements. Certification available through National Certification Board for Therapeutic Massage & Bodywork. Refer to: [www.ncbtmb.org](http://www.ncbtmb.org). Additional application and testing fees apply

Course Code	Course Name	Hours
MT102	Functional Anatomy	60
MT103	Tai Chi / Swedish	60
MT104	Physiology/Kinesiology	80
MT105	Hydrotherapy/Sports Massage	45
MT106	Myofascial Techniques	50
MT108	Shiatsu	40
MT109	Complimentary Modalities	75
MT111	Business Management	40
MT110	Nutrition	20
MT107	Pathology	40
MT112	National Exam Prep	40
MT113	Supervised Clinic	170
<b>Totals:</b>		<b>720</b>

#### Holistic Health Practitioner

1100 Clock Hours

The Holistic Health Practitioner Program is designed to give the student the additional training and skills as a Massage Therapist with expanded abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

This instructional program prepares the individual to provide all massage services learned in the basic MT program as well as additional training in areas of Herbology, Aromatherapy, Practical Yoga, Qigong, Reiki, Clinical Massage, Advanced Nutrition and Advanced Spa Techniques.

Upon completion of the program students will be prepared and eligible to sit for the NCETMB exam, Students who complete the Reiki course will be eligible for the Level II certificate as Reiki practitioners.

Certification Information: Must register at the Sheriff's Department within each city where massage services will be provided. Or apply with the California Massage Therapy Council for certification Test Refer to [www.camtc.org](http://www.camtc.org) for specific requirements. Certification available through National Certification Board for Therapeutic Massage & Bodywork. Refer to: [www.ncbtmb.org](http://www.ncbtmb.org). Additional application and testing fees apply

Course Code	Course Name	Hours
MT102	Functional Anatomy	60
MT103	Tai Chi / Swedish	60
MT104	Physiology/Kinesiology	80
MT105	Hydrotherapy/Sports Massage	45
MT106	Myofascial Techniques	50
MT108	Shiatsu	40
MT109	Complimentary Modalities	75
MT111	Business Management	40
MT110	Nutrition	20
MT107	Pathology	40
MT112	National Exam Prep	40
MT113	Supervised Clinic	170
HHP201	Reiki	40
HHP202	Aromatherapy/Herbology	40
HHP203	Health & Wellness	60
HHP204	Complementary Modalities II	60
HHP205	Advanced Spa Techniques	40
HHP206	Clinical Massage	60
HHP207	Advanced Supervised Clinic	80
<b>Totals:</b>		<b>1100</b>

## Esthetician/Massage Therapy

1100 Clock Hours

The Esthetician/Massage Therapy Program is designed to give the student the necessary training and skills for employment as a Massage Therapist and/or Esthetician.

This instructional program prepares the individual to provide massage services in the modalities of Swedish, Sports, Myofascial Release, Chair, Hydrotherapy, Pregnancy and Reflexology, students will receive instruction on Anatomy, Physiology, Pathology, Medical Terminology, Nutrition, Business Management, Ethics, Kinesiology, Body Mechanics and CPR/First Aid, as well as the esthetics curriculum courses in Facials, Preparation, Health & Safety, Disinfection & Sanitation, Eyebrow Beautification, Make-up and Laws & Regulations. All students will participate in 100 hours of supervised clinical experience in addition to classroom theory and practical hours in Massage and technical and practical hours in Esthetics. This provides a combined total of 1100 hours of instruction and practical experience.

Upon completion of the program students will be prepared and eligible to sit for the NCTMB exam for certification as a Massage Therapist. Graduates will also be eligible to sit for the California State Esthetician exam.

Course Code	Course Name	Hours
ET01	Esthetician 1	150
ET02	Esthetician 2	150
ET03	Esthetician 3	150
ET04	Esthetician 4	150
MT102	Functional Anatomy	60
MT103	Tai Chi / Swedish	60
MT104	Physiology/Kinesiology	80
MT105	Hydrotherapy/Sports Massage	45
MT106	Myofascial Techniques	50
MT107	Pathology	40
MT109	Complimentary Modalities	75
MT111	Business Management	40
MTE113	Supervised Clinic	50
<b>Totals:</b>		<b>1100</b>



## Esthetician

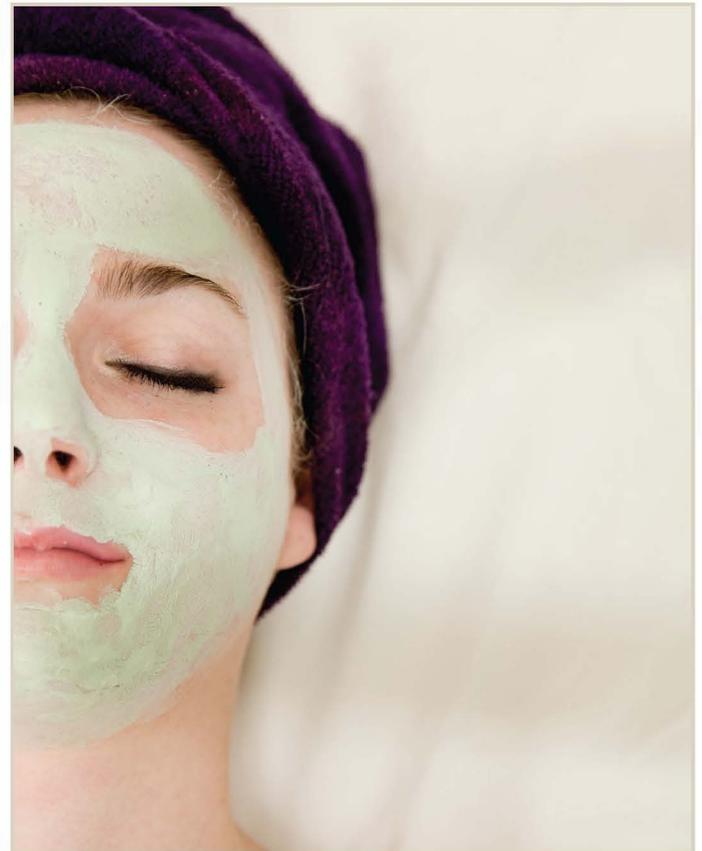
600 Clock Hours

The purpose of the Esthetician Program is to educate students in study of skin care through theory and practical training in the following categories: Manual, Chemical and Electric Facials, Make-up Application, Laws and Regulations, Esthetic Procedures, Disinfection and Sanitation and Anatomy & Physiology. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the Esthetic Industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

Upon completion the student will be prepared to sit for the State Board Licensure Exam. The program is delivered through theory and practical training.

