



Alcohol & Drug Counselor



Computer Office Specialist



Massage Therapy



Medical Assistant



Pharmacy Technician



Phlebotomy Technician



Nurse Assistant



Home Health Aide



BLS- CPR/First Aid



EKG (Cardiac) Technician



Monitor Technician



Acute Care Nurse



**Advanced Nursing
(NCLEX)**



Blood Withdrawal



IV Therapy



Clinical Medical Assistant

CATALOG

January 01,2019- December 31, 2019

9731 Magnolia Avenue
Riverside, CA 92503-3901
Tel: (951) 688-7411
Fax: (951) 688-7412

E-mail: missioncollege@att.net
Web: missioncareercollege.com

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

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

Mission Career College Inc., (dba) as Mission Career College (MCC), is located at 3975 Jackson Street, Suite 300, Riverside, CA 92503-3901. *"This institution is licensed to operate by the Bureau for Private Postsecondary Education ("Bureau").* The Bureau's license to operate means that the institution and its operation comply with the minimum state standards as set forth in the Education Code.

For approval information regarding the college or its programs approval by the BPPE contact Internet link is www.bppe.ca.gov.

MCC is authorized under federal law to enroll non-immigrant alien students under the Immigration and Naturalization Service.

Mission Career College has affiliations with the following organizations and agencies to train eligible participants; Welfare Investment Act (WIA), Trade Readjustment Act (TRA), Veteran's Educational Assistance, City of San Bernardino-ETA, County of San Bernardino-CalWORKs's, County of Riverside-EDA, and California Indian Manpower Consortium.

Mission Career College is not a public institution. Mission Career College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Mission Career College offers its graduates a certificate verifying completion of the course of study.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling.

Mission Career College has no pending petitions in bankruptcy. We do not operate as a debtor and we have not filed for reorganization under Chapter 11 of the United States Bankruptcy in the past nor within the past five years.

HISTORY AND OWNERSHIP

Mission Career College Inc. was founded January 2009 in Riverside, California. We provide training to residents of Riverside and neighboring communities. The latest teaching methods, curriculum and equipment are carefully researched and continuously updated to offer student quality training.

Mission Career College, Inc. Corporate office is located at 3975 Jackson Street, Suite 300 Riverside, CA 92503.

MISSION and PHILOSOPHY

Mission Career College's mission is to provide quality career training programs that empower our students to succeed in their chosen field.

Mission Career College believes in providing students with opportunities to recognize their potential. By fostering the development of skills, MCC prepares its students to meet the needs of business and industry where they can benefit others.

GOALS AND OBJECTIVES

The primary goal of MCC is to deliver quality-training programs that will enable students to be successfully trained and placed in their chosen career field. The following objectives support MCC's goals:

- To provide quality education.
- To assure programs are responsive to employer needs.
- To train students in the characteristics required by employers; reliability, skills, knowledge, and good customer relations.
- To assist graduates to gain employment in their chosen field through effective placement preparation and job placement assistance programs.

ADVANTAGES of MCC

- Hands-on computer instruction so students can immediately practice and apply what they learn.
- Classes are small, focusing on individual attention and prompt feedback on students' progress.
- Career training programs accentuating the major characteristics desired by employers: reliability, skills, knowledge, and good customer relations.
- Job placement preparation and placement assistance programs prepare students to successfully enter the job market.

FACILITY

The Riverside campus is centrally located at 9731 Magnolia Avenue (between Tyler and Van Buren Avenues) off the 91 Freeway occupying 4,800 square feet of space. There is ample parking and it is handicap accessible. The campus is close to several major freeways (I-91 and I-15) and public transportation in front of the facility. This location features air conditioned classrooms and labs equipped with personal computers, printers, and other equipment necessary to maintain the quality of the training programs offered. The average classroom size is 20 students with a maximum capacity of 60 students at a given time for morning, afternoon, evening, and weekend periods.

INSTRUCTIONAL EQUIPMENT & MATERIALS

MCC uses the latest in instructional equipment which include: EKG (Cardiac) 12 lead heart monitors, Nx Stage Surgical Dialysis machines, Autoclave Sterilizers, Phlebotomy Blood Separation Centrifuge machines, latest blood draw chairs, electric patient training beds, overhead projectors, computer laboratory equipment, and updated instructional books and materials.

Additional, equipment is provided at the San Bernardino Site to accommodate Medical Assistant, Certified Nurse Assistant, Home Health Aide, Electrician, Fork Lift Operator, and Security Guard. Electrician laboratory mock training models for hands-on demonstrations are provided. Security Guard batons, handcuffs, handgun replicas for training are provided.

FACULTY

Many of the Mission Career College staff has been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

MCC instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills, and self-confidence.

Many of MCC Faculty works in the medical and computer industry, which provides them with the opportunity to stay current on present and future trends. They know what companies are looking for, and are encouraged to convey this information to students.

A listing of MCC's faculty can be found on page 21 this Catalog.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Mission Career College does not discriminate in admissions, advising, training, placement, employment, or any activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicap or medical condition. All applicants are interviewed and evaluated on the basis of their ability to be trained in their field of study.

HANDICAP FACILITIES AND ADMISSIONS

Mission Career College facilities are handicap accessible. MCC makes every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized test(s) as mentioned in the Admissions Standards.

REGISTRATION

Registration is on an open enrollment, first-come basis and continues until the classes are filled. Waiting lists are started for classes that are full. Mission Career College reserves the right to cancel a class if student enrollment or average attendance falls below the number requirements.

CLASS SCHEDULE (DAYS/HOURS)

Programs start every four (4) weeks. Refer to the catalog insert for scheduled start and anticipated end dates.

<u>CLASS SCHEDULE</u>	<u>CLASS HOURS</u>
Morning classes Monday through Friday	8:00 a.m. to 4:00 p.m.
Afternoon classes Monday through Friday	1:00 p.m. to 6:00 p.m.
Evening classes Monday through Friday	5:00 p.m. to 10:00 p.m.
Weekend classes F/S/Sun	6:00 PM-10:00/8:00-5:00PM

Clinical Hours will vary and Class hour's subject to change.

BUSINESS HOURS

8:00 A.M. to 5:00 P.M., Monday through Friday
(Departmental hours are posted at the campus)

Students are scheduled for courses per four (4) week module. If a holiday falls on a regularly scheduled class day, that class must made up during the four-week session. Faculty members will notify the class if make-up hours must be scheduled, and each

class will determine when they choose to make up the missed hours. Make-up days may be scheduled on Saturdays.

ADMISSIONS POLICIES

ADMISSION CRITERIA

Prospective students may gain admissions to MCC by demonstrating performance on a standardized Wonderlic examination, a high school graduate or its equivalent (high school diploma, General Education Development Certificate, GED, or state proficiency certificate, college transcript or college diploma).

ASSESSMENT -Wonderlic Scholastic Examination

<u>Approved Programs</u>	<u>Score (Minimum)</u>
Acute Care Nurse Assistant	12
Certified Medical Assistant	12
Chemical Dependency Counselor (ADC)	16
Clinical Medical Assistant	12
Computer Office Specialist	16
CPR/First Aid	12
Dialysis Technician	16
ECG/EKG Technician	12
Electrician	10
English as a Second Language-Advance	12
English as a Second Language-Beg. Communication	10
English as a Second Language-High Intermediate	11
English as a Second Language-Intermediate	11
English as a Second Language-Low Intermediate	10
Fork Lift Operator	10
Home Health Aide	12
Massage Therapy	12
Medical Assistant	13
Medical Terminology	10
Mobile Crane Operator	12
Monitor Technician	12
NCLEX Review	16
Nurse Assistant	12
Pharmacy Technician	16
Phlebotomy Technician	15
Restorative Nursing Assistant	15
Security Guard	10
Solar Photovoltaic Installation	12
Tower Crane Operator	12
Water Technology Management -Entry Level	12
Water Technology Management-Advance Level	12

ASSESSMENT FEE: FREE / NO CHARGE

In addition, applicants 18 years or older without a high school diploma or its equivalent are required to pass a Wonderlic Basic Skills Test (WBST) [Verbal Forms VS-1 & VS-2; Quantitative forms QS-1 & QS-2]. Approved passing scores are: Verbal (200), Quantitative (210). Nurse Assistant student minimum age is 16 years old.

Tour the campus in the company of an Admissions representative.

ENROLLMENT PROCEDURES

MCC's enrollment procedures are as follows: A personal interview with an Admissions Representative is necessary to register and enroll in a training program. The admissions

department is regularly open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The enrollment process consists of four steps:

1. Complete an Enrollment Application;
2. A personal interview with an Admissions Representative, tour of the facilities and determination of the program of training desired by the applicant;
3. Complete and sign enrollment agreement and other admissions paperwork.

ACCEPTANCE

Applicants must complete all admissions procedures before they can be considered for acceptance. Successful candidates will be notified either in person or by mail no later than ten- (10) days after completion of the admissions procedure.

INTERNATIONAL STUDENTS

Mission Career College does not accept International Student now.

STUDENT SERVICES

ACADEMIC INFORMATION

As used in this catalog, a COURSE is a single subject of study that carries an appropriate quarter credit unit. A PROGRAM is an entire curriculum composed of many courses leading to an overall career objective.

ACADEMIC FREEDOM

Mission Career College is dedicated to ensuring that all students and faculty enjoy academic freedom during their education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of MCC.

CLASS SIZE

Practical training classes' size varies with the subject and the method by which subject matter is presented. Classes range from 15 to a maximum of 30 students per class. Clinical skills training class size is limited to 15 students.

HOMEWORK

Homework is an essential part of the learning process at Mission Career College, students may expect to complete a minimum of two hours of study outside of class per day to successfully complete their courses.

INSTRUCTIONAL SITES

Class instruction occurs at the Riverside Main Campus 9731 Magnolia Avenue, Riverside, CA 92503 (951) 688-7411) and 2211 Hunts Lane, #R & #S, San Bernardino, CA.

The Riverside Campus offers the BPPE approved programs while the San Bernardino Campus offers: Certified Medical Assistant, Certified Nurse Assistant, Home Health Aide, EKG Technician, Computer Office Skills, and Forklift Operator.

MAKE-UP WORK

Students must request permission to make up work directly from their instructor. *The instructor and student will physically interact, and the instructor will issue the makeup assignment.* Upon his/her approval, all make-up work must be completed before a grade will be issued.

MAKE-UP TIME-ABSENTISM

Any work missed from class may require makeup work in order for the student to stay current with the class. This makeup work is the complete responsibility of the student. *The student will make up any modules, section, assignments before progressing to the next module, section, or assignments.*

LEARNING RESOURCES & LIBRARY CENTER

MCC's computer laboratory serves as a learning resource center providing virtual library via the internet. Here student can log-in to the internet utilizing course links to information for research information relating the course taken.

MCC has WIFI internet services available to all students throughout the campus. Students have access to the learning lab/virtual library when testing is not in process.

Students have access to the latest Microsoft 360 software for developing their Word - resumes, letters of introduction, Excel - spreadsheets, Access - data base, Outlook - email, and PowerPoint - presentations.

STUDENT ADVISING SERVICES

If students encounter any difficulty in progressing satisfactorily through the program, any member of the faculty and/or administrative staff is available for private advising. MCC welcomes feedback from students regarding policy, instruction, and curriculum. The Campus Executive Director has an open door policy should a problem arise.

HOUSING

Mission Career College does not have dormitories at any of the campuses and does not offer housing arrangement services for its students.

Affordable residential apartments, houses and condos are available in Riverside. Rentals can be accessed through the website www.rentals.com this website will give distance to schools and pricing information. For temporary stays near the school, students can access www.hotels.com for a list of hotels and motels in the area. The median monthly housing costs in Riverside are \$1,310.

TRANSPORTATION

Regular bus and Metro line services offering multiple connections are available near MCC's campus. RTD, OCTD and MTA riders may be eligible for a student discount by presenting proof of enrollment.

STUDENT DRESS AND CONDUCT

Students should dress and conduct themselves according to the standards observed in a business office (casual business attire). MCC reserves the right to dismiss any student whose conduct,

poor attendance or scholastic performance may tend to reflect unfavorably on the school. Reasons for dismissal due to unacceptable conduct include the following:

- Cheating/use of another student's materials for grading purposes.
- Deliberate destruction of property belonging to another.
- Intoxication or substance abuse.
- Disruptive or intimidating behavior that interferes with the pursuit of learning by others.
- Blatant disrespect directed toward staff, instructors, or other students.

LEAVE OF ABSENCE

Students may encounter situations in their lives, which are beyond their control and make it impossible for them to attend school for a significant period of time. In such circumstances, Mission Career College may grant a leave of absence, thereby enabling students to accomplish their educational goals.

A request for a leave of absence must be in writing, signed by the student. The Director of Education or Executive Director may assess a student's situation and grant a leave of absence. The normal length of time for a leave of absence from a course module is until the beginning of the next module. Under no conditions, may a leave of absence be extended more than 6 months. The period of time for an approved leave of absence is not calculated in the calculation of a student/s maximum time frame. The evaluation points are recalculated when the student returns from an approved leave of absence.

The following steps are necessary to receive permission for an official Leave of Absence (LOA):

A student must submit a signed and completed Leave of Absence Request Form to the Director of Education or Executive Director. The Director of Education or Executive Director will review the request for LOA for approval.

If approved, the Director of Education or Executive Director will notify the student.

SUSPENSION, DISMISSAL, AND RE-ENTRY

Students will be dismissed for the following reasons:

- Failure to remove himself or herself from academic, attendance, or student conducts probation.
- Violating student conduct policy.
- Wearing improper attires in the classroom & clinical sites (caps, piercing, etc.)

In the above cases, an Academic Committee consisting of the Campus Executive Director, Director of Education, and instructor of the student in question will discuss the circumstances. The student will have the opportunity to appeal a termination decision before the committee. Until this meeting, the student may be on suspension for a period not to exceed three (3) days. MCC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the Executive Director or Director of Education. The Academic Committee must approve a second re-entry request from the same student.

ACADEMIC POLICIES

GRADING SCALE

Passing grades are A, B, C, and D. All grades appear on the official transcript and are used in calculating the grade point average.

Grade	Percentage	Meaning	Points
A	90 -100	Excellent	(4.0)
B	80 - 89	Good	(3.0)
C	70 - 79	Average	(2.0)
D	60 - 69	Below Average	(1.0)
F	59 - Below	Unsatisfactory	(0.0)
I		Incomplete	
W		Withdrawals	
T		Transfer Credit	
E		Challenged Courses	

CREDITS

Mission Career College measures academic progression in quarter units of credit. One-quarter unit of credit is equivalent to 10 clock hours (1:10) of classroom instruction, 20 hours of laboratory (1:20) is equal to 1 credit and 30 hours (1:30) of externship is equal to 1 credit unit. A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break.

Credit units are computed using the following formulas:

1 Quarter Credit Unit = 10 Lecture/Didactic Hours

1 Quarter Credit Unit = 20 Lab Hours

1 Quarter Credit Unit = 30 Clinical Hours

**Note-Program Content Subject To Change*

CREDIT GRANTING POLICY

Credit for Previous Education, Training, or Work experience.

Transfer Credit shall be given for related previous education within the last five years prior to admission into Mission Career College Vocational Nursing Program.

Prior to Credit Being Given, evaluation of the following must occur:

1. Official school transcript indicating satisfactory grades (C or above) to include an official description of program hours and subject descriptions.
2. Proof of certification

Competency Based Credit shall be granted to knowledge and/or skill acquired through experience.

SATISFACTORY ACADEMIC PROGRESS (SAP)

MCC regularly monitors students' progress to assure that all full-time students (morning, afternoon, and evening students) are progressing at a rate that will allow them to successfully complete their course of study within the maximum allowable period.

The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is

enrolled. Programs of 30 weeks in length must be completed within a maximum period of 45 weeks. Periods during an approved leave of absence are not counted towards the maximum period of the program. All periods of attendance are counted towards the maximum time frame and the quarter credits completed.

All students at MCC are required to meet the minimum academic performance expectations, regardless of funding source. Student academic progress is formally evaluated according to the chart below:

Minimum Cumulative Minimum Successful Completion GPA of Quarter Credits *Midpoint Program 70% (2.0) 12
(at the beginning of the 16th week)

If by the end of the 3rd module the student has not raised the cumulative GPA and successfully completed the quarter credits, he/she will be placed on probation.

*Academic Year

*An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations. That is a minimum of 30 weeks of instructional time during which a full-time student is expected to complete a minimum of 36 quarter credit units.

ATTENDANCE POLICY

Attendance standards at Mission Career College are designed to prepare graduates to meet the demands of employers. If the student and MCC are to achieve the goal of placement in a chosen career field, then it is necessary for the student to exhibit the most essential characteristic desired by employers; reliability.

