CATALOG

MEDICAL CAREER COLLEGE

41300 Christy Street
Fremont, California 94538
Tel: (510) 445-0319
Website: www.medcc.edu

Period Covered: January 1, 2024 – December 31, 2024
Publication Date: January 1, 2024
Revised: December 31, 2023

Contents

IMPORTANT

Any questions a student may have regarding this Student Catalog that
have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834
Website Address: www.bppe.ca.gov
Telephone #'s: Toll- free (888) 370-7589 or
Direct Line (916) 574-8900
Fax# (916) 263-1897

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.

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

Be informed that Medical Career College has no pending petition in bankruptcy,
is not operating as a debtor in possession, has not filed a petition within the
preceding five years, and had no 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.).

This catalog is updated annually and reflects all information of the approved
curricular programs of Medical Career College to provide students and other interested
persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:
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2024 School Holidays

Martin Luther King…………………………………………..January 15
Memorial Day………………………………………………May 27
Juneteenth Day……………………………………………June 19
Independence Day………………………………….......July 4-5
Labor Day ………………………………………………….September 2
Thanksgiving Day…………………………………………...November 28-29
Christmas Day…………………………………….......December 25
New Year's Day………………………………….....................January 1

Schedule of Operations

The business hours of operation are from 8:30 a.m. to 6:00 p.m. Monday thru Friday. All class sessions and instructions are held at 41300 Christy Street, Fremont, CA 94538.

** Winter Break…………………………………………………December 23, 2024- January 3, 2025

School Location and Direction

Medical Career College is located in the Fremont Business Center near Auto Mall Parkway in southern Fremont, with easy access from I-880, I-680, and AC Transit Bus # 212.

Welcome to Medical Career College

On behalf of the Medical Career College, I welcome and applaud you for taking this giant step towards making your dreams come true.

Healthcare is one of the most rewarding professions today. There is an urgent need to prepare culturally diverse professionals to cope with the expanding demographics and the aging population globally.

Our school is situated in a desirable urban environment that is built around a diverse group of students. MCC targets adults to access a career lattice to entry level professions moving subsequently to vocational programs. Experienced faculty and staff will mentor you in communication and critical thinking skills utilizing the best practices in the learning process.

I have an open door policy, always ready to listen to your challenges, suggestions, and opinions. Your goals are our goals and your concerns, our concerns.

Thank you for choosing Medical Career College.

Sincerely,

Marilyn Castillo, RN, BSN, MD
President

History of Medical Career College

In 2003, the institution was established as a partnership in Fremont, California. It is a branch of Prime Career College with its main school location in Vallejo, California. Due to change of ownership in 2005, Dr. Marilyn Castillo, a registered nurse with vast nursing and teaching experience as a charge nurse and director in skilled nursing facilities took over as a sole proprietor and named the school as Medical Career College.

In 2006, the College has received its approval to operate from the California Bureau of Postsecondary Council and Vocational Education, approval from California Department of Public Health Licensing and Certification and from California Board of Vocational Nursing and Psychiatric Technicians to start the program offerings such as Vocational Nursing, Nursing Assistant, Home Health Aide and Hemodialysis Technician Program.

Medical Career College was granted an institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES) recognized by the United States Department of Education last August 8, 2016. Presently, MCC offers the different programs: Medical Assistant, Nursing Assistant, Acute Care CNA and Associate of Science in Healthcare Management.

Approvals

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the Institution has met the minimum standards set for by the California Education Code and Title 5, Division 7.5 of the California Code of Regulations.

In 2006, the California Department of Public Health Licensing and Certification Section approved the Nursing Assistant Program.
In 2007, the California Department of Public Health Licensing and Certification Section approved the Hemodialysis Technician Program.
In 2008, the California Department of Public Health Licensing and Certification Section approved the Home Health Aide Program and Acute Care CNA Program.
In 2016, the Accrediting Bureau of Health Education Schools approved the Medical Assistant Program.
In 2019, the Accrediting Bureau of Health Education Schools approved the Nursing Program and Distance Education Delivery for the Associate of Science in Healthcare Management Program.
In 2020, the Accrediting Bureau of Health Education Schools approved the Blended Delivery for Medical Assistant Program
In 2020, the Board of Vocational Nursing & Psychiatric Technicians and Bureau for Private Postsecondary Education approved the Vocational Nursing Program

Accreditation

Medical Career College is institutionally accredited by Accrediting Bureau of Health Education Schools recognized by the United States Department of Education. ABHES address is 6116 Executive Blvd. Suite 730, North Bethesda, Maryland 20852 and telephone number is (301) 291-7550.

Mission Statement

Medical Career College provides working adults rigorous academic programs geared to becoming independent learners and compassionate healthcare providers. Entry- level competencies are taught to transition them in to the workforce and to contribute to their respective diverse communities.

The goal of Medical Career College is the development of the student to become caring and competent becoming successful in their future career in the healthcare field

Objectives

- To promote lifelong learning in the adult
- To provide quality health care education leading to gainful employment
- To apply best practices in their chosen career
- To encourage community involvement and immersion

Vision

Medical Career College, a learner centered institution, will continuously provide the local community and the healthcare field, competent and caring individuals who foster the delivery of quality healthcare.

Accuracy Policy

The current catalog is in effect January 2023 until December 2023. Every reasonable effort has been made to determine that everything stated in this catalog is accurate. However, courses and programs offered, together with other matters contained herein, are subject to change, without notice. This may be related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. MCC further reserves the right to add, amend, or repeal any of its rules, regulations, tuition rates, policies, and procedures. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students.

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Programs

The programs offered at Medical Career College are all taught in English instructions.

The method of instructional delivery is residential for Nursing Assistant and Vocational Nursing, full distance learning for Associate of Science in Healthcare Management and combination of residential and distance learning for the Medical Assistant Program.

PROGRAM	THEORY	LAB/CLINICAL	EXTERNSHIP	RECOGNIZED OUTSIDE CLOCK HOURS	TOTAL CLOCK HOURS/ CREDIT	DELIVERY
Nursing Assistant	60	100	0	0	160	Residential
Vocational Nursing	675	954	0	0	1629	Residential
Medical Assistant	400	140	180	0	720	Blended
Associate of Science in Healthcare Management	900	0	0	0	900 (60 Semester Credits)	Full Distance

Curricular Offerings

Program Name Awarded	SOC Code	Clock Hours		Recognized Outside Clock Hours	Credential
		Theory	Clinical		
Nursing Assistant	31-1014	60	100	N/A	Certificate
Vocational Nursing	29-2061	675	954	N/A	Certificate
Medical Assistant	31-9092	400	320	N/A	Certificate
ASHM	51.0711	900	0	N/A	Diploma

Medical Career College awards clock hour for the successful completion of Vocational Nursing, Medical Assistant and Nursing Assistant programs.

Medical Career College awards semester credits for the ASHM.
One semester credit is equal to:
   a. One hour of lecture per week for a semester
   b. Two hours of lab per week for a semester
   c. Three hours of externship/clinical per week for a semester

Equivalent number of hours:
   a. 15 clock hours of instruction in a lecture setting
   b. 30 clock hours of instruction in a laboratory setting
   c. 45 clock hours of instruction in an externship setting

*SOC Code can be accessed thru U.S. Department of Labor's Standard Occupational Classification codes.

Class Size

The maximum number of students in both the classroom/online and skills laboratory is in compliance with the program requirements.

Admission Requirements and Registration

Medical Career College offers the following programs: Nursing Assistant, Vocational Nursing, Medical Assistant and Associate of Science in Health Care Management. Each program has specific requirements to follow.

Nursing Assistant Program:

1. Students must submit valid I.D. and Social Security Card;
2. Pass the entrance examination administered by the school with at least a 70% grade, testing fee $20.00;
3. Minimum age requirement at 17 years of age with parents' consent;
4. Students must submit a physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others; and a tuberculosis clearance that is no more than sixty (60) days prior to admission. A purified protein derivative intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated.
   Students with positive PPD results and negative chest x-ray will be referred to their physician for clearance. The cost for the physical examination and tuberculosis clearance is the student's responsibility.
5. Completed live scan form;
6. Completed CDPH 283 B application form.
7. Submit a valid CPR for the Health Care Provider or Professional Rescuer Certification (AHA-approved)
8. Must not have been convicted in any court of law of any major crime
9. Completed Enrollment Agreement Form

Vocational Nursing Program

Process of General Admissions

All program applicants must be able to write, read, and understand English language as all courses in the college are taught in English and no translation services are provided. Applicants must also be able to meet physical demands needed in the Vocational Program. All applicants will be required to meet standardized criteria and educational requirements for admission.

1. Personal information
   a. Must be 17-year-old or older. Applicants who are 17 y/o at the time of admission process must be accompanied by parents or legal guardian/s to sign enrollment agreement.
   b. Valid identification card (ID)
   c. A U.S citizen, permanent U.S resident with valid social security number.
   d. Clear criminal background.

2. Proof of high school completion: copy of High School Diploma, transcript of records, or GED certificate, copy homeschooling completion certificate, copy of transcript of records other attained educational degree such as Master's Degree.
   a. Graduate from foreign country

       i. Required to submit official transcript of academic records of all educational degrees achieved including high school evaluated by recognized agency as a proof that the program finished is equivalent to the U.S or even higher.

      ii. The school will not pay for any cost for transcript evaluation by these agencies.

3. Completion of an interview by the admission representatives
    a. Applicants are required to complete an interview with an admission representative. Other family members (approved by an applicant) are welcome to attend as well to get the same information about the vocational nursing program and other programs offered. This will give them an opportunity as well to meet the campus' staff, facilities, and academic team (if needed) to provide them answers should they have any further questions about the program.

4. Completion and submission of the application packet and other required documents.
    a. The admission team will review the submitted packet of application and other documents for completeness and if it meets the criteria for admissions.
        i. If the applicant is accepted: will proceed to the next step in admission process
        ii. If the applicant is not accepted: won't be able to move forward in the admission process and the registration fee will not be refunded.

