Excell College

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Paramount

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www.excellcollege.com

January 1st, 2022, until December 31st, 2022

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MISSION AND PURPOSES

The mission of Excell College is to provide exceptional allied health programs in a safe setting of academic scholarship that will produce compassionate allied health workers. Excell College is dedicated to assisting students to achieve success by providing training that will result in job placement. The College's goal is to fulfill the educational expectations of students and faculty and provide the community with professionals capable of meeting the challenges in the field of allied health.

OBJECTIVES

In support of the Excell College mission, the College's objectives are:

- ✓ To develop each student's understanding of the information and language specific to their health care field.
- ✓ To provide students with all the materials, faculty and administrative support needed to successfully complete their program.
- ✓ To encourage and foster the value of life-long learning in our students.
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study.
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- ✓ To encourage acquisition of the body of knowledge presented in our educational programs.

CAMPUS FACILITIES

All class sessions are held at the Excell College campus located at 14025 Paramount Blvd, Paramount CA 90723. The campus is situated on Paramount Blvd at the corner of Rosecrans and some ten blocks north of the Pasadena Freeway (710). The area of the College is approximately 3,000 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, two administrative offices, one nursing skills lab and three classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. Student and faculty lounge areas are available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on college owned equipment, hardware and software. Our classroom is equipment with hospital beds, mannequins and latest in nursing school technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

ADMISSION REQUIREMENTS AND PROCEDURES

Excell College offers the following programs:

1. Medical Assistant

2. Pharmacy Technician

Each program offered at has its own prerequisites standards and it is the responsibly of the applicant to meet those standards. Applicants should review the program description in this catalog for the specific admission standards for each program offered.

ADMISSIONS REQUIREMENTS

1. All applicants are required to complete a potential student questionnaire form for admission.
2. All applicants must attend an initial personal interview with an Admissions Advisor and receive a tour of the campus.
3. All applicants must be at least 18 years of age to be considered for admissions.
4. All applicants must pay a $100 non-refundable applicant fee to apply.
5. All prospective students must take an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative. Passage of the Wonderlic will be accepted that they have the required English language proficiency.
6. All applicants for Pharmacy Technician must have a High School Diploma or a G.E.D. and proof must be presented to the College.
7. Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
8. Satisfactorily pass a criminal background check.
9. Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
10. Submit completed Live Scan form before clinical training begins.

ACCEPTANCE TO THE COLLEGE

Upon completion of the testing and required documentation for admission, the college administration will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all monies paid will be refunded.

CREDIT TRANSFER POLICIES

Students desiring credit for previous postsecondary education or experience will be interviewed and tested at the College to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit will be at the sole discretion of College, no appeals will be entertained. Students granted credit would have their tuition reduced by an amount determined by the College by prorating the tuition. Students already enrolled and are changing programs will be evaluated for satisfactory progress in their previously enrolled program to determine which credits can be considered for transfer to the new program. If transferable units are found, then the length of the new program will be adjusted, and

appropriate tuition credits will be applied. No credit will be given to students who have been away from the program for five years or more.

Students desiring credit for previous nursing education or experience will be interviewed and tested at the school to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution.

ARTICULATION AGREEMENTS

Excell College does not have any articulation agreements or transfer agreements with other institutions, colleges or universities.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Excell College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek 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 Excell College to determine if your credits or certificate will transfer.

The College does not award academic credit for advanced placement and experiential learning.

OFFICE HOURS

9:00 a.m. to 7:00 p.m. Monday through Thursday
9:00 a.m. to 6:00 p.m. Friday
9:00 a.m. to 5:00 p.m. Saturday

DISCLOSURE STATEMENTS

All information included in this catalog is printed in font size 11. (CEC §94908)

This school catalog is updated at least once a year or whenever changes to school policies take place. (5, CCR §71810(a))

It is the policy of the School to always provide a copy of the latest school catalog either in writing or electronically on the School's website to all prospective students and any interested persons. (CEC

§94909(a) and §94909(c))

Excell College is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

Excell College is not accredited by an accrediting agency recognized by USDOE accredited. Excell College is not accredited.

