

# General Catalog



## Vasco Career College General Catalog

11155 San Pablo Ave Ste A

El Cerrito, CA 94530

Phone: 510-243-7400, Fax: 510-243-7411

[www.vascocc.com](http://www.vascocc.com)

# Vasco Career College

11155 San Pablo Ave Ste A  
El Cerrito, CA 94530  
Phone: 510-243-7400, Fax: 510-243-7411  
[www.vascocc.com](http://www.vascocc.com)

November 20, 2020 – November 20, 2021  
Publication Date: November 20, 2020  
Updated Annually

## General Catalog

This catalog is the official publication of Vasco Career College's program, policies, procedures, and requirements. Vasco Career College is a private institution approved to operate by the California Bureau for Private Postsecondary Education on October 12th, 2015. "The approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations." "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." They can either be in writing or electronically. **Students who enroll at Vasco Career College agree to abide** by the institution's rules and regulations. Failure to read this catalog does not excuse a student from the school's rules and regulations. Students are responsible for reading this catalog carefully to understand the rules, regulations, and policies of Vasco Career College.

## Programs Offered

Pharmacy Technician  
Clinical Medical Assistant  
Medical Assisting  
Medical Administrative/Billing & Coding  
Billing and Coding  
EKG/ECG Technician  
Nursing Assistant  
Continuing Education Units  
Medical Terminology

Class sessions will be held at the institution's physical location  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530



## Table of Contents

Welcome Letter.....	4
Business office and Admissions Hours of Operations.....	5
About Vasco Career College and Contact Information.....	6
Administrative Personnel and General Admission Requirements.....	7
Programs Detail, Tuition, Payments, Insurance Information.....	8-40
Student Right to Cancel, Cancellation Refund Policy, Withdrawal, and Notice to Prospective students.....	40-42
Student Tuition Recovery (STRF).....	42-43
Campus Security, Grading, Attendance, Absence. Pets, Visitors, and Cell Phone Polices.....	43-45
Family Educational Rights and Privacy Act of 1974 (FERPA).....	45
Student Records, Resources, Guidelines, and Code of Conducts.....	45-47
Student Success Tips.....	48
Physical Examination Form.....	49-51
CPR Information.....	52
Assumption of Risk Form.....	53-55
<b>*Externship placement, Dress Code, Accident/Injury.....</b>	<b>56-57</b>
HIPAA Statement.....	58
Student Evaluation of Clinical Setting.....	59-60
Competency Evaluation Testing.....	60-68

**Welcome Letter**

Dear Student:

Welcome to the program! Included in this handbook is everything you need to know to make this a successful training program. Please take time to read through all materials.

Expected Outcomes: We are dedicated to training healthcare professionals who will provide safe and dedicated services in the healthcare industry.

We expect all program participants to:

- **Apply** learned techniques, workplace, and life skills to the chosen profession.
- **Communicate** effectively and professionally with clients, employers, and members of the healthcare team.
- **Recognize** lifelong learning opportunities to allow the maintenance and growth of knowledge in the chosen profession.
- **Apply** critical thinking to receive, process, and act on information that will lead to safe and effective care for clients served.
- **Work** collaboratively and independently in diverse environments, recognizing individual cultural, and religious differences and treating others with respect and dignity.

**Vasco Career College (VCC)**

11155 San Pablo Ave Ste A

El Cerrito, CA 94530

**OFFICE PHONE#: 510-243-7400, FAX#: 510-243-7411**

[www.vascocc.com](http://www.vascocc.com)

**Business office and Admissions Hours of Operations:**

Monday-Friday 10:00am-4:00pm

Saturday: 10:00am-2:00pm

Sunday: Closed

**Holidays:**

Vasco Career College is closed on the following holidays:

New Year's Eve, New Year's Day

Memorial Day

Independence Day

Labor Day

Presidents' Day

Thanksgiving Day and Day after Thanksgiving

Christmas Eve, Christmas Day, and others TBD

**The institution's maintains an Internet Website that provides the following:**

School catalog

School Performance Fact Sheet

Student brochures

Link to the Bureau for Private Postsecondary Education

The **institution's** most recent Annual Report

**About Vasco Career College**

**Vasco Career College** is a Private Healthcare Vocational Training School, committed to produce quality healthcare professionals to meet the increasing demand in the healthcare industry. The U.S. Department of Labor and the Bureau of Labor Statistics, project that employment of healthcare occupations is projected to grow 18 percent from 2016-2026. Our commitment to quality didactic and low competitive tuition is to help individuals in the community obtain a career in the healthcare field.

**VCC Mission, Vision, Objectives, and Values****Mission Statement:**

To serve our diverse communities by providing quality educational and clinical training for all adults seeking lifelong learning skills to pursue career opportunities in the healthcare industry.

**Vision:**

Vasco Career College is committed to affordable high quality vocational education that meets the enrichment of an individual's quality of life. The organization strives to meet or exceed the quality standards that it has established for itself. Ensuring the principles of keeping the highest ethical standard, the institution's practices are in alignment with the organization's mission to promote the College's intentions of serving the community.

**Objective:**

Students are trained to develop skills in effective team collaboration and professionalism in providing quality care that meet or exceed expectations.

**Values:**

**Accountability:** the fact or condition of being responsible

**Quality:** general excellence of standard or level

**Integrity:** quality of being honest and having strong moral principles

**Dignity:** quality of being worthy of honor or respect; sense of pride in oneself; self-respect

**Contact Information**

**Drusilla Lamptey-Mercer**

Campus Director

(510) 243-7400

**Administrative Personnel:****Drusilla Lamptey-Mercer** -MBA-CEO/COO**Manuel Deir**-Technology Office**Drusilla Lamptey-Mercer** -Administrative Director**Bernice Dodo**- MBA- Administrative Assistant/Student Services**Maria J. Basa**- Administrative Assistant**Anna Baffo-Gyan** - MBA, BS/AC - Account/HR**Faculty:**

A team of highly qualified and experienced faculty teaches the instruction and clinical education. The faculty is made up of certified, and dedicated professionals from various specialty areas in the healthcare industry.

**Drusilla Lamptey-Mercer MBA, BSHA/HM**- Registered Paratech - Instructor 17+years' experience in Healthcare**Drusilla Lamptey-Mercer MBA, BSHA/HM**- Medical Terminology Instructor**Barbara Quick-RN**: NATPD, NA, HHA, CEUs, HCA, EKG- Instructor 20+ years' experience in healthcare**Dr. Asmatullah Jalil**: Billing and Coding Instructor -17+ years' experience in healthcare**Um UI Nysa Anita**: MA, CMA, EKG Instructor - years' experience in healthcare**Dr. Abdul Waheeda**: Pharmacist – Pharmacy Tech. Instructor**General Admission Requirements:**

- Obtain and read the Vasco Career College catalog, Performance Fact Sheet, and select the program of interest
- Copy of High School Diploma/ Equivalent
- Applicant must be 18 years or older
- Valid Identification Card, Driver's License/ State I. D, Social Security Number
- Live Scan
- Health Assessment, Immunization requirements *and Drug Screen*
- Current CPR/BLS Certificate (American Heart Association)
- Complete an enrollment agreement and registration
- Pass English and Math Assessment Test
- Payment of tuition
- Purchase textbooks, supplies
- Orientation

The School Catalog is provided to Prospective Student and any interested Individual on campus. They are also inform that the catalog can be obtain from the school's website and are encouraged to read prior to signing an enrollment agreement.

**\*\*\*Students are require to purchase Mal Practice Insurance through HPSO.com\*\*\***

**Student Features and Benefits:**

- **Professional Liability Coverage- up to \$ 1,000,000 each claim/up to \$3,000,000 aggregate**
- **New Higher Limits – Defendant Expense Benefit – up to \$25, 000 aggregate**
- **New Higher Limits – Deposition reposition Representation - \$10,000**
- **Defense attorney Provided**
- **New Expanded Coverage – assault Coverage – up to \$25,000**
- **Personal Injury Coverage**
- **New expanded Coverage - Damage to Property of others**
- **New Higher Limits – First Aid Expenses**
- **Affordable Group Rate**

## **\*\*VASCO CAREER COLLEGE DOES NOT ADMIT STUDENTS FROM OTHER COUNTRIES**

### **Ability to Benefit:**

VCC does not offer Ability to Benefit. VCC has not entered into a transfer agreement with any other college or university. The institution does not accept credits earned at other institutions or through challenge examinations and achievement tests. However, prospective students are required to pass an entrance English assessment test provided by the school to ensure that the applicant benefit for the curriculum in the training programs.

### **Registration:**

Prospective student may register online, call (510) 243-7400, or walk-in.

Office Hours: Monday – Friday 10:00am-4:00pm

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **Rejected Enrollment or Attendance:**

Student may be rejected from enrolling or attending classes for failure to:

Fulfill the admission requirements

Respond to official notices from Vasco Career College

Resolve financial obligations

### **Method of Payment:**

Students may pay with credit card, money order, personal check, ATM/Debit card, and cash.

Late payment Fee \$25.00

Returned Check Charges \$35.00

***Student will not receive certificate of completion until financial obligations are met.***

### **Please Note!!**

**THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND OF THE MONEYS NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.**

### **Payment Plan:**

\$175.00 registration no refund. The length of the program is divided into four-payment plan. Students on tuition payment plan will be billed each month or as scheduled. Students on tuition payment plan will receive a warning from the school representative for the first missed payment. Two missed payments are grounds for dismissal from the program. If a student is dismissed from a program for non-payment, the student will not receive a certificate of completion and may not be admitted to any bathing and dressing, serving meals, answering calls for assistance, observing, reporting and recording changes in resident’s condition or behavior and many others.



## Pharmacy Technician Program

**Course Description:** The Pharmacy Technician Training program prepares students to work under the supervision of licensed pharmacists and other healthcare providers. Pharmacy Technicians' responsibilities include collecting, organizing and evaluating patient information. They also perform administrative duties in addition to preparing and dispensing pharmaceutical drugs as well as maintaining inventory. Pharmacy Technicians work in hospitals, pharmacies, insurance companies, nursing homes, and pharmaceutical companies. According to the Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2052). This is 147 hours of didactic, 72 hours of laboratory, and 120 externship hours, total clock hours of 339. Upon completion of the program, applicants are qualified to apply for registration through the California Board of Pharmacy. The National Health career Association (NHA) and the Pharmacy Technician Certification Board (PTCB) exams are optional. There are no prerequisites for this program.

**State registration is a requirement for completion of this program and for employment in the State of California.**

**NOTE: California Board Pharmacy shall deny any applicant with felony convictions on record.**

**WAITING PERIOD FOR CALIFORNIA STATE LICENSURE 90 days.**

**Program is designed to lead to the positions in a profession as a:**

Certified Pharmacy Technician (CPhT), Pharmacy Technician, Pharmacist Technician (SOC 29-2052). Insurance billing Technician, Retail Pharmacy Technician, Stock Inventory Technician, Technician recruiter, Technician Trainer.