5. Passing grade of 17 on the entrance exam (SLE). Testing fee is $ 40.00.

6. Payment of registration fee ($200)

Specific Admission Criteria for the Vocational Nursing Program
1. Meeting the standardized criteria and educational requirements for admission (as mentioned above).
2. Interview with the VN Program director or designee.
3. Successful completion of the prerequisite course for the VN program within the past 3 years. Applicants who completed the VN prerequisites course more than 3 years ago and were not enrolled in the Vocational Nursing Program within that time frame are required to re-enroll the VN prerequisite course and pay full amount of the tuition. Student must have a minimum of a C grade.
4. A physical examination, immunizations and TB testing, must be completed before the start date of the Term I of the program. The physical examination must be conducted by a licensed physician, licensed physician's assistant or nurse practitioner. Failure to successfully complete these medical requirements will cause the applicant not to be accepted in the vocational nursing program.
5. Applicant who scored 75% in the pre-requisite course will not be accepted in the Vocational Nursing Program regardless of the score in the interview.

Ranking
Applicants will be ranked upon the completion of the VN prerequisite course. Ranking is computed from the combined core of Vocational Nursing Prerequisite and interview. Ranking is based from this grade computation: 30% from interview course and 70% of prerequisite grade. Applicants who garnered highest overall combined scores will take the first priority seat on the soonest cohort start. Applicants who pass the Vocational Nursing Prerequisite course and meet all the admission criteria but are not selected for the soonest VN Program cohort start will be listed in the next available start.

Completion of the above-mentioned programs does not guarantee employment. Certification examinations are needed for job applications.

Medical Assistant Program:

1. Provide proof of graduation from high school or GED transcript and or diploma;
2. Certified in BLS. (Basic Life Support) by the American Heart Association;
3. Must pass the entrance test administered by Wonderlic with at least a score of 16 out of 50 questions within 12 minutes to assess the aptitude of prospective applicants. Testing fee is $ 40.00.
4. Students must submit a physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others; and a tuberculosis clearance that is no more than sixty (60) days prior to admission. A purified protein derivative intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated. Students with positive PPD results and a negative chest x-ray will be referred to their physician for clearance. The cost for the physical examination and tuberculosis clearance is the student's responsibility.
5. Proof of Hepatitis B series, MMR and Varicella and Tetanus immunization prior to externship.
6. Proof of liability insurance prior to externship.
7. Criminal Background Screening and 10 Panel Drug Screen (MA Externship at Stanford only).
8. Valid I.D. and Social Security Card
9. Computer literacy
10. Basic knowledge of computer and internet skills
11. Knowledge of terminology such as browser, application, etc.
12. Understanding of basic computer hardware and software
13. Ability to perform computer operations
14. Knowledge of copying and pasting, spell checking, saving files
15. Knowledge of sending and downloading attachments
16. Internet skills and ability to perform online research using various search engines and visit distance library databases
17. Ability to use online communication tools such as email, discussion boards, chats and Messenger
18. Undergone orientation with the Learning Management System
19. Completed Enrollment Agreement Form

Associate of Science in Healthcare Management

1. Possess a High School Diploma or GED;
2. Valid I.D. and Social Security Card
3. Computer literacy
4. Basic knowledge of computer and internet skills
5. Knowledge of terminology such as browser, application, etc.
6. Understanding of basic computer hardware and software
7. Ability to perform computer operations
8. Knowledge of copying and pasting, spell checking, saving files
9. Knowledge of sending and downloading attachments
10. Internet skills and ability to perform online research using various search engines and visit distance library databases
11. Ability to use online communication tools such as email, discussion boards, chats and Messenger
12. Undergone orientation with the Learning Management System

Completion of the above-mentioned programs does not guarantee employment. Certification examinations are needed for job applications.

REQUIREMENTS FOR PROGRAM COMPLETION

A certificate or diploma will be awarded upon successful completion of all courses offered at Medical Career College. The student must have a grade of 70% or better and all other curriculum requirements, clinical hours, classroom hours, laboratory skills proficiency and other applicable requirements are met with a minimum of satisfactory level or higher. The student must settle all the financial obligations to the school to attain program completion.

PROGRAM DESCRIPTION

NURSING ASSISTANT
160 HOURS
RESIDENTIAL DELIVERY

The Nursing Assistant Program prepares students for entry-level positions as nurse assistants in a variety of healthcare settings, ambulatory and in-patient. The Nursing Assistant Program presents the theory, principles, and application of bedside patient care under the guidelines of the federal and state requirements. The roles and responsibilities of nursing, the legal and ethical aspects of nursing, healthcare delivery system, communication, emergency situations, and fundamental practice of the nursing skills needed to care for patients of all ages are included. It is focused on health and its preservation. The Maslow's basic human needs of nutrition, oxygenation, and elimination are used as guidelines.

The nurse assistant profession is very valuable in the healthcare field. Physicians and registered nurses are dependent on nurse assistants to handle routine but very important tasks. Nurse assistants provide patients with face to face communication with patients relaying the gathered information to supervising practitioners. Growing much faster than normal job growth opportunities exist for program graduates in medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, and home health agencies.

Program Objectives

1. Use basic knowledge of normal human anatomy and function, principles of communication of different diseases and human psychological conditions as well as the physical responses to diseases to provide safe and effective nursing care to all clients of all ages in different health care settings.
2. Utilize the nursing process in observing, recognizing, reporting and participates in patient care planning and implementation to meet the client and their families holistic needs by performing technical and manual nursing skills within the scope of practice for the Nursing Assistant in State of California.
3. Recognize, respect and support growth and development and cultural diversity of all people under his/her care with respect to their rights, dignity and individuality
4. Use proper and effective interpersonal skills when communicating with clients, families and co-workers by fostering confidentiality and collaboration between the client and to all members of the health care team by organizing care in a health care setting that will provide appropriate direction to staff members.
5. Recognize each client as a unique entity as well as an integral part of a family, a culture and the community by assisting and helping the client to meet and attain his/her optimal physical, emotional, psychological, social, spiritual, and intellectual and safety needs.
6. Provide health education and information related to community health services, and resources in relation to activities of daily living and health practices for clients with common illnesses.

7. Function and assume responsibilities within the legal and ethical boundaries of his/her role as a Nursing Assistant in the State of California.
8. Assume responsibility for personal and professional growth to broaden and advance his/her knowledge and skills.
9. Successfully complete the State Competency examination.

Program Learning Outcomes

Graduates of this program will be able to:

1. identify the physical and psychological of the ill and injured
2. understand basic human anatomy and physiology
3. recognize the signs and symptoms of common diseases, identify changes in condition and/or complications, report these changes to the appropriate person, and document properly
4. provide meaningful communication to clients/patients, family and other healthcare team members
5. establish and maintain a collaborative relationship when working with clients/patients, family and other health care team members
6. give basic nursing care by recognizing the responsibilities of the nurse assistant role and the role of the ancillary health team members
7. ensures safety of clients/ patients and personnel in the clinical sites
8. meet the eligibility requirements of the State of California Department of Public Health to take the Nurse Assistant Certification Examination
9. use the skills and knowledge acquired at the nurse assistant level to prepare for continued professional growth advancement.

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Upon successful completion of the Nursing Assistant Program and all financial obligations to the school are settled, the student is eligible for the CNA licensure examination. The requirements of the California Department of Public health should also be fulfilled:

1. Applicant must at least be 17 years old
2. Training should at least be 160 hours
3. Applicants should submit their fingerprints to the California Department of Justice
4. Cleared of any criminal record upon admission.

VOCATIONAL NURSING
1629 HOURS
RESIDENTIAL DELIVERY

The Vocational Nursing Program prepares students for entry-level positions as licensed vocational nurse in a variety of healthcare settings, ambulatory and in-patient. The Vocational Nursing Program presents the theory, principles, and application of patient-centered nursing care under the guidelines of the federal and state requirements. The roles and responsibilities of nursing, the legal and ethical aspects of nursing, healthcare delivery system, communication, emergency situations, and fundamental practice of the nursing skills needed to care for patients of all ages are included. It is focused on health and its preservation. The conceptual framework for the development of the curriculum is based upon Maslow's Hierarchy of Human Needs. The vocational nurse profession is very valuable in the healthcare field and works well with physicians and registered, nurse assistants and other healthcare professionals in handling entry level health tasks.

Program Objectives

1. Use basic knowledge of normal human anatomy and function, principles of communication of different diseases and human psychological conditions as well as the physical responses to diseases to provide safe and effective nursing care to all clients of all ages in different health care settings.
2. Utilize the nursing process in observing, recognizing, reporting and participates in patient care planning and implementation to meet the client and their families holistic needs by performing technical and manual nursing skills within the scope of practice for the Licensed Vocational Nurse in State of California.
3. Recognize, respect and support growth and development and cultural diversity of all people under his/her care with respect to their rights, dignity and individuality
4. Use proper and effective interpersonal skills when communicating with clients, families and co-workers by fostering confidentiality and collaboration between the client and to all members of the health care team by organizing care in a health care setting that will provide appropriate direction to staff members.
5. Recognize each client as a unique entity as well as an integral part of a family, a culture and the community by assisting and helping the client to meet and attain his/her optimal physical, emotional, psychological, social, spiritual, and intellectual and safety needs.
6. Provide health education and information related to community health services, and resources in relation to activities of daily living and health practices for clients with common illnesses.
7. Function and assume responsibilities within the legal and ethical boundaries of his/her role as a Licensed Vocational Nurse in the State of California.
8. Assume responsibility for personal and professional growth to broaden and advance his/her knowledge and skills.
9. Successfully complete the NCLEX-PN examination to become a Licensed Vocational Nurse.