Excell College does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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. 1101 et seq.). (CEC §94909(a)(12))

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. (CEC §94909(a)(3)(B))

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 P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 574-8900 or by fax (916) 263-1897. (CEC §94909(a)(3)(A))

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov). (CEC §94909(a)(3)(C))

This institution is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status. (5, CCR §71810(b)(3))

Excell College students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. English language proficiency is documented by the admission interview and receipt of prior education documentation or the successfully completion of the Wonderlic Basic Skills Test as stated in the admission process. (5, CCR § 71810(b)(4))

All classes are taught in English. Instruction will not occur in a language other than English. (5, CCR §71810(b)(5))

Excell College does not participates in federal and state financial aid programs. (CEC §94909(a)(10))

If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. (CEC §94909(a)(11))

Excell College is not approved to participate in the Federal or State Student Aid programs. (5, CCR § 71810(b)(6))

Excell College does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. (5, CCR §71810 (b)(13)(A))

There are available housing options located reasonably near the institution's facilities. The average cost for include a room or apartment rental varying from between $550 for a room per month to $2,450 per month for a 2-bedroom house. Students will find rental information on Craig's List Los Angeles at http://losangeles.craigslist.org/(5, CCR §71810 (b)(13)(B))

Excell College has no responsibility to find or assist a student to find housing. (5, CCR §71810 (b)(13)(C))

Excell College does not plan to offer distance education. (5, CCR §71810 (b)(11))

The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. 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, prior to signing an enrollment agreement.

ACADEMIC PROGRESS STANDARDS

ACADEMIC ADVISING

Each student is given personal consideration and assistance with course arrangement and program scheduling. The academic department provides individual assistance and advice to a student with special academic problems in any particular subject. A student is also encouraged to request an appointment with his/her instructors to work on any specific problem he/she may be having with courses.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory progress toward the completion of a program of study is expected of all students attending Excell College. Satisfactory progress is defined as maintaining a 2.0 grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments, and acceptable performance of required skills.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	.0
B	=	80 – 89%	3.0	I	=	Incomplete	.0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (G.P.A.).

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's G.P.A. until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 14 calendar days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

ACADEMIC PROBATION

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) by the end of the probationary period, the student will be terminated from the College.

REPEATS AND REMEDIAL COURSES

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the G.P.A. All final course grades will be recorded and appear on the student's transcript.

AUDIT CLASSES

In the case that it becomes necessary to do so, a student may submit a written request and submit the "Request to Audit a Class" form to the Chief Academic Officer to audit a class. Class audits are considered on a case-by-case basis and are permitted at the discretion of the Chief Academic Officer . Circumstances for a class audit include, but are not limited to the following:

- Repeating a failed module or course. A student may audit a class if the failed module is not currently available.
- Change in class session. A student may audit a class until the appropriate module becomes available.
- Returning from a leave of absence (L.O.A.). A student may audit a class until the appropriate module becomes available.

The written request to audit classes must contain the name of the module and the scheduled dates of the audit. During the audit period:
- The attendance policy will apply.
- No grade will be given.
- No academic credit will be earned.
- No charges will be incurred.
- The total time a student audits a class is not included in the calculation of the maximum time frame of one and one-half (1.5) times the normal length of the program.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of college officials will review the written request and supporting materials. A decision will be made, and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

MAXIMUM TIME FRAME

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length

of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program.

EXTERNSHIP POLICIES

Students must attend the externship site designated by Excell College.

The externship portion of a program may be up to 40 hours per week. If a student is attending a part time schedule (less than 40 hours per week), he or she should plan to attend a full time (40 hours per week) externship. (Externship schedules may vary depending on hospital or clinical site shift availability)

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. Transportation to and from the externship site will be at the student's expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the college staff member. Days and times of externship duties may not be changed without the written permission of the College.

Externship site personnel, based on the standards set by the College, will evaluate the student's performance. An instructor or clinical coordinator will be assigned to visit sites on a regular (weekly) basis to meet with students and verify that the objectives of externship as written in Excell College's curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed to graduate.