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following:

- Pharmacy profession, law, regulations, and standards.
- Basic concepts of pharmacology.
- Pharmaceutical measurement and calculations such as dosage calculations and IV Flow Rates.
  - Diluting stock medications using strengths in percentage, fractions, and ratios.
  - Reducing and enlarging ordered. Preparations.
  - Calculating weight-in-weight solutions.
  - Calculating Intravenous flow rates in drops/minutes.
  - Flow rate =  $\frac{\text{ml} \times \text{gtts/ml}}{\text{minutes for infusion}}$
  - Calculating intravenous infusion times: ml/hr
  - Calculation of medication doses based on age or weight using Clark's, Fried's, or Young's Rule.
  - Child dose =  $\frac{\text{age in years} \times \text{adult dose}}{\text{age in years} + 12}$
  - Calculations of medications measured in units and milliequivalents.
  - Interpreting medications in percentage and ratio concentrations.
  - Calculating parenteral medication- DA: DF:: DO : DG.
  - Rules of conversion among measurement systems using ratio and proportion.
  - Solving unknown using proportion.
  - Solving the unknown using fractions and cross-multiplication
  - Rules for calculating equivalents within the metric system
  - Rules for using the metric mnemonic for conversions
  - Rules for using the apothecary system.
  - Rules for using dimensional analysis to solve conversions

- Dosage forms, routes of administration, and dispensing medications.
- Interpreting the abbreviations used in medical language
  - Routes of administration
  - Frequency of administration
  - Forms of administration
  - Measurements of medication
  - Central abbreviations
- Medication safety and usage of drug references.
- Communication strategies associated with quality customer service.
- Maintenance of pharmacy equipment and facilities.
- Assist pharmacists in collecting, organizing, and evaluating information for direct client care.
- Demonstrate proper hand washing and sterile gloving techniques.
- Verify prescription for accuracy, entering patient data, and processing prescriptions.
- Processing refill prescriptions and obtaining refill authorizations.
- Basic anatomy and physiology, medical terminology, and abbreviations.
- Knowledge of most common drugs, cash register, and inventory management.
- Third-party claims and claims rejection audit log.
- Compound non-sterile drugs such as capsules, ointments, suppositories, solutions, and suspensions.
- Knowledge of laws, regulations, and standards for compounding USP Chapter 795.
- Garbing according to USP 797 requirement.
- Pharmacy conversions and calculations in IV preparation and administration.
- Filling and refilling an automated drug storage and dispensing system.
- Changing and refilling a crash cart.
- Filling and recording Narcotic floor stock medications.
- Infection control, compound sterile products such as parenteral products, Otic, and Ophthalmic medications.
- Quality assurance for the preparation of sterile products.
- Cleaning and the use of Horizontal Laminar Airflow Hood (LAH) and (HEPA).
- Reconstituting sterile drugs contained in a vial.
- Describe and utilize Standard Precautions established by the Centers for Disease Control.
- Workplace safety “OSHA”.
- Draft resume that clearly conveys an individual value to an employer.
- Well-developed interview skills.

**Instructional Methods:**

- Lectures
- Laboratory exercise
- Individual skills demonstration
- Research assignments
- Team assignments
- Presentation
- Individual assignments
- Tutoring

**Instructional Module/Hours**

Course/Module	Course/ Module Topic	Total Hours	Instructors Name
PHM101	History of Medicine and Pharmacy	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 102	Pharmacy Federal Laws, and Regulations Agencies	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 103	Pharmacy Ethics, Competencies, Associations, and Settings for Technicians Dosage Form, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 104	Drug Information Reference, Prescription Processing	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 105	Over-the-Counter Medications Complementary and Alternative	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 106	Hospital Pharmacy	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 107	Repackaging and Compounding Aseptic Technique	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 108	Pharmacy Stock and Billing	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 109	Medication Safety and Error Prevention Endocrine System	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 110	Nervous system	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 111	Psychopharmacology Respiratory System	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 112	Visual and Auditory	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 113	Integumentary System Gastrointestinal System	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 114	Urinary System	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 115	Cardiovascular System Reproductive System	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 116	Ant infectives	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 117	Anti-inflammatories and antihistamines Vitamins and Minerals	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 118	Vaccines	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 119	Oncology Agents Microbiology	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 120	Chemistry Your Future as a Pharmacy Technician	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 121	Resume & Interview Workshop	10.43	D. Lamptey-Mercer/Dr. A Waheeda
PHM 122	PT supervised externship experience	120	Externship Site
	147 didactic, 72 laboratory hours, 120 externship hours	Total clock hours 339	Total clock hours 339
	<b>WAITING PERIOD FOR CALIFORNIA STATE LICENSURE</b>	<b>UP TO 90 DAYS</b>	

**TUITION**

<b>Tuition</b>	\$3500.00
STRF (Students are Obligated, Non-Refundable)	\$ 0.00
REGISTRATION FEE: (Non-Refundable)	<u>\$ 175.00</u>
<b>TOTAL PAID TO SCHOOL:</b>	<b><u>\$3675.00</u></b>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE):**

CPR/BLS:	\$ 65.00
TEXTBOOK/WORKBOOK (REQUIRED)	\$200.00
CALIFORNIA STATE LICENSING	\$140.00

PTCB CERTIFICATION OPTIONAL	\$129.00
LIVESCAN	\$ 74. 00
UNIFORM (REQUIRED)	\$ 45.00
Background check, drug screen, equipment & lab supplies	<u>\$ 80.00</u>
<b>TOTAL OUT OF POCKET</b>	<b><u>\$733.00</u></b>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3500.00**  
**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATIONAL PROGRAM: \$4408.00**  
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1102.00**

**VASCO CAREER COLLEGE DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL PROGRAMS**

If you obtain a student loan, you are responsible for repaying the loan amount plus any 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 the money's not paid from the federal aid funds.

THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

**Class Schedule for 2020 Room 1**

Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530

**PHARMACY TECHNICIAN**  
**MTWTH - 9:00AM-1:00PM \*\*13 weeks\*\***

01/11/2020-04/09/2020 + 3 weeks internship  
 05/26/2020-07/23/2020 + 3 weeks internship  
 08/09/2020-11/80/2020 + 3 weeks internship

**PHARMACY TECHNICIAN**  
**MTW - 5:00PM-9:00PM \*\*19 weeks\*\***

01/11/2020-05/21/2020 + 3 weeks internship  
 07/072020-10/15/2020 + 3 weeks internship

The program requires 219 hours of classroom instructions and a 120-hour externship (3 weeks). Total clock hours 339. **These are not transferable credits.**

**SCHEDULE OF TUITION PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard PAYMENT**  
**IN FULL: \$4408.00**  
**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ <u>1102.00</u>	Due Date: <u>Before 1st day of class</u>
2nd Installment:	\$ <u>1102.00</u>	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ <u>1102.00</u>	Due Date: <u>TBD</u>
Last Installment:	\$ <u>1102.00</u>	Due Date: <u>TBD</u>

**Requirement of Completion:**

Students are required to successfully complete the didactic and laboratory of 219 hours and an externship of 120 hours. Total clock hours of 339. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in midterm and final exam. Student will be awarded the certificate of completion. All fees must be paid in full.

**Grading scale:**

- a. Homework
- b. Quizzes
- c. Mid-term exams
- d. Final exams

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

20 lecture quizzes	50%
20 Homework/Attendance	10%
Lab/Skills	Pass/Fail
Mid-term Exams/Skills	20%
Final Exams/Skills	20%
<u>Total</u>	<u>100%</u>

**Evaluation Methods:**

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

**Externship Requirements:**

Upon completion of classroom instructions, 120 hours of externship training is required for the California State License. Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all required and requested documents have been received, and met externship site requirements. Externship hours are during the day.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse

6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

## **Clinical Medical Assistant**

**Course Description:** Clinical Medical Assistant prepares you to manage the back office procedures in a physician's office. Perform duties such as taking and recording vital signs, medical histories, prepare patients for examination, draw blood, and administering medications as directed by physician. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-9092). The program consists of 160 hours of classroom instruction and didactics in addition to 160-hours externship with a total 320 clock hours. This program will prepare you to take the Certified Clinical Medical Assistant examination (CCMA) through the National Healthcare Association (NHA). There are no prerequisites for this program.

**Program is designed to lead to the positions in a profession as a:**

Certified Clinical Medical Assistant (CCMA), Urgent Care Centers Clinical Medical Assistant, Back Office Medical Assistant, General Medicine Medical Assistant, Specialty Practices Medical Assistant (SOC 31-9092).

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- Identify parts of the human body
- Record patient's medical history
- Assist physician with examinations
- Perform basic wound care
- Document patient's current symptoms, risk factors, and other concerns that will help the primary physician deliver an accurate diagnosis
- Administer medications
- Coordinate prescription refills as needed
- Demonstrate the administration of oral and injectable medications
- Draw blood and other bodily specimens
- Verifies patient information by interviewing patient
- Educates patients by providing medication
- Answering questions
- Completes records by recording patient examination, treatment, and test results
- Maintain patient care information confidential
- Adhering to professional standards, policies and procedures, state, and local requirements, and JCAHO
- Updates job knowledge by participating in educational opportunities
- Keep supplies ready by inventory stock, placing orders, verifying receipt
- Supports patient care delivery by helping healthcare providers during examinations
- Prepare laboratory specimens, perform laboratory tests on the premises
- Sterilize medical instruments, administer medications on the premises
- Prepare patients for x-rays, take electrocardiograms, change dressing

**Instructional Methods:**

- Lectures
- PowerPoint
- Electronic health records software
- Computers
- Individual demonstration
- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

**Instructional Hours**

<u>Course/Module</u>	<u>Course/ Module Topic</u>	<u>Clinical Hours</u>	<u>Total Hours</u>	<u>Instructors Name</u>
CCMA M1	Medical Assisting as a Profession		2.00	
CCMA M2	Healthcare Settings and the Healthcare Team		2.00	
CCMA M3	History of Medicine		4.00	
CCMA M4	Therapeutic Communication Skills		4.00	
CCMA M5	Coping skills for the Medical Assistant		2.00	
CCMA M6	The Therapeutic Approach to the patient with Life-Threatening		2.00	
CCMA M7	Legal Considerations		4.00	
CCMA M8	Ethical Considerations		4.00	
CCMA M9	Emergency Procedures and First Aid		4.00	
CCMA M10	Infection Control and Medical Asepsis		4.00	
CCMA M11	The Patient History and Documentation		4.00	
CCMA M12	Vital Signs and Measurements		4.00	
CCMA M13	The Physical Examination		4.00	
CCMA M14	Obstetrics and Gynecology		4.00	
CCMA M15	Pediatrics		4.00	
CCMA M16	Male Reproductive System		4.00	
CCMA M17	Gerontology		4.00	
CCMA M18	Examinations and Procedures of Body System		4.00	
CCMA M19	Assisting with Office/Ambulatory Surgery		4.00	
CCMA M20	Diagnostic Imaging		4.00	
CCMA M21	Rehabilitation and Therapeutic Modalities		4.00	
CCMA M22	Nutrition in Health and Disease		2.00	
CCMA M23	Basic Pharmacology		4.00	
CCMA M24	Calculation of Medication Dosage and Medication Administration		2.00	
CCMA M25	Electrocardiography		4.00	