Required Licensure Information: Cosmetologist through the State of California. Additional application and testing fees apply. Refer to [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov). Be at least 17 years of age. Has completed the 10th grade in a public school or it's equivalent (12th grade for Electrologist). Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and has completed the following hours in a Board Approved School /or completed a 3200 hour apprentice program in California: Esthetician 600 hours

Course Code	Course Name	Hours
ET01	Esthetician 1	150
ET02	Esthetician 2	150
ET03	Esthetician 3	150
ET04	Esthetician 4	150
<b>Totals:</b>		<b>600</b>



## BEAUTY COURSE DESCRIPTIONS (in alphabetical order)

### **COS100 – Freshman**

Study includes theory and practice in fundamental skills in all phases of beauty culture to include wet hair styling, manicuring & pedicuring, hair color, perms & relaxers and basic haircutting. There will be a focus on sterilization & sanitation as well as fire safety. Critical thinking skills are developed in application of concepts learned.

### **COS200 – Sophomore**

Study includes continuing theory and practice in fundamental skills introduced in Freshman term. Students will also begin the clinic floor experience working with clients. The student will begin learning how to build a clientele and “Up-Sell” additional services and products.

### **COS300 – Junior**

All skills learned in the Freshman and Sophomore terms will be continued and advanced upon. Additional topics include Client Consultation for services, Time management, Product “Up-Sells”, Hair Weaves, and Wig Maintenance

### **COS400 – Senior**

All skills learned in the previous terms will be continued and advanced upon with the focus on client services. Additional emphasis includes State Board Preparation with “mock” State Board Exam for Practical and Written.

### **ET01– Freshman**

The ET01 term (“freshman”) consists of 150 hours of training and study designed to prepare the student for the basic skill level needed to work on clients. Study includes theory and practice in fundamental skills in all phases of the esthetic industry to include critical thinking skills developed in application of concepts learned.

### **ET02– Sophomore**

The ET02 term consists of 150 hours of training and study. Study includes fundamental skills in all phases of the esthetic industry to include critical thinking skills developed in application of concepts learned with a focus on client consultation for services.

### **ET03– Junior**

The ET03 term consists of 150 hours of training and study. All services learned in ET01 and ET02 courses will be continued and advanced upon during this course. Study includes theory and practice in fundamental skills in all phases of the esthetic industry.

### **ET04– Senior**

The ET04 term consists of 150 hours of training and study. All services learned in previous courses will be continued and advanced upon during this course. Study includes theory and practice in fundamental skills in all phases of beauty culture to include State Board Preparation with “mock” State Board Exam for Practical and Written. The focus of this course is to meet all time requirements of the State Board Procedures, fine tune the services offered exceeding customer satisfaction and demonstrate proficiency with the “Complete Esthetic Experience”.

### **HHP201– Reiki**

Students will learn basic theories and procedures for Reiki and how to use healing energy techniques alone or with other massage modalities to assist clients with spiritual and physical wellbeing. Students will examine the symbology used in the practice of “Distant Healing”. A Reiki attunement will be offered by the Reiki Master. Students will be eligible for a Level II Reiki Practitioner Certificate upon successful completion.

### **HHP202– Aromatherapy/Herbology**

This course provides an introduction to the uses of various herbs and aromatherapy in creating balance and rejuvenation of the body, spirit and mind. Students will learn how to identify herbs, make poultices & teas, use essential oils, vaporizers, and other delivery methods. Ayurvedic treatments will be introduced.

### **HHP203– Health & Wellness**

This course educates the students advanced nutrition and exercises for the body and spirit. It will provide a further understanding of digestion, absorption and metabolism of fats, proteins, and carbohydrates. Students will discuss vitamins, minerals and other supplements and their role in metabolism. Through discussions students examine the role of nutrition in the development or worsening of chronic health conditions. Students will learn about fresh versus processed foods and organic versus non-organic foods. The student will be introduced to the philosophy and basic techniques of Practical Yoga and Qigong movements and breathing. Students will learn to incorporate these techniques into their daily routine to enhance the strength, spinal flexibility, self awareness and clarity, allowing them to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage allowing a deeper sense of relaxation of not only mind but muscles and connective tissue.

### **HHP204– Complementary Modalities II**

In this course the student will be introduced to the history, philosophy, and basic fundamentals of Thai Massage and the three techniques used for Structural Balancing, Myofascial Release (learned in the basic MT program), Neuromuscular Therapy and Myoskeletal Alignment. When reviewing Thai Massage, the student will learn how to incorporate acupressure points and stretching techniques allowing a more relaxing and therapeutic release while working with the client on the mat or on the massage table. With Structural Balancing they will learn how to use multiple types of massage to assist clients in correcting postural imbalances that could be the cause of chronic pain, and restore a fuller range of motion.

### **HHP205– Advanced Spa Techniques**

In this course the student will be introduced to advance spa treatments for the face and body. The student will learn benefits and indications for various mud treatments, herbal wraps, salt scrubs, sugar scrubs, and hot stone applications. Students will learn the safe application and removal methods for muds, wraps and oils utilizing various techniques including the Vichy Shower.

### **HHP206– Clinical Massage**

In this course students will apply the techniques and information learned in the Basic Massage Therapy program as well as new techniques in a manner consistent with objectives of Clinical Massage. Students will focus on specific conditions and body parts to improve the clients’ outcome related to specific conditions. A strong focus will be placed in the area of cancer massage.

### **HHP207– Advanced Supervised Clinic**

In this course students will perform a variety of Advanced Massage Therapy Techniques on the clients from the public sector under the supervision of an instructor.