Program Learning Outcomes

Graduates of this program will be able to:

1. identify the physical and psychological of the ill and injured
2. understand basic human anatomy and physiology
3. recognize the signs and symptoms of common diseases
4. identify changes in condition and/or complications, report these changes to the appropriate person, and document properly
5. provide meaningful communication to clients/patients, family and other healthcare team members
6. establish and maintain a collaborative relationship when working with clients/patients, family and other health care team members
7. give basic nursing care by recognizing the responsibilities of the licensed vocational nurse role and the role of the ancillary health team members
8. ensures safety of clients/ patients and personnel in the clinical sites
9. meet the eligibility requirements of the California Board of Vocational Nursing and Psychiatric Technician Certification Examination
10. use the skills and knowledge acquired at the vocational nurse level to prepare for continued professional growth and advancement.

All students in the Vocational Nursing Program are required to take an EXIT Examination and must successfully pass it with minimum Comprehensive Predictor Test (ATI) result set by MCC at 94%.

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Upon successful completion of the VOCATIONAL NURSING Program and all financial obligations to the school obligations are settled, the student is eligible for the VOCATIONAL NURSING certificate. Below are the requirements of the Board of Vocational Nursing & Psychiatric Technicians:

1. The applicant should at least be 17 years old.
2. Completed 1629 hours of Vocational Nursing training.
3. Holder of a High School Diploma or GED.
4. Cleared of any criminal record upon admission.

MEDICAL ASSISTANT
720 HOURS
BLENDED DELIVERY

The program offers both administrative (front) and clinical (back) skills for a medical office. Administrative skills include patient appointment scheduling, billing, coding, insurance, reimbursement procedures, and clerical procedures. Clinical skills include determination of vitals, obtaining and recording of patient's history, administration of medications and giving injections. A certificate is awarded after sufficient skills for placement at entry-level positions in ambulatory and medical offices is attained. Method of instructions are theoretical, laboratory and externship components.

Program Objectives

1. Safely assist with selected clinical duties
2. Transfer scientific knowledge to clinical skills
3. Competently perform administrative functions
4. Communicate using medical terminology effectively
5. Recognize and respond to medical emergencies
6. Demonstrate professional attitudes
7. Recognize that continuing education is a process.

Program Learning Outcomes

Upon successful completion of the Medical Assistant Program, the graduate will be able to demonstrate entry-level competency in the day to day duties as a medical assistant in medical office examinations, perform basic laboratory skills and procedures, perform back office procedures, such as taking and charting medical histories and recording vital signs, explaining treatment procedures to patients, record, monitor and mount electrocardiograms, complete physical examinations, tray set-ups, injections, positioning and draping, draw blood, remove sutures, change dressings, sterilize medical instruments, authorize drug refills and telephone prescriptions to pharmacy as directed by the physician.

Medical Assistant graduate will also obtain knowledge in performing front office duties such as scheduling appointments, customer service and telephone techniques, bookkeeping, record management, insurance billing and collecting, diagnostic and procedural coding, written communications as well as mail processing and medical practice management.

REQUIREMENTS for ELIGIBILITY for LICENSURE

Upon successful completion of the program content and the clinical externship requirements, the student will be awarded a Certificate. A minimum grade of C is the school's graduation requirement. After completion of the clinical externship, students are eligible to take the American Association of Medical Assistants (AAMA) Certification Examination to become Certified Medical Assistant or CMA. Other organizations award specialty certifications for medical assistants specializing in podiatry or ophthalmology.

ASSOCIATE OF SCIENCE IN HEALTHCARE MANAGEMENT
900 HOURS/60 SEMESTER CREDITS
FULL DISTANCE

Healthcare Management degrees focus primarily on entry-level management and strategic communication techniques. This degree program offers a unique series of courses that spotlight various management, regulatory, and advisory skills required by the successful healthcare professional. A diploma is awarded after sufficient skills for placement at entry-level positions in ambulatory and medical offices is attained. Method of instructions is theoretical through distance learning.

Course Name	Course Number	Academic Credits/Hours	Type of Distance Ed. Course Gen. Ed., Core, Electives, Lab
Visual and Performing Arts	ART 180	3 semesters/45	Gen. Ed.
Anatomy and Physiology 1	BIO 110	3 semesters/45	Gen. Ed.
Anatomy and Physiology 11	BIO 118	3 semesters/45	Gen. Ed.
Business Information System	CIS 106	3 semesters/45	Gen. Ed.
Information System	CIS 200	3 semesters/45	Gen. Ed.
Reading and Composition	ENG 130	3 semesters/45	Gen. Ed.
Fundamentals of Mathematics	MAT 150	3 semesters/45	Gen. Ed.
Introduction to Sociology	SOC 210	3 semesters/45	Gen. Ed.
Introduction to Ethics	PHI 230	3 semesters/45	Gen. Ed.
Introduction to Psychology	PSY 250	3 semesters/45	Gen. Ed.
Health Care Management	HCM 260	3 semesters/45	Core
Marketing	HCM 265	3 semesters/45	Core
Health Systems	HCM 268	3 semesters/45	Core
Organizational Management	HCM 270	3 semesters/45	Core
Managerial Accounting	HCM 275	3 semesters/45	Core
Human Resources	HCM 280	3 semesters/45	Core
Financial Management	HCM 285	3 semesters/45	Core
Quality Management	HCM 290	3 semesters/45	Core
Legal and Ethical Issues	HCM 295	3 semesters/45	Core
Health Literacy	HCM 298	3 semesters/45	Core
TOTAL 60		SEMESTER CREDITS	

COURSES	CREDITS	Number of weeks	Number of months
GENERAL ED (10)	30	60 weeks	15 months
HCM MAJOR (10)	30	60 weeks	15 months
TOTAL	60		

**1 Course is equivalent to 3 credits or 45 hours or 6 weeks or 1.5 months

Program Objectives

1. Prepares students for an entry-level career in health care management in which they'll plan, direct, and coordinate medical and health services.
2. Demonstrate healthcare management practices in culturally diverse healthcare settings.
3. Understand the impact of social, political, and legal forces on the American healthcare system.
4. Apply evidence-based practices in healthcare leadership, management, and human resources.
5. Exhibit ethical leadership approaches to business and clinical decision making in healthcare organizations.
6. Analyze the components, current issues, trends and limitations of healthcare services in the United States and evaluate the ethical and legal issues relevant to healthcare delivery.
7. Examine the role that human resource management plays within the healthcare industry and develop leadership and team building skills.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Incorporate knowledge in the general education courses and courses in the biological, physical, social and health sciences;
2. Communicate effectively in the provision of healthcare services to the community;
3. Evaluate ethically scientific and policy research to solve problems in the health sciences
4. Advocate for the culturally diverse community in healthcare decisions
5. Demonstrate team building skills to facilitate inter-professional collaboration and strategic goals

REQUIREMENTS FOR ELIGIBILITY FOR A DEGREE IN ASHM

Upon successful completion of the ASSOCIATE OF SCIENCE IN HEALTHCARE MANAGEMENT Program and all financial obligations to the school obligations are settled, the student is eligible for the degree in Associate of Science in Health Care Management. Below are the requirements of the program:

1. The applicant should at least be 17 years old
2. Completed 900 hours of Associate of Science in Healthcare Management
3. Holder of a High School Diploma or GED

GRADUATION REQUIREMENTS

1. Complete all courses with a cumulative grade point average of C or better.
2. Complete all required theory hours of the program.
3. Complete all required clinical/externship hours of the program
4. Complete all course requirements within the allowed maximum timeframe of the program.
5. Meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training.
6. Pass the Final and/or Comprehensive Exit Exam.
7. Settle all financial obligations with the school.

Students Rights and Responsibilities

Every student is responsible for following the rules and regulations in the Catalog. College is not liable if the student fails to read and understand the rules.

Academic Integrity

MCC is committed to the ideals of academic rigor and integrity. Respect and accountability are guiding principles in the pursuit of knowledge.

Drug and Alcohol Policy

An alcohol and drug free campus promotes the safety and welfare of the students, employees and the general public. All employees and students are prohibited from the possession or being under the influence of any illegal or controlled substance or alcohol.

Any questions or concerns about this policy may be directed to the Administrator.

Student Behavior Rules and Regulations

Students are responsible in regulating their own conduct and respect the rights and privileges of others. Failure to comply with the standards set for by MCC will be grounds for disciplinary action. Guidelines can be found in the California Education Code, California Administrative Code Title 5 and MCC's student handbook.

Grade Disputes

Title 5, Section 55025 states that, "the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency".
As such, student who wishes to dispute a final course grade must follow the procedure under the Student Grade Dispute and Policies.

Privacy of Student's Records   Access to student's records is governed by FERPA.

School's Physical Facilities & Equipment

Medical Career College is a for-profit institution dedicated to enhancing the lives of career learners geographically located in Fremont, California. It is housed in a single floor building with five classrooms, three skills laboratory, a library, computer room, student lounge and academic and non-academic offices. Complete audiovisual equipment and wireless network is available.

Classrooms

There are five (5) classrooms equipped with television, computer, DVD & VHS player.

> Room 01 measures 352 square feet and can accommodate 20 students
> Room 02 measures 390 square feet and can accommodate 20 students
> Room 03 measures 272 square feet and can accommodate 15 students
> Room 04 measures 595 square feet and can accommodate 30 students
> Room 05 measures 306 square feet and can accommodate 15 students

Skills Laboratory

There are three (3) skills laboratory equipped adequate supplies and equipment.

> Skills Lab 01 measures 270 square feet and has two (2) patient care units and can accommodate 15 students
> Skills Lab 02 measures 276 square feet and has four (4) patient care units and can accommodate 15 students
> Skills Lab 03 measures 285 square feet and has five (5) dialysis machines and can accommodate 15 students

Library/Computer Room

The Library Resource is located in a 10 x16 square foot area. The number of holdings is updated annually to accommodate program offerings and curricular changes and updates.
There are eight (8) available computers and internet access is available solely for educational purposes. There are three (3) bookcases where students can use a variety of books, journals, videos, handouts and other instructional materials for research, remediation, review, homework and assignments.