CCMA M26	Safety and Regulatory Guidelines in the Medical Laboratory		4.00	
CCMA M27	Introduction to the Medical Laboratory		4.00	
CCMA M28	Phlebotomy Venipuncture and Capillary Puncture		4.00	
CCMA M29	Hematology		4.00	
CCMA M30	Urinalysis		4.00	
CCMA M31	Basic Microbiology		4.00	
CCMA M32	Specialty Laboratory Tests		4.00	
CCMA M33	The Medical Assistant as Office Manager		1.00	
CCMA M34	The Medical Assistant as Human Resources Manager		1.00	
CCMA M35	Preparing for Clinical Medical Assisting Credentials		1.00	
CCMA M36	Employment strategies		1.00	
	Didactics and Laboratory	44	116	
	Clinical	160		Total clock hours 320

<b>Tuition</b>	\$3500.00
Registration Fee: (Non-Refundable)	\$ 175.00
STRF Fee (Students are Obligated, Non-Refundable)	\$ 0.00
Total Paid to School	<u>\$ 3675.00</u>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE)**

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
NHA Certification	\$ 155.00
Uniform (Required)	\$ 45.00
Background check and drug screen	\$ 80.00
Equipment & lab supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 585.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3500.00**

**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATIONAL PROGRAM: \$4260.00**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1065.00**

THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard**

**PAYMENT IN FULL: \$4260.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ 1065.00	Due Date: Before 1 <sup>st</sup> day of class
2 <sup>nd</sup> Installment:	\$ 1065.00	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ 1065.00	Due Date: <u>TBD</u>
Last Installment:	\$ 1065.00	Due Date: <u>TBD</u>



**Class Schedule – 2020      Room 1**  
**Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530**

**CLINICAL MEDICAL ASSISTANT**  
**Mon - Thurs- 5:00PM - 9:00PM \*\*10 weeks\*\***

01/11/2020-03/19/2020 +4 weeks internship  
 06/21/2020-08/27/2020 + 4 weeks internship

09/11/2020-11/16/2020 + 4 weeks internship

**Requirement of Completion: Clinical Medical Assistant**

Students are required to successfully complete the didactic/laboratory of 160 hours and externship of 160 hours. Total clock hours of 320. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for the Certified Clinical Assistant examination (CCMA) through the National Healthcare Association (NHA) or exam (CMAA) through the California Certifying Board for Medical Assistants. All fees must be paid in full.

**Grading scale:**

- a. Homework
- b. Quizzes
- c. Mid-term exams
- d. Final exams

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

20 lecture quizzes	40%
20 Homework/Attendance 10pts/HA (200pts)	5%
10 Medical terminology quizzes	5%
Skills lab	10%
Mid-term Exams/Skills	20%
<u>Final Exams/Skills</u>	<u>20%</u>
<u>Total</u>	<u>100%</u>

**Evaluation Methods:**

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

**Externship Requirements:**

Upon completion of classroom instructions, 160 hours of externship training is required to successfully complete the program. Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all required and requested documents have been received and met externship site requirements. Externship hours are during the day.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

## Medical Assisting

**Course Description:** Medical Assistant program prepares you to manage the administrative and clinical aspects of a medical settings. Perform routine administrative tasks to keep the offices of physicians and other health practitioners. Duties include answering telephones, 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. Assists physicians to carry out procedures, care for patients, administer medications and perform basic lab tests. The Medical Assistant works in a physician's office, or hospital setting. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-9092). The program consists 320 hours of classroom instruction and 160-hour Clinical externship. Total clock hours of 480. This program will prepare you to take the **Clinical Medical Assistant (CCMA) and Medical Administrative Assistant (CMAA)** examination through the **National Healthcare Association (NHA)**, **Medical Assistant Certification exam by the California Certifying Board for Medical Assistant (CCBMA)**. There are no prerequisites for this program.

**Program is designed to lead to the positions in a profession as a:**

Certified Clinical Medical Assistant (CCMA), Certified Medical Administrative Assistant (CMAA), Urgent Care Centers Clinical Medical Assistant, Back Office Medical Assistant, General Medicine Medical Assistant, Specialty Practices Medical Assistant, Front and Back Office Medical Assistant, Billing and Coding Specialist (SOC 31-9092).

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- The qualities of a successful Medical Assistant
- Patient confidentiality
- The role of the Medical Administrative Assistant in maintaining patient rights as stated in federal and state regulation
- Apply the steps involved in communication process and methods used in communication
- Update and file patient's medical records
- Schedule appointments, reminder for upcoming visits,

- Manage incoming and outgoing financial transactions for the medical practice
- Accurately code inpatient and outpatient procedures using HCPCS level 1 and 11 codes
- Explain the basic format of the CPT-4 system
- Apply the basic steps in coding diagnoses using the new ICD-10 coding system
- Maintaining and updating patient profile
- Organize facility files to maintain efficient system
- Prepare and maintain medical record
- Assist patient in completing insurance form, insurance billing, insurance related questions on Medicare, Medicaid, Worker’s Compensation, Disability Compensation, CHAMPUS/CHAMPVA/TRICARE
- Assist physician with examinations, Perform basic wound care
- Document patient’s current symptoms, risk factors, and other concerns that will help the primary physician deliver an accurate diagnosis
- Administer medications, Coordinate prescription refills as needed
- Demonstrate the administration of oral and injectable medications
- Draw blood and other bodily specimens
- Adhering to professional standards, policies and procedures, state, and local requirements, and JCAHO
- Keep supplies ready by inventory stock, placing orders, verifying receipt
- Prepare laboratory specimens, perform laboratory tests on the premises
- Sterilize medical instruments, administer medications on the premises
- Prepare patients for x-rays, take electrocardiograms, change dressing

**Instructional Methods:**

- Lectures
- PowerPoint
- Electronic health records software
- Billing software
- Computers
- Individual demonstration
- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

**Instructional Hours**

<u>Course/Module</u>	<u>Course/ Module Topic</u>	<u>Clinical Hours</u>	<u>Total Hours</u>	<u>Instructors Name</u>
CMA M1	Medical Assisting as a Profession		5.00	
CMA M2	Healthcare Settings and the Healthcare Team		5.00	
CMA M3	History of Medicine		5.00	
CMA M4	Therapeutic Communication Skills		5.00	
CMA M5	Coping skills for the Medical Assistant		5.00	
CMA M6	The Therapeutic Approach to the patient with Life-Threatening		5.00	

CMA M7	Legal Considerations		5.00	
CMA M8	Ethical Considerations		5.00	
CMA M9	Emergency Procedures and First Aid		5.00	
CMA M10	Creating the Facility Environment		5.00	
CMA M11	Computers in the Ambulatory Care Setting		5.00	
CMA M12	Telephone Techniques		5.00	
CMA M13	Patient Scheduling		5.00	
CMA M14	Medical Records Management		5.00	
CMA M15	Written Communications		5.00	
CMA M16	Transcription		5.00	
CMA M17	Daily Financial Practices		5.00	
CMA M18	Medical Insurance		5.00	
CMA M19	Medical Insurance Coding		5.00	
CMA M20	Billing and Collections		5.00	
CMA M21	Accounting Practices		5.00	
CMA M22	Infection Control and Medical Asepsis		5.00	
CMA M23	The Patient History and Documentation		5.00	
CMA M24	Vital Signs and Measurements		5.00	
CMA M25	The Physical Examination		5.00	
CMA M26	Obstetrics and Gynecology		5.00	
CMA M27	Pediatrics		5.00	
CMA M28	Male Reproductive System		5.00	
CMA M29	Gerontology		5.00	
CMA M30	Examinations and Procedures of Body System		5.00	
CMA M31	Assisting with Office/Ambulatory Surgery		5.00	
CMA M32	Diagnostic Imaging		5.00	
CMA M33	Rehabilitation and Therapeutic Modalities		5.00	
CMA M34	Nutrition in Health and Disease		5.00	
CMA M35	Basic Pharmacology		5.00	
CMA M36	Calculation of Medication Dosage and Medication Administration		5.00	
CMA M37	Electrocardiography		5.00	
CMA M38	Safety and Regulatory Guidelines in the Medical Laboratory		5.00	
CMA M39	Introduction to the Medical Laboratory		5.00	
CMA M40	Phlebotomy Venipuncture and Capillary Puncture		5.00	
CMA M41	Hematology		5.00	
CMA M42	Urinalysis		5.00	
CMA M43	Basic Microbiology		5.00	
CMA M44	Specialty Laboratory Tests		5.00	
CMA M45	The Medical Assistant as Office Manager		5.00	
CMA M46	The Medical Assistant as Human Resources Manager		5.00	
CMA M47	Preparing for Medical Assisting Credentials		5.00	
CMA M48	Employment strategies		5.00	
	<b>Didactics and Laboratory</b>	<b>80</b>	<b>240</b>	

	<b>Clinical</b>	<b>160</b>		<b>Total clock hours</b> <b>480</b>
--	-----------------	------------	--	--

<b>Tuition</b>	\$6000.00
Registration Fee: (Non-Refundable)	\$ 175.00
STRF Fee (Students are Obligated, Non-Refundable)	\$ 0.00
Total Paid to School	<u>\$6175.00</u>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE)**

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
NHA/CCBMA Certification	\$ 270.00
Uniform (Required)	\$ 45.00
Background check and drug screen	\$ 80.00
Equipment & lab supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 700.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$6000**

**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATIONAL PROGRAM: \$ 6870**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1717.50**

THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard**

**PAYMENT IN FULL: \$6875.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ 1718.75	Due Date: <u>Before 1st day of class</u>
2nd Installment:	\$ 1718.75	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ 1718.75	Due Date: <u>TBD</u>
Last Installment:	\$ 1718.75	Due Date: <u>TBD</u>

Class Schedule – 2020      Room 1  
Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530

**MEDICAL ASSISTING**  
**Mon - Thu 5:00PM - 9:00PM \*\*20 weeks\*\***

**01/11/2020-05/27/2020 + 4 weeks internship**  
**06/28/2020-11/11/2020 + 4 weeks internship**

**Requirement of Completion: Medical Assistant**

Students are required to successfully complete the didactic/laboratory of 320 hours and clinical of 160 hours. Total clock hours of 480. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for the Clinical Medical Assistant (CCMA) and Medical Administrative Assistant (CMAA)

examination through the **National Healthcare Association (NHA)** or exam (CMAA) through the **California Certifying Board for Medical Assistants**. All fees must be paid in full.

**Grading scale:**

- a. Homework
  - b. Quizzes
  - c. Mid-term exams
  - d. Final exams
- A=90%-100%  
 B=80%-89%  
 C=70%-79% (Average)  
 D=50%-69% (Below Average)  
 F=less than 50% (Failure)  
 Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

20 Clinical lecture quizzes	20%
20 Administrative lecture Quizzes	20%
20 Homework/Attendance	5%
10 Medical terminology quizzes	5%
Skills lab	10%
Mid-term Exams/Skills	20%
Final Exams/Skills	20%
Total	100%

**Evaluation Methods:**

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

**Externship Requirements:**

Upon completion of classroom instructions, 160 hours of externship training is required to successfully complete the program. Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all required and requested documents have been received and met externship site requirements. Externship hours are during the day.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

## Medical Administrative Assistant/Billing and Coding

**Course Description:** Medical Administrative Assistant/Billing and Coding program prepares you to manage the front desk of a dental or medical offices, hospitals, and nursing homes. Perform routine administrative tasks to keep the offices of physicians and other health practitioners. Duties include answering telephones, 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. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 43-6013). The program consists of 160 hours of classroom instruction and didactics in addition to 160-hours externship with a total 320 clock hours. This program will prepare you to take the Certified Medical Administrative Assistant exam (CMAA) through the National Healthcare Association (NHA). There are no prerequisites for this program.