“Employers define reliability as punctuality, regular attendance, and working an entire shift. While attending MCC, attendance is critical to maintain the correlation between class attendance and learning. Therefore, it is of utmost importance that the student learns at his/her maximum potential, and provides the MCC placement department with a reliability record that demonstrates satisfactory attendance and punctuality, to be used to “market” the MCC graduate to prospective employers upon graduation.”

Attendance is monitored on a daily basis; however, the student’s attendance percentage is monitored at the end of each module. Students who fall below 70% cumulative attendance at the end of the module will be given counseling and placed on probationary status period.

Definition of Probation Attendance Violation A student is only placed on probation at the beginning of a module. A probationary period is typically no more than four weeks. The student must achieve an attendance percentage minimum of 70% by the end of the probationary period (one 4-week module) or be subject to termination from the program.

Students who have not attended class for three (3) consecutive days will be dropped due to absences and retake of module arrangements must be made.

Attendance/reliability will be monitored in the following manner:

- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student’s master grade and attendance sheet.

- A tardy is defined as arriving to class more than 15 minutes late, or leaving class early.
- If a student’s attendance falls below an overall 70% at the end of a module, he/she will be placed on attendance probation for the next module.
- During the next module, the student must attain a 70% attendance or he/ she will be subject to termination.

The Director of Education or designee will counsel with the student regarding the reasons for poor attendance. Documentation of the meeting results will be placed in the student’s file.

Special circumstances (such as documented extended illness or death in the family) will be stated on an advising form. If it appears that further absences will not occur, the student will be required to make up missed days.

COURSE REPETITIONS, INCOMPLETES, AND WITHDRAWALS

Students may be required to repeat a module in order to satisfy graduation requirements. Students receiving a final grade of “F” for a module must repeat that module. Students are only given one chance to repeat the module. Once a student repeats a module in which he/she received a grade, the final grade replaces the original grade, and is recomputed in the cumulative module grade point average. The original grade is maintained in the student’s transcript but not calculated in the new grade point average.

Students earning a grade of Incomplete (“I”) will have a period of time not to exceed one module in which to complete the requirements of the module and receive a letter grade. Failure to submit the required work in the prescribed time will result in a grade of “F”. A grade of “I” or the number of credits attempted will not be considered in the calculation of the student’s grade point average until it is changed to a letter grade.

Any course within a module from which a student has withdrawn prior to its completion must repeat the module in its entirety.

Student wishing to complete work assignments for “I” grades must submit a written request to the Director. Withdraws must receive permission from the Director prior to repeating a module.

ACADEMIC PROBATION

Students not meeting requirements set forth in Attendance, Satisfactory Academic Progress and Student Conduct will be placed on academic probation for the subsequent module (6 weeks). Students placed on probation will be informed in writing, and must adhere to the terms and advisement defined in the notification or will be considered for dismissal. Students who do not meet the standards after the probationary period will be terminated from MCC.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

(Mission Career College does not participate in the Department of Education-Financial Aid program)

A student on probationary status is making satisfactory academic progress, therefore will continue to receive financial aid.

Financial aid eligibility will cease once it is determined the student is no longer making satisfactory academic progress.

APPEALS

A student who has been terminated may appeal such an action within 10 calendar days of the date of the termination letter by submitting to the Executive Director or Director of Education a written explanation with supporting documentation of any mitigating or extenuating circumstances that prevented him or her from meeting the school's standards. Within 10 days of receiving the written appeal, the Executive Director or Director of Education has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required. If the student's appeal is approved, financial aid may be reinstated.

REINSTATEMENT

A student may be reinstated to the institution the sooner of three (3) months or the day the available module cycle begins. Students dismissed due to the lack of academic progress and enrolled in the same program will be admitted for a probationary period (six weeks – one module) under the same terms of the probation notification. Students will not be eligible for financial aid during the reinstatement module. If students achieve a GPA of 70% (2.0 or better) during the reinstated module he/she will regain financial aid eligibility in the subsequent module.

PROGRAM CHANGES

Program changes must be requested prior to completion of the current module. Permission for changes must be obtained from the Executive Director or Director of Education. A student requesting a program change may be required to retest to assess competencies for admissions to a program with different admissions standards. Satisfactory Academic Progress is evaluated on the credits remaining and a re-computed cumulative GPA based on grades converted to new program.

ADVANCED STANDING

A student who has previous relevant education or experience may apply for advanced standing in a program of study by completing one of the following:

A student applying for advanced standing based on prior experience must pass course proficiency exams in areas in which he/she had related experience. If the student passes these exams, credit allowed will be recorded on student's enrollment record and the length of the course shortened proportionally. Advance standing (i.e., challenging courses) is not included in determining Satisfactory Academic Progress.

TRANSFER CREDIT INTO MISSION CAREER COLLEGE

Mission Career College is dedicated to maximizing students' investment of time and tuition. Students may request transfer credit for courses taken at the postsecondary level at recognized institutions when such courses cover the same material or equivalent material leading to the same vocational objective. Requests for transfer credit must be made prior to enrollment. Approval of transfer credit is contingent upon the receipt of an official transcript from the previous institution and the student

passing an advanced standing exam with a 70% or greater. The Executive Director or Director of Education will make the final approval.

When determining Satisfactory Academic Progress checkpoints, transfer credit reduces the time required for completion of the program, and checkpoints are determined on the remaining period. The maximum period may not exceed 45 weeks remaining in the program of study.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED” “The transferability of credits you earn at Mission Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the educational program is also the complete discretion of the institution to which you may seek to transfer. If the Credits or Certificate that you earn at this institution are not accepted at the institution to which you seek transfer, you may be required to repeat some or all the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek transfer after attending Mission Career College to determine if your credits or certificate transfer.

The acceptance of transfer credit is always at the discretion of the receiving institution. Mission Career College cannot guarantee the transferability of its credits.

Mission Career College has not entered an articulation or transfer agreement with any other college or university.

HOLIDAY AND VACATION CALENDAR

Mission Career College in observance of certain holidays will be closed for the following days:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving
Christmas Eve, Christmas
New Year's

MARKETABILITY POLICY

The goal of MCC is to train and place the students who enroll and successfully complete their training programs. This demands that a graduate of any MCC training program be as competitive (marketable) as is possible in the career field that he/she wishes to enter.

Since MCC cannot know how well any student will do in the three characteristics desired by employers, MCC cannot guarantee placement to any graduate.

However, MCC, working in cooperation with the student as a team, will do all that is possible to ensure that the student reaches the necessary level of excellence in each of the three areas through the following:

Reliability (Attendance)

The first requirement of industry for any new hire is that he/she is punctual to work (arrive on time and stay to the end of the shift) and attends on a regular basis. Therefore, MCC will monitor a student's reliability daily (see attendance policy). MCC personnel will conduct advising and problem-solving sessions with any student whom appears to be having difficulties in this area. If MCC is to "sell" a graduate to industry, then that student must provide MCC with a reliability (attendance) record that industry requires.

Skill and Knowledge

Students will have their academic progress evaluated approximately every two weeks, which will provide feedback to both the student and the Instructor. Any student who falls below a cumulative grade point average of 70% (2.0) in any unit or module will be evaluated and advised by the Instructor or Director of Education of solutions, such as extra study, tutorial assistance or more lab time.

Good Customer Relation Skills

If any student behavior problems should arise that would prevent the student or others in the class from entering the industry, a meeting between the Instructor, Director of Education or Executive Director and the student will be held to clarify the area of concern and initiate a resolution.

In summation, MCC monitors a student's Satisfactory Academic Progress (SAP) at mid-point and program completion, as well as monitoring the marketability of a student on a continual basis. Successful attainment of both is necessary if MCC and the student are to achieve the mutual goal of successful training and placement in the student's chosen career field.

GRADUATION REQUIREMENTS

Students who complete a prescribed program of study and maintain a 70% average (2.0) will receive a certificate of completion. To be eligible for graduation and receipt of the certificate, students must have completed each of their courses with a passing grade and satisfactorily taken care of all financial, academic, and other obligations to the school. Students who terminate before graduation may request a transcript of courses taken. Time for the completion of a student's training program cannot be more than 1.5 times the length of their program.

PLACEMENT PREPARATION AND ASSISTANCE

Mission Career College provides job placement assistance for all its graduates. The placement department provides career development workshops to assist students in resume writing, interviewing techniques, and job search skills.

Job placement assistance includes:

- Job assistance for all graduates by the placement department.
- Direct job referrals via internet-email matching MCC graduates with available job openings in the field for which they are trained.
- Follow-up and assistance if necessary after hire.

Please note MCC does not guarantee employment.

FINANCIAL OBLIGATIONS

TUITION AND FEES

Please see the catalog insert covering the tuition and other fees. These inserts will be clearly marked with an effective date, and will be applicable to any student enrolling during the effective period.

TUITION PAYMENT POLICY

All tuition and fees are payable in advance, unless other arrangements are made with the school prior to commencing classes.

MCC expects students to be responsible for their finances. Any delinquency in tuition payments over sixty (60) days will place the student in jeopardy of termination from the program of study unless mutually satisfactory arrangements are made.

The period for making such arrangements is within 90 days from the due date of the delinquent payment. If, after the 90-day period, no arrangements have been made, the account will be turned over to a collection agency.

FINANCIAL AID

Mission Career College presently does not participate in Federal or State financial aid programs.

STATEMENT: If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal financial aid funds.

VETERANS EDUCATION ASSISTANCE

MCC is presently not approved to offer veterans approved training programs.

VOCATIONAL REHABILITATION

MCC accepts as regular students, those who are being vocationally rehabilitated through private rehabilitation agencies, the State Department of Rehabilitation and the Veteran's Administration, Title 31. Agency approval is required prior to starting class.

WELFARE INVESTMENT ACT (WIA)

Mission Career College participates with many local WIA/One Stop Centers in the administration of WIA contracts. Each WIA agency maintains its own criteria for awarding aid and operates within budgetary constraints throughout their fiscal year. Documentation of WIA approval is required prior to starting class.

PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS

All tuition and fees are payable in advance, unless other arrangements are made with the school prior to commencing classes. Approval is required before a student is granted extended payment arrangements. Equipment and vouchers are only provided when the student is current with all cash payment

obligations. Partial equipment and voucher is allowed if the student has paid prior to enrollment.

Students must accept full responsibility for all tuition costs and related expenses. All tuition and fee payments must be made through (1) cash advance payment, (2) an installment plan, or (3) financial aid. Students with an outstanding balance to MCC will be billed for the outstanding amount. In case of failure to meet any financial obligations, MCC reserves the right to turn delinquent accounts over to a collection agency.

STUDENT TUITION RECOVERY FUND – STRF

Student Tuition Recovery Fund Disclosures - § 76215.

A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”
- (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

RECORDS

STUDENT RECORDS

All individual student files are maintained permanently to be consistent with the recordkeeping requirements set forth by the Act (CEC §94900(b)). Each file contains information relating to the student, financially and academically and the institution maintains student records for a minimal of 5 years at its corporate office within the State of California.

MCC reserves the right to withhold transcripts and grades in the event of unpaid tuition and other fees.

STUDENT TRANSCRIPTS

All individual student transcripts are maintained permanently to be consistent with the recordkeeping requirements set forth by the Act (CEC §94900, 5, CCR§71810 (b)(15) and §71920

RELEASE OF STUDENT RECORDS

Mission Career College maintains all educational records of students in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93380 as amended. Written consent is required before education records may be disclosed to third parties. General access to student records is granted to:

1. An officer/employee of the U.S. Department of Education, State of California, city or county agency seeking information in the course of his/her duties
2. College record personnel with legitimate educational interest, or a person assigned in writing by an adult student or the parent or guardian of such student, if student is a dependent minor.

MCC grants the students' right to access their own files. Requests for academic transcripts can be sent (along with a \$8 transcript fee) to: Financial Aid and Records Office, Mission Career College, 9731 Magnolia Avenue Riverside, CA 92503.

PROGRAMS –BPPE APPROVED

Acute Care Nurse Assistant
Certified Medical Assistant
Chemical Dependency Counselor (ADC)
Clinical Medical Assistant
Computer Office Specialist
CPR/First Aid
Dialysis Technician
ECG/EKG Technician
English as a Second Language-Advance
English as a Second Language-Beg. Communication
English as a Second Language-High Intermediate
English as a Second Language-Intermediate

English as a Second Language-Low Intermediate
 Fork Lift Operator
 Home Health Aide
 Massage Therapy
 Medical Assistant
 Medical Terminology
 Mobile Crane Operator
 Monitor Technician
 NCLEX Review
 Nurse Assistant
 Pharmacy Technician
 Phlebotomy Technician
 Restorative Nursing Assistant
 Solar Photovoltaic Installation
 Tower Crane Operator
 Water Technology Management -Entry Level
 Water Technology Management-Advance Level

REFUND AND CANCELLATION POLICIES

CANCELLATION POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment you made, and any negotiable instrument signed by you shall be returned less enrollment fee. The school will pay any refund due to you within 45 days after the School receives your certified mailed or postal stamped mailed notice of cancellation. However, if the School gave you any equipment, textbooks, and supplies, you must return the equipment, textbooks, and supplies within 3 days following the date of the cancellation notice. If you do not return the equipment, textbooks, and supplies within this 3 day period, the School may keep a portion of the payment you made that is equal to the cost of the equipment, textbooks, and supplies, scrubs (unused) and refund the remainder. This refund shall be made within 45 days following the 3 day period within which you are required to return the equipment, textbooks, and supplies.

To cancel the Enrollment Agreement, mail a signed and dated copy of the "Notice of Cancellation," or any other written notice, or send a telegram to the School's executive director. **REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the School or by not coming to class. If you have any complaints, questions, or problems which you cannot resolve with the School, write or call: **The Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov**

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

If a student should cancel, any payment made and any negotiable instrument signed by the student shall be returned to him/her within 45 days following the schools receipt of the notice of cancellation.

WITHDRAWAL POLICY

Each student has the right to withdraw from a program at any time. While written notice is not required before withdrawal from a program, the student is always encouraged to discuss the possibility of withdrawal with the Executive Director or Director of Education and to make use of available counseling services.

If a student withdraws from a program of instruction after the period allowed for cancellation, the student is obligated to pay for educational services rendered on a pro-rata basis plus a registration fee of \$150.00 and the cost of all equipment or supplies received. Mission Career College will not accept returned (used) uniforms. The school will pay any refund of monies received within thirty (30) days following the student's withdrawal as provided by CEC Section 94870.

If a student is absented for more than three consecutive scheduled weeks, the student is subject to withdrawal. Three weeks is defined as 15 consecutive class days of a student's schedule.

A fair and equitable refund policy will be applied to all applicants who terminate or withdraw from the institution. The refund policy as prescribed by the Bureau for Private Postsecondary and Vocational Education of the State of California.

REFUND POLICY

Right to a refund as a result of the student's withdrawal or school termination:

The student has the right to stop school at any time and receive a refund for any part of the program not taken. (The refund is computed as a state refund in accordance to CEC Section 94870). The school's termination of the student or the student's failure to attend classes does not change or mitigate the school's obligation to make a refund based on the state refund policy. All applicable refunds will be made within forty-five (45) days from the date of withdrawal.

The refund policy does not apply to any student whose tuition and fees are paid with funds provided by a third-party organization such as, JTPA, ETP, Private Industry Council or a Vocational Rehabilitation program, provided the student is not obligated to repay the third-party organization, and the institution has a written agreement, entered on or before the date the student enrolls.

Explanation of how the amount of the refund is computed and the computation illustrated with a hypothetical example:

State refunds are to be computed on a pro-rata basis and refunded within 45 days following the student's withdrawal. The student is entitled to a refund based upon the portion of the program not completed, excluding (non-refundable) a maximum registration fee of \$150.00 and STRF fee (5 CCR 71800), (CEC Sec 94870) Example: If a student pays \$6,075. For tuition (\$6,000 for tuition fee + \$75.00 registration fee) in advance for a 720-hour course and withdraws after 200 hours, the tuition refund would be \$4333.33.

Amount paid for Tuition & Registration Fees	\$6,075.00
Registration Fee (non-refundable)	- \$150.00
Credit hours of instruction paid for not used	X (720-200)
Total program hours for which tuition was paid	
Refund of Tuition	= \$4,333.33

Divide the total number of weeks comprising the period of enrollment for which the student was charged into the number of

weeks remaining to be completed by the student in the period as of the last recorded day of attendance by the student. That percentage is always rounded downward to the nearest 10 percent, less a registration fee of \$150.00.

DISTRIBUTION OF REFUNDS

Federal law prescribes how refunds are to be made for students who withdraw from classes and who also receive federal student aid. MCC will credit refunds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS
4. Unsubsidized Federal Direct Stafford Loans
5. Subsidized Federal Direct Stafford Loans
6. Federal Direct PLUS Loans
7. Federal Pell Grant

OTHER POLICIES

ENGLISH LANGUAGE INSTRUCTION

Instruction will be English language only.