### **MT102– Functional Anatomy**

This course is designed to give students a working knowledge of human anatomy and its function as it pertains to the practice of massage. Gross anatomical structures and landmarks will be identified, palpated and the integration of these structures examined. Muscle origins and insertions will be introduced. Students will learn to palpate and mobilize muscles within the accepted range of motion

### **MT103– Tai Chi/Swedish**

This course provides an introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage. Students will participate in practicing massage techniques on volunteers and each other. With the use of different Tai Chi Poses/Movements students will learn the proper posture need to perform basic massage techniques on the table and chair while avoiding strain or injury. Corrective exercises for acute and chronic neck and back pain will also be taught. Students will learn a basic 50 minute Swedish massage sequence for use in the clinic setting.

### **MT104– Physiology/Kinesiology**

This course will address the “Study of Movement”. Joint types, range of motion and the lever action muscle groups that act upon these joints will be taught. Students will gain knowledge in how the human body and its systems function. Growth, age, stress and other organic dysfunctions are taught as they relate to massage therapy. A focus on actions and interactions between muscles and joints as well as how to manage disorders to maintain, rehabilitate or enhance movement will be integrated.

### **MT105– Hydrotherapy/Sports**

This course will review the historical and cultural aspects as well as uses for hydrotherapy in maintaining total body wellness. Students will learn about various forms of hydrotherapy and the connection to hydrotherapy practices in sports massage. Students will receive an overview of techniques used by massage therapists for athletic pre-event and post-event massage and treatments. Students will learn techniques for use in the rehabilitative and preventative settings. Practice will include students working on each other as well as in the clinic setting.

### **MT106– Myofascial Techniques**

In this course students will learn techniques to relieve pain and decrease restriction of motion. Students will learn how to include the client in an active role during the treatment to enhance the techniques used. Practice will include students working on each other as well as clients in a clinical setting.

### **MT108 – Shiatsu**

This course provides an introduction to the basic art of Shiatsu, which combines Eastern and Western massage techniques to address the mind, body and spirit. Using an acupressure and meridian focused bodywork system, students will learn a Shiatsu massage sequence.

### **MT109– Complementary Modalities I**

In this course students will learn the indications and contra-indications for Pregnancy massage, Reflexology and Chair Massage. Students will perform a basic pregnancy massage sequence for the specific trimesters of pregnancy, a basic hand and foot reflexology sequence, and a basic chair massage sequence in keeping with proper body mechanics. Introduction to massage techniques for labor and delivery will be discussed. Students will learn the relationship to key points on the hands and feet that relate to other organs and systems of the body. Students will be provided an introduction to the exploration of therapeutic benefits of Reflexology and accommodating clients with a variety of special needs. Practice will include students

### **MT111– Business Management**

This course provides the student with an introduction to the individual marketing and business skills to empower them to become both employable and successful in the field of Massage Therapy. Emphasis will be placed on marketing oneself in the profession, professional employment verses independent contracting and legal tax and permit requirements.

### **MT110– Nutrition**

These courses will discuss various dietary models from Eastern cultures and the standard American Diet. The students will learn how to assess a client’s diet and make recommendations for improvement based on the client’s needs. The use of protein, fat and carbohydrates, whole organic foods vs. refined and processed food will also be discussed. Nutritional supplements used in conjunction with massage therapy promoting healing and rejuvenation of tissues that are involved in musculoskeletal problems. Peak Performance lessons will be addressed.

### **MT107– Pathology**

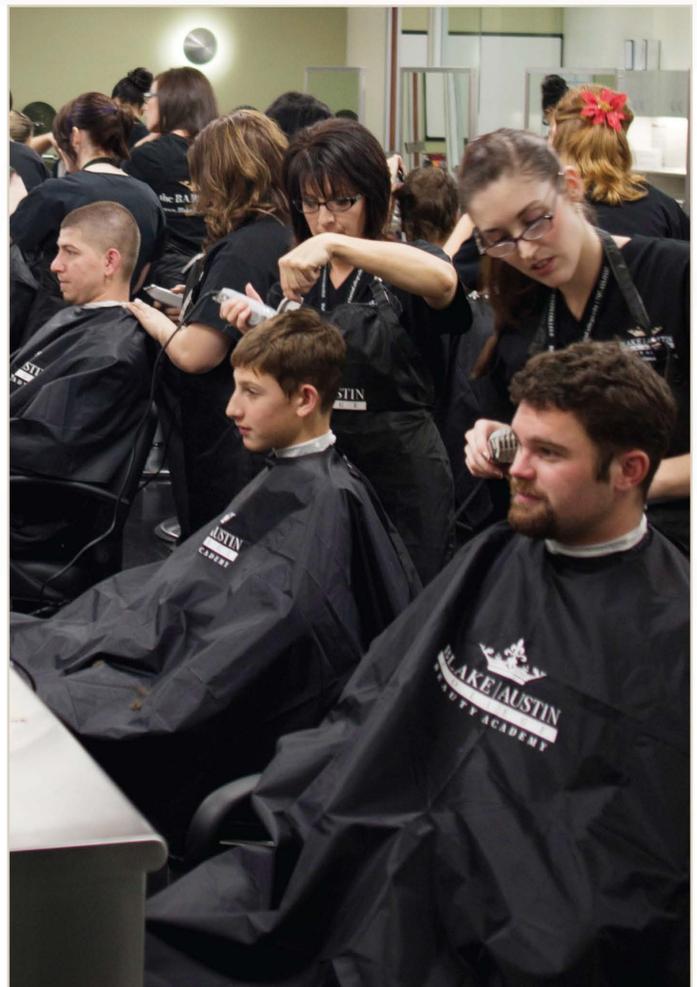
This course will focus on the disease process in the human body. Student will learn to assess clients for signs of possible disease or dysfunction and determine the indication or contraindication for massage or esthetic services. Students will all learn the mind, body, spirit connection as it relates to the disease process and massage therapy/esthetician. Emphasis will be placed on teaching students scope of practice as it relates to the “diagnosis” of disease.

### **MT112– National Exam Preparation**

This course provides the student with an opportunity to prepare for the National Certification Board for Therapeutic Massage and Bodywork exam. Sample tests and review questions will be administered to assist the student with becoming familiar and comfortable with the testing environment.

### **MT113 / MTE113– Supervised Clinic**

In this course students will perform a variety of Massage Therapy modalities on the public under the supervision of an instructor.