Program failure may result if the student receives unsatisfactory evaluations by the externship supervisor, fails to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

Important Note: Clinical and externship sites assigned by the College are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation. If a student refuses a clinical or externship site assignment, he/she may be terminated from the program as unable to meet the required objectives and expected progress of the program.

STUDENT WORK POLICY

During externships, the student shall not be substituted for paid personnel during the program's clinical component.

The clinical affiliation site shall not pay the student during the program's clinical component.

ATTENDANCE, SUSPENSION, AND TERMINATION POLICIES

ATTENDANCE/TARDINESS, MAKE-UP STANDARDS

Regular attendance and punctuality will help develop the good habits necessary for successful careers. All scheduled hours of the class must be attended. If a student misses a class, he or she must make up the hours missed either on module break or after completing his or her program.

Students are encouraged to schedule medical, dental, personal, or legal appointments after school hours and notify the School if they are absent. Students will still be marked absent, tardy, or left early if they miss class due to medical, dental, personal, or legal appointments.

Three absences will negatively affect the student's modular grade. Absences equal to or over 15% of any module will lead to "Attendance Probation." The extent of probation is usually until the end of the current module as long as improvement was shown in the student's attendance. Students who have been absent from their scheduled classes for 21 consecutive school days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide Excell College with written documentation verifying the required military duty and length of service requested). Tardiness: Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked "left early" on their attendance record. Students who accumulate a total of four tardies or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the College.

Students are required to make up all assignments and work missed due to absence. The instructor may assign additional outside make-up work for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration. Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter, students must wait for one complete module. Usually, approval for reentry will be granted only once.

LEAVE OF ABSENCE

In case of serious illness, family bereavement, short-term military obligation, or other emergency circumstances, a student may apply for a Leave of Absence. All Leave of Absence requests must be in writing and approved by the C.A.O. In addition, the following guidelines apply.

- The student must submit a signed Leave of Absence form.
- A Leave of Absence may be approved for a certain period determined by the designated associate.
- A Leave of Absence may affect the availability of the class schedule for the individual student.
- Students making tuition payments for courses completed must continue to do so during a Leave of Absence.
- A student who fails to return from an L.O.A. on the scheduled return date and no prior arrangements have been made will be dropped from the College.

SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, attend classes regularly, and maintain a satisfactory level of academic achievement. The college reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to college property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet School's attendance policy or standards.
- Fails to meet financial obligations to the College.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

WITHDRAWAL FROM COLLEGE

Although most students at Excell College complete their program, there are occasionally unforeseen circumstances that require that the student withdraws from the College. Students who withdraw from the College prior to the completion of their program must follow the steps listed:

1. Meet with lead Instructor and Program Director (if applicable).
2. Meet with the Chief Academic Officer to discuss the student's decision to withdraw. Excell College will make every effort to assist the student to continue his/her education.
3. Meet with the School Director regarding financial obligations to the College. The amount of refund and final grade determinations are based upon the student's last date of class attendance.

GRADUATION REQUIREMENTS

The candidate for a certificate must:

1. Complete all classes (credit units and hours) with a grade point average (G.P.A.) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, classroom, and laboratory skill proficiency standards.
3. Complete all theory, clinical, and externship requirements and hours, and receive satisfactory evaluations.
4. Fulfill all financial obligations to the College prior to graduation.

Excell College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed to receive a certificate.

SCHOOL POLICIES

CONDUCT

Excell College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is crucial in obtaining and keeping a job. For this reason, Excell College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while attending the College and other facilities during externships.

2. Dishonesty on any student may result in probation, suspension, or termination from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.

3. Students will be held responsible for any theft or damage is done to college or externship site property and will be expected to reimburse the institution for such damage or loss.

4. Any actions that disrupt other students' learning opportunities, including but not limited to fighting, use of profanity, harassment, cheating, and stealing, will not be tolerated.

5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on college or externship property.