Proficiency score of 10 on the Wonderlic entrance examination, or passing score on the National Test for Full English Learners.

ENGLISH as a SECOND LANGUAGE

The ESL program is designed for entry; mid and advanced levels students who desire to improve their command of English for professional reasons or to be able to attend an American University or college.

ESL students must provide official Test of English as a Foreign Language (TOEFL) scores (www.toefl.org). Minimum score is 500 (paper-based), 173 (computer-based), or TOEFL with a minimum score of 61 (internet-based). Society for Testing English Proficiency (STEP) is also accepted with a Pre-First Grade Level. Students already in the United States and have completed advanced level at a Language School may take the Mission Career College assessment test (CELSA). Exception: Unless Translators are provided in a ratio 1:5

DRUG-FREE POLICY

MCC is committed to a drug-free environment for both students and employees. No student or employee of MCC may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "drug, alcohol, and other substances" shall refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also prohibited. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be also prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state, and federal laws, MCC will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension, expulsion, and termination of employment, referral for prosecution and/or the required completion of an appropriate drug or alcohol rehabilitation program. In addition to institutional

sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could also face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug-related assets.

Written literature concerning the dangers of drugs and alcohol is available, as well as a listing of various public and private organizations which provide professional counseling regarding drug addiction and rehabilitation are listed below:

Orange County

Addiction Treatment Center (714) 530-9350
Recovery (714) 543-8481
Child Abuse Hotline (714) 289-2222
Victims Program Administration (714) 843-8900

Los Angeles County

Alcoholics Anonymous (626) 914-1861
Women's and Children's Crisis Hotline (562) 945-3939
Suicide Hotline (24 hours) (800) 255-6111

Riverside County

MFI Recovery Center Co-educational (909) 780-2541
Gibson's House Co-educational (909) 780-2541

OTHER

National Council on Alcoholism & Drug Dependency
600 S. New Hampshire Ave., Los Angeles, CA 90005
(213) 384-0403

COMPLAINT/GRIEVANCE PROCEDURES

MCC believes in resolving concerns at the earliest opportunity. Therefore, if a student has a complaint or concern about any facet of their training, he/she should first communicate this to his/her Instructor. If the Instructor is unable to resolve this concern, the Director of Education may be consulted. If, after following this procedure, the situation is not resolved, then the student should contact the Campus Executive Director. If the concern or complaint is still unresolved the student may contact Tino Abila, Director of Compliance at the corporate office: Mission Career College, 3975 Jackson Street, Suite 300, Riverside, CA 92503 telephone number (951) 688-7411.

Mission Career College has applied for accreditation and is meeting and maintaining certain standards of quality. It is the goal of the institution you are attending, to provide educational training programs of quality. When problems arise, students should make every attempt through the formal complaint procedure within the institution, to find a fair and reasonable solution.

However, if a student has exercised the channels available within the institution to resolve the problem(s) by way of the formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. The student should contact the office by mail. Since complaints received by phone will only be logged along with a request for a written follow-up; an initial letter proves timelier.
2. The letter of complaint must contain the following:
 - The nature of the problem(s);
 - The approximate date(s) that the problem(s) occurred;
 - The name(s) of the individual(s) involved in the problem(s) (within the institution and/or other students that were involved);

- Copies of important information regarding the problem(s);
- Evidence demonstrating that the institution's complaint procedure was followed prior to contacting;
- Signature of complainant.

“A student for any member of the public may file a complaint about this institution with the 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 web site www.bppe.ca.gov.”

BPPE Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818
 West Sacramento, CA95798-0818

ADMINISTRATIVE POLICIES

Due to changing needs of industry, MCC reserves the right to make changes in administrative policy, curriculum, course content, and any other changes deemed necessary. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students.

CATALOG INSERTS

From time to time inserts are placed in the catalog covering specific areas such as tuition and fees, faculty and staff, or other items subject to change. These inserts will be clearly marked with an effective date, and will govern any student enrolling during the effective period.

PROFESSIONAL ADVISORY BOARD

MCC has an active advisory board comprised of professionals who are working in the industry for which training is offered. The function of the board is to provide a vital link with MCC in keeping programs current with industry needs.

ADVISORY BOARD MEMBERS

Marion Smith, M.D. *Pier Jackson, LVN, DSD*
Marieta C. Figueros, RN, *Leisha Miller, RN, Instructor*
Tarek Mahdi, M. D *Felipe Delgado, M.D*

CURRENT PROGRAMS DESCRIPTION

Acute Care Nurse Assistant (ACNA) 4.2 Credit Units

Prerequisite – Must be a Certified Nurse Assistant

After completing CNA 101, the student may take ACNA 103, which builds on the skills learned in long-term care. The focus is on the care of the patient in the acute care hospital setting. This course consists of theory and supervised clinical experience in an acute care facility.

This 90 hours (4.2 Credit Units) is designed to prepare students who are Certified Nurse Assistants for employment in an acute care facility as Acute Care Nurse Assistants. The competency-based curriculum provides a review of nursing assistant skills with emphasis placed on specialized acute care areas such as medical, surgical, orthopedic, pediatric, and obstetrical units.

This course includes both classroom instruction and clinical practice. At the completion of the course, students will demonstrate knowledge of skills required to assist the nurse in providing nursing care and service to the patient in an acute care setting. Basic academic, communication, interpersonal, and problem-solving skills are reinforced throughout the course.

NUR 123 Acute Care Nursing Level I

Prerequisites: Academic Reading and Writing Levels of 6; NUR 100, NUR 102, and NUR 115, minimum grade “C-” and NUR 103 with grade “P”

This course uses the nursing process to understand the care of adults and their families during health and illness. Principles of nursing care for adults experiencing and adapting to health deviations in the following areas are covered: cardiovascular, respiratory, urinary, endocrine, and hematologic. This course builds on knowledge gained in prerequisite courses and is the first of two medical-surgical nursing courses.

NUR 124 Acute Care Nursing I - Clinical Practice Level I

Prerequisites: Academic Reading and Writing Levels of 6; NUR 123 minimum grade “C”

This medical-surgical clinical experience builds on knowledge and basic skills from previous courses. The lab component covers advanced nursing skills associated with the acutely ill adult. In the clinical component, students gain increased competence in assessment skills and medication administration. Using the nursing process, students learn to care for one (1) patient with moderately complex medical-surgical needs in the acute care setting. Pre-clinical assessment time is required prior to and outside of the scheduled clinical hours.

Clinical Skills Training: (at assign facility)

Registered Nurses and Licensed Vocational Nurses as secondary instructors lead the course. The instructors are approved by the Bureau for Private Postsecondary and Vocational Education, accepted by the California Department of Public Health and certified by the American Red Cross, and meet the State requirements.

The Classes:

MCC's ACNA Course is a four week, Monday thru Friday program. Students report to class for theory instruction at AM 8:30 AM to 3:30 PM. These days will consist of lectures in the classroom. Students report to clinical at various times and sites at 6:30 AM to 3:00 pm. Clinical hours will vary depending on shift allocations. Students will be able to learn hands-on skills training.

ACNA Certification:

All students completing the accredited nursing program will be tested in theory and clinical skills. As mentioned above, after taking ACNA the student qualifies to take the ACNA competency exam.

APPLICANTS:

The student must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the

wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.

AFTER ACCEPTANCE AND BEFORE THE ACNA PRORGRAM students are required to submit:

- A MCC application in the admission office the semester prior to beginning classes.
- Completer a Physical Exam with up-to-date immunizations.
- Completer Clinical Site Immunizations, etc.
- A CPR certification card for the health care provider or professional rescuer.
- A copy of your Social Security card.
- A complete Live Scan form.
- Option to purchase personal liability/health insurance (MCC does not provide insurance coverage).

CERTIFICATION INFORMATION

All initial ACNA certification applicants who have not been cleared through Aide and Technician Certification Section (ATCS) and employees of Intermediate Care Facilities (ICF) for Developmentally Disabled (DD), Developmental Disabled-Habilitative (DDH), and Developmental Disabled-Nursing (DDN), must submit their fingerprints for clearance using the live scan method

Acute Care Nurse Assistants will NOT be certified by Mission Career College if convicted of certain Penal Code Violations. Additional information will be given at the scheduled information meetings.

“Acute Care Nurse Assistants after four (4) years of experience can challenge the BVNPT LVN examination”.

Occupations/Job Titles

29-1141.01 - Acute Care Nurses: Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.

Sample of reported job titles: Charge Nurse; Charge Nurse, Cardiac Interventional Care; Clinical Educator; Clinical Nurse Educator; Clinical Staff Educator; Nurse Manager; Nursing Director; Preceptor; Progressive Care Unit Registered Nurse; Staff Nurse

Certified Medical Assistant (CMA) 22.0 Credit Units

This 22.0 Semester Credit Units (420 clock hours) program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

Certified Medical Assistant duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and

assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

CMAP120-Medical Assisting Procedures and Patient Care- This course is designed to familiarize the student with the duties and responsibilities as the clinical medical assistant in a health care facility. At the completion of this course the student will have an understanding of basic patient care procedures such as administering medications, rendering first aid in the office and in emergency situations. Students will also understand how behaviors influence health. In addition, the student will learn and review specifics of Universal Precautions, taking vital signs and anthropometric measurements and anatomy and physiology.

CMAP110-Medical Assisting Procedures and Laboratory Techniques-This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of vital signs and arthrometric measurements and anatomy and physiology.

CMAP150– Medical Assisting Clinical Externship- This course is designed to allow the student to practice all the skills and techniques they have been taught while in the classroom. The student is given a folder on the day of their extern assignment. This folder contains forms that the student is required to be responsible for. The time card is to be completed for each week and faxed to the school or the student may bring it in each Friday, the end of each week. There is an evaluation form and a letter of completion, which the student is responsible for providing it to the extern site supervisor for completion and to then return it to school the last day of their training site assignment. This may be done by fax or in person. Upon successful completion of these requirements, the student is considered to have completed the course requirements and will be a graduate.

Occupations/Job Titles

31-9092.00 – Certified Medical Assistants: Performs administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

Chemical Dependency Counselor (ADC) 34.0 Credit Units

This 34.0 Semester Credit Units (720 clock hours) program requires seven and half months of training and provides the necessary knowledge, skills, and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California in the most time effective manner available today

Alcohol and drug treatment counselors help people deal with chemical abuse and dependency. They use a variety of therapies from behavior modification to interpersonal techniques. They may administer and evaluate initial tests to help in diagnosis and the progress of the client. They maintain records and oversee living arrangements for clients. They work closely with other professionals, such as medical social workers and psychologists and may make referrals.

ADC101-Abuse Issues-In this 3.0 Credit Unit (45 clock hours) course students examine the history of alcohol and other mood-altering drugs, the myths and stereotypes of abuse, and the socio-cultural and physical factors that contribute to abuse and dependency.

ADC102-Physiological Effects of Alcohol and Other Drugs- In this 3.0 Credit Unit (45 clock hours) course students learn the effects of alcohol and other psychoactive drugs on the human body. Enrollees will focus on primary and secondary medical complications, which result from Abuse and Dependency. The course addresses the Disease of Dependency, various treatment methods and prevention.

ADC103- Pharmacological Aspects of Alcohol & Other Drugs- In these 3.0 Credit Unit (45 clock hours) course students learn all classification of drugs of abuse. In this segment, focus is placed on the introduction to both legal and illegal drugs in conjunction with their primary effects on the psychological and emotional side of humans. Discussion includes: Multiple drug interaction, tolerance, cross-tolerance and accumulative effects.

ADC104- Law and Ethics-In this 3.0 Credit Unit (45 clock hours) examines current legal and regulatory sanctions and restrictions, including involuntary commitments, legal liability, community outreach and prevention.

ADC105- Case Management-In these 4.0 Credit Unit (80 clock hours) course students are provided with a complete overview of the twelve core functions that an Alcohol and Drug Counselor will need to be effective in the field of Chemical Dependency Treatment. Case Management focuses on the development of techniques of initial intake, assessment, orientation, treatment planning, record keeping, aftercare planning, and relapse prevention.

ADC106- Counseling Fundamentals-In this 4.7 Credit Unit (80 clock hours) course students examines counseling theories and techniques for assisting clients in resolving their problems and in modifying their behavior. Techniques are included for the individual, family, and group recovery programs.

ADC107- Professional Growth and Development-In this 3.0 Credit Unit (45 clock hours) course the student develops ethical and professional standards, the relationship of counselor support/collaboration with other professionals and other resources. The course highlights prevention of counselor burnout and continuation of professional development. Effective

communication skills are discussed and practiced enabling students to productively talk with co-workers and supervisors.

ADC108/109-Practicum Didactic/Clinical Coursework-In this 6.6 Credit Unit (255 clock hours) course will run concurrent to the core program, over a 30-week period. The primary focus will be on development of enhanced competency in the 12 core functions of the addiction counseling professional.
Occupations/Job Titles

Registered Recovery Worker, Registered Alcohol and Drug Intern, Registered Alcohol and Drug Technician I, Registered Alcohol, and Drug Technician II, California Certified Prevention Specialist, Certified Alcohol and Drug Counselor I. Employers may include rehabilitation centers, community mental health centers, health care agencies, the Veterans Administration, Federal, State and, local government agencies, private consulting agencies, employee assistance programs of large companies, correctional institutions, private health maintenance organizations, private health care centers, and religious organizations.

Upon completion of the course the students are eligible to take the state Chemical Dependency (ADC) exam.

Occupations/Job Titles

21-1011.00 – Chemical Dependency Counselor: Counsels and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.

Sample of reported job titles: Addictions Counselor, Case Manager, Chemical Dependency Counselor (CD Counselor), Chemical Dependency Professional, Clinical Counselor, Correctional Substance Abuse Counselor, Counselor, Drug and Alcohol Treatment Specialist (DATS), Prevention Specialist, Substance Abuse Counselor (SA Counselor)

Clinical Medical Assistant 13.6 Credit Units

This 13.6 Semester Credit Units (310 clock hours) program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

Clinical Medical Assistant duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase

and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

CMAP120-Medical Assisting Procedures and Patient Care- This course is designed to familiarize the student with the duties and responsibilities as the clinical medical assistant in a health care facility. At the completion of this course the student will understand basic patient care procedures such as administering medications, rendering first aid in the office and in emergency situations. Students will also understand how behaviors influence health. In addition, the student will learn and review specifics of Universal Precautions, taking vital signs and anthropometric measurements and anatomy and physiology.

CMAP110-Medical Assisting Procedures and Laboratory Techniques-This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of vital signs and arthrometric measurements and anatomy and physiology.

CMAP150- Medical Assisting Clinical Externship- This course is designed to allow the student to practice all the skills and techniques they have been taught while in the classroom. The student is given a folder on the day of their extern assignment. This folder contains forms that the student is required to be responsible for. The time card is to be completed for each week and faxed to the school or the student may bring it in each Friday, the end of each week. There is an evaluation form and a letter of completion, which the student is responsible for providing it to the extern site supervisor for completion and to then return it to school the last day of their training site assignment. This may be done by fax or in person. Upon successful completion of these requirements, the student is considered to have completed the course requirements and will be a graduate.

Occupations/Job Titles:

31-9092.00 -Clinical Medical Assistants: Performs administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA) .

Computer Office Specialist 54.0 Credit Units

This 54.0 Semester Credit Units (720 clock hours) program is to train the student and develop and augment his or hers skills using micro-computers and software. The student will receive instruction and hands on experience in computer operations. Training is designed to provide the student with well-rounded education in preparation for a variety of entry level and non-entry level occupations depending on the student's prior experience and transferable skills. New version software is added to the course on a regular basis to enhance general education and accommodate industry changes in software applications

The office specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace. Office specialist and administrative assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information manager for an office, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, conduct research, and provide information by using the telephone, postal mail, and e-mail. They also handle travel arrangements. Office specialists and administrative assistants are aided in these tasks by a variety of office equipment, such as facsimile machines, photocopiers, and telephone systems. In addition, secretaries and administrative assistants use personal computers to create spreadsheets, compose correspondence, manage databases, and create presentations, reports, and documents by using desktop publishing software and digital graphics.

C110-Word Processing-This 10.8 Credit Unit (144 clock hours) course teaches Microsoft Word. The students will learn basic word processing concepts, which can be applied to any word processor. Students will then learn to create standard business letters and reports using Microsoft Word. They also will use existing templates and learn how to create form letters using mail merge.

C120-Office Management Skills- This 10.8 Credit Unit (144 clock hours) course student learn keyboarding techniques, Internet research, application installation and Windows 98/2000 are presented in this class. This class includes usage of office machines including scanners and printers, as well as management techniques in an office environment. Additionally, students will create business presentations in Microsoft PowerPoint.