# Admissions Policies

## GENERAL ADMISSION REQUIREMENTS:

- All applicants must fill out an application for admission to Blake Austin College (BAC).
- All applicants must complete financial arrangements prior to orientation.
- All prospective students must meet at least one of the following requirements:
  - Must be a high school graduate\*, or
  - Must have successfully completed the recognized equivalent of a high school diploma (GED),
  - Candidates must be fluent in the English language both verbal and written. Blake Austin College does not provide ESL Courses. Instruction will occur in English only.

Official High School Transcripts or GED Certification must be submitted. Foreign educated students must have their diplomas evaluated.

*\*Due to the high rate of diploma mills, Blake Austin College does not accept on-line high school diplomas.*

### Pre-admission Assessment

- Prospective students must successfully complete an entrance assessment prior to acceptance. Assessment tests used consist of the Scholastic Learning Exam (SLE), and the Adult Basic Learning Examination (ABLE), Level 3. There is a \$5 charge for the assessment test. If the client passes the assessment with the appropriate program score they will be moved forward in the admissions process.

If the appropriate score is not achieved the client will follow the steps below:

- May retake the SLE within 7 days of original test date, a \$10 mandatory fee will apply
- If retake is unsuccessful, the client may take the ABLE test within 7 days of the 2nd test date. A \$20 mandatory fee will apply
- If the client is unsuccessful a 3rd time the client will have to wait 30 days before becoming eligible to retake the ABLE. A mandatory \$20 fee will apply.
  - Candidates must be fluent in the English language both verbal and written (Blake Austin College does not provide courses in English as a second language).

### Pre-admission Immunizations

- All Allied Health programs require proof of receiving the following immunizations: Hepatitis B series (or proof of having begun the series), Tuberculosis test, MMR, Varicella and TDAP prior to the orientation.

*(Not applicable to programs offered at the Branch campus)*

### Pre-admission Background Check and Drug Screening

- All candidates must complete a live scan background check. Live scan consists of FBI and Department of Justice searches. Applicants must have a clear background check and may not have any pending or unresolved actions in order to attend Blake Austin College.
  - BAC also promotes a Drug Free Campus, therefore, must also have a drug test performed. Candidates must have clean results from the drug testing in order to be accepted into Blake Austin College.
  - All programs require a completed background check and drug screen with clear results prior to acceptance into the school.
  - (Programs offered at the Branch Campus are not subject to Background/

Testing but must follow the Drug Free campus policy)

### Candidate must provide one professional letter of reference.

Additional Vocational Nursing Program admission requirements:

- 2 professional letters of recommendation
  - Physical

Upon enrollment, students are given the Student Handbook and Catalog which further describes additional school policies. Students are encouraged to read the Handbook as they must adhere to the policies contained both in the Catalog and the Handbook.

*All of the Admission requirements must be met prior to acceptance into Blake Austin College*

## ACCEPTANCE OF CREDITS

A petition for credit for prior training will be evaluated by the School Director. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from a nationally accredited school must be achieved in order for the course to be considered for transfer credit. For clock hour programs, proof of the number of hours completed must be submitted. A student must complete at least 50% of the course requirements of a program at BAC. Transferred credits will be documented in the student's record indicating what courses were transferred and the student will be notified of transfers. Requests for credit transfers must be made prior to beginning classroom attendance at Blake Austin College.

### Notices Concerning Transferability of Credits and Credentials Earned at BAC

The transferability of credits you earn at BAC at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in a program from BAC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at BAC are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at BAC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BAC to determine if your credits or certificate will transfer.

BAC has not entered into an articulation agreement or transfer agreement with any other College or University.

### Challenge Examinations

A prospective student may request to take a challenge exam for courses in the program. No more than 25% of the program can be requested for the purpose of taking a challenge exam. The fee for a challenge exam is 50% of the course cost.

### Student Transfer within Programs

If a student requests to transfer to another program within our training facility: The student will complete a Student Change Request Form. It is submitted to the Director of Education or assigned staff member, who then reviews all necessary factors including: reason for change request, student's level of competency (based on pre-enrollment test scores) to enter into requested program, counselor or third-party payer approval, class availability and instructor approval, available funds. Once all factors are weighed and if transfer is approved, Student Change Request Form is signed by all parties binding a contractual amendment and posted to student's permanent record.

### Housing

The College does not offer housing facilities and also no assistance is provided to find housing.

# Administrative Policies

## ATTENDANCE POLICY

The College must be able to confirm to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions, and externships. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class. Students should make every effort to schedule personal appointments outside of classroom hours.

Each student will be held accountable for his/her attendance. Students are expected to call in every day that they will be absent or tardy. A student will be dropped from his/her program on the 4th day after 3 consecutive days of no contact with the school

A minimum of 85% attendance for each module in a student's program is required in order to graduate. In order to pass the module, a student will not be allowed to be absent (unexcused) for more than 15% of a module's clock hours. Unexcused absences can not be made up. All excused absence hours must be made up before the end of the module. A student is to meet with his/her instructor to get the assignment they missed as well as to receive their assignment for make up of hours, if eligible. If an unexcused absence results in missing a deadline for submission of assignments, 10% will be deducted automatically from the grade. Missed quizzes and exams may not be made up for unexcused absences. A score of zero will be assigned to any missed quizzes or exams if the absence is unexcused. It is the students' responsibility to meet with the instructor when returning from any absence to obtain missed work and submit an Excused Absence Request Form with supporting documentation. All documentation will become part of the student's file.

Students are also expected to be punctual to class. Tardiness causes undue disruptions to class instruction and therefore is unacceptable. Any time missed from class is considered a tardy (arriving late, leaving after a designated break time, departing from class before the assigned end class time). Three tardies/early departures equal one absence (equal to the number of hours that class is held per day). If a student should miss ½ of the scheduled hours of a class meeting it shall be considered a full absence.

Excused absences/tardies (jury duty, court appearance, unavoidable medical appointment, military duty, and death of a significant life influence) must be made up if the hours missed cause the attendance to fall below the minimum of the 85% requirement. If a student has unexcused absences/tardies in excess of the 15% limit, he/she will receive a grade of IA (incomplete due to excessive absences) for the module and be withdrawn for poor attendance. The module must be repeated, at the expense of the student, to be eligible for graduation. A student receiving two "IA" grades for excessive absences may result in termination from the program.

