



2017 Catalog

January 1, 2017 - December 31, 2017

Medical Career College of Northern California
Citrus Heights, California

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MCCNC Catalog

Volume: II, 10th Edition, Published: May, 2017

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GENERAL INFORMATION

MCCNC Catalog

Volume: II, 10th Edition, Published: April 20, 2016

This catalog is not considered complete without its supplement. The supplement includes a list of program start and anticipated completion dates, program costs and a list of faculty and staff. MCCNC reserves the right to change, without notification, any information published in the catalog. These changes will not affect currently enrolled students, without prior written notice. The catalog and its supplement are maintained electronically at www.medicalcareercollege.net. A printed version of the catalog and supplement will be provided upon request.

Medical Career College of Northern California®

Citrus Heights, California

7475 Kanai Avenue, Citrus Heights, CA 95621

Phone: 916-721-7106

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Extern Coordinator #: 530-906-7435 (cell)

E-Mail: mccnc2000@yahoo.com

Website: www.medicalcareercollege.net

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

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA, www.bppe.ca.gov or toll-free telephone number (888) 370-7589, (916) 431-6959 or by fax (916)-263-1897.

The school does not have a pending petition for bankruptcy, is not operating as a debtor in possession has not filed a petition within the preceding five years, or has 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.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for graduation.

Diane Morgan
January, 2015

Mission Statement and Educational Objectives

Our mission is to teach people to change their lives by preparing students for entry-level careers in the allied health. To accomplish its mission, MCCNC is committed to the continual fulfillment of the following objectives:

- Remain progressive in the development of our educational offerings by staying abreast of changes and trends which appear in the allied health professions;
- Provide educational opportunities that reflect the needs of the changing job markets and that assist students in developing a career path in their chosen field;
- Utilize a variety of delivery systems including distance education and residential formats;
- Teach students to develop critical thinking and problem solving skills;
- Hire faculty members who have demonstrated expertise in their respective fields and train them in sound instructional methods;
- Provide the facilities, material, and equipment necessary to emulate experiences commonly found in the students' field of training;

- Provide the support system to assist students in fulfilling their career objectives;
- Strive to instill in students the commitment to life-long learning;
- Maintain Program Advisory Committees that meet regularly with the purpose of reviewing and recommending content, programs, and equipment needed to produce successful graduates.

Administrative Staff and Faculty

A listing of administrative staff and faculty is available in the supplement to this catalog.

Ownership and Officers

Diane Morgan Owner and School Director

Approvals, Licensures, Accreditation, Memberships

APPROVED TO OPERATE AS A PRIVATE POSTSECONDARY INSTITUTION IN THE STATE OF CALIFORNIA BY MEANS OF ACCREDITATION:

Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798-0818 School Code: 41462639

ACCREDITING AGENCY

Medical Career College of Northern California is institutionally accredited to award certificates by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (703) 917-9503. (ABHES ID: I-104)

APPROVALS

Approved by the California Department of Public Health Radiologic Health Branch (ID: 1135).

Approved for Veterans Benefits

MEMBERSHIPS

Association of Private Sector Colleges and Universities
California Association of Private Postsecondary Schools

History

Medical Career College of Northern California was originally founded in October 2003 by Diane Morgan, CRT and Joan Lukkonen, RN. In June 2006, the school was incorporated. The institution became institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in December 2007. In 2009, Medical Assisting, Leg Podiatric and Medical Assisting with Limited Permit X-Ray Technician programs were added. The school has remained in continuous operation since 2003. In June 2014, the school was purchased by Weston Educational, Inc. and under the new ownership, the school's name was changed to Heritage College. In addition, the school has been recognized as a non-main campus of Heritage College, Denver, Colorado, by ABHES. The school is approved to award certificates in the following programs: Medical Assistant with Limited Permit X-ray Technician and Limited Permit X-ray Technician. On September 11, 2015, the school was purchased by Diane Morgan and was recognized by ABHES in a letter dated September 30, 2015 as the new owner and has changed the name of the school back to Medical Career College of Northern California and offers a Limited Permit X-ray Technician program as well as a Medical Assistant with Limited Permit X-ray Technician program.

Description of Facilities

All class sessions will be held at the school's main campus located at: 7475 Kanai Avenue, Citrus Heights, CA 95621. The school's facility consists of 2500 square feet of floor space, which has been divided up into classrooms, a laboratory, an x-ray suite, an administrative office, a student resource center, conference room and student break room/lounge. All library resources are available to enrolled students. Students may borrow any of the library's resources by simply signing the item out on the library clipboard for a maximum of two weeks. Ample parking is available to all students. The equipment used for training consists of analog and digital radiographic imaging and developing equipment, medical equipment and supplies, projectors and computers. The campus is located close to freeway access, shopping, banking, hotels and public transportation. The break room/lounge contains a microwave, toaster oven, coffee pot and refrigerator for student use. The school offers bicycle storage and recycling receptacles. The facility is ADA compliant.

Nondiscrimination Policy

MCCNC is an educational institution that is committed to supporting the diversity of its employees, students and programs. MCCNC is dedicated to a policy of equal opportunity and nondiscrimination on the basis of gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability or any other characteristic protected by state, local, or federal law, in all educational programs and activities, admission of students and conditions of employment. Prohibited sex discrimination covers sexual harassment and sexual violence. MCCNC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy, or assistance with accommodation requests can be brought to the attention of the Title IX Coordinator whose contact information is: School Director, 916-721-7106, Email address: mccnc2000@yahoo.com.