The following are the online databases available:

1. https://justfornursingassistants.com
    Developed for certified nursing assistants around the globe who need to meet their continuing education requirements and want to stay on top of their in-service hours with just the click of a mouse! This site also has a blog which offers some great reading for CNAs.

2. National Network of Career Nursing Assistants
    Provides a professional connection with NAs and related groups, organizations, publishers, researchers, and educators nationwide. This is an educational organization promoting recognition, education, research, advocacy and peer support development for nursing assistants in nursing homes and other long term care settings.

3. Nursing Assistant Resources On The Web
    This blog is for nursing assistants and those who care about the work that CNAs do. It is run to centralize online resources, links and relevant information.   They offer an extensive archive of articles for CNA educational purposes, as well as advice for CNAs.

4. https://cnaonline.com/ahca-provider-magazine
   Through an exclusive licensing agreement with the American Health Care Association (AHCA) they have converted the How to Be a Nurse Assistant curriculum and related manuals into a complete, cloud-based, online solution complete with e-book, lectures, and video instruction. These conversions, including multiple nursing courses, plus in-depth understanding of the challenges of aging care service providers, have given a perfect segue to workforce development solutions in the aging care space.

5. https://www.aama-ntl.org/cma-today/about
   The CMA Today is the AAMA's flagship magazine designed to meet the informational needs of medical assistants:

6. https://www.nlm.nih.gov/medline/index.html
   MEDLINE is the National Library of Medicine's (NLM) premier bibliographic database that contains more than 29 million references to journal articles in life sciences with a concentration on biomedicine. A distinctive feature of MEDLINE is that the records are indexed with NLM Medical Subject Headings (MeSH). The majority of the publications in MEDLINE are scholarly journals; however, a small number of newspapers, magazines, and newsletters considered useful to particular segments of the NLM broad user community are also included.

7. Drug Information Portal
   https://druginfo.nlm.nih.gov/drugportal/
   The NLM **Drug Information Portal** gives users a gateway to selected **drug information** from the National Library of Medicine and other key government agencies.

8. https://www.nursingcenter.com/free-nursing-resources
   Take advantage of our vast collection of free nursing resources on Lippincott Nursing Center. We know how important your work as a nurse is, and we want to reward your efforts with free nursing activities. From nursing journals to continuing education activities to podcasts, we've got what students need.

9. https://journals.sagepub.com/description/JHM
   The *Journal of Health Management* is designed as a forum for exploring major issues of health policy and health management (including population and family welfare) in developing countries with a view to assisting the better implementation of desired changes. It caters to the needs of health policy-makers, health managers, reflective practitioners and action-oriented researchers. A refereed publication, the *Journal of Health Management* carries carry articles and other material which are based primarily on first-hand experience and empirical research and those which reflect the latest thinking.

Conference Room
The conference room measures 130 square feet. It is equipped with telephone and portable computer.

Front Desk/Reception
The front desk/reception area measures 110 square feet. It is equipped with chairs, telephone, copier, printer and file cabinets.

Faculty Room
It is equipped with table, chairs, portable computer, bookcase, storage cabinet, bulletin board, dry erase board, instructor resources and employee lockers. The faculty room measures 130 square feet.

Records/Storage Room
It contains storage cabinets and file cabinets for storing student files. It measures 190 square feet.

Office Rooms

The office rooms comprised of School Director (162sq. ft.), Vice President for Admissions and Marketing (198sq. ft.), Finance /Human Resources (162 sq. ft.).

Break Room

The break room measures 374 square feet. It has tables and chairs, (2) microwaves, refrigerator and coffee maker.

Instructional Equipment and Supplies:

ASSOCIATE OF SCIENCE IN HEALTHCARE MANAGEMENT and MEDICAL ASSISTANT-CANVAS is being used as Learning Management System, Desktop or Laptop Computer, Ipad, keypad, mouse, webcam, textbooks

MEDICAL ASSISTANT PROGRAM EQUIPMENT & SUPPLIES

Alcohol Wipes	EKG Machine	Scalpel
Betadine Wipes	Hot & Cold Packs	Hemostats (curved & straight)
BP Cuff (Standard Adult & Pedi)	Blood Collecting Tubes (red)	Needle Holder
Disposable Gloves (s, m, l, xl)	Hemocytometers	Surgical scissors (straight & curved)
Protective Mask	Autoclave	Eye Test Chart (Snellen)
Hand Sanitizer (pump)	Pulse Oximeter	Bandages (ace & kerlix)
Paper Towels	Sterile gloves (6 ½, 7, 7 ½, 8)	Slings
Computers	Cotton Balls & Swabs	Incentive Spirometer (plastic)
Paper & Surgical Tape	Suturing Materials	Urine Test Strips
Gauze Pads	Glucometers	Cervical cell brush
Face Masks	Distilled water	Vaginal speculum (plastic, 2 sizes)
Stethoscope	Thermometers (electronic)	Specimen Collection Container
Sharps Container	Otoscope (demo)	Cervical Spatula
Weighing Scale (adult & infant)	Tongue Depressors	Slides & fixatives
Needles (5/8", 1", 1 ½", tuberculin)	Paper tape	Tuning Forks
0.9% Sodium Chloride vial	Gown (s,m,l,xl)	Forceps (thumb)
Examination Tables	Examination Light	Examination Paper
Centrifuge	Refrigerator	Eye Wash Station/Working Sink
Mayo Stands	Model Skeleton	Microscopes

NURSING ASSISTANT PROGRAM EQUIPMENT & SUPPLIES

Bath Basins	Padded Tongue Blade	Emesis Basins
Bath Blanket	Paper Towels	Sphygmomanometer
Hospital Beds	Plastic Trash Bags	Watch w/ Second Hand
Bedpan (Fracture)	Plastic Utensils	Gait Belt
Bedpan (Standard)	Powder	Hand Roll
Clothing Protector	Sharps Container	Isolation Gown
Cups	Shaving Cream	Non-skid slippers
Dental Floss	Soap (Liquid or Bar)	Pen and Paper
Denture Brush	Sponge Tip Oral Swab	Thermometer
Denture Cup/Lid	Toilet Paper	Stethoscope
Dentures	Toothbrush	Wheelchair
Disposable Razors	Toothpaste	Weighing Scale
Gloves (S, M, L, XL)	Top Sheet	Sink
Hand Sanitizer	Towels	Alcohol Wipes
Hospital Gowns	Washcloths	Toothettes
Lemon-Glycerin Swabs	Wastebasket	Pillows
Lip Lubricant	Water Pitcher	Bedpan Cover
Lotion	Nail File	Urinal
Mirror	Nail Clipper	Call Lights
Mouthwash	Orange Stick	Biohazard Red Bags

VN Program Laboratory Equipment and Supplies

Supplies	Ratio of Student to Equipment	Status
Alcohol Wipes	1 to 1 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Assorted blood collecting tubing	1 to 1 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Assorted catheters	1 to 5 (school)	Owned (school equipment)
Assorted Sutures	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Bandages & Tape	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Gowns, Gloves, Masks & Aprons	1 to 1 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Heel Protector	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
IV Solutions	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Linens	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Splints & Slings	1 to 2 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Sterile and non-sterile dressings	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)

Suppositories and commercial enemas	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Syringes and needles	1 to 1 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)

Equipment	Ratio of Student to Equipment	Status
Adaptive Devices	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Artificial Arm for IV Practice	1 to 5 (school)	Owned (school equipment)
Bedpans	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Bedside Tables	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Blood Pressure Cuff	1 to 5	Owned (school equipment)
Cane	1 to 10	Owned (school equipment)
Computers w/Internet access and appropriate software installed to aid learning and testing.	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used as needed for recording patient information or other required interaction.
Crutches	1 to 10 (school)	Owned (school equipment)
Dental model	1 to 20 (school)	Owned (school equipment)
Dietary Items	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Eating Utensils	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
EKG Machine w/accessories	1 to 20 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Enteral Feeding Formula	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Enteral Feeding Tubes	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Foley Catheter Tubing and Collection Bags	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Gait Belt	1 to 5	Owned (school equipment)
Glucometer Machine	1 to 5	Owned (school equipment)
Heat lamp	1 to 20 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Heating Pads	1 to 5 (school)	Owned (school equipment)
Hospital Bed w/rails	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Ice Packs	1 to 5 (school)	Owned (school equipment)
Incentive Spirometer	1 to 20 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
IV Equipment	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
IV Stand	1 to 10 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Manikins (changeable sex)	1 to 10 (school)	Owned (school equipment)
Normal Saline Solutions	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)
Ostomy Appliances	1 to 5 (school)	Owned (school equipment)
	1 to 1 (facility)	Used without charge (facility equipment)

Overbed Tables	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Oximeter	1 to 20 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Oxygen delivery systems	1 to 20 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Personal Care Procedure items (including Bedpans, Urinals, etc.)	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Personal Care Skills items (including Towels, Pitchers, Cups, Basins, etc.)	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Restraints	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Scale (for height/weight measurement)	1 to 20 (school) Available (facility)	Owned (school equipment) Used without charge (facility equipment)
Shower Chair	1 to 20 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Skeleton & Anatomical Models	1 to 20 (school)	Owned (school equipment)
Specimen Collection Bottles and Equipment	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Sphygmomanometer	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Sterile Water Solution	2 to 1 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Stethoscope	1 to 2 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Suction Apparatus	1 to 10 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Tape measure	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Television, V.C.R and video tapes/DVDs and players	1 to 20	Owned
Thermometers (both glass and digital)	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Tracheostomy Kit	1 to 5 (school) 1 to 1 (facility)	Owned (school equipment) Used without charge (facility equipment)
Walker	1 to 5 students	Owned
Wheelchair	1 to 10 (school)	Owned (school equipment)

Note: Facility equipment is available on an "as needed" basis and will be available as needed per patient. The 1 to 1 notation for facility equipment means 1 of each item will be available for each patient who needs it and does not mean that each student will have one of each item at all times.