6. Students may not have any weapons or create a safety hazard to others while on college or externship property.

7. The College is a non-smoking facility. Smoking is permitted outside of the buildings.

8. Animals are not permitted on the college grounds, except for animals designated to assist the physically impaired.

9. The College does not provide childcare services. Children are not permitted in the instructional areas.

10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from Excell College.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the College. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at the assigned externship site. A detailed dress code is provided during orientation.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times. Make-up, hairstyles, fingernails, and jewelry must be moderate and

understated. No facial piercings are allowed. Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain, and the time missed will be recorded as an absence.

SEXUAL HARASSMENT

Excell College is committed to creating and maintaining an environment where all who participate in college programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

As these behaviors violate both the law and school policy, Excell College will respond promptly and effectively to all claims of sexual harassment. Once a claim has been thoroughly investigated, Excell College will take appropriate action to prevent, correct, and, if necessary, discipline behavior that violates this policy.

Sexual harassment includes but is not limited to the following: unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature; conduct or behavior that explicitly or implicitly affects an individual's employment or education; sexual conduct that unreasonably interferes with an individual's work or educational performance; or conduct that creates an intimidating, hostile or offensive working or learning environment.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

Excell College supports the National Drug and Alcohol Abuse Awareness and Prevention Program and follows the United States Department of Education guidelines. A copy of these guidelines is provided to students at orientation. Abuse referral resources are available to all students, faculty, and staff.

CRIME AWARENESS

Excell College provides students with current campus security policies and procedures in compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended). In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes on the college campus.

PERSONAL PROPERTY

Excell College assumes no responsibility for loss or damage to a student's personal property or vehicle (including vehicle contents) while in, on, or adjacent to college property.

OTHER POLICIES

ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION

Excell College does not offer English-as-a-Second Language instruction. All courses at Excell College are taught in English. The student must speak, read, and write English fluently. Completing the application, college admissions test, and interview will determine the student's English abilities.

FIELD TRIPS

When appropriate, arrangements will be made for students to leave campus to observe their particular course of study as it applies to the real world of work. Excell College requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

PREGNANCY

At the time of enrollment, students who are pregnant must provide written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect the expected graduation date.

GRIEVANCE PROCEDURES

Students wishing to express a concern should adhere, in order, to the following procedures:

1. Discuss the concern with the appropriate Instructor. All discussions are held before or after class or by a scheduled appointment.

2. If the concern cannot be resolved through the Instructor, present the concern in writing to the applicable program director.

3. Schedule an appointment to discuss the concern with the Program Director or Chief Academic Officer, as appropriate.

4. Meetings will be scheduled with all relevant parties before a resolution is reached.

5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the Chief Academic Officer's office. The review board is responsible for reaching a decision that is in balance with the best interests of all parties named in the complaint.

6. Further unresolved concerns may be processed either in writing or by personal appearance. Contact the College's Director of Student Services and Placement to pursue this formal grievance procedure.

7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 www.bppe.ca.gov or P. O. Box 980818 W. Sacramento, CA 95798-0818 Toll-Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959 Fax: (916) 263-1897 By E-mail to: bppe@dca.ca.gov

STUDENT RECORD RETENTION

Excell College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during regular college hours. The only exception is the personal student guidance notes maintained by faculty members, the department head, or the C.E.O. or C.A.O.

2. The College may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.

3. The student may not have access to financial data separately submitted by parents or guardians.

4. Once the student becomes an eligible student, the rights accorded to and consent required of parents under this Act, transfer from the parents to the student.

TRANSCRIPTS

Student transcripts will be maintained indefinitely. Excell College will provide one transcript to each graduate at no charge. A fee of $10.00 will be charged for each additional transcript. The student's financial accounts must be current prior to furnishing any transcripts.

STUDENT SERVICES INFORMATION

ORIENTATION

All new students must attend an orientation prior to their first day of class. During orientation, school policies are introduced, uniform measurements are taken, and textbooks are distributed if appropriate (textbooks may also be distributed on the first days of class).

LIBRARY AND LEARNING RESOURCES

Excell College has established a library and resource center consisting of textbooks and periodicals providing information in the institution's various allied health and business administration disciplines. The College subscribes to the Licensed Practical Nurse, Advance Nursing, Nurse Week, Nursing Forum, Professional Medical Assistant, and several other periodicals that expose students and faculty to the latest in the allied health industry. In addition, Excell College offers a wide variety of resource material related to general education, including textbooks on writing research papers, critical thinking, cultural diversity, mathematics, communication, elementary statistics, marketing, organizational behavior, cultural diversity, public health, and safety.