Title IX Compliance

The school's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail by requesting a paper copy from the School Director. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is below. Students who wish to make a report of sexual misconduct should follow published grievance procedures that can be obtained from the Title IX Coordinator. The Title IX Coordinator is the School Director, 916-721-7106, Email address: mccnc2000@yahoo.com

ADMISSIONS

Requirements for Admission

- All applicants must be 18 years of age.
- Applicants must possess a high school diploma or its equivalent.*
- A criminal record will jeopardize a graduate's eligibility for employment; therefore, MCCNC does not accept applicants who have been convicted of a felony.

*A physical copy of the diploma or its equivalent needs to be submitted to the school no later than 30 days after classes commence.

Additional Requirements

Limited Permit X-Ray Technician Programs

- Be a graduate of an accredited Medical Assistant program (or military equivalent) or; have a minimum of two years of documented on the job training in the health care field.
- A minimum passing score of 19 on the school's entrance test, the Wonderlic
- Better than 60% accuracy on the Spatial Views Test.

Medical Assistant with Limited Permit X-Ray Technician program

- A minimum passing score of 19 on the school's entrance test, the Wonderlic.
- Better than 60% accuracy on the Spatial Views Test.

Admissions Procedures

It is recommended that applicants and, if possible, their families or friends, visit the School to gain an understanding of the school and view its facilities and equipment. A personal interview will be scheduled with a member of the admissions staff to submit their application. Applicants will receive a copy of the current School Catalog and Institutional Performance Fact Sheet during this appointment. Applicants will be given the opportunity to review and discuss pre-enrollment documents. The following documents must be completed in order for the school officials to review the application for enrollment:

- Application/Enrollment Agreement;
- Documentation of high school graduation or its equivalency*
- Other enrollment documents will be required on the day of enrollment.

*Applicants who attended secondary education outside of the United States must submit a certified copy of his/her secondary school transcript or diploma. It must be translated into English and evaluated as an equivalent to a U.S. high school diploma by an accredited National Association of Credential Evaluation Services, Inc. (NACES) agency. Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution.

Performance Fact Sheet

The school calculates completion and placement rates for all programs and licensure rates for the Limited Permit X-Ray Technician program. These rates are calculated annually at the end of June. Students are given an Institutional Performance Fact Sheet with the latest statistical information prior to enrollment, upon request, and a copy may be found on the school's website at: www.medicalcarecollege.net/resources/. Statistics are compiled using formulas provided by the California State Bureau for Private Postsecondary Education.

Readmissions

Students applying for re-admission must repeat the full admission process. Credits previously earned at the school will be accepted and will count as both accepted and attempted in calculating cumulative grade point average and pace. Students readmitted into their previous program will re-enter with the same SAP standing previously attained. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entry. Students terminated for failure to meet the Standard of Satisfactory Academic Progress will only be re-started if they file a successful appeal to be placed on probation. Appeals should be submitted in writing to the School Director during the re-admission process. The results of the appeal will be provided to the student verbally or in writing within three business days. If the student fails to meet the Standard of Satisfactory Progress by the end of one course, the student will be dismissed for failure to meet the Standard of Satisfactory Progress. See the standards regarding Satisfactory Academic Progress later in this catalog.

Readmission of Service Members

MCCNC provides provisions for students serving in the U.S. Armed Forces and their families. Students in this category who withdrew for military obligations, and desire to reenroll, will be readmitted with the following allowances: (1) MCCNC will readmit the student into the next available class unless he/she requests a later date or unusual circumstances require the school to admit him/her at a later date; (2) They will be assessed the tuition and fee charges that were in effect when he/she left; (3) they will be readmitted with the same academic status as when he/she left; (4) MCCNC will provide reasonable efforts to those students who are not prepared to resume at the point where he/she left off. Such accommodations could include providing refresher courses, or allowing the students to retake courses, both at no additional cost.

Note: The cumulative length of absence from the school for military service may not exceed five years.

Acceptance of Credits on Transfer

Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department (ED) or the Council for Higher Education Accreditation (CHEA), including military training, will be evaluated with the following considerations:

- It is the responsibility of the student to provide MCCNC with official transcripts and a catalog with course descriptions from their previous institution.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are comparable to that of a related MCCNC course.
- A "C" or better grade was earned in the course.
- Students who transfer in credits must complete a minimum of 50% of the course work required for graduation at a MCCNC school.
- Credits from another institution accepted by MCCNC shall be counted as both credits attempted and completed for calculation of pace and maximum time frame. Grades associated with these credits are not included in calculating cumulative grade point average.
- All credits previously attempted at MCCNC for the same program will be counted in both the cumulative grade point average and Pace components.
- Credit for military training and experience can only be transferred if it is applicable to the student's program requirements at MCCNC. Training time will be shortened and tuition reduced proportionately and the VA and the veteran so notified.

Requests for acceptance of credit should be received by MCCNC before classes commence. Requests made later than 30 days after the student starts school may be denied by MCCNC. Decisions regarding the awarding of credits for previous education or experiential learning will be made after careful evaluation of supporting documents by the Program Manager. If the student disagrees with this decision, he/she may schedule an appeal with the Administration to review their case. A decision will be made and given to the student in writing within 7 days. There will be no costs to the student for the assessment of experiential learning or the appeal process.

Academic Evaluation for Veteran Students

In addition to providing program requirements, MCCNC shall provide to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated plan that indicates how many, if any, transfer credits it intends to award, and how these transfer credits will be applied to the student's educational program. The evaluated educational plan will be provided within 10 days after the individual has enrolled and all required official transcripts have been received. Training time will be shortened and tuition reduced proportionately and the VA and the veteran so notified. MCCNC will maintain a written record of the previous education and training and indicate that credit has been granted, if appropriate. Credits earned and/or military training and experience will only be considered for transfer credit if received within five years of their program start date.

Advanced Placement/Experiential Learning

Applicants to the Limited Permit X-Ray Technician program must be a graduate of an accredited Medical Assistant program (or military equivalent) or; have a minimum of two years of documented on the job training as a medical assistant.