C130-Electronic Spreadsheets-This 10.8 Credit Unit (144 clock hours) course teaches the student basic spreadsheet concepts using the Microsoft Excel program. Students will learn how this program is used in a wide variety of business applications.

C140-Database Management-This 10.8 Credit Unit (144 clock hours) course teaches the student basic database concepts using the Microsoft Access program. Students will learn how this program is used in a variety of business applications.

C240-Computerized Accounting-This 10.8 Credit Unit (144 clock hours) course students will gain knowledge of basic accounting principles and concepts. General accounting procedures will be discussed. Students will have experience working with QuickBooks accounting software package. Students will be able to create invoices, create checks, and create reports, process purchase orders, process payroll, and setup a chart of accounts.

Occupations/Job Titles

Office specialists and administrative assistants usually work in schools, hospitals, corporate settings, or legal and medical offices.

Upon completion, the student is eligible to take Microsoft exams in Word, Excel, and Access Data Base.

Occupations/Job Titles

15-1151.00 - Computer Office Specialists: Provides technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of

computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Sample of reported job titles: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Network Technician, Support Specialist, Technical Support Specialist

CPR-AED 0.5 Credit Units

This 0.5 Semester Credit (6.0 Clock Hours) program is designed to teach participants how to use an AED and perform CPR. Participants experience eight different scenarios simulating real life emergencies requiring the use of an AED. AED training course length is four hours. The course is designed for healthcare providers who care for patients in a wide variety of settings, both in and out of hospitals.

The BLS Healthcare Providers Course teaches the skills of CPR for victims of all ages (including ventilations with a barrier device, a bag-mask device, and oxygen), use of an AED on adults and children, and relief of FBAO in responsive and unresponsive victims.

CPR courses train individuals how to recognize and provide care for airway, breathing and circulation emergencies. Participants learn action steps for choking and airway obstruction on conscious and unconscious victims.

Participants are provided with information on how to recognize the signs and symptoms of a heart attack, sudden cardiac arrest, stroke and choking emergencies.

Occupations/Job Titles

Upon completion, of course participants will receive a American Heart certificate of completion. Certification is valid for two years.

Dialysis Technician 14.7 Credit Units

This program is twenty (10) week course consisting of 80 hours lecture and 100 hours of lab/clinical experience in dialysis facilities. Lecture topic include: principals of dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematological aspects, infectious diseases, dialysis systems and equipment, vascular access to the circulation, routine aspects of Hemodialysis, dietary regulation, blood chemistries, complications of renal failure, psycho-social aspects, and an overview of peritoneal dialysis and renal transplantation.

Instruction in the clinical facilities include: preparation of the artificial kidneys, physical assessment, universal (standard) precautions; fluid management, initiating and concluding dialysis, access to the circulation, patient and equipment monitoring, and the treatment of routine Hemodialysis problems with the standard dialysis procedures.

Effective October 11, 2009, to be certified by the California Department of Public Health (CDPH) as a Certified Hemodialysis Technician (CHT), a person shall meet all three (3) requirements:

1.) Have a high school diploma or equivalency **or** have greater than four (4) years' experience in dialysis as of October 14, 2008; **AND,**

2.) Have successfully completed a CDPH approved hemodialysis training program. A person "successfully completes a training program" if he or she completes all classroom (didactic) portions of the program and demonstrates competency in the knowledge and skills provided by the program. The training program must include all of the following subjects, at a minimum:

- Principles of dialysis.
- Care of patients with kidney failure, including interpersonal skills.
- Dialysis procedures and documentation, including initiation, proper cannulation techniques, monitoring, and termination of dialysis.
- Possible complications of dialysis.
- Water treatment and dialysate preparation.
- Infection control.
- Safety.
- Dialyzer reprocessing, if applicable.

3.) Have successfully accomplished either of the following:
Passed a standardized test approved by the CDPH. You may visit our website at www.cdph.ca.gov for approved standardized test vendors as they become available; **or**

Passed an examination offered by a national commercially available certification program for hemodialysis technicians

****APPLICANTS: Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.**

Occupations/Job Titles

29-2012.00 - Hemodialysis Technician: Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Sample of reported job titles: Certified Clinical Laboratory Technician, Clinical Laboratory Scientist, Clinical Laboratory Technician (Clinical Lab Technician), Laboratory Assistant (Lab Assistant), Laboratory Supervisor, Laboratory Technician, Medical Laboratory Technician (MLT), Medical Laboratory Technicians (Medical Lab Technician), Medical Technician

EKG Technician 2.8 Credit Units

This 2.8 credit unit course (32 clock hours) program provides an excellent foundation for course-work in Cardiovascular Technology. Graduates of the program are employable at hospitals and health care facilities throughout the country. As an EKG technician, you will work in hospitals, neighborhood health centers, private practices, clinics, nursing homes and emergency rooms as part of a medical team. This program is designed to instruct students in the structures and function of the cardiovascular system and the circulation of blood through the heart and lungs.

Basic Principles of Cardiovascular System - EKG Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

Acquiring the EKG - EKG Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12 lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

Leads -EKG Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

Identifying Rhythms -EKG Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy, and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

The Normal Electrocardiogram -EKG Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor

The program is designed to prepare the student(s) as follows:

- Describe terms, prefixes and suffixes associated with medical terminology of the body systems.
- Describe the role and responsibilities of the EKG Technician.
- Recognize normal and abnormal patterns in the EKG leads.
- Demonstrate how to prepare a patient for EKG testing.
- Perform the proper procedures for a 12 lead EKG and a treadmill stress test.
- Successfully performs skill set learned in the EKG Program.
- Performs appropriate EKG skills within the scope of practice.

- Recognize specific personal care for assigned clients and perform skills correctly.
- Prepares and/or serves simple meals according to basic pyramid.
- Incorporates skills learned to maintain the patient's environment in cleaning and home care.
- Describe and demonstrates measures that can be performed to prevent skin breakdown.
- Recognizes role in the care of the patient regarding impaired skin integrity including comprehension of the signs of symptoms of skin breakdown, timely reporting and documentation.

Occupations/Job Titles

29-2031.00 – EKG-Cardiovascular Technologists and Technicians: Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests. Includes vascular technologists.

Sample of reported job titles: Cardiac Catheterization Laboratory Technologist, Cardiac Catheterization Technician, Cardiac Technician, Cardiology Technician, Cardiopulmonary Technician, Cardiovascular Technician, Cardiovascular Technologist (CVT), Electrocardiogram Technician (EKG Technician), Registered Cardiovascular Invasive Specialist (RCIS)

English as a Second Language-Advance		90.0 Credit Units
1.	ESL-Advance	16.0 Credit Units
2.	ESL-Beginning Communication	24.0 Credit Units
3.	ESL-High Intermediate	16.0 Credit Units
4.	ESL-Intermediate	16.0 Credit Units
5.	ESL-Low Intermediate	18.0 Credit Units

This 90.0 credit units (900 clock hours) English as a Second Language (ESL) program provides students with the language skills necessary to become successful members of the American society. The program teaches skills for entering the job market and the graduates of advance, beginning, high intermediate, intermediate and low intermediate clusters of this program will acquire sufficient English and job-related information to successfully begin work.

The ESL program focuses on vocational preparation, socialization skills, and functional grammar in a cumulative program. At each level, new language skills are presented while the skills learned in prior levels are reinforced by increasingly sophisticated applications of interpersonal communication.

Listening, reading, and writing are incorporated into the syllabus at each level although the program focuses mainly on oral communication. Holidays are studied and issues of living and working in a multi-cultural society are covered in greater depth at each level.

Program Length

The ESL program is divided into three clusters of Basic, Low Intermediate, Intermediate, High Intermediate, and Advanced. Each cluster is divided in 4 to 6 courses. Students may enroll for a single ESL course or a comprehensive program of 24,16,16, and 18 semester credit hours comprised of 900 hours, respectively.

The English as a Second Language programs is designed to prepare the student(s) as follows:

Curriculum Expectations The expectations identified for each course describe the knowledge and skills that students are expected to develop and demonstrate in their class work, on tests, and in various other activities on which their achievement is assessed and evaluated.

Two sets of expectations are listed for each *strand*, or broad curriculum area, of each course.

- The *overall expectations* describe in general terms the knowledge and skills that students are expected to demonstrate by the end of each course.
- 1. The *specific expectations* describe the expected knowledge and skills in greater detail; you will find them in the "Detailed High School Curricula" sites.

Strands The expectations in all ESL courses in High School are organized into the following four strands:

Oral and Visual Communication Expectations require students to understand, interpret, and use oral English, and related visual cues, in a variety of contexts and media.

Reading Expectations require students to read a variety of informational and literary texts for different purposes, using a range of reading strategies effectively. **Read note below.** (Apr. 2010)

Writing Expectations require students to communicate clearly in writing for a variety of purposes and audiences.

Social and Cultural Competence Expectations require students to understand and value their own cultures, to appreciate the variety of languages and cultures at ACS, and to demonstrate social and cultural competence in a wide range of situations. Most lessons will include all four strands in an integrated way. The weighing of the strands may differ from course to course. Technology will be integrated within the four strands.

The learning skills, and other competencies to be acquired by graduates of the program. Upon completion of the water programs the graduating student will competently perform in the following areas:

- practice targeted behaviors and obtain satisfaction from carrying them on have learning experiences that are within their present attainments and predispositions, within their **zone of proximal development** (Vygotsky, 1978).
- achieve powerful literacy (be creative, reason, solve problems and conflicts, and perform **higher order thinking skills**)
- see knowledge as problematic
- question everything around them, their commonsense assumptions, what they take as given, their ideological and **epistemological** commitments, the interpretations of the world we live in, their values, their rights, and their duties.
- learn that historical facts are far from being objective and impartial

- work in **teams** and achieve a sense of community
- explore different ways to read text, whereby they try to read against commonsense interpretations and critique the harmfulness of stereotypes.
- look beyond the knowledge they are being taught, think differently, outside the box content. By the end of this course, students will study content that is based on their interests and needs is based on an analysis of modern society to see which topics and conflicts would benefit them the most fosters the development of high **moral character**
- promotes an active concern for social justice
- covers functional needs and significant life problems (**deals with conflict**/introduces crisis)
- challenges conformity, rigid sex roles, and opinions that are dictated by group consensus

Upon Successful Completion, the graduates receive a Certificate of Completion (relating to level completed) in English as a Second Language.

Occupations/Job Titles:

25-3011.00 – ESL Adult Basic and Secondary Education and Literacy Teachers and Instructors: Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.

Sample of reported job titles: Adult Basic Education Instructor (ABE Instructor), Adult Basic Education Teacher (ABE Teacher), Adult Education Instructor, Adult Education Teacher, English as a Second Language Instructor (ESL Instructor), ESL Teacher (English as a Second Language Teacher), GED Teacher (General Educational Development Teacher), General Educational Development Instructor (GED Instructor), Instructor, Teacher

Fork Lift Operator

4.9 Credit Units

This 40-clock hour (4.9 Credit Units) course is a 20-hour theory / 20 field skills two weeks training is designed to cover the different types of forklifts and their applications on instruction sites. Student instruction includes lifting, transporting, and placing various types of loads. The course describes the duties and responsibilities of operators, as well as safety rules, and operator preventive maintenance.

The program is designed to prepare the student(s) as follows:

- **Basic Operational Techniques** -This module provides basic instruction for the safe operation and preventive maintenance on each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to provide the first hands-on experience with each type of machine.
- **Safety** - Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.
- **Basic Rigging** - This module introduces basic principles and practices behind safe and efficient rigging operations. At this level of training, no trainee should perform rigging operations. Only a qualified person should perform the rigging and moving of any size load on a job. Trainees need only be aware of basic equipment requirements and selection criteria at this

stage of their training. They will be introduced to factors such as load stress in this module.

- **Communication Skills** - This module provides trainees with techniques for communicating effectively with co-workers and supervisors. It includes practical examples that emphasize the importance of verbal and written information and instructions on the job. It also discusses effective telephone and e-mail communication skills.
- **Employability Skills** - This module helps the trainee identify the roles of individuals and companies in the construction industry. It introduces the trainee to critical thinking and problem-solving skills and computer systems and their industry applications. It also reviews effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress and substance abuse.
- **CPR & First Aid** - This module teaches emergency response skills based on the latest scientific findings, as stated in Emergency Cardiovascular Care 2000 Guidelines and OSHA First Aid Guidelines. Through the use of video and lecture, trainees learn how to recognize emergency situations and handle them as a First Aid/CPR trained responder. Trainees are American Red Cross certified in Basic First Aid and CPR after completion of this class.
- **Equipment Operation and Maintenance** - This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform tasks with machine enhancing their skills and better preparing them for employment as an entry level forklift equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.
- **LAB Equipment Operation and Maintenance** - This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform tasks on the machine enhancing their skills and better preparing them for employment as an entry level forklift equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them 4. The learning skills, and other competencies to be acquired by graduates of the program.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

53-7051.00 – Forklift -Industrial Truck and Tractor

Operator: Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Sample of reported job titles: Checker Loader, Fork Lift Technician, Fork Truck Driver, Forklift Driver, Forklift Operator, Lift Truck Operator, Shag Truck Driver, Spotter Driver, Tow Motor Operator, Truck Driver

Home Health Aide(HHA) 2.7 Credit Units

CNA 102-Home Health

This 2.7 credit unit (40 clock hour) program builds upon the basic CNA training and prepares men and women to give care in the home. This includes a focus on the role of the home health aide, performing personal care in the home environment, medical and social needs of the client in the home setting with a focus on the family, nutritional needs and meal preparation, food storage, and

cleaning and care tasks.

Course Outcomes/Learning Objectives:

- Successfully performs skill set learned in the Certified Nurse Assistant Program.
- Performs appropriate Home Health Aide skills within the scope of practice in assisted living and in-home care setting.
- Recognize specific personal care for assigned clients and perform skills correctly.
- Prepares and/or serves simple meals according to basic pyramid.
- Incorporates skills learned to maintain the patient's environment in cleaning and home care.
- Describe and demonstrates measures that can be performed to prevent skin breakdown.
- Recognizes role in the care of the patient regarding impaired skin integrity including comprehension of the signs of symptoms of skin breakdown, timely reporting and documentation.

Upon Successful Completion, the graduates receive a Certificate of Completion and Department of Public Health Licensure.

Occupations/Job Titles:

31-1011.00 - Home Health Aides: Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver

Massage Therapy Program 54.5 Credit Units

This 54.5 Semester Credit Units (720 clock hours) program trains students the academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics and business practices

Massage Therapy is a healing art as well as a science. It requires a balance of academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, along with a commitment to the time, energy and focus necessary for the training process in order to become a solid practitioner. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics, and business practices.

CD100-Career Development-This course is designed to provide the student with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing and interviewing techniques. As a result of this study, the

student should be able to apply for membership to professional associations, write a resume and implement a job search.

INT101-Clinical Practicum-This 2.0 Credit Unit (60 clock hours) Clinical Practice will provide the student with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. Pre-and post event massage techniques, assessing and evaluating the usefulness of sports massage techniques in athletic injuries and basic palpation skills will be demonstrated. At the time of completion of this course, the student should be able to demonstrate sports massage techniques appropriate for an athletic event as well as basic palpation skills used in craniosacral therapy.

MT103-Alternative Therapies- This 3.5 Credit Unit (50 clock hours) course will provide the student with an understanding of how water is used as an external therapeutic device and the Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities using cryotherapy and thermos therapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to eastern approaches. Upon successful completion of the course, a student should be able to demonstrate and explain the use of a paraffin wax, hot and cold packs, the contrast method and the salt glow. The student should also be able to name the benefits and contraindications associated with each modality.

MT104-Health Services Management and Ethics-This 4.0 Credit Unit (40 clock hours) course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary in establishing a practice and guidelines for ethical conduct. Upon successful completion of the course, the student should be able to construct a mission statement, write a basic business plan and demonstrate ethical behavior expected of a professional massage therapist.

MT105-Health and Hygiene-This 4.0 Credit Unit (40 clock hours) course is directed at providing students with a basic Understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, Universal Precautions and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, the student should be able to demonstrate proper Hand-washing techniques, demonstrate injury prevention techniques for the therapist, Discuss Universal Precautions and should become certified in CPR.

MT106-Nutrition-This 3.0 Credit Unit (30 clock hours) course will provide the student with an understanding of how nutrition affects the client and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines and exercise, as tools to maintain a healthy body will be discussed. As a result of this course work, the student should be able to identify the basic food groups and recommended dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

MT107-Sports Massage Therapy- This 2.5 Credit Unit (40 clock hours) course will provide the student with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Pre- and post-event massage techniques, as well as an overview of athletic injuries will be discussed and demonstrated. Upon successful completion of course, the student should be able to explain the basic concepts of athletic related injuries and demonstrate pre- and post-event massage techniques.