The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. Excell College also will provide students with online library resources. The online library is the student's gateway to dozens of free resources and courses as well as e-journals containing articles from hundreds of publishers. Students may search textbooks, periodicals, news, current events, encyclopedias and dictionaries, economic data, and business directories. A student may search by title, author, subject area, or keywords.

The library, which provides academic assistance to students, is open from 9:00 a.m. to 7:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Fridays.

Students may sign out books, videos, or C.D.s out for four weeks and may be renewed. Books may be renewed only twice. Students are limited to five (5) books to be checked out at one time. Students are held responsible for any book checked out on their card/library check-out book.

Reference materials, books, periodicals, pamphlets, newspapers, and any other materials labeled reference are non-circulating. Reference books cannot be removed except to be taken to the copy machine. This must be done with permission from the student services director. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time, but they may be used if needed.

GUIDANCE SERVICES

Excell College assists students in solving personal or education-related problems, which may occur during their education. Professional counselors and other appropriate community agencies are also available through Guidance Services.

PARKING

Excell College has daily parking available around the campus. Street parking is also available near and around the campus.

GRADUATE SERVICES

Excell College's mission is to provide adult learners with the skills and technical knowledge necessary to qualify for employment in entry-level positions. Excell College cannot and will not guarantee a job to anyone. The College does not represent or guarantee compensation levels to anyone.

An eligible graduate is any student who has:
1. Completed all graduation requirements.
2. Submitted a personal résumé to the Director of Student Services and Placement.
3. Returned all books, equipment belonging to the College.
4. Fulfilled all financial obligations to the College.

Upon graduation, the following graduate services are provided:
- Interviewing and Job Search Skills
- Résumé Writing
- Placement Assistance

PLACEMENT SERVICES

Excell College does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after completing their studies by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, all programs integrate career-planning concepts into the curriculum. Students participate in sessions covering interviewing techniques, networking, resume writing, and professional dress and conduct.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown					
	Registration	Tuition	STRF *	Supplies/Books	** Total Charges	Total charges per hour
	Nonrefundable	*Refundable*	*Nonrefundable*	*Refundable*		
Medical Assistant	**$100.00**	**$5,200.00**	**$12.50**	**$150.00**	**$5,462.50**	$7.58 an hour
Pharmacy Technician	**$100.00**	**$7,000.00**	**$17.50**	**$180.00**	**$7,297.50**	$10.13 an hour

*Institution shall collect an assessment of fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars.

** "Total charges" means the sum of institutional and noninstitutional charges.

These are the schedule of total charges for a period of attendance **and an estimated schedule of total charges for the entire educational program, subject to change.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

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 College, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the College, 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, 1747 North Market Drive, Suite 225, Sacramento, CA 95834, (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:

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.

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.

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.

The institution has been ordered to pay a refund by the Bureau but has failed to do so.

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.

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.

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."

CANCELLATION AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

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

PROCEDURE TO CANCEL

Cancellation occurs when the institution receives written notice of cancellation from the student directed to the attention of the School Director at Excell College 14025 Paramount Blvd, Paramount CA 90723.

This notice need not take any form; it needs only to state that the student wishes to cancel the enrollment agreement. It is effective on the date the School Director receives it. Suppose the student cannot submit a cancellation notice directly to the School Director. In that case, it can be mailed to the School Director at Excell College 14025 Paramount Blvd, Paramount CA 90723. If mailed, the cancellation notice is effective as of the postmark date.

WITHDRAWAL FROM COURSE

After the grace period the institutional refund policy for students who have completed up to 60 percent or less of the course of instruction is pro rata refund. Students have a right to terminate their studies at any time and have the right to receive a refund for the part of the program they have paid for and did not receive.

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

If a student withdraws or is terminated from a program after the grace period allowed for cancellation, the school will remit a refund, less the registration fee of $100.00, within 45 days following the withdrawal date. A student is obligated to pay only for educational services rendered and for unreturned books or equipment.