MCCNC may accept advanced placement or credit for experiential learning or life experience. This acceptance will be considered on an individual basis. Credit for experiential learning or life experience will also be considered for acceptance as part of the academic evaluation for veteran students.

Employment Classifications

Students who graduate from MCCNC will be eligible for placement in a job classification based on the U.S Department of Labor's Statistics Detailed Occupation codes. The U.S. Department of Labor's Statistics Standard Occupational Classifications are as follows:

29-2099

31-9092

31-9092

90-9099

29-2071

43-6013

43-1011

Health Technicians and Technologists
(Limited Permit X-ray Technician)
Medical Assistant
Chiropractic Assistant
Podiatric Technician
Medical Records Technician
Medical Secretaries
First Line Supervisors of Office and
Administrative Support Workers

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at MCCNC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn for completing your program is also at the complete discretion of the institution you may seek to transfer. If the credits or credential 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 MCCNC to determine if your credits or credential will transfer.

MCCNC has not entered into any articulation or transfer agreements with any other college or university.

FINANCIAL SERVICES

Student Financing

Currently, Medical Career College of Northern California, Citrus Heights, CA, does not participate in any federal or state financial aid programs.

Student Loans

If the student obtains a loan to pay for tuition, the student will have the responsibility to repay the full amount of the loan plus any interest, less the amount of any refund,

VA Programs

Students with specific questions regarding their eligibility should contact the Veterans Administration at: 1-888-GIBILL1.

Program Costs

Tuition and other costs are available on the supplement to this catalog. Students may provide their own books or supplies if they are identical to those required by MCCNC.

Cost of Attendance

In addition to the institutional charges, students should plan for their cost of living while attending school. The student would want to consider room and board, transportation, personal expenses, etc., when making their decision to attend school.

Refund, Cancellation and Withdrawal Policy

Students who enter a program for which they have enrolled may withdraw at any time after beginning classes. Students are required to cancel their enrollment by written request at any time before or during their training. The date when the School receives the notice of the student's intent to withdraw shall be the termination date.

The Student's Right to Cancel

Cancellation Notices:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Any books issued to the student must be returned in excellent condition in order to have the textbook fee refunded. The applicant shall receive all monies due within 30 days from the notice of cancellation. The \$100.00 registration fee is non-refundable.

Termination or Withdrawal after the commencement of classes:

A student may withdraw at any time after the start of the program. The refund policy for students who have completed 60% or less of the total program hours shall be a prorated refund. After 60% of the total program hours have been completed, no refund will be forthcoming. The students are required to have an exit interview with the School Director to discuss the amount of money to be refunded. Refunds are calculated from the first date of the program to the receipt of the letter requesting withdrawal from the program.

A refund will be calculated as follows using the example of 438 total hours and a total program cost of \$9900.00. (Unused books will be credited if in excellent condition).

Program Fee/Hour (based on total program cost divided by total program hours) times (x) the number of hours completed subtracted (-) from the total program costs paid. The non-refundable registration fee is subtracted from the total program cost before calculation is started.

Example:

\$9900.00 (Paid at start of program)

- 100.00 Registration Fee

\$9800.00 Total Program Charge

Therefore:

\$9800.00 Total Program Charge

Divided by 438 Total Program Hours

= \$22.37/Hr.

Therefore:

\$22.37 x 50 completed hours = \$1,118.50

\$9800.00 - \$1,118.50 = \$8,681.50 refund

The above example is based on the California State Refund Policy.

The example shows a student that was enrolled in a 438 course that had a total charge of \$9800.00 (\$9900.00 - \$100.00 Registration Fee) for which the student had paid in full. The student completed 50 hours of instruction at the time of receipt of the letter of withdrawal. Refunds will be made within 30 days from the date of withdrawal determination.

Student Tuition Recovery Fund

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

(1) You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition by cash, guaranteed student loans, or personal loans, and;

(2) The total charges are not paid by any third-party payer such as an employer, government program or other payer unless there is a separate agreement to repay the third-party.

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

(1) You are not a California resident, are not enrolled in a residency program, or;

(2) Your total charges are paid by a third-party, such as an employer, government program, or other payer and you have no separate agreement to repay the third-party.

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

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

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

It is important that students keep copies of their enrollment agreement, financial papers, receipts or any other information that documents money paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education.

ADMINISTRATIVE POLICIES AND PROCEDURES

Students are responsible for understanding all rules and policies of the school through publications, memos, online correspondence and the school catalog. If a policy change affects students currently in training, a copy of the new policy will be made available to the student.

The college reserves the right to make certain changes in program content, equipment, books, faculty, program length, scheduled class times, and tuition. Tuition and other cost changes will not affect students currently in training. The Bureau of Private Postsecondary Education, California Department of Public Health Radiologic Health Branch, Department of Veteran Affairs, U.S. Department of Education, and the Accrediting Bureau of Health Education Schools will be notified of changes as deemed necessary.

Student Records

All students attending MCCNC have the right to review their academic and account records, including grades and attendance. A student may request, in person or in writing, a printout of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Director of Education in writing. Students may request a record review by writing the School Director at the address at the front of the catalog. Such review will be allowed at regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$1.00 per page. Challenging any of the records must be done in writing, clearly stating the concerns. A meeting may be held, if required, to go over concerns involving the records. Parental access to student records will be allowed without prior consent if the student is a dependent as defined in Sec 252 of the Internal Revenue Regulations. Written consent from a student, parent, or guardian of a minor student, is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies.