MT108-Craniosacral Therapy- This 2.0 Credit Unit (30 clock hours) course is known as a gentle and profound method of healing available to the massage therapist. The student will develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system and understand basic palpation skills. Upon successful completion of the coursework, the student should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system.

MT111-Body Systems and Directional Methods- In this 6.0 Credit Unit (60 clock hours) introductory course, students will build a solid foundation in their understanding of the development, structure and function of the human body. Cell structure and function as well as the musculoskeletal system will be presented. Upon successful completion of this course, the student should be able to explain basic cell structure and function and identify the basic muscle and bone groups found in the human body.

MT112-Introduction to Massage Techniques- This 5.0 Credit Unit (60 clock hours) course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, the student will define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment and client intake are also taught. Upon completion, the student will be able to demonstrate the five (5) basic strokes of Swedish Massage, define the massage equipment needed for the profession and chart a client's intake and progress.

MT121-Circulatory Systems- In this 2.0 Credit Unit (20 clock hours) course the student will add to their understanding of the structure and function of the human body. Emphasis will be placed on the Lymphatic, Cardiovascular and Digestive systems. As a result of their studies, students will be able to explain the basic structure and function of each of these systems. Upon completion, the student should be able to apply this knowledge in their hands-on approach to massage techniques learned.

MT122-Massage Techniques-Deep Approaches- This 1.5 Credit Unit (30 clock hours) course is designed to introduce students to advanced massage techniques such as deep tissue work, joint mobility and range of motion. Emphasis is placed on classifications of ROM and normal degrees with indications and contraindications of these deeper techniques. Upon successful completion of this course, the student should be able to differentiate between Swedish and deep tissue techniques as well as demonstrate proper range of motion techniques.

MT131-Cardiopulmonary System This 2.0 Credit Unit (20 clock hours) course will provide the student with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body. As a result of this coursework, the student should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations.

MT132-Massage Techniques-Multi-Modality This 1.5 Credit Unit (30 clock hours) course offers advanced platform integration of Swedish tissue techniques to the torso; arm, neck and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques such as Neuromuscular Therapy, Aromatherapy and Massage for Special Populations. Upon successful completion of this course,

the student should be able to demonstrate the postural assessment; selection and use of essential oils and prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

MT141-Urinary and Reproductive Systems –This 2.0 Credit Unit (20 clock hours) course is designed for students to continue to adding to their understanding of the structure and function of the human body. Emphasis will be placed on the Urinary and Reproductive systems. Upon completion of this course, the student should be able to explain the basic structure, function and pathology of the Urinary and Reproductive systems. The student should also be able to incorporate this information when applying hands-on massage techniques.

MT142-Massage Techniques-Advanced Swedish This 3.0 Credit Unit (60 clock hours) course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate Range of Motion exercises and proper body mechanics are also taught. Students who successfully complete this course should be able to demonstrate ROM exercises and deep tissue strokes of arms, chest, and abdomen, as well as to the anterior and posterior Legs.

MT151-The Senses and Human Development- This 2.0 Credit Unit (20 clock hours) course is designed to introduce the student to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses and degenerative changes that occur with aging. Upon completion of this course, the student should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change.

MT152-Massage Techniques-Neuromuscular- This 2.5 Credit Unit (50 clock hours) course offers deep tissue techniques to back and legs via massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to deep tissue massage. Post-Isometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Students who successfully complete this course should be able to demonstrate neuromuscular massage and deep tissue strokes of the body from center out, anterior and posterior cervical spine as well as to perform successful patient postural assessments. Treatments of Hip and Chest conditions will also be taught to competency.

MT161-Systemic Pathologies This 1.0 Credit Unit (10 clock hours) course is designed to teach the students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms and how they develop. Upon completion of this course, the student should be able to explain the etiology of pathologic changes and understand the causes of many diseases.

MT162-Massage Techniques-Specialties This 1.0 Credit Unit (20 clock hours) course offers deep tissue techniques to the hips via deep tissue massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to special needs' massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Students who successfully complete this course should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics.

Upon Successful Completion, the graduates receive a Certificate of Completion and/or receive city licensure.

Occupations/Job Titles

31-9011.00 - Massage Therapists: Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

Sample of reported job titles: Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist, Massage Therapist, Medical Massage Therapist, Registered Massage Therapist, Therapeutic Massage Technician

Medical Assistant Program **46.8 Credit Units**

This 46.8 Semester Credit Units (720 clock hours) program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship

Medical assistants perform many administrative duties including answering phones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

MA01–Records Management and Ethics -This 2.5 Credit Unit (30 clock hours) course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, and filing and charting. The development of keyboarding skills will also be presented. Upon completion, the student will be able to compare AMA and AAMA code of ethics, discuss pros and cons of bioethical issues and triage of patients while ensuring the retrieval of the patients' medical records once in the office.

MA02-Medical Assisting Procedures and Patient Care-

This 2.5 Credit Units (30 clock hours) course presents the major clerical and front office functions of a medical office. Topics covered in the course include telephone procedures, appointment scheduling, patient records, office communication, office interpersonal relationships, mail processing, office equipment maintenance, and managing stresses. Keyboarding skills will also be presented in this course. Upon successful completion of the course the student should be able to perform basic clerical functions as the administrative medical assistant.

MA03 – Introduction to Word Processing & Transcription-

This 2.0 Credit Unit (30 clock hours) course is designed to introduce the student to medical office transcription while ensuring the concepts of medical word processing. Topics of study will include the importance of medical records, using reference materials to check unfamiliar medical and business terms, the three basic mechanical formats of letter preparation and the proper procedure and format for transcribing patient medical chart notes. The development of keyboarding skills will also be presented. Upon completion, the student will be able to explain the capabilities of word processing computer software and perform the steps of transcription preparation.

MA04 – Medical Insurance –This 2.0 Credit Unit (30 clock hours) course students are introduced to the basics of insurance processing. Topics and procedures presented include types of medical insurance plans, patient information sheets, abstracting from medical records, professional services, CPT and ICD-9 coding, claims forms, and methods for keeping up to date on changes. Student practice the clerical aspects of processing claims with Medicare, Worker's Compensation, Medicaid / AHCCCS, group insurance, and private insurance. Students will also develop their keyboarding skills in this course. Upon successful completion of the course the student should be able to distinguish between the three major classes of health insurance contracts and correct filing protocol for each with its corresponding diagnosis / procedural code.

MA05 – Fundamentals of Office Accounting-This 2.0 Credit Unit (30 clock hours) course will introduce students to the fundamental concepts and practices of medical office accounting. Topics covered in the course include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, and employee benefit packages. The development student will be able to perform accounts receivable and accounts payable procedures while posting entries on a day sheet.

MA06 – Computerized Finance Management-This 2.0 Credit Unit (30 clock hours) course will introduce students to computerized medical office management. Students learn to perform the following functions electronically: patients record keeping, insurance coding and billing, and various bookkeeping functions such as accounts payable, accounts receivable, and payroll. The development of keyboarding skills will also be presented. Upon successful completion, the student will be able to use a computerized medical office program to navigate patient records.

MA07 – Professional Development-This 3.0 Credit Unit (30 clock hours) course introduces the student to the basic concepts of general psychology and to the skills and strategies of writing an effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, developing professional attitudes, allied health professions and credentialing. Upon completion, the student will be able to

identify career opportunities using source leads and provide a professionally prepared resume.

MA08 – Patient Care Concepts This 3.5 Credit Unit (50 clock hours) course teaches the student the medical terminology with regard to body planes and directional terms commonly used in the medical office. The preparation and maintenance of exam rooms and positioning of patients for an examination, adhering to OSHA guidelines, taking vital signs, recording the findings, the nervous, sensory and digestive systems, their pathologies, and the performance of procedure relating to the systems and disorders of each will be discussed. Charting will be demonstrated, as well as, delivering general good health guidelines to patients. Upon completion, the student will be able to deliver effective patient care and identify and chart findings relating to the nervous, sensory and digestive system

MA09 – Minor Office Surgery – This 3.5 Credit Unit (50 clock hours) course students will study minor office surgical techniques as well as topics in anatomy and physiology. Topics presented in this course include surgical techniques, sterilization and disease control, diagnostic procedures, integumentary system, medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion, the student will be able to define the concept of aseptic technique while handling instruments used in minor surgery.

MA10 – Pharmacology -In this 3.5 Credit Unit (50 clock hours) course the student will be introduced to the field of pharmacology, as well as to topics in anatomy and physiology. Topics covered include injections, prescriptions, medication methods, muscular system and the skeletal system. Also presented are medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion, the student will be able to calculate the correct dose of medication per physician's orders and determine the correct route.

MA11 – Specimen Collection and Analysis-This 3.5 Credit Unit (50 clock hours) course will give a student the understanding how the urinary system functions, how to perform urinalysis procedures, including a physical, chemical and microscopic examination. Topics presented include the collection of sputum and stool specimens, as well as, how to record terminology, and vital signs will be demonstrated. Upon successful completion of the course the medical assistant student will also be able to prepare a patient for examinations or procedures dealing with this system. The proper procedures in maintaining a medical examination room, while maintaining medical asepsis and how to assist the physician will also be acquired

MA12 – Office Emergencies and Cardiac Care-This 3.5 Credit Unit (50 clock hours) course will introduce students to the back-office areas of office emergencies and cardiac care, as well as topics in anatomy and physiology. Topics presented in the course include EKG, CPR, basic first aid, cardiovascular system, respiratory system, medical terminology, vital signs, and blood pressure and OSHA regulations. Upon completion, the student will be able to sit for the American Heart Association Healthcare Provider CPR exam.

MA13 – Hematology and Phlebotomy-This 3.5 Credit Unit (50 clock hours) course will introduce the student to the back-office areas of hematology and phlebotomy, as well as topics in anatomy and physiology. Topics presented in the course include hematology, phlebotomy, blood chemistry, differential cell count, blood typing, immunology, medical terminology, and OSHA regulations. Upon completion, the student will be able to

perform all aspects of the clinical lab while observing OSHA guidelines.

MA14 – Human Development -In these 4.0 Credit Unit (50 clock hours) course students will study the general areas of pediatrics, geriatrics, and OB-GYN as well as topics in anatomy and physiology. Topics presented in the course include OB-GYN, pediatrics, geriatrics, reproductive system, endocrine system, contraception, STD's, medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion, the student will be able to triage an OB/GYN patient and give patient education with the diagnosis.

MA15 – Externship-This 5.0 Credit Unit (160 clock hours) course is designed to introduce the student to practical experience in a variety of qualified physician's offices, accredited hospital, or other health care facilities. Topics of study will include administrative and clinical skills under the supervision of a practicing medical assistant.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

31-9092.00 - Medical Assistants: Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

Medical Terminology **4.0 Credit Units**

This 4.0 credit units (40 clock hour) course is designed to provide the student with a basic knowledge and understanding of the language used by health care professionals. In addition, students will have an increased understanding of human body structures and how the human body functions.

MEDICAL TERMINOLOGY I

This course provides a concise understanding of the language of medicine. Starting with basic word patterns, students then learn to take words apart and identify root stems, prefixes, and suffixes.

MEDICAL TERMINOLOGY II

This course continues teaching medical terminology and how it applies to medical reports. It shows outpatient and inpatient reports and allows students to hear and type medical words.

Upon successful completion, participants will be able to correctly identify the roles of the four types of word parts in forming medical terms. Analyze unfamiliar medical terms using your knowledge of word parts. Define anatomy and physiology and use anatomic reference systems to identify the anatomic position for all major organ systems. Master anatomy as it relates to the procedural coding manual. Understand disease terms as they relate to the diagnostic coding manual.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

43-6013.00 - Medical Terminology – Secretaries: Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample of reported job titles: Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk

Mobile Crane Operator **14.0 Credit Units**

This 14.0 credit unit (160 clock hour) course provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. Cover basic principles of safety and engine operations.

Safety- Provide a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Present basic requirements, for personal protections, safely driving equipment, and HAZCOM.

Identification of Heavy Equipment-Introduce the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment.

Equipment Preventive Maintenance-This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance.

Operating a Crane-Describe the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. Provide the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.

Equipment Operation and Maintenance-This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. In addition, the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) correctly signal a crane operator for lifting a load.

Rigging-This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry.

Crane Safety-This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment.

Weights, Measurements, and Calculations-In this class the student will be given basic math functions, formulas, symbols, and definitions. They will be shown formulas for calculating volume of different geometric configurations and converting the solutions to weight using tables and charts.

Estimating Load Weight-Students will complete practical exercises calculating approximate weight and center of gravity of geometric configuration made of and containing different materials.

Hoisting Personnel-This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting.

Working near Power Source-This course covers all OSHA and ANSI standards governing crane operation near and around power lines/sources.

Boom Assembly Lattice/Telescopic-This course covers the erection and disassembly of a swing around jib, boom extension, auxiliary single sheave boom head (ABH) for a variety of manufacturers. In addition the erection and disassembly of lattice boom (angle & tube).

Wire Rope-This class will discuss the components and limits of wire rope. An in-depth look at the selection, installation, inspection, handling, and maintenance will also be covered.

Advanced Rigging-Students, using a load configuration, will be shown how to find center of gravity of a load and the amount of sling tension applied.

Lift Planning-This class discusses the factors and considerations involved in lift planning and implementation. OSHA and ANSI determinations will be reviewed and discussed.

Introduction to Load Charts-In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations.

Advanced Load Chart-Students will be introduced to load charts of various crane models. The students will be shown load calculations and be given exercises to complete.

Trade Standard-In this class students will be introduced to additional OSHA and ANSI standards and practices for safe crane operation, maintenance and operator conduct

Upon Completion, the student is eligible to take the National Certification Exam in Theory and Skills Training.

Occupations/Job Titles:

53-7021.00 – Mobile Crane Operators: Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.

Sample of reported job titles: Crane Operator, Heavy Equipment Operator, Machine Operator, Material Handler, Mobile Crane Operator, Overhead Crane Operator, Port Crane Operator, Scrap Crane Operator, Winchman/Crane Operator, Woodyard Crane Operator

Monitor Technician

2.4 Credit Units

This 24-clock hour training program provides an excellent foundation for course-work in Cardiovascular Technology. Graduates of the program are employable at hospitals and health care facilities throughout the country.

Basic Principles of Cardiovascular System – Monitor Techs are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

Acquiring the EKG – Monitor Techs are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12 lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

Leads -Monitor Techs are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor.

The Normal Electrocardiogram – Monitor Technicians are responsible for performing electrocardiogram test in hospitals and physician's offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instruction for collecting information and data about a patient's heart using electrocardiography. Topics include: medical terminology, anatomy and physiology, identifying hear rhythms, operation of a 12-lead electrocardiogram machine, treadmill stress test and use of a Holter monitor

As a Monitor technician, you will work in hospitals, neighborhood health centers, private practices, clinics, nursing homes and emergency rooms as part of a medical team. This program is designed to instruct students in the structures and function of the cardiovascular system and the circulation of blood through the heart and lungs.

Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines satisfactory achievement on written assignments as determined by guidelines. The program is designed to prepare the student(s) as follows:

- Describe terms, prefixes and suffixes associated with medical terminology of the body systems.
- Describe the role and responsibilities of the EKG Technician.

- Recognize normal and abnormal patterns in the EKG leads.
- Demonstrate how to prepare a patient for EKG testing.
- Perform the proper procedures for a 12 lead EKG and a treadmill stress test.

*APPLICANTS: Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

29-2031.00 – Monitor - Cardiovascular Technologists and Technicians: Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests. Includes vascular technologists.

Sample of reported job titles: Cardiac Catheterization Laboratory Technologist, Cardiac Catheterization Technician, Cardiac Technician, Cardiology Technician, Cardiopulmonary Technician, Cardiovascular Technician, Cardiovascular Technologist (CVT), Electrocardiogram Technician (EKG Technician), Registered Cardiovascular Invasive Specialist (RCIS)

NCLEX Review 25.8 Credit Units

This 25.8 credit units, comprehensive 258 clock hour course includes all fundamental nursing principals with a strong emphasis on frequently tested concepts and the development of critical-thinking skills.