PRO-RATA REFUND CALCULATION

(A) Deduct a registration fee ($100) from the total tuition charge.
(B) Divide this figure by the number of hours in the program.
(C) The quotient is the hourly charge for the program.
(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
(F) The refund amount shall be adjusted for equipment, if applicable.

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

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

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

PROGRAMS

MEDICAL ASSISTING

Total Clock Hours: 720 clock hours; 47 Credit Units Certificate Program
Program Delivery: Residential
Type of Instruction: Lecture, Lab, and Externship
Leads to the Standard Occupational Classification: 31-9092.00 - Medical Assistants
Below College Level

Program Description

The Medical Assisting Program (certificate) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims. This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Program Mission

The mission of the Medical Assisting Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Program Objectives

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

- Upon successful completion of this program, the graduate will be able to:
- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing, and administering medications as directed, collecting, and processing specimens, recognizing emergencies, and performing C.P.R. and first aid.

- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural terminology and ICD-9 coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A	**Administrative Medical Assisting Duties**	**80**	**6**
Module B	**Introduction to Anatomy and Physiology**	**80**	**6**
Module C	**Office Environment Safety Infection Control and**	**80**	**6**
Module D	**Psychology and Special Senses**	**80**	**6**
Module E	**Medical Management**	**80**	**6**
Module F	**Clinical Medical Assisting Duties**	**80**	**6**
Module G	**Pharmacology and Office Emergencies**	**80**	**6**
Module X	**Externship**	**160**	**5**
	Program Total	**720**	**47**

Course Descriptions

Module A: Administrative Medical Assisting Duties

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In addition, the module presents professionalism by describing the concepts of making a commitment to your job.

Module B: Introduction to Anatomy and Physiology

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems, their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module.

Module C: Office Environment Safety Infection Control and Laboratory

This module covers the concepts relating to the office environment safety and measures that includes discussion of blood borne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module D: Psychology and Special Senses

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module E: Medical Management

This module covers the concepts of financial management, medical insurance, types, and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module F: Clinical Medical Assisting Duties

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties and their relationship to lifespans, and nutrition. The module also presents concepts and information related to the study of   anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module G: Pharmacology and Office Emergencies

This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module X: Medical Assisting Externship

Upon successful completion of Modules, A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals.

PHARMACY TECHNICIAN

Total Clock Hours: 720 clock hours; 47 Credit Units Certificate Program
Program Delivery: Residential
Type of Instruction: Lecture, Lab, and Externship
Leads to the Standard Occupational Classification: 29-2052.00 - Pharmacy Technicians
Below College Level

Program Description:

The Pharmacy Technician Certificate program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting.

Program Mission

The mission of the Pharmacy Technician Certificate program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as Pharmacy Technician and upon completion of the program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Program Objectives

The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- ✓ To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.

- ✓ To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.

- ✓ To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.

- ✓ To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- ✓ To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- ✓ To provide the student with skills required for C.P.R. certification.
- ✓ Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- ✓ Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- ✓ Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- ✓ Explain the term "nonjudgmental duties," explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- ✓ Identify professional organizations available to pharmacy technicians.
- ✓ Demonstrate how to find State specific requirements for Pharmacy Technicians.
- ✓ Describe various aspects of the National Certification Examination and the California State Board of Pharmacy Registration process.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module 101	**Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems**	**80**	**6.0**
Module 102	**Aspects of Retail Pharmacy and Pharmacology of the Nervous System**	**80**	**6.0**
Module 103	**History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice**	**80**	**6.0**
Module 104	**Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**	**80**	**6.0**
Module 105	**Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**	**80**	**6.0**
Module 106	**Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**	**80**	**6.0**
Module 107	**Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**	**80**	**6.0**
Module 10x	**Clinical Externship**	**160**	**5.0**
	Program Total	**720**	**47**

Course Descriptions:

Module 101: Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine

and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0   Other Hours: 0.0 No prerequisites

Module 102: Aspects of Retail Pharmacy and Pharmacology of the Nervous System

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0. No prerequisites

Module 103: History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0   Other Hours: 0.0 No prerequisites