Student Rights / FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.) These rights include: (1) The right to inspect and review the student's educational records within 45 days after the day MCCNC receives a request for access. A student should submit to the School Director, a written request that identifies the record(s) the student wishes to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the

student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by MCCNC in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MCCNC. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. MCCNC will make reasonable attempts to notify each student of these disclosures. (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by MCCNC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. MCCNC is legally permitted to disclose directory information without the student's prior written consent. MCCNC designates the following items as directory information: student's name, date of birth, dates of attendance, location of attendance, email address, website address, program of study, participation in officially recognized activities, degree, diplomas and certificates awarded, enrollment status (i.e., enrolled, active, future enrolled student, reentry, on leave of absence, withdrawn, etc.). Students may request that MCCNC not disclose any or all of their directory information. Requests for non-disclosure must be in writing with the School Director.

School Notification

Students are required to notify MCCNC whenever a change in personal information occurs, such as: change of name, address, or telephone number. Additionally, any anticipated changes in attendance, student payment arrangements, or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at MCCNC.

Dress and Appearance

Students should begin to acquire a wardrobe suitable for their future workplace. Many employers have set standards of appearance, and it is to the student's advantage to develop the discipline of meeting pre-set standards. All student attire must fit well, be clean, and in good condition. Cut-offs, tank tops, bare midriffs, facial piercing (including tongue), offensive or illegal themes on clothing are prohibited. Shoes must be worn. Tattoos shall not be visible. Students in lab are required to wear scrubs and closed toe shoes. Students on externship shall wear scrubs or the appropriate uniform required by the externship site.

Student Conduct

Mature, business-like conduct is expected in the classrooms and throughout the school property. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption, will not be tolerated. Any activity that adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behavior in the hallways, break room, and parking lot. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility in order to provide a positive and safe environment for learning. If a student or staff member should observe inappropriate behavior, it should be reported to the Director of Education so the issue can be addressed. Students who are unable to abide by the rules may be subject to dismissal from the school.

Availability of Employees for Information Dissemination

For any information about the school contact the School Director.

Record Keeping

The School maintains an academic file for each student. The record is kept in the administrative office at the school. The student may ask to view their academic record at any time. Academic records are kept at the school site for a minimum of five years. Student transcripts are maintained electronically off-site and can be accessed indefinitely. All financial and academic records will be kept in the administrative office for a minimum of five years.

Transcript Policy

The institution will maintain an official academic transcript for each student indefinitely. The transcript will provide a complete record of each student's academic performance. Attendance records and financial records are available upon request for up to five years after a student's graduation or termination from the program.

Official transcripts will be provided to whomever the student designates upon written request. There will be no charge for the first two requests for transcripts, providing the student's financial obligations to the school have been met.

Drugs and Alcohol

Medical Career College of Northern California is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the MCCNC Drug and Alcohol Abuse Prevention Policy upon enrollment/employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request to the School Director.

Disciplinary Action

The following are causes for disciplinary action, which may include termination from school:

- Failure to comply with the satisfactory progress policy;
- Failure to comply with the attendance policy;
- Failure to comply with the conduct policy;
- Failure to meet all financial obligations;
- Violation of any conditions as set forth and agreed to in the enrollment agreement or the list of understandings;
- Refusal to follow instructions given by the instructor;
- Sexual harassment;
- Cheating;
- Falsifying records;
- Theft or vandalism;
- Fighting or use of foul language;
- Possession, distribution or use of alcohol or drugs; and/or,
- Possession of any weapon (firearms, explosives, or knives) while on school grounds.

A student who is terminated from the school is subject to the school refund policy.

Appeals to Termination

A student who is terminated from the program for poor academic progress, poor attendance, externship issues, a failure to meet financial obligations or any other reason for dismissal, may petition the school for a reversal of that decision. A request to meet with Administration must be made in writing and delivered to the Director within 5 days of termination. During the requested meeting, the student may present his/her case to the Administration and provide any documentation to support his/her claim. The Director and Administration will review the request. A decision will be made within 7 days and the student will be notified of that decision in writing.

Complaint/Grievance

The grievance procedures are for both students and employees. These procedures provide for prompt and equitable resolution of all complaints, including discrimination and harassment. Complaints should be reported to the Title IX Coordinator or designee. The grievance procedures are disseminated to both students and employees.

Diane Morgan, School Director at: (916) 721-7106

The student is free at any time within this procedure to file a complaint with the California Department of Consumer Affairs, Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Toll-free number: (888) 370-7589, Fax: (916) 263-1897; or, www.bppe.ca.gov.

ACADEMIC POLICIES AND PROCEDURES

Graduation Requirements

Every student must meet the following graduation requirements in order to receive his/her certificate of completion:

- Successful completion of all specified requirements for the program of study; and,
- Meet the Standard for Satisfactory Academic Progress.

Note: Certificate and/or transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

Satisfactory Academic Progress

Satisfactory Academic Progress is defined as successful completion of the modules with a minimum passing score of 70% for each course within the module. Each student's progress is evaluated and documented after the completion of each module. (For individual course lengths see the program details in this catalog.) All assigned laboratory experiments for each module must be completed. In addition, the student must meet the attendance requirements and financial obligations in order to progress within the program. The school maintains a file for each student for the documentation of academic progress. Separate files are maintained for financial obligations and any attendance or tardiness issues. Skills proficiency and all extern documents are placed in an extern file for each student.

Satisfactory Academic Progress should enable a diligent student to complete all modules of a program within the established time frame. On-Time Completion are calculated as the number of students who complete their program within 100% of the published program length. A student may extend their externship with the approval of the Clinical Coordinator. However, the student must finish within the maximum timeframe of his/her program. The maximum timeframe for any students in the Limited Permit X-ray Technician program and the Medical Assisting with Limited Permit X-ray Technician program is 117 weeks (150% of the program length). A student who does not finish within the maximum timeframe (150% time) of any program, will be terminated from the program.