**Program is designed to lead to the positions in a profession as a:**

Medical Administrative Assistant (CMAA), Billing and Coding Specialist, Front Offices of Physicians, Podiatrists, Chiropractors, Optometrists (SOC 43-6013)

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- The qualities of a successful Medical Assistant
- The role and responsibility of the Medical Administrative Assistant
- Patient confidentiality
- The role of the Medical Administrative Assistant in maintaining patient rights as stated in federal and state regulation
- Apply the steps involved in communication process and methods used in communication
- Update and file patient's medical records
- Answer any questions the patient might have
- Schedule appointments, reminder for upcoming visits,
- Manage incoming and outgoing financial transactions for the medical practice
- Accurately code inpatient and outpatient procedures using HCPCS level 1 and 11 codes
- The basic format of the CPT-4 system
- Apply the basic steps in coding diagnoses using the new ICD-10 coding system
- Maintaining and updating patient profile
- Organize facility files to maintain efficient system
- Prepare and maintain medical record
- Prepare medial correspondence
- Assist patient in completing insurance form, insurance billing, insurance related questions on Medicare, Medicaid, Worker's Compensation, Disability Compensation, CHAMPUS/CHAMPVA/TRICARE

**Instructional Methods:**

- Lectures
- PowerPoint
- Electronic health records software
- Billing software
- Computers
- Individual demonstration

- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

**Instructional Hours**

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CMABC M1	Medical Assisting as a Profession		5.22	
CMABC M2	Healthcare Settings and the Healthcare Team		5.22	
CMABC M3	History of Medicine		5.22	
CMABC M4	Therapeutic Communication Skills		5.22	
CMABC M5	Coping skills for the Medical Assistant		5.22	
CMABC M6	The Therapeutic Approach to the patient with Life-Threatening		5.22	
CMABC M7	Legal Considerations		5.22	
CMABC M8	Ethical Considerations		5.22	
CMABC M9	Emergency Procedures and First Aid		5.22	
CMABC M10	Creating the Facility Environment		5.22	
CMABC M11	Computers in the Ambulatory Care Setting		5.22	
CMABC M12	Telephone Techniques		5.22	
CMABC M13	Patient Scheduling		5.22	
CMABC M14	Medical Records Management		5.22	
CMABC M15	Written Communications		5.22	
CMABC M16	Transcription		5.22	
CMABC M17	Daily Financial Practices		5.22	
CMABC M18	Medical Insurance		5.22	
CMABC M19	Medical Insurance Coding		5.22	
CMABC M20	Billing and Collections		5.22	
CMABC M21	Accounting Practices		5.22	
	Review		5.22	
	Exams		5.22	
	<b>Didactics and Laboratory</b>	<b>40</b>	<b>120</b>	
	<b>Clinical</b>	<b>160</b>		<b>Total clock hours 320</b>

<b>Tuition</b>	\$3500.00
Registration Fee: (Non-Refundable)	\$ 175.00
STRF Fee (Students are Obligated, Non-Refundable)	\$ 0.00
Total Paid to School	<b>\$3675.00</b>
<b>OTHER EXPENSES OUT OF POCKET (APPROXIMATE)</b>	
CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
NHA Certification	\$ 115.00
Uniform (Required)	\$ 40.00



Background check and drug screen	\$ 80.00
Equipment & lab supplies	\$ 40.00
	<u>\$ 540.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ 3500.00**  
**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATION PROGRAM: \$4215.00**  
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1053.75**

**YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.**

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard    PAYMENT IN FULL: \$4215.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ 1053.75	Due Date: <u>Before 1st day of class</u>
2nd Installment:	\$ 1053.75	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ 1053.75	Due Date: <u>TBD</u>
Last Installment:	\$ 1053.75	Due Date: <u>TBD</u>

**Class Schedule – 2020                      Room 4**  
**Classes will be held at 11155 San Pablo Ave Ste. A, El Cerrito, CA 94530**

**MEDICAL ADIM ASSISTANT/BILLING & CODING**  
**Mon - Thurs- 5:00PM - 9:00PM \*\*10 weeks\*\***

**01/11/2020-03/19/2020 + 4 weeks internship**

**06/21/2020-08/27/2020 + 4 weeks internship**

**09/11/2020-11/16/2020 + 4 weeks internship**

**Requirement of Completion: Medical Administrative Assistant/Billing and Coding**

Students are required to successfully complete the didactic/laboratory of 160 hours and externship of 160 hours. Total clock hours of 320. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply the Certified Medical Administrative Assistant exam (CMAA) through the National Healthcare Association (NHA) or exam (CMAA) through the California Certifying Board for Medical Assistants.. All fees must be paid in full.

**Grading scale:**

- a. Homework
- b. Quizzes
- c. Mid-term exams
- d. Final exams

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)  
 F=less than 50% (Failure)  
 Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

20 Administrative lecture quizzes	20%
30 Computer skills assignment	30%
20 Homework/Attendance	5%
10 Medical terminology quizzes	5%
Mid-term Exams/Skills	20%
Final Exams/Skills	20%
<hr/> Total	<hr/> 100%

### **Evaluation Methods:**

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

### **Externship Requirements:**

Upon completion of classroom instructions, 160 hours of externship training is required to successfully complete the program. Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all required and requested documents have been received and met externship site requirements. Externship hours are during the day.

### **Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

## **Billing and Coding Specialist**

**Course Description: Billing and Coding** training prepares you for an expansive range of opportunities for employment in hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities, insurance companies, as well as consulting firms. Duties include; compile, compute, and record billing, prepare billing invoices for services rendered. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2070). The program consists of 125 hours of classroom instruction and a 160-hour Clinical externship. Total clock hours of 285. This program will prepare you to take the Certified Billing and Coding exam through the **National Healthcare Association (NHA)**. There are no prerequisites for this program.

**Program is designed to lead to the positions in a profession as a:**

Billing and Coding Specialist(CBCS), Biller, Coder for Offices of Physicians, Dentist, Home Healthcare Agencies, Nursing Home facilities (SOC 29-2070).

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following

- Gather essential patient information
- Review essential patient information
- Define diagnosis coding
- Verify required document before patient information is released
- Various types of medical insurance
- Prevent fraud by auditing billing
- Prevent abuse by auditing billing
- Compensation and billing guidelines
- Ethics in managed care
- The Health Savings Account
- Support coding and billing process
- Inpatient billing
- Outpatient billing
- Medigap, Medicaid, and Supplemental Insurance
- The structure of ICD-10-CM
- The Affordable Care Act
- Medical Contracts and Ethics
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement
- Coach healthcare providers to achieve optimal reimbursement

**Instructional Methods:**

- Lectures
- PowerPoint
- Individual demonstration
- Research assignment/Presentation
- Electronic health record software
- Billing software
- Computers
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

**Instructional Hours**

<u>Course/Module</u>	<u>Course/ Module Topic</u>	<u>Clinical Hours</u>	<u>Total Hours</u>	<u>Instructors Name</u>
----------------------	-----------------------------	-----------------------	--------------------	-------------------------

CBC M1	Introduction to Professional Billing and Coding Careers		5.00	
CBC M2	Understanding Managed Care: Insurance Plan		5.00	
CBC M3	Understanding Managed Care: Medical Contracts and Ethics		5.00	
CBC M4	Introduction to the Health Insurance and Accountability Act (HIPAA)		5.00	
CBC M5	ICD-10-CM Medical Coding		5.00	
CBC M6	Introduction to CPT and Place of Service Coding		5.00	
CBC M7	Coding Procedures and Services		5.00	
CBC M8	HCPCS and Coding Compliance		5.00	
CBC M9	Auditing		5.00	
CBC M10	Physician Medical Billing		5.00	
CBC M11	Hospital Medical Billing		5.00	
CBC M12	Medicare Medical Billing		5.00	
CBC M13	Medicaid Medical Billing		5.00	
CBC M14	Tricare Medical Billing		5.00	
CBC M15	Explanation of Benefits and Payment Adjudication		5.00	
CBC M16	Refunds, Follow-Up and Appeals		5.00	
CBC M17	Worker's Compensation		5.00	
	<b>Didactics and Laboratory</b>	<b>40</b>	<b>85</b>	
	<b>Clinical</b>	<b>160</b>		<b>Total clock hours</b>
				<b>285</b>

<b>Tuition</b>	\$1995.00
Registration Fee: (Non-Refundable)	\$ 175.00
STRF Fee (Students are Obligated, Non-Refundable)	\$ 0.00
Total Paid to School	<u>\$ 2170.00</u>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE)**

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 120.00
CBCS Certification	\$ 115.00
Uniform (Required)	\$ 45.00
Background check and drug screen	\$ 80.00
Equipment & lab supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 465.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1995.00**

**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATIONAL PROGRAM: \$2630.0**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$657.50**

**THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.**

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard**

**PAYMENT IN FULL: \$2630.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ <u>657.50</u>	Due Date: <u>Before 1st day of class</u>
2nd Installment:	\$ <u>657.50</u>	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ <u>657.50</u>	Due Date: <u>TBD</u>
Last Installment:	\$ <u>657.50</u>	Due Date: <u>TBD</u>

**Class Schedule – 2020      Room 1**  
**Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530**

**BILLING AND CODING SPECIALIST**  
**SATURDAYS 9:00AM - 5:00PM \*\*20 weeks\*\***

01/09/2020-05/22/2020 + 4 weeks internship  
 07/03/2020-11/13/2020 + 4 weeks internship

**Requirement of Completion: Billing and Coding**

Students are required to successfully complete the didactic/laboratory of 125 hours and clinical of 160 hours. Total clock hours of 285. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to take the Certified Billing and Coding exam through the **National Healthcare Association (NHA)**. All fees must be paid in full.

**Grading scale:**

- a. Homework
- b. Quizzes
- c. Mid-term exams
- d. Final exams

A=90%-100%  
 B=80%-89%  
 C=70%-79% (Average)  
 D=50%-69% (Below Average)  
 F=less than 50% (Failure)  
 Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

17 lecture quizzes	20%
8 Computer skills assignment	30%
10 Homework/Attendance	5%
10 Medical terminology quizzes	5%
Mid-term Exams/Skills	20%
<u>Final Exams/Skills</u>	<u>20%</u>
<u>Total</u>	<u>100%</u>

**Evaluation Methods:**

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

**Externship Requirements:**

Upon completion of classroom instructions, 160 hours of externship training is required to successfully complete the program. Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all required and requested documents have been received and met externship site requirements. Externship hours are during the day.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

## **EKG/ECG Technician**

**Course Description: EKG Training Program** prepares you with the skill to assist physicians in performing cardiovascular exams on patients for diagnostic, therapeutic, or research purposes. Explain the function and process of EKG exams to patients prior to the test. EKG technician work in a hospital or doctor's office. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2031). The program consists of 60 hours of classroom and 25 hours laboratory. Total clock hours of 85. This program will prepare you to take the Certified EKG Technician exam (CET) through the **National Healthcare Association (NHA)**. There are no prerequisites for this program.