**VN Students: see VN Handbook for program specific guidelines for attendance. Cosmetology Students: See Student Handbook for program specific guidelines.**

## STUDENT ASSESSMENTS/GRADING

Students are evaluated by instructors regarding their progress through evaluations sheets (grades), student professional development evaluations, remediation recommendations. Students must take assessments the day it is given. If a student has an excused absence (jury duty, court appearance, Dr.'s note, military duty, and birth/death in the immediate family, all with required

documentation), he/she will have the opportunity to take the test (which may not be the same test that the class received) the following day. Students must show proof of the excused absence in order to make up the test, the test must be made up within 24 hours of the return to class, and the test must be taken outside of regular classroom time or a score of zero will be received. Students missing a test because of an unexcused absence will receive a score of zero.

Students must receive a minimum grade of 70% (GPA 2.0) in each module to successfully complete the program. Any student failing to achieve a score of 70% on two consecutive exams will be re-assessed and appropriate recommendation for continuation be made.

### The grading/evaluation policy for each subject area is:

	Equivalent GPA		Grade
Excellent	100-90	3.7 - 4.0	A
Above Average	89-80	3.0-3.6	B
Average (Passing)	79-70	2.0-2.9	C
Below Average (Fail)	69-60	1.0- 1.9	D
Fail	59>	0.0	F

In the event a student does not pass the module, the student may repeat the module one time at no fee to attempt a passing grade (This does not apply to the Vocational Nursing Program). The student will be enrolled in the next module offering, which could be a day or evening session. A delay in training may be necessary to repeat the failed module. In the event of a delay in training, the graduation date will be extended. If a student fails a second module, he/she will be responsible for all fees associated with repeating that module. If a student fails the same module twice, the student will be dismissed from the program. Any student failing a total of three modules during their course of study will be dismissed from the program. A student who has been dismissed from the program for failing three modules may re-apply to the College for admission after a 12-month period.

All students enrolled in programs that require an externship must pass a comprehensive program final exam within one week of completing the program to be released for externship or a delay in externship may occur. Students must successfully pass their externship. If a student fails an externship, the student will receive remediation in all areas necessary. Failure of a second externship opportunity will result in the student being dropped from the program. Students enrolled in programs that do not require an externship, will take a comprehensive program final before the end of their program.

Students enrolled in programs at Blake Austin College will be graded in any combination of the following categories as applicable to the student's program.

- Writing Assignments
  - A. Term or other papers, journals as assigned
- Computation or Non-Computational Problem Solving Demonstrations
  - A. Calculation Exams
  - B. Homework problems
  - C. Quizzes
- Skill Demonstration
  - A. Class presentations
  - B. Performance exams
  - C. Skill competencies
- Objective Examinations
  - A. Multiple choice
  - B. Matching items
  - C. Completion
  - D. Essays
  - E. Short answer

F. True and false

•Clinical/Externship Evaluation:

- A. Self evaluation with identified Critical Elements
- B. Instructor evaluation with identified Critical Elements

•Practical Operation Evaluation

- A. Demonstrate hands-on techniques

Achievement of the learning objectives for each course is measured by exit examination which is comprehensive of all subject matter and skill set taught. Additionally, our objectives are to lead to employment which is the ultimate achievement or outcome of attendance.

## LEAVE OF ABSENCE

A leave of Absence (LOA) is considered a temporary interruption in a student's program of study. By completing the following process and upon approval from BAC the LOA will maintain the student's in-school enrollment status and the student will be considered to be in good standing.

A leave of absence may be granted under the following conditions:

- There is a reasonable expectation that the student will return to school
- The student will provide a written, signed and dated request on or before the last date of class. Attendance to the Executive Director of Academic Affairs. The request must specify a reason for the LOA.
- The student will not be charged for the duration of the leave of absence.
- The leave of absence must be a minimum of 10 class days.
- Generally, each leave of absence may not exceed 60 calendar days in length. The cumulative days of all leaves of absence may not exceed 180 calendar days in a twelve month period.
- No more than two leaves of absence will be granted to the same student in a 12 month period.
- Failure to return from a leave of absence on the scheduled date will result in termination from school.

If unforeseen circumstances prevent the student from providing the written request, BAC may grant the leave of absence if the appropriate documentation is received within the 5 days of the student's last date of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military deployment and natural disasters.

A student that is on LOA may request an extension by submitting, before the last day of the current LOA, a signed extension request to the Executive Director of Academic Affairs. The extension cannot exceed the 180-day policy.

Students must receive re-entry authorization from the Executive Director of Academic Affairs prior to returning to class. Not all programs are eligible for LOA.

Please be aware that taking a Leave and Absence can affect any Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

All students must demonstrate satisfactory academic progress (SAP) toward completing their program of study by meeting Blake Austin College's (BAC) established standards. SAP is a measure of students' qualitative and quantitative progress as defined below. Evaluation takes place at the end of each payment period. A payment period can be from 4 to 15 weeks depending on the structure of the program. If a student falls below the quantitative and/or qualitative requirements at any review point during their enrollment, the defined steps below will be required to be eligible for program graduation.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0

cumulative grade point average (CGPA).

Quantitative Evaluation: Students are expected to complete their program in 150 percent of the timeframe established for completion. At each evaluation period the student is expected to complete an appropriate percentage of all credit/clock hours attempted. Quantitative requirements are based on the combined credit/clock hours attempted at the end of each subsequent payment period

Review Point	Qualitative	Quantitative
Completion of 12 credit units and 15 weeks of instruction	2.0 "C" CGPA	50% of all credits attempted in period
End of all subsequent payment periods	2.0 "C" CGPA	66.7% of all credits attempted

• The payment period for VN, Dental, Cosmetology, Esthetician, and Massage Therapy is the successful completion of half of the academic year in clock hours.

**Academic/Financial Aid Warning:** The first time a student fails to meet the requirements of SAP at the end of a payment period, the student will be placed on "Financial Aid Warning". SAP will be reviewed at the end of the next grading period. Students remain eligible for financial aid during this period. If, at the next grading point, the student meets both requirements, the student will be removed from financial aid warning and be returned to regular status. If the student fails to meet the quantitative and/or qualitative requirement, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. An appeal can be filed by the student. If the appeal is approved, the student may be placed in a Financial Aid/Academic Probation status and remain in attendance at BAC.