Faculty

Full time faculty's primary responsibility is teaching as well as, service, professional development, student advising, retention, and active participation in Medical Career College governance.

Part-time faculties are skilled teachers who make a half-time commitment to the College faculty over the course of the year. Their primary responsibility is teaching and includes advising students on courses, program, or career-related issues; participating in departmental, divisional, and college activities; and engaging in continuing education relevant to their teaching.
Faculty holds degrees in their areas of expertise. They are respected professionals with many years of career experience. Learning is facilitated through lectures, outside reading, class discussions, case studies, and research projects relating to problems within students' interests. Their extensive knowledge of adult learners and the diversity of their backgrounds add a level of richness to the group-learning experience.

Policy on Diversity

Medical Career College offers equal educational and employment opportunities regardless of group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability. It is the policy of MCC that, unless exempted by statute, every course offered and maintained by the College shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets the stated prerequisites for the course. MCC's policy of non-discrimination covers admission, outreach, educational programs and activities, facilities, access to course offerings, counseling, financial assistance, employment assistance to students, health and insurance benefits and services, textbooks and curricular material, and career guidance.

Student Assessment

At the time of admission, MCC requires students to take an assessment test. It is the process the College uses to evaluate skills in Reading, Writing, English and Math. All students must submit an application for admission prior to the assessment.

English Language Proficiency

The primary language of instruction for both the theory and clinical and distance education is English language. Applicant's knowledge of English proficiency is being assessed based on the results of the English proficiency part of the entrance test required by Medical Career College. Applicants who may require some assistance in English speaking, reading and writing may be advised to seek classes from other institutions that offers ESL (English as a Second Language) and would help them improve their English proficiency at their own expense.

Sources of Credit

Transfer Credit

An institution may grant credit to a student for prior experiential learning only if:
1. The prior learning is equivalent to a college or university level of learning;
2. The learning experience demonstrates a balance between theory and practice and;
3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

Each college or university level learning experience for which credit is sought shall be documented by the student in writing. Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

- Of the first 60 semester credits awarded to a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

MCC accepts credits from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA) or California-approved institutions if they apply to the student's program. MCC accepts transfer credit if the courses meet the standards of the College and if the courses were satisfactorily completed. Transfer students do not receive credit for courses with a "D" grade. If the student is seeking admission following attendance at an institution that is not accredited, MCC considers the transfer credits on an individual basis.

All credits must be determined and evaluated by the Office on a case-by-case basis. The following guidelines apply in allowing credit for previous education:

Credits from institutions of collegiate level that are not accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA) or California-approved may be rejected entirely, accepted wholly or in part, or accepted on a provisional basis to be validated by satisfactory course work in residence.

1. All requests for transfer credit must be received by MCC prior to a student starting in a class.
2. Technical skills courses, including externship credit, are not transferable into the school unless completed at the school.
3. Only coursework with a grade of C/2.0 (on a 4.0 scale) may be transferable into the school.
4. Student must provide official transcripts from the institution/college where the course(s) was taken, along with course description(s) from the school's catalog.

If transfer credits are accepted, the total number of credits to be completed as well as the cost of tuition will be reduced accordingly. Transfer credits are awarded as credits only. Transfer grades are not included in the calculation of the grade point average (GPA). The institution does not accept experiential learning for credit.

Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Medical Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in the educational program (Nursing Assistant Program, Vocational Nursing Program, Medical Assistant and Associate of Science in Healthcare Management) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma 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 Medical Career College to determine if your certificate or diploma will transfer.

Articulation Agreement

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

Ability-to-Benefit Student Policy

The school is no longer requiring students in the Nursing Assistant Program to take the Ability to Benefit Test as per Senate Bill 607 which became effective January 1, 2022 and states

"A student who is otherwise qualified and has a reasonable prospect of completing an instructional program, but lacks a high school diploma or the equivalent, will no longer have to pass an "ability-to-benefit" examination in order to enroll in the program."

International Students

Medical Career College does not participate in the Student & Exchange Visitor (SEVP) of the Department of Homeland Security (DHS). Visa services are not provided and the institution will not vouch for student status.

Student Orientation

Orientation is held that provides students information about the College's programs, services, academic expectations, procedures, advising and registration. Before qualifying to register, students must complete the complete assessment, advisement and orientation.

What is a Prerequisite?

A prerequisite is a condition of enrollment required to demonstrate a current readiness in a course or program of study. Proof of meeting the prerequisite is required to enrolling to a course.

Procedure for Adding and Dropping Classes

Any course substitutions or changes in a program must be consistent with a student's degree objective and fulfill the graduation requirements for the program. Students should contact an admissions advisor for advice and assistance in requesting such changes. For students receiving financial aid, changes made to their schedules after processing may delay or cancel their aid. Students should speak to a financial aid advisor before withdrawing from a course or requesting a change of schedule or program.

Students may drop a course prior to the end of the cancellation period, which is before the start of the second class session. No grade will be given and no tuition will be charged, but the student must drop the course prior to the end of the first scheduled class session to avoid incurring a tuition charge or receiving a grade. After the second class session, a grade will be entered and a tuition charge levied according to the refund policy.

Students may change a course prior to the start date of the course. To assure that the desired course is available, students are encouraged to substitute or add a course at least one week in advance of the start date. Students should refer to their specific certificate program for information regarding program track restrictions.

Course Withdrawal

The term "Withdrawal" signifies that a student has withdrawn from a course after completing the first class session. Notifying the instructor of one's intent to withdraw is insufficient and will not constitute a withdrawal. To withdraw, the student must notify an admissions advisor in person or in writing. The effective date of withdrawal is the last date of actual attendance. This is a permanent mark with no grade points assigned. Students who wish to withdraw permanently from MCC must fill out a "Withdrawal Form," which is available at the College. An exit interview is conducted by the School Director. The enrollment status of such students will then be changed to "Dropped." They will be immediately withdrawn from MCC and their future classes will be deleted from their schedule.

Cancellation of Classes or Programs

MCC reserves the right to cancel or postpone a program if student enrollment is insufficient or may be due to circumstances beyond the institution's control. Additional reasons are, but not limited to, "Earthquake", "Fire", "Severe Weather Conditions "Terrorist Threat or Act", or other exceptional situations". However, every effort will be made to cancel a program well in advance of its starting date. Check the local news and the school's website for any announcements. In cases where classes have already begun but have low enrollment, MCC will not cancel or postpone those classes. Students in cancelled programs will receive refunds in accordance with the institution's refund policy and the California Education Code.

Fee Payment Procedure

For programs completed in four months or less, all tuition and fees may be paid in full on the first day of instruction. For programs longer than four months, only up to four months advanced payment is required until fifty percent (50%) of the course has been completed, wherein complete payment may be required. At the student's option, payment in full may be made after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. The limitations on payment do not apply to funds received through any federal or state programs. Students may be dropped from their classes and still owe fees up to and including the date of withdrawal from the program. Students will be dropped from the program if timely payments are not made. Failure to comply is sufficient cause to withhold future enrollment, grades, transcripts, diplomas and certificates.

Fees and Expenses (Effective Date 02/01/2024)

Course	Registration Non-Refundable	Tuition	Equipment/ Lab Fees	Textbooks/ Handouts	STRF Assessment Non-Refundable $2.50/$1,000	Uniform	Total Charges
Nursing Assistant	$200	$ 985	$315	$300	$5.00	$50	$1,855.00
Vocational Nursing	$200	$29,990	$1,500	$1,560	$82.50	$150	$33,482.50
Medical Assistant	$200	$7300	$950	$850	$22.50	$100	$ 9,422.50
Associate of Science in Healthcare Management	$200	$485 per course x 20 courses = $9,700	$0	$0	$25.00	$0	$ 9,925.00

The fees listed above are subject to change. All other charges not included in the tuition but are required for admissions to the program that must be paid by the student are the following:

1. Entrance Test Fee (required for Medical Assistant and Vocational Nursing) Wonderlic SLE Test: $40.00
2. Entrance Test Fee for Nursing Assistant: $20.00
3. Physical Examination done by an M.D. or Nurse Practitioner: fee may vary depending upon the provider
4. P.P.D Skin Test: fee may vary depending upon the provider
5. Chest X-Ray if P.P.D. Skin Test is positive: fee may vary depending upon the provider

6. C.P.R. (BLS for Healthcare Provider thru American Heart Association): fee may vary depending upon the provider
7. MMR, Varicella, Tetanus, Hep B (Medical Assistant) - fee varies depending upon provider
8. Liability Insurance (required for Medical Assistant- HPSO $35.00 per year)
9. Live Scan Fingerprinting (for Nursing Assistant): fee varies depending upon provider
11. Criminal Background Screening and 10 Panel Instant Drug Screen prior to MA externship
    (only for Stanford Health Care)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

Total of tuition & registration due to the school is $1,855.00 for the Nursing Assistant Program
Total of tuition & registration due to the school is $33,482.50 for the Vocational Nursing Program
Total of tuition & registration due to the school is $9,422.50 for the Medical Assistant Program
Total of tuition & registration due to the school is $9,925.00 for the Associate of Science in
    Healthcare Management Program

Financial Assistance

Medical Career College does not participate in federal and state financial aid programs
If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

If the student obtains a private student loan thru Salliemae.com or any other loan, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Medical Career College also offers in-house installment payment plan without any interest. There is no scholarship available through this institution.

Fee schedules

Fees are non-refundable and are mandatory for applicable students.