**Program is designed to lead to the positions in a profession as a:**

EKG Technician (CET), EKG Technician, Cardiovascular Technician (SOC 29-2031).

**Course Learning outcomes:**

After completing this course participants will be able to understand and perform the following

- Define basic medical terminology
- Demonstrate complete knowledge of the function and purpose of EKG equipment
- Ability to read and interpret image result of cardiograms
- Exhibits knowledge of anatomy and physiology
- Communicate clearly and calmly with patients and doctors
- Maintain professional demeanor
- Maintain confidentiality
- Set up and administer EKGs
- Prepare patients for Holter or ambulatory monitoring

- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians interpretations
- Oversee the use of EKG equipment
- Explain the function and process of EKG exams to patients prior to the test
- Administer Holter test, which monitor patient heart activity for 24 hours
- Notes specific images and places on the test results for physicians to review closely
- Ensure EKG equipment working properly
- Request new EKG testing equipment and supplies if needed

**Instructional Methods:**

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- EKG machine
- Computer
- Team assignment
- Individual assignment
- Clinical
- Tutoring

**Instructional Hours**

<u>Course/Module</u>	<u>Course/ Module Topic</u>	<u>Clinical Hours</u>	<u>Total Hours</u>	<u>Instructors Name</u>
CET M1	The Role of the EKG Technician		6	
CET M2	Basic Patient Care		6	
CET M3	Anatomy and Physiology		6	
CET M4	Common Cardiovascular Diseases		6	
CET M5	Introduction to EKG Technology		6	
CET M6	Basic EKG Procedures		6	
CET M7	EKG Adaptations and Trouble shooting		6	
CET M8	The Cardiac Condition System and EKG Tracings		6	
CET M9	Overview of Rhythm Interpretation		6	
CET M10	Emergency Situations		6	
	<b>Didactics and Laboratory</b>	<b>25</b>	<b>60</b>	
				<b>Total clock hours 85</b>

<b>Tuition</b>	\$1895.00
Registration Fee: (Non-Refundable)	\$ 175.00
STRF Fee (Students are Obligated, Non-Refundable)	\$ 0.00
Total Paid to School	<u>\$2070.00</u>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE)**

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 70.00
NHA Certification	\$ 115.00
Uniform (Required)	\$ 45.00

Equipment & lab supplies (stethoscope, sphygmomanometer)	\$ 40.00
	<u>\$ 335.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1895**  
**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATIONAL PROGRAM: \$2405.00**  
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$601.25**

THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard**

**PAYMENT IN FULL: \$2405.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ 601.25	Due Date: <u>Before 1st day of class</u>
2 <sup>nd</sup> Installment:	\$ 601.25	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ 601.25	Due Date: <u>TBD</u>
Last Installment:	\$ 601.25	Due Date: <u>TBD</u>

Class Schedule – 2020      Room 2  
 Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530

**EKG TECHNICIAN**  
**SATURDAYS - 9:00AM - 5:30PM \*\*10 weeks\*\***

**01/09/2020- 03/13/2020**

**06/05/2020 - 08/07/2020**

**08/16/2020 - 10/23/2020**

**Requirement of Completion: EKG**

Students are required to successfully complete the didactic/laboratory of 85 hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for Certified EKG Technician exam (CET) through the **National Healthcare Association (NHA)**. All fees must be paid in full.

**Grading scale:**

- a. Homework
  - b. Quizzes
  - c. Mid-term exams
  - d. Final exams
- A=90%-100%  
 B=80%-89%  
 C=70%-79% (Average)  
 D=50%-69% (Below Average)



F=less than 50% (Failure)  
Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

10 lecture quizzes	30%
10 Lab skills competency	20%
10 Homework/Attendance	5%
10 Medical terminology quizzes	5%
Mid-term Exams/Skills	20%
Final Exams/Skills	20%
<hr/> Total	<hr/> 100%

### Evaluation Methods:

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

## Nursing Assistant

**Course Description:** Nursing Assistant Training Program prepares you with the tools to provide basic care to patients as directed by Licensed Nurses. The Nursing Assistant may perform duties such as taking vital signs, bathing and dressing, serving meals, answering calls for assistance, observing, reporting and recording changes in resident's condition or behavior and many others.

CNAs work with medical technology, health information software, and medical record charting software. Upon successful completion of this course you will be prepared to take the state competency exam to become a Certified Nursing Assistant who will work in a long-term care facilities, some hospitals, and some private homes. According to the Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-1131). This is 60 classroom hours and 100 clinical hours, plus laboratory hours for skills practice prior to clinical use of skills. There are no prerequisites required.

**State registration is a requirement for completion of this program and for employment in the State of California.**

**NOTE: California Department of Public Health shall deny any applicant with felony convictions on record.**

**WAITING PERIOD FOR CALIFORNIA STATE LICENSURE - 90 days.**

**Program is designed to lead to the position in a profession as a:**

Certified Nursing Assistant (CNA), In Hospitals, Long-Term Care Facilities, Home Healthcare Agencies, Private Homes, Skilled Nursing Facilities (SOC 31-1131).

### Course Learning outcomes:

After completing this course the participant will be able to:

- Define the key medical terminology
- Understand the qualities of a successful CNA
- Understand and perform the role and responsibility of the CNA
- Maintain confidentiality in all aspects of resident care.
- Maintain resident rights as stated in federal and state regulations
- Understand issues related to elderly abuse and act to prevent them.

- Support and encourage a resident's need for security, belonging, and self-esteem
- Use effective communication skills used with residents, families, guests, and other health team members
- Recognize basic psychological defense mechanisms
- Recognize how social-culture factors influence communication and emotional reactions to illness and disability
- Apply principles of safe body mechanics for resident and self in all aspects of resident care
- Name common infectious agents and discuss the diseases they cause
- The roles of CDC an OSHA in the prevention of infections
- Describe the signs and symptoms of infection
- Explain standard precautions procedures and related terminology
- Accurately measure volume, length, and weight using the metric system and household measurements
- Provide resident privacy during all nursing care activities
- Collecting sputum, urine, stool specimens
- Proper body mechanics while making bed
- Accurately measure, record and report all intake and output
- Provide for proper nutrition of residents
- Properly initiate and carry out any emergency procedures allowed by facility
- Provide safe, comfortable, compassionate care to long-term residents, those requiring restorative care, and those who are dying
- Make accurate observations, record information accurately and report information correctly to Licensed Nurses

#### Instructional Methods:

- Lectures
- PowerPoint
- Individual skill demonstration
- Research assignment
- Team assignment
- Presentation
- Individual assignment
- Clinical

#### Instructional Hours

<u>Course/Module</u>	<u>Module Topic</u>	<u>Minimum Theory Hours</u>	<u>Clinical Hours</u>	<u>Theory Hrs.</u>
CNA M1	Introduction	2	0	
CNA M2	Patient Right	2	2	
CNA M3	Communication and interpersonal Skills	2	0	
CNA M4	Safe Environment	1	1	
CNA M5	Body Mechanics	2	4	
CNA M6	Principle of Asepsis	2	8	
CNA M7	Weight and Measurement	1	1	
CNA M8	Resident Care Skills	14	44	
CNA M9	Resident Care Procedures	7	20	
CNA M10	Vital Signs	3	6	

CNA M11	Nutrition	2	6	
CNA M12	Emergency	2	1	
CNA M13	Long-Term Care Resident	2	0	
CNA M14	Rehabilitative/Restorative Care	2	4	
CNA M15	Observations and Charting	4	4	
CNA M16	Death and Dying	2	0	
CNA M17	Abuse	6	0	
	<b>Didactics and Clinical</b>	<b>60</b>	<b>100</b>	
				<b>Total clock hours 160</b>
	<b>STATE TEST MUST BE TAKEN WITHIN 2 YEARS AFTER GRADUATION</b>			

**TUITION**

<b>Tuition</b>	\$1500.00
STRF (Students are Obligated, Non-Refundable)	\$ 0.00
REGISTRATION FEE: (Non-Refundable)	\$ 175.00
<b>TOTAL PAID TO SCHOOL:</b>	<b><u>\$1675.00</u></b>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE):**

CPR/BLS:	\$ 65.00
UNIFORM	\$ 45.00
Textbook	\$ 45.00
State Certification	\$ 100.00
Live Scan	\$ 75.00
Background check, drug screen, equipment & lab supplies	\$ 40.00
<b>TOTAL OUT OF POCKET</b>	<b><u>\$ 370.00</u></b>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1500:00**

**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATION PROGRAM: \$2045.00**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$511.25**

**VCC DOES NOT PROVIDE FINANCIAL AID:**

If you obtain a student loan, you are responsible for repaying the loan amount plus any 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 the money's not paid from the federal aid funds.

THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

Class Schedule – 2020      Room 2  
 Classes will be held 11155 San Pablo Ave Ste A, El Cerrito, CA 94530

**CERTIFIED NURSING ASSISTANT  
 MTWTH 8:00 AM – 4:30PM \*\*6 weeks\*\***

**01/11/2020 - 02/19/2020 + 4 weeks clinical**  
**05/03/2020- 06/11/2020 + 4 weeks clinical**  
**09/06/2020 - 10/15/2020 + 4 weeks clinical**

**CERTIFIED NURSING ASSISTANT**  
**MTWTH 5:00PM - 9:00PM \*\*12 weeks\*\***

**01/11/2020 - 04/02/2020 + 4 weeks clinical**  
**06/07/2020 - 08/27/2020 + 4 weeks clinical**

**CERTIFIED NURSING ASSISTANT**  
**SAT & SUN 9:00AM - 5:00PM \*\*12 weeks\*\***

**01/11/2020 - 03/14/2020 + 4 weeks clinical**  
**06/07/2020 - 08/30/2020 + 4 weeks clinical**

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard**

**PAYMENT IN FULL:** **\$2045.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ <u>511.25</u>	Due Date: <u>Before 1st day of class</u>
2 <sup>nd</sup> Installment:	\$ <u>511.25</u>	Due Date: <u>TBD</u>
3 <sup>rd</sup> Installment:	\$ <u>511.25</u>	Due Date: <u>TBD</u>
Last Installment:	\$ <u>511.25</u>	Due Date: <u>TBD</u>

**Requirement of Completion: Nursing Assistant**

Students are required to successfully complete the theory of 60 hours, clinical of 100 hours and 16 skills laboratory hours. In addition, student must achieve a minimum of 80 percent overall grade average and have fully paid all tuition and other financial charges. Student will be awarded the certificate of completion and will be eligible to apply for the Nursing Assistant Certification Test.

**Grading scale:**

- a. Homework
- b. Quizzes
- c. Mid-term exams
- d. Final exams

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

Final course grade is based on theory/lab skills total points. Student must pass theory and lab skills competency exam to pass program.