**Academic/Financial Aid Probations Status:** In order to remain in school; the student will need to submit an appeal. If the appeal is approved, an individualized academic improvement plan will be documented and signed by the student. If an academic plan is implemented, the student will be placed in an "Academic/Financial Aid Probation" status. Students remain eligible for financial aid during this period. If at the next grading period the student meets the requirements of the academic plan and is working towards SAP, the student will be removed from probation status and returned to regular student status. If the student fails to meet the requirements of the academic improvement plan, the student will be withdrawn from school and placed on financial aid is suspended.

**Coursework Pace (Maximum Time Frame):** Students may attempt up to 1.5 times the number of credit hours/clock hours in their current program of study. Students who exceed this maximum and have not graduated are withdrawn and may not return to the program of study at BAC.

Satisfactory Academic Progress Determination Appeals: Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP requirements may appeal the determination in writing to the School Director within 10 days of notification. If the appeal is considered valid, the student's status will be re-evaluated by the academic program director and appeals committee. Students will receive an appeal determination in writing within 20 business days.

### Course Repeats and SAP

Students who earn a "D" or "F" in a course in their program of study must repeat the course. A student must have a cumulative grade point average and pass each course with a 2.0 or better. When a course is repeated the original grade remains on the student's permanent academic record and is designated as a repeated course. All repeated courses count as credit hours attempted in the maximum time frame evaluation for SAP (see quantitative evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculations.

Repeated coursework may affect students' eligibility for Title IV funding. Students required to repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length, and academic progress

# RULES AND REGULATIONS

## Student Rules & Code of Conduct

While on school grounds, all students shall conduct themselves in an appropriate adult manner, and shall be prepared for class sober and attentive. Consideration and respect should be given to all persons, including other students and staff. Inappropriate behavior resulting in a violation of this policy is grounds for suspension and/or dismissal.

### Ethical Code of Conduct:

The Student:

- Will abide by all local, state and federal laws;
- Will present him/her in a professional manner;
- Will abide by the Student Code of Conduct; and
- Will abide by all school policies and procedures.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the College shall be liable for sanctions up to and including dismissal from the College. An investigation of suspected violation will be conducted and will be presented to the student. The student will have the opportunity to respond to the allegations in writing and/or in person. The position of the school may be to:

- Exonerate the student;
- Issue a warning to the student;
- Place the student on an administrative leave of absence;
- Place the student on general probation;
- Move student to another class; or
- Dismiss the student from the college.

Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary status or complete the terms that must be met in order to continue enrollment.

General Standards of Conduct:

Any of the following can be considered grounds for probation, suspension or dismissal under the guidelines as set forth herein:

Repeated offensives of probation

Students that have been charged with a Conviction, Felony, and/or Misdemeanor during the program, or have failed to disclose this at time of enrollment will be dropped from the program

Any student that is absent for more than three consecutive sessions will be reassessed and recommended for appropriate action based on grade and past performance

- Excessive absence or continuous abuse of attendance requirements
- Any student that has been caught using alcoholic beverages, illegal or non-prescribed drugs on the premises of the institution or during scheduled school hours
- Any student that exhibits conduct that is disruptive to classmates
- Any student that fails to achieve a score of 70% on two consecutive exams will be re-assessed and appropriate recommendations will be made
- Theft of BAC property or that belonging to a fellow student
- Physical abuse or harassment of any type from any person on BAC premises
- Intentional disruption or obstruction of teaching, administration or other BAC activities
- Possession of firearms or other dangerous weapons on BAC property
- Any type of dishonesty and cheating
- All grounds for dismissal are subject to situation with the exception of drug use or possession of firearms or other dangerous weapons on BAC property
- Dismissal for Misconduct is Considered Permanent!

### BAC House Rules:

- No foul language and/or cursing in classrooms, halls or around the building area. Please do not loiter in the hallways or stairwells.
- Please dispose of all trash in containers. This includes, but is not limited to; soft drink cans, candy wrappers, and lunch take out containers. A recycle can is located in the kitchen area. If trash is full please inform staff. Clean up after yourselves whether in the restroom or break areas.
- There is no eating in the classrooms or drinking permitted. Only Water is permitted, and must have a sports top or cp. Our presence will surely be recognized so please help us maintain a professional reputation.
- Breaks are provided for most classes (refer to program schedule). Breaks should be limited to 10 minutes.
- No children are allowed in the classrooms without permission.
- Harassment of any form will not be tolerated on BAC school campus. Harassment will result in immediate dismissal.
- No illegal or outside software or disks will be used, installed or loaded onto any BAC computer unless BAC owns or has the licensing rights to the software.
- Any student who is assigned software for use in the classroom shall not copy, install or use the software on any other computer.
- With the exception of the books specifically given you, no equipment, books or software are to leave the building without prior consent and checkout procedures completed.

# Student Services

## GRADUATION REQUIREMENTS

In order to graduate and receive a Certificate of Completion, a student must:

- Successfully pass each of the courses in his or her individual program of study with a minimum of 70%
- Pass a comprehensive program exit exam
- Meet attendance guidelines of 85% for credit hour programs (Or program specific requirements if different from the 85% minimum)
- Be current with all required financial obligations to school

Blake Austin College holds two Graduation Commencement Ceremonies annually for all non-nursing programs and one annually for the Vocational Nursing and Cosmetology Program. Students must have successfully completed all course work prior to participating in the Graduation Ceremony. A Valedictorian from each program will be chosen to represent his/her class and those students with high academic and attendance achievements will be recognized at the Graduation Ceremony. Proof of training will not be released to appropriate agencies if the student is not current with financial obligations or if the student has failed to meet program requirements.

## CAREER SERVICES

Blake Austin College has a Career Services Division that serves all students and graduates. Students completing their coursework will be scheduled for an externship (in applicable programs) where more practical experience is obtained. Upon completion of the program, graduates receive placement assistance from the Career Services Division. Placement assistance includes job readiness workshops, resumé writing, job postings, and referrals. Please note: placement assistance is a service offered to Graduates, but employment is not guaranteed.