FUNDAMENTALS OF NURSING

- Provision of Safe Environment (Fire; Fall Prevention; Nosocomial & Standard Precautions; Transmission Based Precautions)
- BLS; Cultural Diversity
- Positioning clients; Care clients with a tube
- Perioperative Care;
- Legal and Ethical issues
- Leadership, delegating
- & Prioritizing Care;
- Legal and Ethical issues

NURSING SCIENCES

- Fluids & Electrolytes
- Acid Base Balance
- Laboratory Values & its implications
- Nutrition
- TPN; Blood Administration
- Medications & IV Calculations; IV therapy

RESPIRATORY DISORDERS

- Nursing Relevant Anatomy & Physiology of Respiratory System; Assessment; Procedures
- Care of client with Respiratory Disorders; Medications
- Care of client with Respiratory Disorders; Medications

CARDIOVASCULAR DISORDERS

- Nursing Relevant Anatomy & Physiology, Assessment; Procedures;

- Care of client with Cardiovascular Disorders, treatment and medications
- Care of client with Cardiovascular Disorders, treatment and medications

ENDOCRINE SYSTEM

- Nursing relevant Anatomy & Physiology of the Endocrine System
- Assessment
- Procedures
- Care of client with Endocrine Disorders, treatment & Medications
- Care of client with Endocrine Disorders, treatment & Medications

GASTROINTESTINAL DISORDERS

- Nursing Relevant Anatomy & Physiology of the Gastrointestinal System
- Assessment
- Procedures
- Care of client with Gastrointestinal Disorders, treatment & Medications
- Care of client with Gastrointestinal Disorders, treatment, medications

RENAL DISORDERS

- Nursing relevant Anatomy & Physiology of the Renal System
- Assessment
- Procedures
- Care of client with Renal Disorders, treatment & Medications
- Care of client with Renal Disorders, treatment & Medications

NEUROLOGICAL SYSTEM

- Nursing relevant Anatomy & Physiology of the Neurological System
- **NEUROLOGICAL DISORDERS**
- Care of client with Neurological Disorders, treatment & Medications

MUSCULOSKETAL DISORDERS

- Nursing relevant Anatomy & Physiology of the Musculoskeletal System
- Assessment
- Procedures
- Care of client with Musculoskeletal Disorders, treatment & Medications
- Musculoskeletal system
- Care of client with Musculoskeletal Disorders, treatment & Medications
- Burns, EENT, Skin disorders
- Nursing Care of Client with Burns, Treatment & Medications
- Nursing Relevant Anatomy & Physiology of EENT
- Care of Client with Eye Ear Nose Throat disorders, treatment and medications
- Care of client with Skins Disorders, treatment & Medications

ELDERLY, ONCOLOGY

- Assessment,
- Care of the Elderly Client
- Care of Client with Oncological Disorders Treatment & Medications

PEDIATRIC NURSING

- Growth & Developmental Stages
- Care of Child with Integumentary Disorders, Infectious and Communicable Diseases, AIDS, Oncological Disorders, treatment and medications
- Care of Child with Hematological,

- Neurological, Cognitive, Psychosocial, EENT Disorders, treatment & medications
- Care of Child with Respiratory, Cardiovascular, treatment and Medications
- Care of child with Gastrointestinal, Metabolic, Renal Musculoskeletal treatment and Medications
- MATERNITY NURSING
- Care of Newborn
- Nursing Relevant
- Post Test on Care of Newborn
- Anatomy & Physiology Of Female Reproductive System
- Obstetrical Assessment
- Prenatal Perio
- Risk Conditions Related to Pregnancy, Medications
- Normal Labor & Delivery Process,
- Problems with Labor & Delivery Process, Medications
- Client Care in the Postpartum Period, Medications
- Postpartum Complications

MENTAL HEALTH & PSYCHIATRIC NURSING

- Mental Health concepts, rights of Mentally Ill clients; Models of Care
- Care of Client with Eating disorders, Substance Abuse disorder
- Mental Health Disorders
- Treatment & Medications
- Care of clients experiencing Crisis and Depression

The program review provides an excellent foundation for course-work: Foundations of Nursing, Pharmacology, Intro to Medical-Surgery Nursing, Beginning Medical-Surgical Nursing, Obstetrics-Maternity Nursing, Mental Health Psychiatric Nursing, Intermediate Medical Surgical Nursing, Pediatric Nursing, advanced Medical-Surgical Nursing, and Gerontology-Community Nursing.

Our strategy is a dynamic mix of:

- live NCLEX-RN review lecture
- individual tutoring
- group quiz-sessions
- computer-simulated testing
- guided individual study.

Students also are familiarized with the multiple-choice-question format and exam-taking strategies necessary to excel on the current NCLEX-RN.

Succeeding on the NCLEX-RN examination is not just about knowledge of nursing, but instead about the integration and application of that knowledge in the clinical setting. We give our students the skills to think critically and to apply their knowledge in real-life situations, so that they can succeed not only on the exam but also in their future careers. Your success is our success!

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

29-2061.00 – NCLEX Review Licensed Practical and Licensed Vocational Nurses: Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Sample of reported job titles: Charge Nurse; Clinic Licensed Practical Nurse (CLINIC LPN); Clinic Nurse; Licensed Practical Nurse (LPN); Licensed Practical Nurse, Clinic Nurse (LPN, Clinic Nurse); Licensed Vocational Nurse (LVN); Office Nurse; Pediatric Licensed Practical Nurse (PEDIATRIC LPN); Private Duty Nurse; Triage Licensed Practical Nurse (TRIAGE LPN)

Nurse Assistant Course

9.3 Credit Units

This 9.3 credit units (160 clock hour program prepares the student for California Certification as a CNA. It is designed to provide the student with nursing theory, laboratory, and clinical experience necessary to work as a CNA in a variety of health care settings. Instruction will be held at Mission Career College, and the clinical component will be held at several community-based facilities.

Certified Nursing Assistants are health care professionals who work in a variety of health care settings under the direction of a licensed nurse. Job responsibilities include assisting with personal hygiene and grooming (for example, bathing, dressing, nail care), mobility (transferring, positioning, ambulation), nutritional and elimination needs (feeding, bedpans, emptying urine collection bags), comfort activities (back rubs, answering call lights, maintaining privacy), assessment and care planning (vital signs, collecting specimens, recording and reporting observations), safety and environmental cleanliness (keeping environment clean, maintaining infection control, caring for equipment), and miscellaneous tasks (transporting residents, delivering specimens, assisting with special procedures).

CNA 101-Long-Term Care

On completion of this course, the student meets California requirements to take the State Certification Exam for CNA's. Basic nursing theory and skills are taught in the classroom and laboratory setting, and students are supervised in giving care to residents in the long-term care facility (nursing home). The focus of this course is on the care of the elderly resident. Course content follows the California State approved CNA curriculum.

CNA Certification:

A federal law (OBRA) enacted on April 1, 1987, requires all students completing an accredited nursing program to be tested in theory and clinical skills. As mentioned above, after taking CNA 101 the student qualifies to take the CNA State Exam.

Introduction

1. Healthcare facilities
2. The Healthcare facility organization
3. The nursing teams
4. Paying for healthcare
5. Role of the nursing assistant
6. Ethical and legal considerations
7. Working with others

Patients' Rights

1. Patient and resident rights
2. OBRA (1987)
3. Elder abuse

Interpersonal Skills

1. Patient as a person
2. Needs (MASLOW)
3. Culture and Religion
4. Emotional & Psychological effects

5. Type of patients
6. Communication
7. Patients family & visitors

Prevention and Management of Catastrophe and Disaster (Theory 3, Clinical 1)

1. The safe environment
2. Safety in the home
3. Safety in the facility
4. Restraints
5. Accident due to equipment
6. Fire safety
7. Reporting accidents and errors
8. Disaster

Body Mechanics (Theory 4, Clinical 4)

1. General Rules
2. Lifting and moving patients in bed
3. Transfer
4. Position
5. Ambulation

Medical and Surgical Asepsis (Theory 4, Clinical 8)

1. Medical Asepsis
2. Infection precaution

Weights and Measures (Theory 1, Clinical 1)

1. Metric System
2. Weight, length, liquid volume
3. Military time

Patient Care Skills (Theory 14, Clinical 44)

1. Personal hygiene
2. Grooming
3. Pedi-care
4. Prosthetic devices
5. Bowel/Bladder training
6. Measuring height/weight

Patient Care Procedures (Theory 7, Clinical 20)

1. Collection of specimen
2. Care of patient with tubing
3. Intake and output
4. Bed making
5. Enema
6. Admission, transfer, and discharge
7. Bandages and non-sterile dry dressing
8. Application of OTC topical ointments to intact surfaces

Vital Signs (Theory 3, Clinical 6)

1. Temperature
2. Pulse
3. Respiration
4. Blood pressure
5. Recording and reporting abnormal results

Nutrition (Theory 2, Clinical 6)

1. Food group
2. Special diet
3. Factors that affect eating and nutrition
4. Fluid balance
5. Assisting the patient at mealtime
6. Other methods of maintaining food and fluid needs

Emergency Procedures (Theory 2, Clinical 1)

1. General rules
2. Basic life support

3. Hemorrhage
4. Shock
5. Seizure
6. Fainting
7. Stroke
8. Vomiting

Long-Term Patients (Theory 2, Clinical 0)

1. introduction to Anatomy and Physiology
2. Needs of persons with developmental disorders
3. Chronic brain syndrome
4. Psychological and social effects of aging
5. Physical effects of aging
6. Common diseases and disorders with sign and symptoms

Rehabilitation Nursing (Theory 2, Clinical 4)

1. Goal of rehabilitation
2. Complication
3. Prevention
4. Ambulation
5. The rehab teams
6. Promoting patient's potential

Observation and Charting (Theory 4, Clinical 4)

1. Communication
2. Patient Record
3. Reporting and recording observation
4. Nursing care plan
5. Medical terminology
6. Legal issues in charting

Death and Dying (Theory 2, Clinical 0)

1. Dying patient's rights
2. Stages of grief
3. Psychological, social spiritual needs
4. Hospice care and end of life care (EOL)
5. DNR (do not resuscitate)
6. Postmortem care

The student has 3 opportunities to pass the exam, which consists of a multiple choice and a skills performance component. After successfully passing both parts, the student is certified as a CNA for 2 years. To remain active, this certification must be renewed every 2 years. Successful completion of 48 units of continuing education and at least 8 hours of paid employment must be completed for certification renewal. If the certificate is not renewed, the student must take the class and State Exam again in order to be able to work as a CNA. The student is responsible for following up with certificate renewal, and knowing his/her renewal date. Renewal dates will be indicated on the CNA certificate.

APPLICANTS:

Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.

AFTER ACCEPTANCE AND BEFORE THE CAN/HHA PROGRAM students are required to submit:

- A MCC application in the admission office the semester prior to beginning classes.

- Completer a Physical Exam with up-to-date immunizations.
- A CPR certification card for the health care provider or professional rescuer.
- A copy of your Social Security card.
- A complete Live Scan form.
- A \$15 money order payable to PPHS for CNA certification application fee

CERTIFICATION INFORMATION

Nurse Assistants will NOT be certified by the State of California if convicted of certain Penal Code Violations. Additional information will be given at the scheduled information meetings.

LIVE SCAN FINGERPRINTING & SUBMISSION REQUIREMENTS

All initial and renewing CAN certification applicants who have not been cleared through Aide and Technician Certification Section (ATCS) and employees of Intermediate Care Facilities (ICF) for Developmentally Disabled (DD), Developmental Disabled-Habilitative (DDH), and Developmental Disabled-Nursing (DDN), must submit their fingerprints for clearance using the live scan method.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

31-1014.00 - Nursing Assistants: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA)

Pharmacy Technician 51.5 Credit Units

This 51.5 Semester Credit Units (720 clock hours) program requires 30 weeks of training. Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine task to help prepare prescribed medication for patients, such as counting tablets and labeling bottles. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. In hospitals, nursing homes, and assisted living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients.

Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine task to help prepare prescribed medication for patients, such as counting tablets and labeling bottles. Technicians refer any questions regarding prescriptions,

drug information, or health matters to a pharmacist. Pharmacy technicians who work in retail or mail order pharmacies have varying responsibilities. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. In hospitals, nursing homes, and assisted living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients.

PT100-Pharmacology and the Vascular System- This 7.0 Credit Unit (80 clock hours) course provides students with an understanding of the principal structural features of the heart and the lymphatic system and their role in the circulatory process while discussing the use of cardiovascular drugs for treatment of their pathologies in prescription and nonprescription form. Emphasis is placed on trade and generic drugs of the cardiovascular system and their therapeutic effects. Upon successful completion of the course, students should be able to identify and discuss trade, generic, use, action, dosage form, route, and classification of cardiovascular drugs in the top 200 lists, and interpret prescriptions using correct dosage equation while dispensing a drug in the correct delivery system. Students are also trained in the use of methods and equipment in CPR.

PT101-Pharmacy Laws and Regulations-This 2.0 Credit Unit (20 clock hours) course orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Students learn the concept of direct patient care and technicians' general role in its delivery, with particular emphasis on the complementary roles of pharmacists and technicians. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

PT102-Pharmacy Business Applications-In this 1.5 Credit Unit (20 clock hours) course, students learn to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management. Emphasis is placed on securing information from the patient medical chart, record, and patient profile. Students also learn to interview patients, their representatives, caregivers, and healthcare professionals for needed information. Upon successful completion of the course, students should have the ability to adapt patient care to meet the needs of diversity while using basic math skills to evaluate information for direct patient care. Finally, students learn confidentiality issues regarding patient-specific information while handling health insurance billing including federal and state funded insurance programs.

PT103-Hospital and Retail Pharmacy In this 3.0 Credit Unit (40 clock hours) course, students learn the preparation of sterile products, the hospital drug delivery system, unit dose packaging systems, ward stocks, narcotic disposal, and community pharmacy operations. The preparation of IV admixtures and TPN solutions under sterile conditions is introduced. Emphasis is also placed on the proper use of the laminar flow hood using quality control measures. Upon successful completion of the course, students should be able to develop proper manipulative techniques as well as the interpretation and evaluation of hospital orders and technical duties related to dispensing over-the-counter drugs in a retail pharmacy.

PT104-Sterile Product Preparations-In this 1.5 Credit Unit (20 clock hours) course, students learn the preparation of sterile products including extemporaneous compounding. The

preparation of IV admixtures and TPN solutions under sterile conditions is also introduced. Emphasis is also placed on the proper use of the laminar flow hood using quality control measures. Upon successful completion of the course, students should have developed proper sterile manipulative techniques, IV preparation, and extemporaneous compounding skills to prepare a drug product according to a drug formula.

PT105-Precription Order Processing-In this 1.5 Credit Unit (20 clock hours) course will teach the student to receive and screen prescriptions and medication orders. Initially students learn how state law and regulations determine what activities associated with receiving and screening prescriptions/medication orders for completeness and authenticity can be delegated by pharmacists to technicians. Upon successful completion, the student should be able to demonstrate the proper method for receiving a prescription or medication order for authenticity and be proficient in adding any missing information. Students should be able to communicate in a clear, logical manner at the appropriate level when performing this job responsibility.

PT106-Hospital Policy and Procedures- This 3.0 Credit Unit (40 clock hours) course allows students to develop familiarity with the hospital drug delivery systems, inventory controls, unit dose packaging, ward stock, PYXIS, crash carts, compounding, and IV admixture preparations. Emphasis is placed on hospital policies and procedures, narcotic stock disposal, compounding math, practical application of the metric system, and general hospital pharmacy duties. Upon successful completion of the course, students should be able to demonstrate competencies in general compounding while following the policy and procedures of a hospital facility under JACHO recommendations.

PT107-Computer Applications and Career Development -In this 2.0 Credit Unit (30 clock hours) course, students learn the components of commonly used computer hardware and software. Keyboarding skills are practiced to enhance speed and accuracy. Microsoft Office is introduced and used for the purpose of building proficient operation of computer software. Emphasis is placed on the practical application of entering patient information and prescription data. Upon successful completion of the course, students should be able to have a basic understanding of career management in pharmacy while using Microsoft Office applications to assist with managerial duties. Students should also be proficient in prescription processing system software.

PT108-Inventory, Equipment, and Asepsis- In this 1.0 Credit Unit (10 clock hours) course, students learn to control the inventory of medication, equipment, maintaining pharmacy equipment and devices according to an established plan. Emphasis is placed on inventory control of pharmaceuticals, devices, and supplies including handling their receipt, storage, removal, and infection control. Students learn to identify items that should be ordered and the cleaning of laminar airflow cabinets. Upon successful completion of the course, students should understand the concept of troubleshooting and the maintenance and repairing of pharmacy equipment and devices while maintaining the security of inventory.

PT110-Pharmacology and the Apocrine Systems- In this 5.0 Credit Unit (60 clock hours) course, students learn the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the endocrine and integumentary systems. To achieve this, they first master an understanding of basic anatomy and physiology of the endocrine and integumentary systems. For each medication studied, they learn the brand and generic name, standard pronunciation, abbreviation, dosage forms, and routes of administration. Upon successful completion of the course,

students should be proficient in therapeutic treatment alternatives for diseases of the apocrine system demonstrating this by interpretation, dosage calculation and delivery method of brand and generic medication distribution.