Registration or Application Fee $200.00
Transcript Fee $50.00 (per copy fee for each transcript)
Returned Check Charge $30.00
Late Payment Fee $30.00
Library/Technology $50.00
STRF Non-refundable fee $2.50 / $1,000.00

Additional charges may be enforced for programs requiring additional materials. Please consult advisor for further information.

Enrollment Agreement

Students must sign an enrollment agreement before beginning classes at MCC. The agreement includes topics pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other related matters. Prior to signing the enrollment agreement, the institution will provide prospective students with a school catalog and a School Performance Fact Sheet either in writing or electronically.

Cancellation and Refund Policy

1. You have the right to cancel your enrollment agreement or withdraw from Medical Career College and obtain an applicable refund without any penalty or obligations, if the notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
2. The College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars ($200), and any other nonrefundable fees.
3. If the College cancels or discontinues a course or educational program, the College will return all unearned institutional charges paid to the College.
4. You have the right to withdraw from the program of instruction at any time.
5. You must notify the schools in writing of your desire to withdraw from the program as contained in the "Notice of Cancellation" addressed to the school location at 41300 Christy St, Fremont CA 94538. Cancelation notice can either be by mail or can be hand delivered to the school campus.
6. If any portion of your tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or state or federal agency which guaranteed the loan.
   After repayment of the loan, any amount left over will be used to repay any student financial aid program from which you received benefits. Any remaining pre-paid tuition will be refunded to you.
7. A refund, if appropriate, will be issued within 30 days of your notice of cancellation. A letter will be included with the check (if appropriate) showing how your refund was calculated.
8. If the student defaults on the federal or state loan, both of the following may occur:
   (A) the federal or state government or loan guarantee agency may take action against the student, including garnishing an income tax refund; and
   (b) the student may not be eligible for any government financial assistance at another institution until the loan is repaid
9. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student aid program funds.
   Grounds for termination of students enrolled by Medical Career College prior to completion of the course or program include insufficient academic progress, nonpayment and failure to comply with published school policies.

Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF of two dollars & 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, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive. Suite 400, Sacramento, CA 95833, telephone # (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

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

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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."

Distance Education Delivery

1. The College is offering a distance educational program where the instruction is not offered in real time, shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission (5, CCR 71716(a).
2. The College is offering a distance educational program where the instruction is not offered in real time, shall disclose that the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The College shall make the refund pursuant to section 71750 of the regulations. If the College sent the first lesson and materials before an effective cancellation notice was received, the College shall make a refund within 45 days after the student's return of materials (5, CCR 71716(b).
3. The College is offering a distance educational program where the instruction is not offered in real time, shall disclose that (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If the College transmit the balance of the material as the student requests, the College shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the

lessons and materials are transmitted (5, CCR 71716(c)(1)(2).

Academic Regulations

Attendance Policy

It is the policy of Medical Career College to ensure that the students enrolled in the training program must have accurate number of hours required for satisfactory completion.

Procedure:

1. Students must regularly attend scheduled classes and be on time.
2. Students must attend and report on time for both clinical and theoretical classes as designed by the Administrator/Director or the Director of Nursing.
3. Each student will be provided with a daily sign-in sheet to record hours of attendance for both theory and clinical portions of the program. Students will sign the sheet each day of attendance, the instructor will countersign the time the class starts and the time the class ends.
4. Students who are unable to attend theory or clinical portions of the training must notify the school of their absence TWO hours before the start of the class by calling the Administrator/Director.
5. Agreements must be made with the Administrator/Director or instructor, immediately for a make-up time schedule.
6. Absence for more than one classroom day and one clinical day may require the student to repeat the entire course if the student fails to make arrangements for make-up classes. Tardiness is arriving 5 minutes after the scheduled class time and or up to 50 minutes past the start of the class. Three (3) occurrence of tardiness will be considered one absence.
7. The decision to dismiss or retain any student will be based on the student's overall performance in the class and the reason for the absenteeism or tardiness.
8. A third occurrence of absenteeism will automatically result in the dismissal of the student from the program.
9. Cutting classes will be considered as unexcused absences.
10. Students are required to participate in open lab skills, as scheduled, to enhance their proficiency in skills that were taught in the theoretical portion of the program.
11. Tuition fees will be refunded, if applicable, to students who are dismissed from the program using the standard, state mandated formula and process.
12. Instruction will only be given at the specified location. There is no remote learning offered.
13. If a course is dropped voluntarily, a refund will be calculated per State of California guidelines and formulas as shown in the school's Administrative Policies and Procedures manual.

Make-up and Absenteeism Policy and Procedures

Policy statement:
- Attendance determines the student's competency in all areas of the program.
- If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat the classroom training, clinical experience or both.

Procedure:
A.   Refer to the school attendance policy
B.   Written assignments and make-up tests
- No make-up tests or written assignments will be permitted unless the instructor gives approval.
- There will be no make-up test for unexcused absences and the student will receive a grade of 0 points for the test.
- With the approval of the Administrator/Director, the student will have FIVE- day period to make up a test. If the test is not made up within the FIVE- day period, the grade will be dropped one grade level for each day not made up.
- All make-up written assignments will be lowered one grade level for lateness.

C.   Theory Make-up
- The student must make an arrangement by scheduling make-up time(s) as per the school attendance policy.
- The make-up should consist of the scheduled topic or components and the required hours   of that day that the student missed in order to be counted as make-up credit.

D.   Clinical Make-up
- The student must make an arrangement for scheduled make-up as outlined in the school attendance policy.
- Additional time in clinical area and performance evaluation, which should reflect the clinical objectives missed, will be required and the number of required hours for it to be considered a make-up credit.

Evaluation and Grading Standards Policy

Purpose:

To establish a standard of evaluating and grading students to determine their competence and knowledge in clinical and theoretical skills.

Policy:

Written tests and quizzes
- Each instructor will give written tests.
- Test questions will consist primarily of multiple choice and essay questions.
- Grading of work is on a percentage basis.
- Students should obtain a 70% score on the test in order to pass the exam. A score of 90% to 100% is "A", 80% to 89% is a "B" and 70% to 79% is a "C".

Written worksheets
- Each instructor will give written worksheets at intervals throughout the course.
- Worksheet questions will consist, primarily, of multiple choice, fill-in-the-blanks, matching type, short essays and True or False.
- Grading of written work is on a percentage basis. A score of 90% to 100% is "A", 80% to 89%   is a "B" and 70% to 79% is a "C".

Make-up tests and worksheet due to absences
- Make-up work will be permitted only with the approval of the instructor.
- Grading of late work will cause a loss of 10% of the total points for that test or assignment.

Cheating
- Any student participating in cheating activities may be ground for a grade of 0 points.
- Repeated cheating will cause the student to be automatically dismissed from the class.

Class Participation
- The student will participate in "peer learning" by sharing ideas and experiences.
- Participation will be reflected in the student's overall performance evaluation.

Repeating the course
- Each student who has not completed or failed the requirements of the course may repeat the course in any following, available class. The student may re-enroll and repeat a term in which he/she failed if space is available. The student terminated due to attendance and/or progress will be reconsidered for re-enrollment based on results of knowledge and skills assessment as well as final decision from the Program Director.

Course grades are based on the following tests:
- Written and oral tests; Quizzes; Worksheets; Homework; Attendance
Clinical performance is 50% of the total grade.

Clinical Evaluation
- The student will demonstrate to the instructor clinical skills for evaluation according to the clinical skills checklists.
- The student will demonstrate the required clinical skills with competence to the instructor.
- A checklist of required skills will be maintained to demonstrate each student's progress.

Grading Scales:

Vocational Nursing

A+	95-100%
A	90-94.99%
B+	85-89.99%
B	80-84.99%
C	75-79.99%
D	70-74.99%
F	Below 70%

Medical Assistant

A+	95-100%
A	90-94%
B+	85-89%
B	80-84%
C	75-79%
D	70-74%
F	Below 70%
S	Satisfactory
U	Unsatisfactory

Nursing Assistant

A+	95-100%
A	90-94%
B+	85-89%
B	80-84%
C	75-79%
D	70-74%
F	Below 70%
S	Satisfactory
U	Unsatisfactory

Associate of Science in Healthcare Management

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%

D	64-66%
D-	60-63%
F	59-0%

Classroom and Clinical Behavior Policy

Purpose:

To establish guidelines and ethical standards for how students should conduct themselves inside the classroom and clinical training site.

Policy:

- Students are allowed fifteen minutes of break every two hours of class.
- Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving the classroom and break room areas.
- All educational supplies used by the students during theoretical training must be returned to the designated, proper places at the end of each class session.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subjected to automatic dismissal.
- Sleeping during or distracting class sessions, either in the classroom or at the clinical training site is not acceptable and is subject to counseling by the Administrator/Director or Director of Nursing.
- Leaving the classroom or clinical training site during class hours, without authorization by the instructor or Administrator/Director is not allowed and is subject to counseling or disciplinary action.
- Cheating during examinations calls for disciplinary measure and students who are caught will be subjected to counseling, disciplinary action or dismissal.
- Plagiarism is a reason for dismissal.

Dress and Uniform Policy

Purpose:

To establish the guidelines and standards of professionalism.

Policy:

A.   Classroom

1.   Attire should be clean, casual, comfortable and appropriate for learning.
2.   Moderate cosmetic and perfume use is acceptable.
3.   Shirts/blouses with graphic logos are not allowed.
4.   Skin-tight pants are not allowed.
5.   Halter tops, tank tops and bandeau tops are not allowed.
6.   Bare skin and midriff tops are not allowed.

B.   Clinical

1.   Name badges are part of the uniform and are to be worn on the upper left side of the attire.
2.   No excessive jewelry is to be worn with the exception of wedding bands and, for your protection, non-dangling earrings.
3.   White, non-skid shoes and laces are to be kept clean and in good repair at all times.
4.   No drinking, smoking or gum-chewing while on duty.
5.   Deodorants and antiperspirants are to be used daily.