Increments for Evaluation of SAP	Qualitative Cumulative Grade Point Average	Quantitative Maximum Timeframe
End of 1 st module	70%	50%
End of 2 nd module	70%	67%
End of 3 rd module	70%	67%
End of 4 th module or program completion	70%	67%

Any student whose academic work does not meet the minimum standard, has incomplete course work or does not demonstrate competency will be counseled by the Director and placed on Academic Probation. A communication form is signed by the Director and the student regarding the probation status and placed in the student file. The student is offered tutoring and encouraged to come in for additional laboratory time to improve their academic performance. The student's progress will be reevaluated by the Director after 2 weeks. If progress is observed and the student meets the minimum academic standard, probation will be removed. If no academic progress is seen, the student will be terminated. Appeals should be submitted in writing to the Executive Director during the re-admission process. The results of the appeal will be provided to the student verbally or in writing within three business days. See the Readmissions policy for more information regarding readmission.

If the student misses 16 hours of instruction in any given module, they will be placed on Attendance Probation. The student will be counseled by the Director. A communication form signed by the Director and the student regarding the attendance probation will be placed in the student file. The student will be required to make up the missed class work within a 2 week period. Probation will be removed once the program hours are made up. A student who does not make up the missed classroom hours within the designated time frame will be terminated.

A student may be placed on Financial Probation. If the student has designated the module payment plan, payment is expected on the first day of class in each module for that program. Any other agreed upon payment plan must be adhered to. A student who is delinquent is counseled by Administration and a meeting with the School Director is required. A communication form is signed by an Administrator and the student detailing the new payment schedule. Externships may be delayed until monies are received or evidence of payment plan compliance. If no payment is received, the student may be terminated. A student will be given an opportunity to speak with the Student Accounts Representative to explore his or her options.

A student who withdraws from the program will be considered terminated. Any tuition paid will be refunded according to the school's refund policy. The school does not allow the student to take a Leave of Absence. If a student wishes to re-enroll, past course work may be accepted by the Director of Education and credit given. The school does not accept incomplete grades, non-credit courses, remedial courses or non-punitive grades. If a student re-enrolls, only courses completed with a passing grade will be evaluated in SAP. Courses with incomplete grades, non-credit courses, remedial courses and courses with non-punitive grades will not be considered in the calculation of SAP.

VA Benefits are paid for the approved length of the program only. Students will be certified when externship begins.

Class Attendance Policy

Students are expected to attend all classes and be on time for those classes. The loss of subject material due to tardiness or absence can be very costly to the student's academic progress. Attendance, absences and tardiness are recorded.

In the event of an emergency or an unavoidable absence, students must call the school to inform the administration or instructor of that absence. It is the responsibility of the student to make arrangements for obtaining the missed lectures and skills training. Under special circumstances, provisions can be made for some home study make-up work. The school does not offer correspondence study or long distance learning.

If a student stops attending school for six consecutive classes, he/she will be withdrawn from the program.

Grading Policy

In order to successfully pass a course, a student must achieve a minimum score of 70%. Report cards are issued at the end of each module.

Grade Point	Equivalent	Letter	Level
Average	Percentage	Grade	Obtained
4.0	90-100	A	Excellent
3.0	80-89	B	Good
2.0	70-79	C	Fair
0.0	Below 70	F	Failing

Credit and Clock Hour Definitions

Clock Hour

A clock hour is defined as 50 minutes of instruction.

Semester Credit

Our accrediting agency, ABHES, provides the definition of semester credits to be awarded for completion of courses at MCCNC. A semester credit is defined as one credit for every fifteen hours of theory, every thirty hours of lab, or every forty-five hours of internship.

Credit Conversion Policy

The programs of Medical Career College of Northern California offer programs listed with clock hours and semester credits. The formula for converting hours to credits is:

15 hours classroom instruction/lecture = 1 credit

30 hours of laboratory studies = 1 credit

45 hours of externship = 1 credit

Class and Course Definitions

Ability-to-Benefit

MCCNC does not accept students on an Ability-to-Benefit basis.

Full-Time Students

All enrolled students are considered full-time students.

Part-Time Students

MCCNC does not offer programs on a part-time schedule; therefore, MCC does not have part-time students.

Language

Courses are only taught in English.

Non-credit Remedial Courses

Non-credit remedial courses are not offered at MCCNC.

Procedures for Officially Withdrawing

Any student who wishes to withdraw from classes should contact the School Director for an exit interview to complete academic, financial and other pertinent business. Withdrawal from school does not alleviate the student's responsibility to pay loan debts and charges incurred in school. A student who withdraws from school and wishes to restart shall apply for re-admission. All students whose enrollments are terminated are subject to the school refund policy.

Academic Calendar

Class start dates and anticipated graduation dates are available in the supplement to this catalog. School breaks may not be available while students are on externship. Externship schedules may be influenced by site requirements, but are approved and monitored by the school and will not exceed criteria as outlined on the programmatic page(s) of this catalog.

Residential Students

Medical Assisting classes meet Monday, Tuesday, and Wednesday: 9:00 AM to 3:30 PM

Limited Permit X-Ray Technician classes have three schedules available.

Thursday Schedule: Meets every Thursday: 9:00 AM to 3:30 PM

Friday Schedule: Meets every Friday: 9:00 AM to 3:30 PM

Saturday Schedule: Meets every other Saturday: 9:00 AM to 5:30 PM and students will be required to attend classes three to five Sundays per course - 9:00 AM to 5:30 PM.