## EXTERNSHIPS

An externship is a "practical" hands-on training performed after all in-class training has been successfully completed. (Reference the Course Description section of catalog for selected program area). Programs including externships may require specific immunizations, drug testing and/or background check. It is the student's responsibility to obtain the necessary immunizations prior to enrollment. Proof will be required at the extern site. Most often required are: Hepatitis B, clear TB, MMR and Varicella. Ideally students could be placed within a few weeks after completing class time. However, depending on site availability and staffing, wait times to begin externship may be up to 12 weeks.

## RECORD RETENTION STATEMENT

This institution will maintain records of the name, address, and telephone number of students who enroll in a course of instruction, including students who begin the course and students who cancel pursuant to Article 94867 and of students who graduate from the course of instruction. This institution will inquire whether students who complete a course of instruction have obtained employment starting within six months of completing the course in the occupation to which the course of instruction is represented to lead and continue in employment for a period of at least 90 days. This inquiry will be documented by a list indicating each student's name, address and telephone number of the person who provided the information regarding the student's employment to the institution; the name, title, or description of the job; the date student obtained employment; the duration of the student's employment, and the amount of salary, if any salary claim has been made.

This institution shall submit the above information in an annual report

required per section Article 94861 at the fiscal year to be determined by the Bureau.

This institution maintains current records for a period of not less than five years at: **Blake Austin College, 611-K Orange Drive, Vacaville, 95687**, within the State of California. Transcripts will be kept by BAC indefinitely.

## CANCELLATION OF AGREEMENT

In the event that fees are collected in advance of the start date of a program and BAC cancels the class, 100% of the tuition and fees collected will be refunded. Students may cancel at any time. Cancellation must be made in writing and delivered to the School or sent by mail addressed to:

**Blake Austin College**  
611-K Orange Dr.  
Vacaville, CA 95687

A student has the right to cancel his/her agreement for a course of instruction without any penalty or obligations with the exception of the non-refundable registration fee, **thru attendance at the first class session, or the 7th day after enrollment, whichever is later.** Cancellation shall occur when the student gives written notice of cancellation at the address of Blake Austin College shown above by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage paid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement. The student will be given a notice of cancellation form upon enrollment, but may use any written method.

If Blake Austin College has given the student any equipment, including books or other materials, he/she may return them to Blake Austin College on the date of your notice of cancellation for refund consideration.. If he/she fails to return this equipment, including books and other materials, in good condition, Blake Austin College may deduct its original documented cost. Books and materials can only be returned for refund consideration during the first 7 days of participation, which is the cancellation period. After the end of the cancellation period, you also have the right to stop school at any time; and have the right to receive a **pro rata refund if you have completed sixty (60) percent or less of the program.**

## WITHDRAWAL POLICY

A Student may withdraw from the school at any time after the cancellation period and receive a **pro rata refund if you have completed 60 percent or less of the period of attendance.** The amount of that refund is to be "pro-rated" according to the not completed portion of the program, less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a **registration or administration fee not to exceed \$100.00. The refund is to be paid within 45 days of withdrawal.**

The student is obligated to pay only for educational services rendered. Books and Materials are non-refundable. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- The school terminates your enrollment.
- Failure to maintain passing score per academic requirements.
- The date that the student is scheduled to return from a leave of absence and fails to do so.
- You notify the school of your withdrawal or the actual date of withdrawal

## REFUNDS

Tuition and fees are considered fully earned when program completion is equivalent to 60% of clock hour attendance; therefore, no refund will be issued beyond 60% completion. For withdrawals within 7 days from the first day of class, this constitutes "cancellation", therefore 100% of tuition, fees, and other institutional charges received, including books and materials that are unused, will be refunded to the appropriate funding source, less registration or administration fees (not to exceed \$100.00). Beyond 7 days, a pro-rated refund will be given using the provided guidelines. Refunds are payable without being requested by the student. Refunds will be made within 45 days of the last date of student attendance or from the date the institution terminates the student or determines withdrawal by student.

**Hypothetical refund example:** Assume that a student, upon enrollment in a 400 hour course, pays \$4,600.00 for tuition and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,450 based on the calculation stated below.

\$4,900	Minus	\$300 (documented cost of the amount of unreturned equipment)	= \$4,600 total refundable
\$4,600	Divided by	400 hours in the course	= \$11.50 hourly charge for the course
\$11.50	Multiplied	100 hours of instruction attended	= \$1150.00 owed by the student for instruction received

## REVIEW AND RECEIPT OF CATALOG AND SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement, You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries and wages, prior to signing the enrollment agreement.

## BANKRUPTCY

Blake Austin College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.

## QUESTIONS

Any questions a student may have that are not satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bbpe.ca.gov](http://www.bbpe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.**

## COMPLAINTS

A student or any member of the public may file a complaint about this institution with **Bureau for Private Postsecondary Education** by calling (888) 370-7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's internet website, [www.bbpe.ca.gov](http://www.bbpe.ca.gov).

# FINANCIAL AID SERVICES

Blake Austin College has a variety of financial aid services available to the student, military tuition assistance or reimbursement, veteran's benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is available in the Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. Blake Austin College is approved for the following loans and grants:

### Federal Financial Aid

*(available for those students enrolled in eligible programs only):*

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

### Other Agencies or Programs:

- Veterans Administration Benefits *(Main Campus Only)*
- Workforce Investment Act
- Alternative Loan Programs

### Loans

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, and that, 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.

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available to those who qualify. Monthly payments vary

according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

### TUITION AND FEES

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the College. For those students not using any outside funding options the College will accept cash payments based on the length of the program not to exceed four months of advance payment of tuition at a time. When 50% of the program has been completed the College may require full payment. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following:

suspension, termination and/or the student's account turned over to collections.

The student is responsible for all contracted tuition, registration, books, kit and overtime fees before final paperwork is released unless the student has a signed installment contract for tuition payments that extend beyond graduation.

## PROGRESS REQUIREMENTS FOR PAYMENT—REGULAR PROGRAMS

An academic year is defined as a minimum of 24 credits or 900 hours, as measured based on the federal credit hour calculation and a minimum of 30 weeks in length. A payment period is one half of an academic year (12 credits minimum or 450 hours) or one half the program length if the program is less than 24 credits or 900 hours. Providing all other eligibility requirements are met, a student is paid for the first payment period. In order to receive a second payment, the student must complete an entire payment period and must be maintaining satisfactory progress in accordance with

these standards. (Repeating courses and Leave of Absences will extend the payment period).