6.   Hair must be neat and clean. Long hair should be pulled back and/or tied for your protection.
7.   Makeup should be used sparingly.

8.   No strong perfumes or colognes are allowed to avoid possible allergic reactions by residents.
9.   No long nails are allowed for your protection.
10.   No textured hosiery is allowed. Plain white stockings or white socks are recommended.
11.   Uniforms Standards:
      a.   Nursing Assistant Training Program and Vocational Nursing Program: tops and pants shall be sky blue colored scrubs.
      b.   Medical Assistant Program: tops and pants shall be maroon in color.
12.   T-shirts and jeans are not allowed during clinical internship.
13.   A black ink pen and a small notebook or pad is integral parts of the uniform.

Drop-out Policy

Purpose:

To establish the guidelines and procedures for students dropping out of any of the Occupational Healthcare programs being offered.

Policy:

1.   Each student has the right to withdraw from any of the Occupational Healthcare programs being offered.
2.   The student should notify the school of their intention to withdraw from the program in writing.
3.   If a student withdraws from the course after attending the first day of the any of the Occupational Healthcare programs being offered, Medical Career College will have a refund sent within 30 days following the student's withdrawal. The amount of refund will be based on the Student Tuition Refund Policy of the school.
4.   If any portion of the tuition was the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State and Federal agency that guaranteed or insured the loan.
5.   Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of benefits received and any remaining amount shall be paid to the student.
6.   Within TEN days of the date of the refund, Medical Career College shall notify the student in writing of:
      • The date on which the refund was made;
      • The amount of the refund;
      • The method of calculating the refund;
      • The name and address of the entity to which the refund was sent.
7.   Registration fees paid to the school during enrollment in one of the Occupational Healthcare programs is non-refundable.

Probation and Dismissal Policies

Purpose:

To establish guidelines for determining grounds for dismissal of a student from any of the Occupational Healthcare programs.

Policy:

Medical Career College has the right to dismiss any student in the program for the following reasons:

1. Absenteeism and tardiness as outlined in the school's Attendance Policy.
2. Disruptive or inappropriate behavior during theory or clinical classes.
3. Possession or use of illegal drugs.
4. Reporting to class under the influence of alcohol.
5. Stealing, vandalizing or destroying school or clinical training site property or equipment.
6. Repeated cheating during examinations.
7. Inability to meet required standards of the program.
8. Inability to conform to the Policies and Procedures established by the school
9. The dismissal or suspension of a student is solely at the discretion of the school Director. Factors to be considered are the student's standing in the class and the seriousness of the infraction.
10. Dismissed students' refunds will be computed and issued by using the same rules as for cancelled students, i.e., the pro-rata formula

Grievance/Complaint Policy and Procedure

Policy:

It is the policy of this school to make all reasonable efforts to meet the needs and concerns of all students and staff.

Purpose:

To ensure the satisfaction of students and staff.

Scope:

The Associate Director, Administrator/Director or Director of the Nursing Program is responsible for implementation and follow through on all grievances and complaints and monitoring for compliance.

Procedures:

1. Students and staff who feel that they have a valid concern about the school or any administrative staff will be asked to fill out the school complaint and grievance form.
2. The name of the person filling out the form is optional.
3. The form will be directed to the Administrator/Director. A copy of the grievance or complaint form will be furnished to the Director of the Nursing Program.
4. The Administrator/Director will review the concern with the Director of Nursing and Instructors and discuss plan(s) of action to resolve the concern as well as prevention of future concerns.
5. The Administrator/Director will review the complaint or grievance for need to report to the appropriate agency.
6. The policy will be reviewed with all students enrolling in the program as well as to the school administrative staff.

Copies of any grievance/complaint, a record of the outcome of any investigation and action(s) taken will be kept in the student record for five years.

Leave of Absence Policy

Purpose:

To establish the guidelines for student's Leave of Absence (LOA).

Policy:

The school will permit a student to take one Leave of Absence during a program. As much notice as possible is requested but it is understood that, sometimes, an emergency arises which allows almost no notice to be given. The notice shall be in writing and should be brought in, in person, but may be mailed as long as it is postmarked on the first day of the Leave of Absence. If no notice is delivered, either by hand or by mail, it will be assumed that the student has voluntarily dropped out of the course and it will be treated as a voluntary cancellation. A refund of any pre-paid tuition will be instituted based on the State of California's standard formula as shown in the school's Administrative Policies and Procedures manual.

The notice must include the following items:

- Proposed date for leaving
- A statement of the Student's intent to return
- Intended date of return;
- Contact address and phone number if different from what is on file with the school.

If the student does not return within 3 months, the LOA will be treated as a cancellation and a refund of any pre-paid fees will be made based on the State of California's standard formula as shown in the school's Administrative Policies and Procedures manual and your enrollment packet.

When the student returns to a subsequent class to resume study, all class and clinical hours accrued in the previously attended class, which the student left, will be credited and instruction will resume at the point at which it left off. The student will not be permitted to repeat previously attended hours. If space is not available in the current class or the proper day to rejoin has passed, the student will be required to join the next class to be started after his/her return and will be instructed as to the proper date to report to that class.

Satisfactory Academic Progress (SAP) Guidelines

Satisfactory Academic Progress and Attendance Policy Clock Hour Program

In order to be making satisfactory academic progress toward a certificate, you must maintain specified grade averages and attendance, and proceed through the program at a pace leading to completion in a specified time frame (one and one-half times the length of the program). Satisfactory progress is measured in clock hours. At the end of the evaluation, the student must successfully complete at least 66.67% of all the coursework that the student has attempted in the program.

Program: Nursing Assistant Program Length: 160 clock hours, 4 weeks, 38 hours/week One and one-half times the length of the course (6 weeks) Required Grade Average: You must achieve a C grade average or better throughout the entire program.

Program: Medical Assistant Program Length: Program Length: 720 clock hours, 24 weeks, 30 hours/week Academic Year: One and one-half times the length of the course (36 weeks) Required Grade Average: You must achieve a C grade average or better throughout the entire program.

Program: Vocational Nursing Program Length: Program Length: 1629 clock hours, 47 weeks, 32 hours/week Academic Year: One and one-half times the length of the course (70 weeks) Required Grade Average: You must achieve a C grade average or better throughout the entire program.

Required Completion Rate/evaluation standards:

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame of 6 weeks
Students who make an overall grade average of 70% or better on their academic evaluation and are meeting 90% of their scheduled attendance by their next evaluation are considered to be meeting satisfactory progress.

A student must successfully complete MCC clock hours equal to at least 67% of the total cumulative MCC clock hours attempted and accepted transfer credits to be making satisfactory academic progress. A student earning less than 67% of the total cumulative MCC clock hours after the student's FIRST review will be placed on SAP warning and still be eligible to receive financial aid for the following term. All MCC coursework and accepted transfer credits will be treated as attempted credits.

If, at the next SAP measurement the student's completion rate remains below 67% of the total cumulative MCC clock hours, the student will be placed (or remain) on SAP suspension.
The student may appeal the SAP status for extenuating circumstances. See the definition of appeal procedures, extenuating circumstances, and appeal decisions below.
Reinstatement will only be allowed upon an approved appeal (see appeal process below) or successfully meeting SAP Standards while attending school without financial aid assistance from MCC.

Students Services

Medical Career College provides a number of services to help students attain their educational goals. MCC provides services for the academic, economic, and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, Veteran's assistance, student finance, and other services.

Admissions and Records

All students must submit an application for admission in order to attend MCC. The admission application permits a student to enroll and sets up a history for each student.

The Admissions and Enrollment area also processes the additions, drops, reinstatements, refund and petitions and accepts requests for transcripts and verifications of enrollment.

The Records and Evaluations area is responsible for processing grades and maintaining academic records; maintaining student history information, such as name and social security number changes; processing requests for transcripts; receiving transcripts, test results, etc. from other institutions; processing Petitions for Academic Renewal, and Course Repetition; evaluating records and transcripts for graduation and transfer; and enforcing academic regulations.

Guidance and Counseling

When problems at school, home, or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her faculty advisor, admission advisor, or the School Director. The College aims to relieve the stress caused by these problems by identifying possible solutions. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies.

Career Services

Career Services provides guidance in career selection and goal setting. Resources include an up-to-date computer lab with internet access, a career reference, library, job search and training information. Computerized career assessments/ inventories are available free-of-charge.

Employment Guarantee Disclaimer
School does not guarantee employment. However, employment assistance is provided. Bulletin board with job postings of the different local businesses and agencies are available for the students regarding job search opportunities.

Faculty Advising

Upon admission to MCC, students are assigned academic advisors to assist them in making appropriate decisions about educational and career-related issues. Faculty academic advisors give students the benefit of experience in professional practice and insight gathered from years of formal study in education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well.

Library Services

The Library Resource is located in a 10 x16 square foot area. The number of holdings is updated annually to accommodate program offerings and curricular changes and updates. Online resource includes CINAHL, Medline, EBSCO and other databases etc. There are eight (8) available computers and internet access is available solely for educational purposes. Students can use a variety of books, videos, handouts and other instructional materials for research, remediation, review, homework and assignments.

Staff support is available if the student wishes to borrow instructional materials in the library. A logbook for sign-in and sign-out is located in the front desk. Students are not allowed to eat and bring beverages (except water) inside the library. Cell phones must be in the silent or vibrate mode and must only be used outside the library. Users must not make noises that will disturb others studying and reading.

Service Hours: Monday-Friday   9am – 8pm

Tutorial Services

The Tutorial Center provides assistance help in many academic subjects offered by MCC. Students are served must be registered in the course(s) for which they are seeking assistance and seek an appointment with a tutor. Tutorial services are free of charge.