Instructional activity is continuous throughout the calendar year with the exception of the following break days:

- Memorial Day: No Classes May 27-29, 2017
- Independence Day: No Classes July 4, 2017
- Labor Day: No Classes September 2-4, 2017
- Thanksgiving: No Classes Nov. 23 – Nov. 26, 2017
- Winter Break: No Classes Dec. 22, 2017 – Jan. 1, 2018
- Memorial Day Weekend: No Class May 26 – May 28, 2018
- Independence Day: No Classes July 4, 2018
- Labor Day: No Classes September 1-3, 2018
- Thanksgiving: No Classes Nov. 21 – Nov. 25 2018
- Winter Break No Classes Dec. 21, 2016 – Jan. 1, 2019

STUDENT SERVICES

Student Advising

The student's primary advisor is his/her instructor. Instructors, program managers, and the School Director are available to assist students with issues of an academic or personal nature and can direct the student to other advising resources outside of the school if needed.

Tutoring

Tutoring is available to all students who need additional help in achieving or maintaining satisfactory progress. Students must make arrangements with their instructor or program manager for availability.

Refresher Courses

Graduates are allowed to return to MCCNC to repeat a course to refresh their skills provided the course is still being offered. The graduate must make arrangements prior to attendance and must be able to attend classes during regularly scheduled times. To obtain this service, the student's account must be paid in full and remain in good standing with the holder of his/her loans, if applicable.

Parking and Transportation

Parking is available for students who drive to school. MCCNC is located on a major bus route, which makes it easily accessible to those students without automobiles. The telephone number for bus routes and scheduling is available at the school. MCCNC cannot guarantee student transportation. See a school administrator if you have concerns regarding transportation. Assistance may be available with public transportation schedules or carpools.

Student Housing

MCCNC does not provide dormitory facilities or student housing. MCCNC does not assist student in finding housing. According to apartments.com for Citrus Heights, California, rentals can be found from \$750 per month and up. For additional information please see an administrator.

Resource Center

The Resource Center at MCCNC is open to students and faculty to provide reference materials and internet links specifically related to training in the specialized areas offered at MCCNC. Students and faculty may find and check out course-related texts, trade publications, and informational videos. Televisions, computers, and a printer are also available for student use. Orientation to the Resource Center will be conducted for all students.

Graduate Placement Assistance

MCCNC does not guarantee employment. MCCNC assists graduates in obtaining employment in the fields for which they are trained. This continuous placement service is available to all MCCNC graduates at no additional charge. Professional assistance is available on interview skills, resume writing and other job search techniques. MCCNC assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. MCCNC brings graduates and prospective employers together under favorable circumstances.

PROGRAMS OFFERED

Limited Permit X-Ray Technician Certificate

Career Opportunities

The program provides the background that enables a student to assume a responsible entry-level position as a Limited Permit X-Ray Technician in the scope of Chest, Torso-Skeletal and Extremities. Upon successful completion of this course of study including the Mid-term and Final examination, the graduate is eligible to take the California State Examination for Limited Permit X-Ray Technician in the scope of Chest, Torso-Skeletal and Extremities. Once the graduate passes the examination, he may assume a position as a responsible member of a team in a physician's office or clinic. In addition to being qualified to provide x-ray services, the graduate is also qualified to do some back office patient care procedures. This program meets the requirements for the Limited Permit X-Ray Technician state licensure exam. A prospective student should verify certification requirements of another state if he/she is considering relocation outside of the State of California.

Program Objective

Provide training on the basic knowledge and skills for medical assisting professionals who are interested in working in an entry level position in the Limited Permit X-Ray Technician field. A certificate will be awarded to students who successfully complete the requirements of this program. Students who are enrolled in the Limited Permit X-Ray Program are admitted with the goal to obtain a State of California Limited Permit X-ray Technician License.

Hours of Instruction Provided: 475

Outside Preparation Hours: 135

Weeks of Instruction: 78

Semester Credits: 21.5

Program Delivery

All Didactic and Lab Classes are in Residence for 101 TEC, 102 TEC and 103 TEC. Students are required to complete numerous classroom quizzes, laboratory procedures, hands on positioning, and homework assignments. Additionally, students will be required to take the mid-term and final exams, and show proficiency in positioning.

Graduation Requirements

Students must complete all areas of the program with a cumulative GPA of 70% or better and satisfactorily complete the externship program in an approved medical facility. In addition, students must satisfy all financial obligations to the School to receive their "Certificate of Completion".

Externship

The externship will begin when the student demonstrates the basic knowledge and skills necessary to begin taking radiographs. The externship rotation consists of documented proof of 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams and 200 Torso-Skeletal exams. The externship is completed at a radiology facility under the supervision of a Supervising Licentiate that is affiliated with the School and the CDPH/RHB.

Students receiving VA benefits will be certified when externship begins.

California State Limited Permit X-Ray Technician Licensure Requirements

The California Department of Public Health Radiologic Health Branch requires that all applicants must submit the following to be eligible to sit for the state licensure exam:

1. A completed application to test in the category of Torso-Skeletal, Extremities and Chest
2. A copy of the Institutions "Certificate of Completion"
3. The appropriate examination fees

Courses

RAD 101 TEC: Anatomy and Physiology, Introduction to Radiation Protection, Introduction to Physics, Equipment Operation/Quality Assurance & Control, Medical Terminology, Medical Ethics, Anatomy & Positioning of the Torso-Skeleton and Introduction to Digital Radiography.

Classroom Hours: 100

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

In Module One the lectures will focus on the general Anatomical structures of the human body. Emphasis on the skeletal system will be discussed and the anatomy of the torso-skeleton will be lectured in on in detail. Introduction to Radiation Physics will discuss structure of the Atom and its relationship to X-Ray Production. The lectures on Radiation Protection will introduce the student to the interactions of x-ray with matter. The history of x-ray, tube construction, and shielding are taught to help the student begin to understand the importance of practicing safety on the job. Basic principles of digital imaging will address digital imaging characteristics, fundamental principles of exposure and types of digital receptors. Ethical standards of conduct as well as medical-legal considerations are reviewed, with special emphasis on the role of the X-Ray Technician. Positioning of the torso-skeleton will be taught and practiced in laboratory setting. Medical Terminology, with an emphasis on radiologic terms will be discussed. Infection Control, CPR and Body Mechanics are taught during this module.