## MAXIMUM TRAINING TIME

All students in Title IV financial aid programs must complete their respective programs within approximately 1 ½ times the length of the program. Since progress is measured in credit hours, the approximate time frame will be calculated by multiplying the program's total credit hours times 1.5. This maximum time frame includes all credits taken whether passed, failed, or repeated. Nontransferable credit hours will be added to the maximum time frame in cases where a program change has occurred. The credit hours will be measured based on federal credit hours calculations explained under "Credit Hour Conversion".

## CANCELLATION/REINSTATEMENT OF FINANCIAL AID

Students who are terminated for not making satisfactory progress are not eligible for financial aid. Students who continue school under probationary or continued probationary status may receive financial aid, providing all other satisfactory progress standards are met. Those terminated for not meeting incremental requirements may not be reinstated on financial aid until the incremental requirements are met and must pay for any subjects taken until the deficit is corrected.

## APEAL OF PROGRESS DECISIONS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Executive Director of Academic Affairs or designated staff member, for review by the Appeal Committee. The letter should describe any circumstances the student feels deserves further consideration. The Appeal Committee will make an appeal decision and notify the student accordingly. The Appeal Committee consists of the School Director, Financial Aid Director, the Executive Director of Academic Affairs, and any relevant instructors.

## REFUND DISTRIBUTION

Once it is determined that a refund is due, the school must also determine how to distribute the refund back where the funds originated from. The refund order is as follows:

- 1<sup>st</sup> Federal Unsubsidized OR PLUS loan
- 2<sup>nd</sup> Federal Stafford Loan *(If a loan disbursement from the lender is being paid in full in less than 120 days of receipt, fees need not be refunded)*
- 3<sup>rd</sup> Federal Pell Grant
- 4<sup>th</sup> All other agencies and scholarships *(including alternative loans)*

If the amount received by the school is less than the amount earned by the school, the difference is the **AMOUNT DUE TO THE SCHOOL** by the student. You must then make arrangements to pay this amount with the school's financial aid officer.

## RETURN OF TITLE IV FUNDING

**NOTE 1:** The law requires that,

when you withdraw during a payment period or period of enrollment (your school can define these periods for you and tell you which one applies to you), the amount of SFA (Student Financial Aid) program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

*\*\*This calculation concerning federal financial aid is separate and distinct from the institutional refund policy and may result in your owing additional funds to Blake Austin College to cover tuition charges previously paid by federal financial aid prior to your withdrawal. If you plan to withdraw from the school, please contact your financial aid or business office to determine the amount of funds, if any that must be returned on your behalf.*

The amount of assistance that you have earned is determined on a pro-rata basis. That is if you completed 30% of the payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 100% your assistance.

If you received excess funds that must be returned, your school must return a portion of the funds. If your school is not required to return all of the excess funds, you must return the remaining. Any loan funds that you must return, must (or your parent for a PLUS Loan) be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make arrangements with your school or Department of Education to return the funds.

**NOTE 2:** If the student used personal funds to pay the difference between school cost and financial aid received, and all financial aid sources have been refunded in full, any remaining refund will be given to the student. The refund will be automatically prepared for the student.

**NOTE 3:** All refunds must be made within 45 days of the withdrawal effective date.

## REPAYMENT

If you withdraw from school, and have received Title IV funds, and received a cash disbursement of these funds, you may be required to repay some or all of these funds over and above your institutional costs incurred while attending school. See your financial aid officer.

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

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.



- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **OVERAWARDS/OVERPAYMENTS**

An over award or overpayment may occur when:

- You receive other aid that was not considered when making your award, and this other aid caused your aid package to exceed your financial need; or
- You made an error in reporting information on your financial aid application; or
- The school made an error in calculating your need in your award.

If after making necessary corrections or award adjustments, the over award cannot be sufficiently corrected, you will be responsible for repaying the over award or overpayment. Failure to repay an overpayment can result in your being ineligible for financial aid in the future and can place a hold on your school records. Contact your financial aid officer for detailed information concerning over awards and overpayments.

## **NOTIFICATION OF CHANGES**

You must notify the financial aid office of any changes in your financial status, name, address, social security number, telephone number, or other changes in information originally reported on your financial aid application. You must also notify the financial aid office of any other aid you may be receiving or aid you will receive that you did not include on your financial aid application. Failure to notify the financial aid office of any changes may result in the lowering or canceling and/or immediate repayment of financial aid awards.

## **COMPLAINT PROCEDURES**

If a student should have a complaint, he/she may address their complaint in writing to his/her instructor, or the Student Complaint Designee(s) as listed below. All complaints made will then be addressed to the Student Complaint Designee, whose name will be posted on the Student Information Bulletin Board. All complaints must include the student's information, date, and nature of the complaint and events leading up to the complaint. If applicable, a student's solution should be submitted with the complaint. If a student feels his/her complaint has not been handled to their satisfaction, he/she may request a personal hearing with school administrators. A copy will be placed into the administrative records.

Once a complaint is submitted, one should expect resolution within 10 business days. If the complaint cannot be resolved within a reasonable amount of time, the student will be notified, in writing, within 10 days of the pending status of their complaint.

We suggest the student try to resolve complaints at the lowest possible level first. However, if the student feels this action is not appropriate due to the circumstances of the situation; we recommend and encourage the student to submit his/her complaint with the Student Complaint Designee or the alternative Student Complaint Designee

### **Student Complaint Designee:**

Karen Marcum, School Director

### **Alternative Student Complaint Designee**

Cheryl Fleming, HR Coordinator

In the event BAC cannot satisfactorily resolve any questions or complaints, please address them to one of the following:

For Vocational Nursing students:

### **Board of Vocational Nursing and Psychiatric Technicians**

2535 Capitol Oaks Dr., Suite 205

Sacramento, CA 95833

or call (916) 263-7800

### **Council on Occupational Education**

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30346

or call (770) 396-3898

*Note: Persons making comments must provide their names and mailing addresses.*

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

[www.bbpe.ca.gov](http://www.bbpe.ca.gov)

(888) 370-7589 or by fax (916) 263-1897.



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