PT120-Pharmacology and the Motor Systems- This 5.0 Credit Unit (60 clock hours) course provides students with an understanding of the generalized functions and support mechanisms of the human body while introducing them to the pharmacology that deals with the musculoskeletal system. Topics discussed include muscle relaxants, non-narcotic analgesics, and drugs for arthritis. Emphasis concerns causes, cures, and treatment of common ailments using both prescription and OTC drugs. Upon successful completion of the course, students should be able to discuss pathologies of the musculoskeletal system and generic and trade drugs that are used for treatment. Students should be aware of the side effects, dosage form, route, and proper use of these drugs while determining the correct delivery system.

PT130-Pharmacology and the Nervous System- This 7.0 Credit Unit (80 clock hours) course provide students with an introduction to pathologies of the nervous system and the drugs used for treatment of its pathologies in prescription and nonprescription form. Drug classes presented include stimulants, depressants, psychotropic, anxiolytic, anti-anxiety, pain management, anticonvulsants, anesthetics, analgesics, and narcotics. Emphasis is placed on the connection between the physiological systems and the related drugs. Students should demonstrate competency with the different drug trade names, generic name and their classification. Upon successful completion of the course, students should be able to distinguish between the brand and generic name, standard pronunciation, dosage form, and routes of administration of medications used to treat the nervous system including psychiatric disorders. Students should be able to demonstrate this by interpreting prescription and medication orders using the correct dosage equation and delivery system.

PT140-Pharmacology and the Absorption Systems- This 7.0 Credit Unit (80 clock hours) course allows students to review and differentiate the drugs linked to the respiratory system, gastrointestinal system, and the urinary system while studying the anatomy and physiology of those systems. Emphasis is placed on pathologies and drug treatment involving essential and accessory organs. Upon successful completion of the course, students should be able to identify and discuss trade, generic, standard pronunciation, dosage forms, abbreviations and routes of administration for each medication studied that relates to the absorption systems.

PT160-Externship-This 5.0 Credit Unit (160 clock hours) course provides students training in the skills developed in the didactic and laboratory phases of their training in the practice environment of an ambulatory clinic that provides infusion services. The externship will be completed at a pharmacy, hospital, or other appropriate health care facility under the supervision of qualified healthcare personnel. At the completion of the externship, students will have performed all duties designated to a pharmacy technician in an ambulatory setting. The preceptor at the extern facility completes a written evaluation of each student's performance.

Occupations/Job Titles

Pharmacy technicians work in clean, organized, well lighted, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves. Technicians work the same

hours that pharmacists work. These may include evenings, nights, weekends, and holidays. Because some hospital and retail pharmacies are open 24 hours a day, technicians may work varying shifts. Two-thirds of all pharmacy technicians' work in retail pharmacies, either independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. Some jobs are in hospitals and a small proportion is in mail order and Internet pharmacies, clinics, pharmaceutical wholesalers, and the federal government.

Upon Completion, the student is eligible to take the State of California Phlebotomy Technician exam.

Occupations/Job Titles:

-2052.00 - Pharmacy Technicians: Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

Sample of reported job titles: Accredited Pharmacy Technician; Billing and Quality Technician; Certified Pharmacy Technician (CPhT); Compounding Technician; Lead Pharmacy Tech, Certified Pharmacy Technician (Lead Pharmacy Tech, CPhT); Lead Pharmacy Technician (Lead Pharmacy Tech); Pharmacy Technician (Pharmacy Tech); Senior Pharmacy Technician; Technician; Technician, Inventory Specialist

Phlebotomy Technician 6.0 Credit Units

This is a 6.0 Semester Credit Unit (89 clock hours) program requires 4 weeks of training and provides the necessary knowledge, skill and attitude development. This is a study of blood specimens from health care clients for the purpose of testing and analysis. The course is comprised of a series of lectures, conferences and clinical experiences specifically designed for phlebotomy training. Successful completion of the course will allow students to sit for the National Phlebotomy Certification (NHA) examinations / State of California Licensure.

The course is comprised of a series of lectures, conferences and clinical experiences specifically designed for phlebotomy training.

Successful completion of the course will allow students to sit for the National Pharmacy Technician certification examination.

This program will provide the student with an understanding of Anatomy, Law and Ethics, Blood Collection and Testing, OSHA Regulations and Safety in the Medical Office. The Phlebotomy course is a comprehensive training program in phlebotomy, the specialized occupation of blood collection. This course examines the phlebotomist role and relationship to the clinical laboratory, hospital community, and other health care delivery systems. Students will be introduced to the medical specialties associated with phlebotomy and will study the basics of anatomy and physiology. The various methods of blood collection, including venipuncture and capillary sampling are studied and performed. Other areas include infection control, safety, specimen transport and processing, quality control, professionalism, and laboratory testing.

PBT101-Infection Control-. This 30 Credit Unit (3 Clock hours) course in health care institutions, the patients are usually very ill because of infection or injury. This course is designed to provide the student with an understanding of the phlebotomist role in the

prevention of the spread of infection and disease in the health care setting.

PBT102-Basic Anatomy and Physiology-This .30 Credit Unit (3 clock hours) course is designed to provide the student with a general understanding of the organ systems and their role in bodily functioning. This course highlights the basic anatomy (structural component of the body) and physiology (functional components) of each system.

PBT103-Medical Terminology-This .20 Credit Unit (2 clock hours) course medical profession has a language all its own. This course is designed to provide the student with an understanding of the language of medicine. Every medical professional eventually needs to master the basics of this language to properly function as a member of the health care team.

PBT104-Patient Identification-This .20 Credit Unit (2 clock hours) course is designed to provide the student with an understanding of assessing, identifying and approaching the patient. Positive patient identification is the most crucial responsibility or which a phlebotomist is held accountable. Correct patient identification is critical to accurate laboratory results upon which clinical decisions are made by physicians, nurses, and other members of the health care team.

PBT105-Proper Vein Selection and Skin Puncture Site Selection-This .43 Credit Unit (4.5 clock hours) course is designed to provide the student with an understanding of how to obtain a satisfactory specimen to provide the physician and patient with accurate test results. It is important to choose the least hazardous site for blood collection by skin puncture or venipuncture.

PBT106-Collection Equipment-This .48 Credit Unit (5 clock hours) course is designed to provide the student with an understanding of how to collect blood specimens by safely and accurately choosing the proper equipment to use and when to use it. The primary responsibility of the phlebotomist is to collect blood specimens safely, accurately, and in the most cost-effective manner. In order to perform these tasks efficiently, the phlebotomist must have the correct "tools of the trade." In today's market, there is a wide array of blood collection equipment and supplies. It is important for the phlebotomist to keep informed about new technology and equipment. The safety of the patient and the phlebotomist should be the main objective when selecting the correct tools.

PBT107-Post Puncture Care-This .23 Credit Unit (2.5 clock hours) course is designed to provide the student with an understanding of how to carefully attend to the patients puncture site after needle withdrawal in order to prevent complications.

PBT108-Waste Disposal-This .23 Credit Unit (2.5 clock hours) course is designed to provide the student with an understanding of how to safely and legally dispose of medical waste.

PBT201-Advanced Infectious Disease Control and Biohazards-This .30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of the risk of infection and preparation in preventing and controlling the spread of infection and disease. The risk of contracting and/or spreading infection is an occupational hazard in health care. The phlebotomist must fully understand the risks of infection and be prepared to prevent and control the spread of infection and disease. The phlebotomist, knowing how the infection cycle works and what precautions to take to stop the spread of infection and disease, decreases the risk when obtaining samples from patients.

PBT202-Anticoagulation Theory-This .20 Credit Unit (2 clock hours) course is designed to provide the student with an understanding of issues and or disorders relating to coagulation/homeostasis. Homeostasis is the maintenance of circulating blood in the liquid state and retention of blood in the vascular system by preventing blood loss. When a small blood vessel is injured, the hemostatic process repairs the break and stops the hemorrhage by forming a plug or blood clot.

PBT203-Knowledge of Preanalytical Sources of Error-This.15 Credit Unit (1.5 clock hours) course is designed to provide the student with an understanding of preanalytical variables like patient assessment, physical disposition, test requests, specimen collection. The student will be provided with knowledgeable methods that would decrease the negative impact of complications to the patient.

PBT204-Anatomical Site Selection and Patient Preparation-This .50 Credit Unit (6 clock hours) course is designed to provide the student with an understanding of the methods of venipuncture collection. Routine venipuncture is the main method used to obtain a blood sample for diagnostic testing. Most patients have only a limited number of accessible veins and maintaining the integrity of these veins is always the primary goal. The phlebotomist must learn to assess the patient's veins accurately and must use the appropriate method of collection to prevent damage to existing collection sites.

PBT205-Risk Factors and Appropriate Responses to Complications-That May Arise from Phlebotomy –This.30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of complications that can occur from collections and how to handle them professionally, quickly and efficiently. Complications of blood collections can occur at any time and in a variety of situations. It is extremely important that the phlebotomist is confident in recognizing these situations. Appropriate precautions are the best method of preventing complication from occurring. However, when they do occur, handling them as professionally, quickly, and efficiently as possible is critical.

PBT206A-Recognition of Problems with Requisitions, Specimen, Transport, and Processing-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of standards and protocols designed for the proper handling and processing of specimens to attain laboratory results. Occasionally, patient complications during or after the blood collection procedure are unavoidable. If so, the health care worker must be knowledgeable of methods that will decrease the negative impact of the complication to the patient, to the quality of the blood sample, to the phlebotomist, or to all three. Phlebotomist should also know that specimens should be transported to the laboratory for processing as soon as possible because delays can significantly affect laboratory results.

PBT206B-How to Take Corrective Actions for Problems with Requisitions, Specimen Processing and Transport-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of standards and protocols designed for the proper handling and processing of specimens to attain laboratory results. The major purpose of a clinical laboratory is to acquire and analyze appropriate patient specimens and communicate timely results to the physician. Specimen collection procedures are the first and most critical steps in this process. The number of persons and steps involved varies greatly depending on the size of the institution and the type of laboratory involved. With each additional location or person involved, another potential source of error or delay is introduced into the system.

PBT207-Communication Skills and Interpersonal Relationships, Stress Management, Ethics and Legal Issues-This .30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of how to interact compassionately with patients, clients and their families. This course is also designed to provide the student with an understanding of the agencies and their responsibilities governing health care practitioners. Knowing and understanding these standards not only protect the phlebotomist, laboratory, hospital, and physician from possible lawsuit, but protect the patient from harm as well.

PBT208-Quality Assurance for Accurate and Reliable Results-This .15 Credit Unit (1.5 clock hours) course is designed to provide the student with an understanding of quality assurance, quality control and risk management. Quality assurance is a group of activities and programs designed to guarantee the highest level of quality patient care. The quality assurance program must have evaluations and educational components to identify and correct problems. Risk management is a program used in conjunction with quality assurance and quality control designed to minimize the exposure to the risk of loss or injury for both the health care provider and patient.

PBT209-Legal Issues Related to Blood Collection-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of law, ethics and bioethics as it relates to blood collection and patient care. Every health care practitioner is governed by the same legal and ethical standards. Knowing and understanding these standards not only protect the phlebotomist, laboratory, hospital, and physician from possible lawsuit, but protect the patient as well.

PBT301-Clinical Externship-This 1.3 Credit Unit (40 clock hours) course is designed to provide on-the-job experiences that augment the students in-class experiences. Students will select or be assigned to a work site connected with their field of study, which will normally include health Phlebotomy technicians work in hospital laboratories, blood banks, and blood collection centers.

Upon completion students are eligible to take the National Certification Exam (Accepted by the State of California) NCPT1.

Occupations/Job Titles:

31-9097.00 – Phlebotomists: Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

Sample of reported job titles: Lab Asst; Patient Service Technician PST; Phlebotomist; Phlebotomist Supervisor/Instructor; Phlebotomist, Medical Lab Assistant; Phlebotomy Director; Phlebotomy Program Coordinator; Phlebotomy Supervisor; Registered Phlebotomist-Part Time

Restorative Nursing Assistant (RNA) 1.0 Credit Unit

This 1.0 credit unit (16-clock hour) course the program provides NA's (Nursing Assistants) knowledge and skills to advance their career in long term care. The nursing assistants will receive training in theory and practical application of restorative techniques. Restorative Nursing Assistants can find employment in nursing homes, assisted living communities and long term care facilities.

The RNA (Restorative Nursing Assistant) program provides NA's (Nursing Assistants) knowledge and skills to advance their

career in long term care. The nursing assistants will receive training in theory and practical application of restorative techniques in the following:

- Restorative Nursing Program
- Medical Overview
- Cognition, Communication & Hearing
- Dysphasia & Restorative Dining
- Joint Mobility
- Ambulation
- Documentation

The RNA program is critical to assuring that residents maintain their highest practical level of functioning in long term care. RNA's provide specific treatments to residents so to restore and maintain the strength, coordination and skills to ambulate and perform functional activities of daily living.

Requirements

1. Active certification as a Nursing Assistant
2. Good understanding of the English language
3. Healthcare uniform/Scrubs, athletic shoes and gait belt

Upon successful completion of the course the student will be awarded a Certificate of Completion.

Occupations/Job Titles:

31-1014.00 – Restorative Nursing Assistants: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA)

Solar Photovoltaic Installation 5.8 Credit Units

This 5.8 credit unit (80 clock hour) week-long course covers the design and installation of photovoltaic (PV) systems, and involves actual hands-on work with PV systems and equipment. This program is intended for contractors, electricians, utilities, engineers and other practitioners, with an overall goal of developing system-knowledgeable professionals to help ensure the safety and quality of PV system installations.

Introduction to Solar Photovoltaics' is the perfect introductory curriculum. Based on the ten objectives contained in the North American Board of Certified Energy Parishioners' (NABCEP's) Entry Level Program, this module covers:

1. PV Markets and Applications
2. Safety Basics
3. Electricity Basics
4. Solar Energy Fundamentals
5. PV Module Fundamentals
6. System Components
7. PV System Sizing Principles
8. PV System Electrical Design
9. PV System Mechanical Design
10. Performance Analysis, Maintenance & troubleshooting

The course format includes a balance of classroom instruction and student-interactive exercises. These exercises include hands-

on and demonstration laboratories that simulate the process of designing, installing and commissioning grid-connected PV systems, and are intended to develop the participant's working knowledge of PV systems and equipment. An emphasis is placed on code compliance and accepted state-of-the-art industry design and installation practice.

Upon successful completion of the course the student will be awarded a Certificate of Completion.

Occupations/Job Titles:

47-2231.00 - Solar Photovoltaic Installers: Assemble, install, or maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. May include measuring, cutting, assembling, and bolting structural framing and solar modules. May perform minor electrical work such as current checks.

Sample of reported job titles: Installer, Photovoltaic Installer (PV Installer), PV Design and Installation Technician, Solar Designer/Installer, Solar Installer, Solar Installer Technician, Solar Photovoltaic Installer (Solar PV Installer), Solar Technician

Tower Crane Operator 9.4 Credit Units

This 9.4 credit unit (160-clock hours) program provide the student 2-4 weeks of study. Upon completion, the graduate should be qualified to work in an entry-level position in construction and related industries requiring crane operators.

The course consists of instructor-led training and dedicated hands-on procedures designed to practice or demonstrate entry-level skills in crane/heavy equipment operations and general construction job-site knowledge.

Upon completion of this course, the student will be able to:

1. Define and discuss the requirements for and expectations of an entry-level employee operating tower hydraulic cranes.
2. Demonstrate entry-level proficiency in operating mobile hydraulic cranes.
3. Become proficient with basic rigging operations and techniques.
4. Apply basic knowledge of job-site safety, first-aid and CPR.
5. Apply skills necessary to conceptualize and complete work assignments.
6. Effectively utilize mathematics as applicable to basic construction applications.
7. Interpret basic construction blueprints and processes involved with simple construction projects.
8. Participate in basic construction project exercises combining classroom and field training.
9. Prepare job applications and understand how to present themselves in job interviews.

Course Evaluation Strategies (Methodologies):

NCCC elects to award academic achievement based upon credits as a unit of measurement.

The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and the following skills that must be

performed by the student before moving on to the next level of instruction.

Safety- Provide a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Present basic requirements, for personal protections, safely driving equipment, and HAZCOM.

Identification of Heavy Equipment-Introduce the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment.

Equipment Preventive Maintenance-This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance.

Operating a Crane-Describe the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. Provide the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.

Equipment Operation and Maintenance-This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. In addition, the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift.

Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting: 2) correctly signal a crane operator for lifting a load.

Rigging-This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry.

Crane Safety-This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment.

Weights, Measurements, and Calculations-In this class the student will be given basic math functions, formulas, symbols, and definitions. They will be shown formulas for calculating volume of different geometric configurations and converting the solutions to weight using tables and charts.