Prerequisites: None

RAD 102 TEC: Intermediate Radiation Protection, Intermediate Radiation Physics, Intermediate Equipment Operation/Quality Assurance & Control, Image Processing, Principles of Radiographic Exposure, Pediatric & Geriatric Radiography, Anatomy & Positioning of the Upper and Lower Extremities and Intermediate Digital Radiologic Technology.

Classroom Hours 100

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

The second module will focus on instruction in Intermediate Radiation Protection. The classroom work will look at units of exposure along with dose measuring devices, tube construction and shielding. This will begin to give the student the knowledge they will need to understand their role in minimizing the exposure to the patient as well as the student. Intermediate Radiation Physics will continue to examine x-ray beam characteristics. Equipment Operation/Quality Assurance & Control will discuss the circuitry of the modern radiographic imaging system as well as radiographic tables and grids. Image Processing will discuss x-ray analog image processing as well as digital image acquisition and digitization. Digital Radiologic Technology will discuss system software display, as well as addressing raw data acquisition and image extraction. Exposure indicators and software image processing and acquisition errors affecting image outcome will also be discussed. Special considerations for Pediatric & Geriatric patients will be discussed with regards to radiographic exams. Positioning techniques of the upper and lower extremities are taught and practiced.

Prerequisites: None

RAD 103 TEC: Advanced Radiation Protection, Advanced Radiation Physics, Principles of Radiographic Exposure, Image Evaluation, Patient Care, Advanced Digital Radiologic Technology, Anatomy & Positioning of the Chest.

Classroom Hours 98

Semester Credits: 6.0

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 24 weeks

In the third module, lectures will focus on more advanced examination of safety factors and methods used in reducing and controlling scatter radiation. Radiation Physics will examine the electromagnetic spectrum in more detail with respect to kilovoltage peak. Working in lab, students will take radiographic films to see the effects different factors have on film density, contrast, distortion and detail. Students will be given the opportunity to critique images and discuss measures to improve radiographic quality. The students will practice patient care with an emphasis on radiologic procedures. Students will learn quality control, quality assurance and total quality management as well as equipment maintenance procedures for computerized and digital technology. Anatomy as well as Positioning techniques of the Chest are taught and practiced.

Prerequisites: RAD 102 TEC

RAD 106 TEC: Externship

Externship Hours 177

Semester Credits: 3.5

Course length is based on number of x-rays taken.

Each student will be required to complete a supervised externship within the categories for which they will be licensed. The supervised externship will incorporate 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams and 200 Torso-Skeletal exams. The externship incorporates work-related experience in both x-ray and back office settings. While on externship, the student must prove competency with positioning skills, the ability to operate x-ray equipment, show an understanding of radiographic technical factors, and practice proper radiation safety skills, all with the end goal of patient and operator safety. The externship is completed at a radiology facility under the direct supervision of a License Supervisor Operator that is affiliated with the school and the California Department of Public Health/Radiologic Health Branch.

Prerequisites: RAD 101/102/103 TEC and demonstrated positioning proficiency as determined by the Clinical Coordinator

Medical Assisting with Limited Permit X-Ray Technician

Certificate

Career Opportunities

The enrolled student graduates and receives Certificates of Completion for the Medical Assisting Program and the Limited Permit X-Ray Technician Program. Upon successful completion of this course of study including the Mid-term and Final examination, the graduate is eligible to take the California State Examination for Limited Permit X-Ray Technician. The Medical Assisting Program recommends that the graduate take the national or state certification examination. A prospective student should verify certification or licensure requirements of another state if he/she is considering relocation outside the State of California. The Medical Assisting with Limited Permit X-Ray Technician Program prepares the student to perform almost all functions necessary for successful employment in an outpatient setting. The largest demand for the services of the MA/LPXT will be at any outpatient medical facility that offers x-ray services, urgent care or walk-in clinics and orthopedic offices.

Hours of Instruction Provided: 1060

Outside Preparation Hours: 341.25

Weeks of Instruction: 78

Semester Credits: 49

Program Delivery

All Didactic and Lab classes are held in residence at the school site. Students are required to complete numerous classroom quizzes, laboratory procedures, hands on positioning, and homework assignments. Additionally, students will be required to take the mid-term and final exams, and show proficiency in positioning.

Graduation Requirements

Students must complete all areas of the program with a cumulative GPA of 70% or better as well as successful completion of the Medical Assisting and Limited Permit X-Ray Technician externships. All financial obligations to the School must also be met before the student receives the "Certificate of Completion for Medical Assisting" and the "Certificate of Completion for Limited Permit X-Ray Technician in the Scope of Torso-Skeletal, Extremities and Chest".

Externship

The externship in Medical Assisting may begin as early as MA/LPXT 102. The externship for the Limited Permit X-Ray Technician will begin when the student demonstrates the basic knowledge and skills necessary to begin taking radiographs. The medical assisting and x-ray externships can be completed concurrently as long as the required 160 medical assisting hours are well documented separately from the required number of x-ray examinations. The required number of exams is: 50 chest x-rays, 50 Upper Extremity and 50 Lower Extremity exams and 200 torso-skeletal examinations. Extern sites are arranged and affiliated with the school. The School makes an effort to arrange an extern site as close to a student's home as possible but at times the student may need to travel a distance to complete this portion of the program. The LPXT extern site must be affiliated with the School as well as the CDPH/RHB.

Students receiving VA benefits will be certified when externship begins.