Theory and lab grade is determined by:

17 lecture quizzes	30%
17 Lab skills competency	20%
10 Homework/Attendance	5%
10 Medical terminology quizzes	5%
Mid-term Exams/Skills	20%
<u>Final Exams/Skills</u>	<u>20%</u>
<u>Total</u>	<u>100%</u>

### Evaluation Methods:

Lectures quizzes consist of multiple choice, T/F, fill in the blank, group presentation, classroom participation. Quizzes are based on previous lectures and homework's.

### Externship Requirements:

Upon completion of classroom instructions, 100 hours of clinical training is require for the California State License. Clinical placement will be given immediately upon completing 60 theory hours. All Proof of immunizations and screenings must be submitted no later than 7 days to class start date.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met 1 week to class date.**

### Continuing Education Units (CEUs)

**Course Description:** Continuing Education Units (CEUs) course is designed to meet the 48 hours needed per 2 year renewal period by the State ( CDPH) for CNA/HHA. In addition to the CEUs, CNAs must work at least 8 hours in the 2 year period. **The 8 hours must be in a facility and not in a home.** This course is designed to enhance the knowledge and skills, assured continuing competency, and address performance issues one may be experiencing as a Certified Nursing Assistant or Home Health Aide.

**\*This course does not lead to a profession.**

<b>Tuition</b> Per 8 hours	\$80.00
STRF Fee (Students are Obligated, Non-Refundable)	<u>\$ 0.00</u>
Total Paid to School	<u>\$80.00</u>

## CONTINUING EDUCATION UNITS (CEUs)

### MON – SAT 9AM – 5:30PM \*\*1 day\*\*

#### \*Everyday by Appointment

#### Requirement of Completion: Continuing Education Units (CEUs)

Students are required to successfully complete the didactic of 48 hours. Students will be awarded a certificate after successfully completion with a grade point of B(80%). Students will then be qualified for renewal certification through the California Department of Public Health.

### Medical Terminology

**Course Description:** Medical Terminology program prepares you with the basic medical terminology vocabularies. The course encompasses study of prefixes, suffixes, root words for medical terms and their meanings, spellings, pronunciations, and most key terms in healthcare. Students receive a thorough grounding in basic medical terminology through the locations, functions, and terms of the body systems. Students are required to successfully complete the didactics of 32 hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in midterm and final exam, student will be awarded certificate of completion. No prerequisite is required for this course and can be taken in conjunction with other programs.

**\*This course does not lead to a profession.**

#### Course Learning outcomes:

After completing this course participants will be able to:

- Describe the component parts of medical terms
- Use basic prefixes, suffixes, and combining forms to build medical terms
- Explain the common rules for proper medical term formation, pronunciation, and spelling
- Analyze the component parts of medical terms
- Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, therapies, and physical injuries
- Identify medical terminology and health issues as they apply to cultural diverse population
- Utilize appropriate sources of information
- Relate the terminology to the names, locations, and functions of the major organs of the body systems
- Use common terms and abbreviations in documenting medical records related to the major systems of the body
- Define viruses, bacteria, parasites, and other disease agents that can impact human health
- Utilize instruments, devices, and machines used to diagnose, monitor, or treat patients

#### Instructional Methods:

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- Research assignment
- Team assignment
- Presentation

- Individual assignment
- Tutoring

**Instructional Hours:**

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
MT M1	Learning medical terms	N/A	2	
MT M2	Roots of each body system	N/A	2	
MT M3	Suffixes	N/A	2	
MT M4	Prefixes	N/A	2	
MT M5	Body Organization	N/A	2	
MT M6	The integumentary system & related structures	N/A	2	
MT M7	The skeletal system	N/A	2	
MT M8	The muscular system	N/A	2	
MT M9	The nervous system	N/A	2	
MT M10	The eyes and ears	N/A	2	
MT M11	The Endocrine System	N/A	2	
MT M12	The Cardiovascular System	N/A	2	
MT M13	Blood, Immune, and Lymphatic Systems	N/A	2	
MT M14	The Respiratory System	N/A	2	
MT M15	The Digestive System	N/A	2	
MT M16	The Urinary and Male Reproductive System	N/A	2	
MT M17	The Female Reproductive System and Obstetrics	N/A	2	
	Didactics	N/A	32	Total clock hours 32

<b>Tuition</b>	\$500.00
Registration Fee: (Non-Refundable)	\$175.00
STRF Fee (Students are Obligated, Non-Refundable)	<u>\$ 0.00</u>
Total Paid to School	<u>\$675.00</u>

**OTHER EXPENSES OUT OF POCKET (APPROXIMATE)**

Textbook/Workbook (required)	\$ 135.00
Equipment & lab supplies	\$ 0.00
Uniform (Required)	<u>\$ 40.00</u>
	<u>\$ 175.00</u>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:\$500.00**

**ESTIMATED TOTAL CHARGES FOR THE INTIRE EDUCATION PROGRAM: \$850.00**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. \$212.50**

**YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.**

**SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard PAYMENT IN FULL: \$850.00**

**4 INSTALLMENT PAYMENTS**

1 <sup>st</sup> installment:	\$ 212.50	Due Date: Before 1 <sup>st</sup> day of class
2nd Installment:	\$ 212.50	Due Date: TBD
3 <sup>rd</sup> Installment:	\$ 212.50	Due Date: TBD
Last Installment:	\$ 212.50	Due Date: TBD

**THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL AND STATE FINANCIAL AID PROGRAMS. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.**

Class Schedule 2020 Room 2  
Classes will be held at 11155 San Pablo Ave Ste A, El Cerrito, CA 94530

**MEDICAL TERMINOLOGY**  
**TUES – THUR 5:00PM - 8:00PM\* 5 Weeks\*\***

01/05/2020 - 02/05/2020

04/04/2020 - 06/05/2020

08/03/2020 - 09/03/2020

10/05/2020 - 11/05/2020

**Requirement of Completion: Medical Terminology**

Students are required to successfully complete the didactic of 32 hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam, student will be awarded certificate of completion and will be qualified to apply for the state exam. All fees must be paid in full.

**Refund/Cancellation Policy:**

Upon completion of registration, if you have an emergency that makes you unable to attend the course, you must contact the Career College 48 hours prior to the start time of the class. The Career College Staff will move you to the next available course or issue a course credit. Course credits can only be applied to the same type of course, cannot be used by another person and must be used with 90 days of the missed course. Once a credit is applied, the student must attend that credited course or may request for refund.

**Student's Right to Cancel and Cancellation Refund Policy:**

Cancellations due to rejection of application and program cancellation by the institution, applicants will receive a full refund of all monies paid.



**Withdrawal Procedure:**

1. Applicants are required to provide written notice of cancellation. A withdrawal takes effect by the student's written notice, student's conduct, and lack of attendance.
2. The notice must include the expected last date of attendance, signed, and dated by the student.
3. Institutions shall refund 100 percent of the amount paid for institutional charges, less a registration fee (\$175.00), if notice of cancellation is made through attendance at the first class session, or the 7th day after enrollment. **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ whichever is later.
4. If the student cancels an enrollment agreement or withdraws during a period of attendance, the unearned institutional charges shall be refunded. Students who have completed 60 percent or less of the period of attendance shall receive a pro rata refund.

Cancellation shall be considered effective upon receipt of student written notice of cancellation to by e-mail: [drusilla@vascocc.com](mailto:drusilla@vascocc.com), fax (510) 243-7411, hand delivery, by mail- Vasco Career College: 11155 San Pablo Ave Ste. A, El Cerrito California, 94530. Attn: Administrative Manager, which shall be no later than the date received by the institution. If sent by mail, is effective on postmark date.

**Example of Refund Calculation excluding (registration fee which is not refundable):****Nursing Assistant**

60 didactic & laboratory 10 hours, (100 clinical hours not included)

Withdrew after 25 hours of instruction

\$1125.00 tuition/50 hours = \$22.50 per hour

\$22.50 x 25 hours attended= \$562.50

\$1125.00 tuition paid - \$562.50 = \$562.50

Return Check Charges = \$35.00

Duplicate of Certificate = \$25.00

Late payment Fee = \$25.00

Certificates of completion will not be issued until all financial obligations are fulfilled.

**5. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.**

If the student has received federal student financial aid fund, the student is entitled to a refund of moneys not paid from federal student financial aid program funds

**NOTICE TO BUYER**

1. **Instructions will only be provided in English** 10<sup>th</sup> grade English proficiency is required for this program and High School diploma provided in English. The school does not offer ESL and English language service.
2. Do not sign this agreement before you have read it or if it contains any blank spaces.
3. Prior to signing this enrollment agreement, you must be given a catalog or a brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

4. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
5. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
6. This agreement and the school catalog constitute the entire agreement between the student and the school.
7. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
8. The school reserves the right to reschedule the program start date if the number of students scheduled is too small.
9. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by the established standards of conduct.
10. The school reserves the right to cancel or postpone a program due to low enrollments. If the program is cancelled in its entirety by the school and the student cannot be placed in another program, the student is entitled to a full refund of all fees, including registration fee.
11. The school does not guarantee the transferability of credits to a college, university or institution. Any decision of the comparability, appropriateness and applicability of credit, and whether they should be accepted is the decision of the receiving institution.
12. There are no fees to transfer credit or assessment fees for transfer of credit.
13. There are no other charges or fees to applicants.
14. **Recruitment shall be conducted in English only. The institution shall clearly define all necessary requirements to the student. Also, individuals interested in the program who are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language are allowed to take the enrollment agreement home to carefully read and understand the enrollment requirements.**
15. Tutoring is by appointment "NO CHARGES".

### English Language Proficiency

Vasco Career College does not provide English as a Second Language instruction. Students are required to speak English as all courses provided in English Only.

**PLEASE NOTE: VASCO CAREER COLLEGE DOES NOT AWARD CREDIT FOR PRIOR EXPERIENTIAL LEARNING.**

### Housing:

Vasco Career College has no responsibility to find or assist a student in finding housing. This is a non-residential institution and has no dormitory facilities under its control. One-bedroom apartment in the 94530 area ranges from \$600.00-\$1600.00 per month.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (1747 N. Market Blvd. Ste 225 Sacramento, CA 95834), (P. O. Box 980818, West Sacramento, CA 95798-0818), ([www.bppe.ca.gov](http://www.bppe.ca.gov)), (Tel: 888-370-7589 or by Fax: 916-263-1897), (Tel: 916-574-8900 or by Fax:916-263-1897)."

### Student Tuition Recovery Fund (STRF):

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the

institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Vasco Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

#### **Campus security:**

Vasco Career College has a crime report available for students and faculty, which will be posted on the school notice board. An email alert will be forwarded to students with detailed **incident** reports of circumstances of the alleged crime.