Estimating Load Weights-Students will complete practical exercises calculating approximate weight and center of gravity of geometric configuration made of and containing different materials.

Hoisting Personnel-This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting.

Working near Power Sources-This course covers all OSHA and ANSI standards governing crane operation near and around power lines/sources.

Boom Assembly Lattice/Telescopic-This course covers the erection and disassembly of a swing around jib, boom extension, auxiliary single sheave boom head (ABH) for a variety of manufacturers. In addition, the erection and disassembly of lattice boom (angle & tube).

Wire Rope-This class will discuss the components and limits of wire rope. An in-depth look at the selection, installation, inspection, handling, and maintenance will also be covered.

Advanced Rigging-Students, using a load configuration, will be shown how to find center of gravity of a load and the amount of sling tension applied.

Lift Planning-This class discusses the factors and considerations involved in lift planning and implementation. OSHA and ANSI determinations will be reviewed and discussed.

Introduction to Load Charts-In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations.

Advanced Load Charts-Students will be introduced to load charts of various crane models. The students will be shown load calculations and be given exercises to complete.

Trade Standards-In this class students will be introduced to additional OSHA and ANSI standards and practices for safe crane operation, maintenance and operator conduct.

The Method of Instruction: Classroom (Theory), Laboratory, Practical Skills Training and blended conventional classroom/online training.

Upon successful completion of the program the student is eligible to take the National certification exam -National Commission for the Certification of Crane Operators (NCCCO)

Occupations/Job Titles:

53-7021.00 - Tower Crane Operators: Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.

Sample of reported job titles: Crane Operator, Heavy Equipment Operator, Machine Operator, Material Handler, Mobile Crane Operator, Overhead Crane Operator, Port Crane Operator, Scrap Crane Operator, Winchman/Crane Operator, Woodyard Crane Operator

Water Technology Mgt - Entry Level 17.7 Credits Units

- | | | |
|----|--------------------------------|------------------|
| 1. | Water Treatment Operator T1 | 5.9 Credit Units |
| 2. | Water Distribution Operator D1 | 5.9 Credit Units |
| 3. | Wastewater Operator W1 | 5.9 Credit Units |

This 246-clock hour entry level program prepares the student for the entry level examination in treatment, distribution, and wastewater operations.

The 4-week course 82 clock hours / 6.0 credit units introduce water treatment plant operations in accordance with the Safe Drinking Water Act (SDWA). Special emphasis is given to implementation of the Surface Water Treatment Rule through USEPA approved filtration technology. Subject matter includes major provisions of the SDWA and its amendments; basic water chemistry; source water assessment; conventional treatment processes; treated water stability; waterborne diseases; public

health protection; and an introduction to math skills equivalent to those required of State of California Grade I and II water treatment plant operators. This class is helpful to those preparing for the Grade T-I state examination.

- Provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles. This course supports California Water Environment Association (CWEA) Wastewater Collections Certification: Grade levels 3 and 4.

- Apply principles and practices of modern supervision and management, with emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

- Apply backflow testing in accordance with American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA). Includes backflow device installation and testing procedures required for the certification testing.

- Apply administrative and technical procedures required for a cross connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

- Application to the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross-connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

- Participate in 5 hours paid or 4 hours unpaid work experience per week per unit. Practical application of principles and procedures learned in the classroom to the various phases of water and wastewater treatment, distribution, or collection. Work experience will be paid or unpaid at the appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. May be repeated for up to 12 units

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

11-3071.02 - Water Distribution Operator Level I - Plan, direct, or coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing materials or products.

Sample of reported job titles: Cold Storage Supervisor, Distribution Center Manager, Distribution Manager, Load Out Supervisor, Shipping Manager, Shipping Supervisor, Terminal Manager, Warehouse Manager, Warehouse Operations Manager, Warehouse Supervisor

Water Technology Mgt-Advance Level 17.7 Credit Units

1. Water Treatment Operator-Advance 5.9 Credits
2. Water Distribution Operator-Advance 5.9 Credits
3. Wastewater Operator-Advance 5.9 Credits

This 246-clock hour advance level program prepares the student for the entry level examination in treatment, distribution, and wastewater operations.

The 4-week course 82 clock hours / 6.0 credit units introduce students to advanced water treatment plant operations in accordance with the Safe Drinking Water Act (SDWA). Special emphasis is given to implementation of the Surface Water Treatment Rule through USEPA approved filtration technology. Subject matter includes major provisions of the SDWA and its amendments; basic water chemistry; source water assessment; conventional treatment processes; treated water stability; waterborne diseases; public health protection; and an introduction to math skills equivalent to those required of State of California Grade I Water Treatment and II water treatment plant operators. This class is helpful to those preparing for the Grade T-2 state examination.

Water Technology Management Advance Level: Students completing the course will be knowledgeable and able to demonstrate by verbal, written performances the following areas

- Provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance, and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles. This course supports California Water Environment Association (CWEA) Wastewater Collections Certification: Grade levels 3 and 4.

- Apply principles and practices of modern supervision and management, with emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

- Apply backflow testing in accordance with American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA). Includes backflow device installation and testing procedures required for the certification testing.

- Apply administrative and technical procedures required for a cross connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

- Application to the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross-connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

- Participate in 5 hours paid or 4 hours unpaid work experience per week per unit. Practical application of principles and

procedures learned in the classroom to the various phases of water and wastewater treatment, distribution, or collection. Work experience will be paid or unpaid at the appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. May be repeated for up to 12 units

Minimum Qualifications for Certification:

- Successful completion of the T2 exam
- Successful completion of the D2 exam
- Successful completion of the WW2 exam

Upon completion of the water programs the graduating student is eligible to take the T-2, D-2, and WW-2 State examinations.

Upon Successful Completion, the graduates receive a Certificate of Completion.

Occupations/Job Titles:

51-8031.00 - Water and Wastewater Treatment Plant and System Operators – Advanced: -Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Sample of reported job titles: Operator, Process Operator, SCADA Operator (Supervisory Control and Data Acquisition Operator), Waste Water Operator, Waste Water Treatment Plant Operator (WWTP Operator), Wastewater Operator, Wastewater Treatment Plant Operator, Water Operator, Water Plant Operator, Water Treatment Plant Operator

NOTE:

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

Distance Education

Disclosure to students is required. Institutions must disclose to the student in the school catalog if a program contains a distance education component. Specifically, institutions are required to disclose a description of the educational program including the instruction provided (CEC §94909(a)(5)) and the location of courses offered (CEC §94909(a)(4)). Institutions participating in a consortium agreement should also disclose the entity with which the institution is contracting for the educational program. If appropriate, an institution may disclose in the catalog that the method of delivery would be either in-class or distance depending on enrollment needs.

Approval is required for changes in method of delivery. Pursuant to CEC §94898(c), if an institution enrolls a student in a program that is conducted at a specific site, the institution may not subsequently convert the program to distance education, unless the student was notified in writing during the enrollment process that the program contained a distance education component. The institution must have Bureau approval for the distance education component of the educational program.

MCC ensures that the educational program offered through distance education is appropriate for delivery through distance education methods;

Assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment;

Ensure that the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology;

Provide for meaningful interaction with faculty who are qualified to teach using distance education methods;

Maintain clear standards for satisfactory academic progress;

Complete timely student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used, and evaluated by duly qualified faculty;

Employ enough faculty to assure that the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and, the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog; and

Maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

Program of instruction not offered in real time will meet specific standards (5 C.C.R. §71716).

Transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission;

Provide the student the right to cancel the agreement and receive a full refund before the first lesson and materials are received;

Mission Career College will transmit all the lessons, exam, evaluation and other materials to the student(s) within a three-day period if the student has fully paid for the educational program, and after having received the first lesson and initial materials, requests in writing that all of the material be sent.

Ensure the enrollment agreement discloses the institution and student's rights and duties.

Available Programs

National Certification

Pharmacy Technician - PTCB	PTCB
Certified Medical Assistant	CMA
EKG Technician (Student/Nurses)	ASPT / NHA
Phlebotomy Tech – “Nat’l Cert Only”	ASCP / ASPT / NHA
Dialysis Technician	BONENT / ANNA
Mobile / Tower Crane Operators	NCCCO

Healthcare Programs (online / e-learning)

Pharmacy Technician: - This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more!

Program also includes an optional clinical externship at a local healthcare provider!

Medical Assistant Administrative / Clinical - This program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

- **Administrative Medical Assistant:** - This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physician's medical office professionals!

Program also includes an optional clinical externship at a local healthcare provider!

- **Clinical Medical Assistant Program:** - This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

Program also includes an optional clinical externship at a local healthcare provider!

EKG Technician: - This EKG Technician Program prepares students and nurses to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing. A highly interactive course!

Program also includes an optional clinical externship at a local healthcare provider!

Phlebotomy Technician: - This course prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will review blood collection, the skills needed to perform venipunctures and other collection techniques. This course also includes terminology, blood collection procedures, order of draw and other topics. (National Certification Only)

Program also includes an optional clinical externship at a local healthcare provider! Note: the state of California requires approval of all Phlebotomy Technician programs.

Dialysis Technician: - This Dialysis Technician Program provides students with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment.

Program also includes an optional clinical externship at a local healthcare provider!

Medical Terminology: - This course is a guide to identifying and understanding the basic word structure, root words, suffixes, and prefixes, the organization of the human body and the associated

systems, medical abbreviations, symbols and common medical terms.

STUDENT BENEFITS:

- 24 x 7-hour instructor and mentor support
- Online healthcare content that supplements each course
- Student and Instructor collaboration
- Engaging labs, student exercises, course videos and animated simulations
- Student pre-and post-assessments and online performance tracking
- National and State Certification opportunities
- Clinical Externships for most programs
- Student textbooks, workbooks and all materials
- Career services
- E-College learning management system (LMS) - to track student results
- Secure Student Portal which includes: care guidance, resume writing & other resources

VETERN'S APPROVED PROGRAMS

- Chemical Dependency Counselor (ADC)
 - Certified Nurse Assistant
 - Computer Office Specialist
 - Dialysis Technician
 - Massage Therapy
 - Medical Assistant (Administrative/Clinical)
 - Administrative
 - Clinical
 - Pharmacy Technician
 - Phlebotomy Technician
 - Water Technology Distribution – Entry Level
 - Water Technology Distribution – Advance Level
 - Mobile Crane Operator
 - Tower Crane Operator
 - Solar Photovoltaic Installer
- Participants successfully completing this four-week course will be awarded a Certificate of Completion from the Mission Career College

Schedule of Non-Tuition Charges

Registration Fee (all programs)	\$150.00 *
STRF Fee (\$.00) per thousand of institutional charges	\$ 0 *
Lab Coat (ADC, PT)	\$ 30.00
Scrubs (MA, MT, Rx, VN)	\$ 40.00
Books (PT, CNA)	\$ 225.00
Clinical Insurance (Optional PT, Rx, VN, MA)	\$ 30.00
Stethoscope	\$ 35.00
Blood Pressure Cuff	\$ 30.00

* **Non-Refundable**

Total Charges for a Period of Attendance

Programs(s)	Tuition
Acute Care Nurse Assistant	\$2,670.
Certified Medical Assistant	\$5,000
Chemical Dependency Counselor (ADC)	\$8,750.
Clinical Medical Assistant	\$4,750.
Computer Office Specialist	\$8,600.

CPR/First Aid	\$ 75.
Dialysis Technician	\$7,000.
ECG/EKG Technician	\$ 775.
Electrician	\$8,000.
English as a Second Language-Advance	\$1,800.
English as a Second Language-Beg. Com.	\$2,400.
English as a Second Language-High Intermediate	\$1,800.
English as a Second Language-Intermediate	\$1,800.
English as a Second Language-Low Intermediate	\$1,800.
Fork Lift Operator	\$2,400.
Home Health Aide	\$1,525.
Massage Therapy	\$8,600.
Medical Assistant	\$8,600.
Medical Terminology	\$ 595.
Mobile Crane Operator	\$5,995.
Monitor Technician	\$ 675.
NCLEX Review	\$3,750.
Nurse Assistant	\$1,850.
Pharmacy Technician	\$8,600.
Phlebotomy Technician	\$1,850.
Restorative Nursing Assistant	\$ 250.
Security Guard	\$8,000.
Solar Photovoltaic Installation	\$5,495.
Tower Crane Operator	\$5,995.
Water Technology Management -Entry Level	\$4,600.
Water Technology Management-Advance Level	\$4,600.

Faculty – Current BPPE Approved Programs

Acute Care Nurse Assistant	Racquel White, BSN
Certified Medical Assistant	Yolanda Esparza, CMA
Chemical Dependency Counselor	TBA
Clinical Medical Assistant	Yolanda Esparza, CMA
Computer Office Specialist	TBA
CPR/First Aid	Angelina Abila
Dialysis Technician	TBA
ECG/EKG Technician	Ceaser Corpus, LVN Albertino Garcia, EMT
Electrician	Tom Greenwood,
English -ESL-Advance	Tino Abila, Ed. D
English -ESL-Beg. Communications	Tino Abila, Ed. D
English -ESL-High Intermediate	Tino Abila, Ed. D
English-ESL-Intermediate	Tino Abila, Ed. D
English-ESL-Low Intermediate	Tino Abila, Ed. D
Fork Lift Operator	Tino Abila, Ed. D
Home Health Aide	Leisha Miller, RN
Massage Therapy	TBA
Medical Assistant	Yolanda Esparza, CMA
Medical Terminology	Yolanda Esparza, CMA
Mobile Crane Operator	TBA
Monitor Technician	Albertino Garcia, EMT
NCLEX Review	Racquel White, BSN
Nurse Assistant	Leisha Miller, RN Isis De La Cruz, LVN Lawanda Monroe, LVN Ferman Horrington, LVN Herbert Harris, LVN Graciela Cota, LVN Elizabeth Santillan, LVN Minerva Cadena, LVN

Pharmacy Technician	TBA
Phlebotomy Technician	Ana Yahia, CPT1
Restorative Nursing Assistant	Racquel White, BSN
Solar Photovoltaic Installer	Tom Greenwood,
Tower Crane Operator	TBA
Water Technology Mgt -Entry	Marcus Stanley, WT2
Water Technology Mgt-Advance	Marcus Stanley, WT2

INTERNET WEB SITE:

School Catalog – www.missioncareercollege.com

School Performance Fact Sheet-www.missioncareercollege.com

Student Brochures- www.missioncareercollege.com

BPPE-www.bppe.ca.gov

ADDENDUM:

- MCC shall update its catalog when major changes occur or otherwise revision of change will be yearly.**
- MCC shall provide all prospective students, either in writing or electronically with a school catalog.**
- Final Examination are required of all program offered, and/or *State of California Examination for Licensure.**
- Mission Career College is a County of San Bernardino CalWORKs approved Vocational Education and Training Service Contractor.**

STATEMENT OF UNDERSTANDING

MISSION CAREER COLLEGE

CATALOG

After thoroughly reading and familiarizing yourself with the Catalog policies and procedures, read and **check the box** of each of the following statements.

- I have read the (Non-Academic Admission) requirements and understand that if I have difficulty in any of the course areas, I may not be successful in passing the course or State Exam.
- I have been given a copy of the School Performance Fact sheet that relates to completion rates, placement rates, license examination passage rates and salary or wage information.
- I have read and understand the policies and procedures stated within.
- I understand that if I cannot support and abide by these policies and procedures, it may be in the best interest to seek another program in which to develop my technical skills.
- I have been informed of the amount of clinical time required and different schedules required to successful completion a course.
- I understand the MCC does not provide healthcare insurance. I have been advised to carry professional and personal medical insurance and acknowledge that my health and accident insurance and/or expenses are my responsibility.
- I have been immunized to HBV and will submit documentation to be placed in my permanent file.
- I have not been immunized to HBE and understand the MCC will recommend where to go for vaccinations.
- I the student shall indemnify and hold harmless the Mission Career College Board, their respective directors, officers, employees, agents, clinical affiliates from any liability, claim, damage or damage incurred but not limited to property damage, bodily injury or death.
- I agree to defend, the sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlement or awards the Mission Career College Board, respective directors, and employees, clinical affiliates in any such action or claim.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me. If I am not a resident of California or the recipient of third-party payer tuition and course costs, such as workforce investment vouchers or rehabilitation funding, I am not eligible for protection under and recovery from the Student Tuition Recovery Fund.

I also understand that I am responsible for paying the state assessment amount for the Student Tuition Recovery Fund.

The agreement or contract is a legally binding instrument when signed by the student and accepted by the school.

I must repay the full amount of the loan.

I must pay interest on the loan.

Any refund will be deducted from the amount paid.

If I default on a government guaranteed loan, the government will take legal action against me.

This institution does not extend credit or loan money.

Registration Fees are non-refundable.

Print Name

Signature:

Please sign, tear page out and give it to the instructor