Module 104: Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 No prerequisites

Module 105: Administrative Aspects of the Pharmacy Technician and Pharmacology of the G.I. and Muscular System

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and

Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications, and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics, and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 No prerequisites

Module 106: Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 No prerequisites

Module 107: Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long-term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory, and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module 10X: Clinical Externship

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic (Mod 101-107) Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160

LICENSURE REQUIREMENTS

Medical Assistant

Although Medical Assistants are not licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the Medical Assistant must be certified by one of the approved certifying organizations to train other medical assistants. (Title 16 CCR 1366.3).

Pharmacy Technician

Training Required

Must meet one of the following requirements: [C.A. Bus and Prof 4202a]

> 1. Complete any pharmacy technician training program accredited by the American Society of Health-System Pharmacists.

> 2. Obtain an associate degree in pharmacy technology.

> 3. Complete any other course that provides a training period of at least 240 hours of instruction covering the topics outlined in regulations. [C.A. Board Reg. Code 1793.6]. Pharmacy technicians may use The National Pharmacy Technician Training Program together with appropriate supervision of 240 hours of practical experience.

> 4. Graduate from an accredited pharmacy program.

> 5. Receive certification by a board-approved program.

Upon completion of the program at the Institute, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Licensure Requirements: [C.A. Board Reg. Code1793.5]

> 1. Applicant must submit an application ($50) to the board of pharmacy.

> 2. Applicant must attain a high school diploma or equivalent.

> 3. Applicant must produce documents confirming his or her identity.

> 4. Applicant must produce a description of his or her qualifications and supporting documentation for those qualifications.

> 5. Applicant must undergo and pass a criminal background check.

DEPARTMENT OF LABOR'S STANDARD OCCUPATIONAL CLASSIFICATION

31-9092.00 - Medical Assistants

29-2052.00 - Pharmacy Technicians

CLASS SCHEDULES

Medical Assisting

       Morning Session: 7:45 a.m. to 11:45 a.m. Monday – Thursday
       Evening Session: 6:00 p.m. to 10:00 p.m. Monday-Thursday
       Externship may be up to 40 hours per week

Pharmacy Technology

       Morning Session: 7:45 AM to 11:45 AM Monday - Thursday
       Evening Session: 6:00 PM to 10:00 PM Monday-Thursday
       Externship may be up to 40 hours per week

FACULTY

Excell College faculty members are selected for their academic qualifications and their "real world" experience. In this way, Excell College faculty can provide a healthy balance of textbooks theory and "real world" educational application to the classroom. Most of the faculty are Registered Nurses or have a B.S.N. degree and hold industry certifications or have excelled in their particular field of endeavors. As professionals in the fields in which they teach, these faculty members bring to Excell College students the benefits of their practical professional experience.

Dr. Jennifer Ty De Guzman, DNP, APRN, NP-C, FNP-BC, PMHNP-BC, WCC, OMS, LNC
Dr. Ty- De Guzman holds Bachelor of Science in Nursing from the University of the East Ramon Magsaysay Medical Center – Philippines. Jennifer completed Doctor in Nursing Practice and certified as Family Nurse Practitioner and Psychiatric and Mental Health Nurse Practitioner.

Richard A Yap, APRN, MSN, FNP
Richard Graduated at the top of his class from University of the East Ramon Magsaysay Medical Center – Philippines. with a Bachelor of Science degree in Nursing. Richard completed Master of Science in Nursing and certified as Family Nurse Practitioner

LeiAnn Contreras, LVN, WCC, OMS, CWCA
Leiann is an LVN who has over 15 years' experience in direct patient care and leadership. LeiAnn is currently a Chief Operating Officer and supervises clinical staff including Registered Nurses, Licensed Vocational Nurses, Certified Home Health Aides, and interdisciplinary staff such as PT, OT, ST, MSW

Don Almerick Ngo LVN, WCC, OMS, CWCA
Don has been a LVN Field Case manager since 2002, Don's added experience as a Director of Education brings a wealth of experience and knowledge to his instruction on healthcare.