All incidents must be reported to the director or lead faculty members for follow up investigation and updating the school crime awareness report. "Campus Security Act 1991"

**Grading Policy for Classes: Standard for achievement, To pass a program, student must:**

1. Achieve a minimum 80 percent overall cumulative grade average (including quizzes, homework, and exams).
2. **Quizzes:**
  - a. Quizzes are administered in class for most modules.
  - b. Missed quizzes will be scored as 0% in grade book.
  - c. If a student does not achieve 80% on an individual quiz he/she will be asked to review the module and retake the quiz. If the student retakes a quiz, the posted grade will be the average of the two scores
3. **Final exam score is final. No additional attempts are permitted.**
4. **For most courses:**
  - e. Homework
  - f. Quizzes
  - g. Mid-term exams
  - h. Final exams

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

**Grade appeals:**

It is the responsibility of the faculty to clearly communicate course requirements and standards of performance to students on the first day of class. The faculty is also responsible for applying grades accurately and in a timely manner. Students with questions regarding grades should immediately contact the instructor to resolve the issue. If the issue is not resolved and the student believes there are grounds for appealing the grade, the student may initiate the grade appeal procedure.

**Grounds for grade appeal:**

Student can appeal a grade only when they have proof of one or more of the following:

1. Assignment of a grade based on factors other than student's achievement, such as discrimination.
2. Failure of the faculty to clearly notify students on the grading policies and procedures.
3. If there is no consistency in application of standard in performance evaluation.
4. If the student believes the grade received was based on sexual harassment.
5. If the student believes the grade received was based on prejudice.

**Attendance:**

Full attendance is expected, but the unexpected can occur. Students are required to make-up class work and clinical hours missed as a result of an absence. Absence is determined by:

1. Not attending a scheduled class meeting
2. Late arrival to class without excuse
3. Early departure from class without excuse
4. Returning late from scheduled class breaks
5. Excessive personal breaks during class

**Absence:**

If an absence cannot be avoided, students are required to notify the school in advance, or as soon as possible thereafter. If absence or repeated tardiness result in the student's failure to meet the program's objectives, either in the classroom or at the clinical site, the student will be dropped from the program and entitled to a pro-rata refund if completed 60% or less of the educational program. The student may not be readmitted to the next available class.

**Dropout and Leave of Absence Policies:**

The college's programs are designed as a series of uninterrupted courses. If an absence cannot be avoided and it becomes necessary for a student to interrupt the program, student may either take a leave of absence or a permanent withdrawal. A written and sign signed, which includes reason for the request must be forwarded to the College administration for approval. The student will be granted a leave of absence for up to half of the program length. If the student withdraws, the student will be permanently dropped from the program and a refund will be made according to the Vasco Career College refund policy.

A leave of absences period should not exceed more than half of the program length. However, a leave of absence can be granted more than one base on unforeseen circumstances, such as military service requirements, jury duty, and immediate family.

Note: The combined leaves of absence should not exceed half the program length. Is a student does not return following the allowed leave of absence period, VCC will consider the student as having permanently withdraw and will apply its refund policy based on the program clock hours and the last date of attendance.

**Visitors:**

Vasco Career College does not allow visitors during class hours. Students are not allowed to bring children to classroom while attending class. Family members may contact the institution directly. Failure to comply may lead to disciplinary action or termination.

**Pets:**

Only trained service animals for persons with disabilities are allowed on campus. Failure to comply may lead to disciplinary action or termination.

**Cell Phones:**

Cell phones are prohibited at all times during any class or clinical. There shall be no texting. Phones must be turn off or put on "silent mode". Cell phones cannot be used as calculators.

**Family Educational Rights and Privacy Act of 1974 (FERPA):**

1. Student records are maintained in accordance with the provisions of FERPA as amended. Students have the right to their education records.
2. The right to inspect and review the student's education records within 45 days from the day the institution receives a request for access.
3. The right to request an amendment of the student's education record when the student believes that the record is incorrect.
4. These requests should be submitted to the Chief Academic Officer in written request identifying the records they wish to inspect.
5. The Academic Officer will arrange an appropriate time to meet with student in respond to these requests.

**Student with Disabilities:**

Vasco Career College complies with the Americans with Disabilities Act (ADA) of 1990. According to ADA Act Title 111 "Courses and examinations related to education, licensing, and certification must be provided in a place accessible to

people with disabilities, or alternative accessible arrangement must be offered". Qualified students will not be excluded from any of the school's training program.

**Student Records:**

Vasco Career College will not release any student records without the student's prior permission and a written request for records. California regulatory agencies require that student records must be kept for five years. Student's transcripts will be kept permanently. All applications and other documents can be obtained in person with an original signature. Mail request must be accompanied with an original signature form.

**Student Record Retention:**

Applicants are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for 5 years. Student's transcripts will be kept permanently. Student records will be filed alphabetical order in a fire proof, locked metal cabinets, and also saved electronically.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll-free telephone #: (888) 370-7589 or by completing a compliant form, which can be obtain on the Bureau's internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))."

**Description of Facility and Equipment:**

Vasco Career College occupies 2000 sft area, four classrooms/library, laboratory, lobby/break area, office, store room, restroom, parking, copy/ printer/fax, computers, monitors, EKG machine, laminar flow hood, autoclave, scales, capsule machine, reference books, magazines, other materials to meet each program requirement.

**Library and other Learning Resources:**

Vasco Career College has a variety of books related to Medical Administrative Assistant, Billing and Coding, Clinical Medical Assistant, Medical Assistant, EKG, and Continuing Education Training Program. Drug reference books, medical terminology reference book, journals, magazines, and access to the Internet for online references. Students can obtain these books through their instructors and the administrative assistant.

**Computer and e-mail Policy:**

Computers and printers are available to be used by the faculty, staff, and students mainly for college projects only.

1. Students must sign in to use the computers.
2. Students must not download any personal software on campus computers.
3. Failure to comply may lead to disciplinary action or termination.

**Student Services:**

Students are encouraged to come to Student Services to discuss academic plans, questions about the profession, personal concerns, and other matters. Students are welcome to schedule appointments or stop by on a drop-in basis.

**Student Guidelines:**

Please read and keep with you for reference. You are responsible for knowing and complying with all guidelines, polices, and procedures. It is the responsibility of each student to read and abide by Student Guidelines.

**Contact information:**

Be sure to make Vasco Career College aware of any change of address or telephone numbers immediately. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

**Rules of Student Conduct:**

1. Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, school personnel, and clients.
2. Be on time; give advance notice of any absence or late arrival.
3. Be conscientious and diligent in the performance of all assignments and conduct yourself as a professional at all times regardless of the circumstances.
4. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or inappropriate images.

**Background Check/Drug Testing:**

You may be asked to undergo drug testing and or background check at your own expense. If you have any criminal convictions or conflicting information on your form of identification, you may be prevented from completing the program. Refunds will be awarded to those who fail to determine their own eligibility. A positive drug test may result in dismissal from the program.

**Policy on Dishonesty:**

Dishonesty includes but not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to instructors or school personnel's. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation, and/or the student admits the violation, the instructor may select one or more of the following options:

- Issue an oral or written notification to warn the student that further acts of this sort will result in additional disciplinary action.
- Issue a failing grade for the course.
- Refer the student to the Program Manager for disciplinary action, which may include dismissal from the program.

**Student Grievance Procedure:**

1. The student is advised to resolve an issue with the instructor first, if applicable.
2. If that is unsuccessful, the student should put the grievance in writing, the student must detailing the specific grievance, including dates whenever possible. The statement should be submitted to the Program Director.
3. The Program Director will contact the student within three business days to attempt resolution.
4. If the Program Director is unable to successfully resolve the issue, the matter should be referred to the CEO. The CEO has the final responsibility for resolving students' grievances.

**Grounds for Dismissal:**

We may permanently dismiss any student who:

- Exhibits disruptive behavior and /or lack of common courtesy and respect for the instructor and/or fellow students.
- Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
- Uses profanity with an instructor, fellow students, or school personnel's.
- Does not meet the attendance requirements.
- Fails to meet financial obligations.
- Fails to abide by any or all of the terms of the registration agreement, policies, procedures, and guidelines.
- Positive results to a drug test
- Academic dishonesty.

**Procedure for Dismissal:**

Program Instructor will notify the Program Manager if a student is not meeting the requirements of the Student Guidelines. The Program Manager may contact the student by telephone or in writing to obtain further information. The Program Manager will then make a decision and inform the student in person and in writing. The student may then have the option to appeal the decision.

**Student Success Tips:**

- **In class use Your Student Assignment Sheet-** It tells you what chapters to read, what assignments are required, and when examinations take place. Keep it and refer to it regularly.
- **Attend Class Regularly-** Each day in class is important because understanding the concepts are essential. If you miss one or more days, it's hard to catch up.
- **Use Class Time Wisely-** It may sound obvious, but listen carefully, focus on what is going on, and participate in discussions.
- **Take Notes and Use Them-** Writing down key ideas may help you remember. Review your notes soon after class to help reinforce the new information.
- **Ask Questions-** Anyone can miss or misunderstand an idea, concept or assignment. If you have questions, don't be afraid to ask your instructor for clarification.
- **Outside of Class Study Constantly-** You'll be more successful if you keep up with the reading assignments. College courses are designed so that each hour in class requires two hours of outside study (homework) to learn or practice the material. Plan to study daily.
- **Keep up with Assignment-**We all have a tendency to procrastinate, but putting off working on an assignment will leave you rushed and unable to do your best.
- **If you're having Trouble with the Program, Do Something About It-** Go to your instructor for help before or after class. Get together with a classmate to do homework. Start a study group.

**Confidentiality:**

You are required to maintain patient confidentiality in accordance with State and Federal laws. No student will have access to or have the right to review any medical record, except when necessary in the regular course of the clinical. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the clinical is forbidden except as permitted by law. Do not open or read a profile you are not directly responsible for. Do not discuss patients with anyone but the appropriate staff. Failure to comply would be a HIPAA violation.



**Physical Examination Form**

<i>TO BE COMPLETED BY STUDENT</i>		
Student Name:	Sex: M    F	Birth Date:
Program:		
Have you had a serious illness, injury or surgery?    Yes, NO    If yes, please describe:		

<i>TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER</i>		
1. Current complaints or disabilities pertinent to the student's participation in training program:		
2. Medications used, prescription, and over-the-counter (use back if necessary):		
Name	Indication	Frequency
3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases, pregnancy:		
4. Examination comments and findings:		

**PREGANCY POLICY:**

Any indication of pregnancy may cause a woman to be ineligible for the NATP unless or until approved by personal medical provider.

**PROCEDURE:**

A medical history and is required and pregnancy is a subject to be determined. The personal medical provider will determine if the woman can perform the duties of a nursing assistant while

she is pregnant and will sign for that responsibility on the H & P form. A list of duties performed by the student will be provided. The student will also sign an assumption of risk form.