California State Limited Permit X-Ray Technician Licensure Requirements

The California Department of Public Health Radiologic Health Branch requires that all applicants must submit the following to be eligible to sit for the state licensure exam:

1. A completed application to test in the category of Torso-Skeletal, Extremities and Chest.
2. A copy of the Institutions "Certificate of Completion".
3. The appropriate examination fees

Courses

MA/LPXT 101: Anatomy and Physiology of the Human Body in Health and Disease, Medical Terminology, Administrative Medical Assisting Skills, Medical Ethics, CPR, Introduction to Radiation Protection, Introduction to Radiation Physics, Introduction to Equipment Operation/Quality Assurance & Control, Positioning of the Torso-Skeleton and Introduction to Digital Radiographic Technology.

Classroom Hours: 284

Semester Credits: 16.5

MA: Monday, Tuesday, Wednesday schedule: 11 weeks

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 12 weeks

The first module of the Medical Assisting with Limited Permit X-Ray Technician Program focuses on the basic knowledge that forms a foundation for success in these two disciplines. A comprehensive study of the Anatomy and Physiology human body is taught with emphasis on conditions affecting health and disease or trauma. Special emphasis is placed on a detailed knowledge of the Skeletal System. The student is also taught Medical Terminology as well as Medical Law and Ethics as it relates to Medical Assisting and Radiology. The student is taught basic front office skills and basic office equipment operation. An Introduction to Radiographic Equipment Operation/Quality Assurance & Control is taught as well as X-Ray Production. The student is also introduced to the Principles of Radiation Protection. Basic Principles of Digital Imaging will address digital imaging characteristics and fundamental principles of exposure and types of digital receptors. The student in the first module will learn to position the human body to obtain radiographs of the torso-skeleton. Prerequisites: None

MA/LPXT 102: Medical Assisting Clinical Back Office Skills, Intermediate Radiation Protection, Intermediate Radiation Physics, Image Processing, Principles of Radiographic Exposure, Intermediate Equipment Operation/Quality Assurance & Control, Pediatric & Geriatric Radiography, Anatomy and Positioning of the Upper and Lower Extremities and Intermediate Digital Radiographic Technology.

Classroom Hours: 364

Semester Credits: 20.0

MA: Monday, Tuesday, Wednesday Schedule: 18 weeks

Thursday Schedule: 16 weeks

Friday Schedule: 16 Weeks

Saturday Schedule: 12 weeks

Medical Assisting will include Infection Control, Body Mechanics, Medical Assisting Clinical Competencies, Specimen Collection, Venipuncture, the performance of Diagnostic Testing, Patient Care, Medication Administration and Pharmacology and Healthcare Professionalism.

The second module of radiology will focus on instruction in Intermediate Radiation Protection. The classroom work will look at units of exposure along with dose measuring devices and shielding. This will begin to give the student the knowledge they will need to understand their role in minimizing the exposure to the patient as well as the student. Intermediate Radiation Physics will continue to examine x-ray beam characteristics. Equipment Operation/Quality Assurance & Control will discuss the circuitry of the modern radiographic imaging system as well as radiographic tables and grids. Image Processing will discuss x-ray analog image processing as well as digital image acquisition and digitization. Digital Radiologic Technology will discuss system software display, as well as addressing raw data acquisition and image extraction. Exposure indicators and software image processing and acquisition errors affecting image outcome will also be discussed. Special considerations for Pediatric & Geriatric patients will be discussed with regards to radiographic exams. Positioning techniques of the upper and lower extremities are taught and practiced. Medical Assisting will include Infection Control, Body Mechanics, Medical Assisting Clinical Competencies, Specimen Collection, Venipuncture, the performance of Diagnostic Testing, Patient Care, Pharmacology, Medication Administration, and Healthcare Professionalism. CPR Certification is provided. Prerequisites: None

MA/LPXT 103: Medical Assisting Externship, Professionalism, Resume Writing, Interviewing Skills, Advanced Radiation Protection, Advanced Radiation Physics, Principles of Radiographic Exposure, Image Evaluation, Patient Care, Advanced Digital Radiologic Technology and Anatomy & Positioning of the Chest.

Classroom Hours: 250

Semester Credits: 9.0

MA Schedule: 160 hours of externship

Thursday Schedule: 16 weeks

Friday Schedule: 16 weeks

Saturday Schedule: 12 weeks

In the third module, students will complete 160 hours of Medical Assisting Externship at affiliated facility. X-ray lectures will continue in residence and will focus on more advanced examination of safety factors and methods used in reducing and controlling scatter radiation. Radiation Physics will examine the electromagnetic spectrum in more detail with respect to kilovoltage peak. Working in lab, students will take radiographic films to see the effects different factors have on film density, contrast, distortion and detail. Students will be given the opportunity to critique images and discuss measures to improve radiographic quality. The students will practice patient care with an emphasis on radiologic procedures. Students will learn quality control, quality assurance and total quality management as well as equipment maintenance procedures for computerized and digital technology. Anatomy as well as Positioning techniques of the Chest are taught and practiced.

Prerequisites: MA/LPXT 102

MA/LPXT 106: Radiology Externship

Externship Hours: 162

Semester Credits: 3.5

Course length is based on number of x-rays taken.

Each student will be required to complete a supervised externship within the categories for which they will be licensed. The supervised externship will incorporate 50 Chest exams, 50 Upper Extremity and 50 Lower Extremity exams, and 200 Torso-Skeletal Exams. The externship incorporates work-related experience in both x-ray and back office settings. The externship is completed at a radiology facility under the supervision of a License Supervisor Operator that is affiliated with the school and the CDH/RHB.

Prerequisites: MA/LPXT 102/103 and demonstrate positioning proficiency as determined by the Clinical Coordinator.