## Vasco Career College General Catalog

11155 San Pablo Ave Ste A

El Cerrito, CA 94530

Phone: 510-243-7400, Fax: 510-243-7411

[www.vascocc.com](http://www.vascocc.com)

### EXTERNSHIP IMMUNIZATION FORM

<i>TO BE COMPLETED BY STUDENT</i>			
Student Name: (Print)	Program:		
<i>STUDENT SIGNATURE IS REQUIRED</i>			
<i>I give permission to release a copy of this form to affiliating facility.</i>			
Student Signature:			
Date:			

<i>TO COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER</i>			
Immunization	Documented Dates (attach documentation)	Initials	Comments
Required Tuberculosis Screening: TB PPD (2-step TST <i>or</i> <b>QUANTIFERON Blood Test</b> )	Date:	Result in millimeters:	
Test One: w/in last 2 yrs.			
Test Two: w/in last 12 months			
<b>QUANTIFERON Blood Test (which one used)</b> <i>w/in last 12 months</i>	Date:	Result:	
Chest X-Ray (if needed to confirm Positive TST)	Date:	Result:	
Hepatitis A Vaccine 1	Date:	Result:	
Hepatitis A Vaccine 2	Date:	Result:	

Hepatitis B Vaccine 1	Date:	Result:		
Hepatitis B Vaccine 2	Date:	Result:		
Hepatitis B Vaccine 3	Date:	Result:		
MMR (Measles, Mumps, Rubella)	Date:	Result:		
MMR (Booster if applicable)	Date:	Result:		
Varicella (Titer)	Date:	Result:		
Tdap	Date:	Result:		
Tdap Decline	Date:	Result:		
Flu Vaccine (Seasonal)	Date	Result		

The above-named patient/student has neither communicable, disabling disease, nor health condition that would create a hazard to him/herself, visitors, classmates or patients at this time. The above named is able to perform the physical activities required for the training.

**Examiner Name (please print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Examiner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**CPR Information**

We will accept any program or combination of programs that cover the basic core curriculum listed below. **We will not accept any courses taken online.** CPR is a skill that requires hands-on-training obtained in a classroom setting with a skilled instructor and one-on-one techniques practice.

Some clinical sites require American Heart Association (AHA) approved CPR programs. The AHA course, **CPR for the Healthcare Provider**, offers all the training necessary to be prepared in the field.

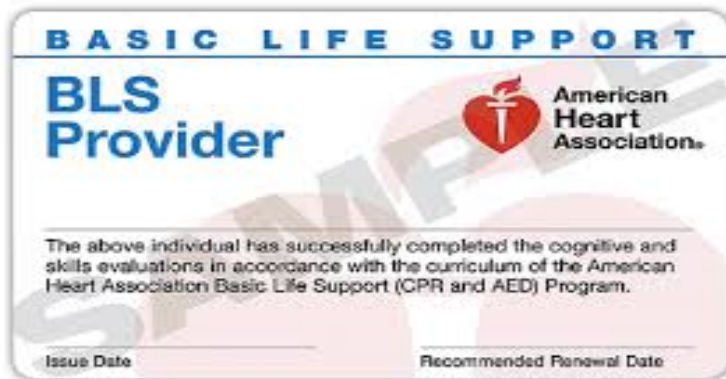
The American Red Cross and other private CPR programs also offer courses that will meet the core curriculum. Please be sure to ask specifically if the class offers the following components:

1 man CPR and 2 man CPR for Adults, Children, and Infants using Mouth to Mouth, Mouth to Mask, and Bag Valve Mask techniques.

Training for Automated External Defibrillator (AED)

Obstructed Airway Training for Adults, Children, and Infants.

**We must have a copy of your card as proof of completion**



**Assumption of Risk Form:**

MAA & BC/CMA/MA/BCS/EKG Training Programs may be required to learn and practice various procedures. Reading this assists student to better understand that these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
4. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, nerve damage, loss of limb, and other injuries.
5. I understand that I may be subject to drug screening during the course.
6. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
7. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Pharmacy Technician Assumption of Risk Form:**

Students of Allied Health Training Programs may be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that these skills may include, but not be limited to, needle-syringe techniques in preparation of medications for Nursing Assistant Training.
3. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
4. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
5. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage, loss of limb, and injuries.
6. I understand that I may be subject to drug screening during the course.
7. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
8. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Assumption of Risk:**

Students of Nursing Assistant Training Programs may be required to learn and practice various procedures. Reading this assists student to better understand that these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
4. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, nerve damage, loss of limb, and other injuries.
5. I understand that I may be subject to drug screening during the course.
6. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
7. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

# **Externship:**

## ***\*Tuition must be paid in full prior to externship\****

**Please Note!!**

***Externship placement may take 30 to 120 days***

### **Student Evaluation of Clinical Setting:**

The student will be asked to evaluate the clinical setting at the end of that experience.

### **Accident or Injury in Classroom or Clinical Site:**

In the event of an accident or injury in the classroom or clinical site, first aid should be rendered. In the event of exposure to blood borne pathogens, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant, if available. Report the incident immediately to the instructor or preceptor who will then advise the student to seek medical attention from their personal physician.

### **DRESS CODE:**

Appropriate dress standards have been established and must to be maintained at all times, scrubs, lab coat, and nursing clogs must have heel support. NO OPEN TOE SHOES. These standards allow for comfortable performance of duties, promotion of safety, and prevention of the spread of infectious organisms. Students are expected to conform to this dress code in the classroom and at the clinical site. Instructors may dismiss students they consider inappropriately dressed at any time from the classroom. Students will be required to comply with this dress code and sign a statement to that effect.

### **Classroom and Clinical:**

Tops & Pants:	Navy Blue scrubs with School Logo
ID Badge:	Worn at all times, with name visible.
Hair:	Clean and neat; pulled back and off the shoulders
Facial hair:	Must be clean, neat and well groomed.
Headwear:	Religious head covers may be worn; all other headwear is considered inappropriate
Jewelry:	Should be appropriate for professional wear and not a safety hazard, Medical ID bracelet is only exception.
Footwear:	Clean, preferably white, closed-toed shoes
Grooming:	NO perfume or cologne, fingernails should be clean and appropriate in length, cover visible tattoos and remove jewelry from all piercings.

### **Externship Requirements: Medical Assistant/Clinical Medical Assistant/ Billing & Coding**

Upon completion of classroom instructions, 160 hours of externship training is required to successfully complete the program . Externship placement will be given within 30 to 60 days, no later than 120 days, or from the date in which all



required and requested documents have been received and met externship site requirements. Externship hours are during the day.

**Students must provide proof of immunity for the following before clinical:**

1. BLS certification
2. Background and drug screening
3. Diphtheria/Tetanus (DT) immunization within the last 10 years
4. MMR titer or second dose
5. Hepatitis B or signed waiver to refuse
6. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
7. Varicella immunity(titer)

**Note: Above requirements must be met prior to externship placement.**

**HIPAA STATEMENT****Dear Student,**

Notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) was distributed and discussed during the classroom portion of this program. It is your responsibility as a Vasco Career College student to be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a **healthcare professional**.

Please review the HIPAA notification thoroughly and keep it with your other references that you carry with you at your job or clinical site.

I \_\_\_\_\_ have read and understand the HIPAA regulations.

(Please print your name)

---

Signature

Date

**Student Evaluation of Clinical Setting**

Student Name: \_\_\_\_\_

Course/Location: \_\_\_\_\_ / \_\_\_\_\_

Name of Facility: \_\_\_\_\_

***Instructions to the STUDENT: Please read each statement and rate the site by marking your response on this form*****The amount of patients/clients/tasks in the Clinical site was sufficient to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

**The range of CNA duties represented in the clinical site was sufficient to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

**The variety of learning opportunities was sufficient to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

**The staff provided positive role models.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

**There were sufficient resources (personnel and supplies) available to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree

E = Not Applicable

**The attitude of the staff in the clinical site contributed to a supportive learning environment.**

A= Strongly Agree

B = Agree

C = Disagree

D = Strongly Disagree

E = Not Applicable

**Comments:**

---

---

---

---

---

---

---

**Congratulations,  
You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**PHARMACY TECHNICIAN**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 240 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vasoccc.com](http://www.vasoccc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**

**Congratulations!**  
**You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**Medical Administrative Assistant (CMAA)**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vascocc.com](http://www.vascocc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**

**Congratulations!**  
**You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**Clinical Medical Assistant (CCMA)**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vascocc.com](http://www.vascocc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**

**Congratulations!**  
**You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**Medical Assistant (CMA)**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vascocc.com](http://www.vascocc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**



**Congratulations!**  
**You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**Billing and Coding Specialist (CBCS)**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vascocc.com](http://www.vascocc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**

**Congratulations!**  
**You Have Completed Your Externship**

---

**PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.**

**EKG (CET)**

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 120 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College  
11155 San Pablo Ave Ste A  
El Cerrito, CA 94530

Tel: 510-243-7400 Fax: 510-243-7411

Email: [www.vasoccc.com](http://www.vasoccc.com)

**Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!**

**NOW THAT YOU HAVE YOUR CERTIFICATE, BELOW IS HELPFUL INFORMATION TO ASSIST AS YOU EMBARK ON YOUR NEW CAREER!!**

---

**To obtain your Certification  
For  
Pharmacy Technician (CPhT  
Medical Administrative Assistant (CMAA)  
Clinical Medical Assistant (CCMA)  
Medical Assistant (CMA)  
Billing and Coding Specialist (CBCS)  
EKG (CET)**

Refer to your State Specific Course Completion handouts for information concerning Registration / Certification / Licensure as applicable.

\*\* Please remember that guidelines are subject to change, so always verify up to date information on the NHA, NCCT, and CA Board of Pharmacy website. \*\*

**Pharmacy Technician Certification Board**

Graduates are prepared to take an optional certification examination offered by the Pharmacy Technician Certification Board (PTCB).

❖ <http://www.ptcb.org/>

**National Health career Association**

Graduates are qualified to take an optional certification examination offered by the National Health career Association (NHA).

❖ <http://www.nhanow.com/>

**National Center for Competency Testing**

Graduates are qualified to take an optional certification examination offered by the National Center for Competency Testing (NCCT).

❖ <http://www.ncctinc.com/>

**California Certifying Board for Medical Assistants**

Graduates are qualified to take an optional certification examination offered by the California Certifying Board for Medical Assistants (CCBMA)

❖ <http://www.ccbma.org/>

*We would love to hear about your Externship Experience! Please take a moment and send your Testimonial to **contact us @ [www.vascocc.com](http://www.vascocc.com)** as we want to celebrate with you!*

We at Vasco Career College **"CONGRATULATE YOU"** on this accomplishment and wish you continued success in all of your future endeavors!

---

11155 San Pablo Ave, El Cerrito, CA 94530 ~ Phone 510-243-7400~ Fax: 510-243-7411  
**COMPETENCY EVALUATION TESTING**

Vasco Career College only refer students to CDPH approved testing vendors:

**American Red Cross and National Nurse Aide Assessment Program**

FOR THE CERTIFIED NURSE ASSISTANT COMPETENCY TESTING

AMERICAN RED CROSS

CONTACT #: 800-627-7000

<http://www.redcross.org/take-a-class/nurse-assistant-training/competency-evaluation-program>

REGIONAL TESTING CENTER

CONTACT #: 408-855-5203

[http://missioncollege.edu/class\\_schedule/index.html](http://missioncollege.edu/class_schedule/index.html)

This program is not accredited by any of the accrediting agency required by the United States Department of Education.

*We would love to hear about your Clinical Experience! Please take a moment and send your Testimonial to **contact us @ [www.vascocc.com](http://www.vascocc.com)** as we want to celebrate with you!*

We at Vasco Career College **“CONGRATULATE YOU”** on this accomplishment and wish you continued success in all of your future endeavors!

---

11155 San Pablo Ave, El Cerrito, CA 94530 ~ Phone 510-243-7400~ Fax: 510-243-7411