Housing

Medical Career College has no dormitory facilities under its control and does not provide any housing accommodation to any of its students. There are a lot of apartments from studio to three bedrooms around the school area which are being offered either unfurnished or furnished that usually includes oven, microwave, refrigerator, dishwasher and laundry facilities. Apartment complexes usually offers studio to three bedrooms that ranges from $1,500 to $2,800 per month. The school has no responsibility in finding or assisting a student in finding housing.

Students with Disabilities

Medical Career College complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, student finance
program, or other post- secondary education program or activity that MCC provides to all students. Students or prospective students, who want to read the complete MCC Policy and Procedures, Services to Students with Disabilities, should request a copy from an advisor.

Non-discrimination Policy

Medical Career College admits students of any race, color, religion, gender, age, national and ethnic origin, disability, marital status, sexual orientation, or military status, to all the rights, privileges, programs and activities generally made available to all the students of the school.

Student Records Management and Retention
Family Educational Rights and Privacy Act (FERPA)

Medical Career College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974 (FERPA). Under this law, students enrolled in any educational institution are given certain rights concerning school records.

This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

Retention of Student Records

The Admissions Office is responsible for ascertaining that school records maintenance, storage, security and management are in compliance with the Bureau's record-keeping requirements, and school's policy, procedures, rules and regulations. The institution maintains records for each student, whether or not the student completes the educational service, for a period of not less than five years at 41300 Christy Street Fremont, CA 94538 after the date of the student's graduation, withdrawal, or termination.

Prior to 2010, non-degree granting schools were required to maintain transcripts for five years, and degree granting schools were required to maintain transcripts for 50 years. As of January 1, 2010, schools are mandated to permanently maintain transcripts.

Student records, both academic and financial, are all organized, maintained and stored on computer, making records accessible through electronic retrieval. These records are in an electronic format that are readily available and open to inspection by the Bureau upon request.

Printed copies of student records, historical and contemporary, are readily available as well. All hard copy records are scanned and saved online with back-ups stored on a separate hard drive to prevent from damage and loss.

Medical Career College shall maintain all students' transcripts indefinitely.

The student records shall be retrievable by student name and shall contain all of the following applicable information:

1. Home/mailing address, e-mail address, and telephone number
2. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
4. Copies of all tests given the student before admission
5. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation
6. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student for each course or subject
7. Copy of certificate granted and the date on which that certificate was granted
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent
10. Copies of any official advisory notices or warnings regarding the student's progress
11. Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. (All notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided).
12. Records of student attendance
13. Satisfactory academic progress report

The institution also maintains complete and accurate records of all the educational programs offered and the curriculum for each, and information of all previous and current faculty and staff files.

The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the state to inspect and copy records.

Records Custodian:
E-mail Address:
Physical Address: 41300 Christy Street Fremont, CA 94538
Phone: (510) 445-0319

Location of Records:
Physical Address: 41300 Christy Street Fremont, CA 94538
Phone: (510) 445-0319

The Chief Academic Officer conducts a quarterly checking to ascertain that the records management and retention are being properly handled.

A written request for a transcript must include $40.00 made payable to: Medical Career College with address 41300 Christy Street, Fremont, California 94538.

Procedure:

1. The instructors will be responsible for completing daily attendance for theory and clinical sign-in sheets.

2. Instructors are responsible for completing student records on a timely manner during the course and at the completion of the program such as general and clinical orientation, theory and clinical attendance record, theory individual student record and individual skills checklist.

3. Completed student records must be filed and kept in a locked filing cabinet located in the Human Resources office by the Registrar to ensure confidentiality and safety of these records.

4. School records will be maintained for a period of FIVE years and will be destroyed by a legitimate third party destruction company.

5. Only authorized school employees, such as Registrar/Human Resources, Administrator or Head of School, RN Program Director, Instructors and Finance Director will have access to the student records.

6. The student's skills checklist records include the following: Student Name, Enrollment Date, Social Security Number, Training Program, Clinical Site Name, Completion Date, Instructor's Names with Titles, Initials and Signatures, clinical dates and hours, skills demonstrated, date when skill was performed and performance evaluation.

7. The student's theory record include the following: Student Name, Social Security Number, Start Date, Completion Date, Instructor's Name with signature and initials, final grade, content of the program, hour required for each content section and date when the content section was taught.

8. Student personal information in their records include the following: Application, Physical Examination, Medical History, PPD/Chest X-Ray result, copy of valid ID and Social Security card, enrollment agreement, attendance records (theory and clinical), copy of entrance test, absenteeism and make-up record, disciplinary section forms, CDPH 283B, copy of Live Scan BCiA8016.

9. After completion of the certification training program, the student will receive a certificate of completion which will indicate course instructor name and signature, name and address of the school, name of the program, date of start and completion, student's name and RN Program Director's name and signature. Copy of the certificate will be filed in the student record file.

10. If the student passes the State Competency Examination, a copy of his/her certification will be made and placed in the student record file.

11. The Registrar/HR is responsible for filing and auditing student records for completeness.

12. RN Program Director is responsible for the oversight and ensures implementation of the procedures for recordkeeping.

Document Destruction

The school's Chief Executive Officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction.

Destruction of financial, personnel-related documents, and student records will be accomplished by a legitimate third-party destruction company.

Copyright Infringement Policy

Medical Career College takes the protection of intellectual property seriously, whether it that of a student, of a faculty member, or of a source outside the College. All concerns related to the violation of copyright and trademark law are referred to the College Administration.

Copyright infringement is the use of any work protected by copyright law without permission where such permission is required.

Any copyright infringement, including peer-to-peer file sharing using the College network, is strictly prohibited. Any student caught violating copyright laws may be subject to sanction including, but not limited to, loss of College's network and computer privileges, suspension, and termination.

Copyright Violations:

1. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce, distribute, adapt, or publicly perform or display a copyrighted work. In the file-sharing context, downloading or uploading of a copyrighted work without authority constitutes an infringement.
2. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
3. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, and also at www.copyright.gov/help/faq.

Fair Use of Instructional Materials Policy

Copyright law provides for the principle, commonly called "fair use" that the reproduction of copyright works for certain limited, educational purposes, does not constitute copyright infringement.

To determine whether a proposed use is a fair use, the following factors must be considered:

1. Purpose: The purpose and character of the use, including whether such use is of a commercial nature, or is for nonprofit education purposes.
2. Nature: The nature of the copyrighted work.
3. Amount: The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. Effect: The effect of the use upon the potential market for, or value of, the copyrighted work.

The following is the Fair Use Checklist to help evaluate the nature of your use.

1. Purpose of the Use
   o Materials should be used in class only for the purpose of serving the needs of specified educational programs.
   o Students should not be charged a fee specifically or directly for the materials.
2. Nature of the Work
   o Only those portions of the work relevant to the educational objectives of the course should be used in the classroom.
   o The law of fair use applies more narrowly to highly creative works; accordingly, avoid substantial excerpts from novels, short stories, poetry, modern art images, and other such materials.
   o Instructors should not distribute copies of "consumable" materials such as test forms and workbook pages that are meant to be used and repurchased.

3. Amount of the Work
   - o Materials used in the classroom will generally be limited to brief works or brief excerpts from longer works. Examples: a single chapter from a book, an individual article from a journal, and individual news articles.
   - o The amount of the work used should be related directly to the educational objectives of the course.
4. Effect of the Use on the Market for the Original
   - o The instructor should consider whether the copying harms the market or sale of the copyrighted material.
   - o Materials used in the class should include a citation to the original source of publication and a form of a copyright notice.
   - o Instructor should consider whether materials are reasonably available and affordable for students to purchase.

Credit Granting

The Vocational Nursing Practice Act requires each school of Vocational Nursing to grant credit for previous education and other acquired related knowledge or experience in the field of nursing prior to the program. To qualify, this education or experience must be completed within 5 years prior to admission to the program. Credit will be granted for the following courses completed within the last 5 years:

1. Accredited vocational or practical nursing courses
2. Accredited registered nursing courses
3. Accredited psychiatric technician courses
4. Armed services nursing courses
5. Certified nurse assistant courses
6. Other courses the school determines are equivalent to courses in the program

Credit may also be extended to candidates that submit verification of work experience in an acute facility within the last 5 years. Written and/or performance assessment may be required. Credit or partial credit, will be granted if the candidate meets requirements equivalent to our course objectives. Credit(s) cannot be transferred by testing. Only transcript evaluation may be used to meet the requirement for transferred credit(s).

Distance Education Disclosures

Means to Verify the Hardware and Software Capability

Students enrolled in the program are required to have the required technology resources listed in the distance education requirements checklist and distance education disclosures. This will be verified by the Information Technology Director and Tech Support Staff during the program orientation.

The admission orientation period is conducted to verify the hardware and software capabilities of every student's computer for technical readiness. Working directly with Tech Support Staff, students are required to test their computers via phone, online chat, one-on-one in person or webinar for the following applications during the admission orientation and prior to the startt of any course.

The items and computer components to be verified include the following:
1. Java
2. Flash Player
3. Adobe Reader
4. Cookies
5. Pop Up Blocker

6. Plagiarism Software
7. Antivirus and Firewall Software

The Tech Support Staff uses the online chat system and phone integration to assist students in testing for any potentially preventing malicious intrusions by computer viruses and or hackers. Students will be assisted to validate that they have an antivirus package such as McAfee or a Firewall.

Since some LMS and platforms work best in certain browsers, the Tech Support Staff verifies and ensures that the students' computers have at least two of the following browsers in their computers:

1. Mozilla Firefox
2. Internet Explorer
3. Google Chrome
4. Safari for Mac

Student Orientation

Students enrolling in distance education courses are required to complete a series of orientation activities presented in the Learning Management System (LMS), designed to simulate the distance education classroom environment and to allow the institution to support the students as they complete distance education courses or programs.

The activities include viewing a welcome and instructional video and reading supplemental resources on strategies for success in distance education learning.

Students who are enrolled for distance education are greeted and guided through their distance education orientation. Students of the institution who are enrolled in distance education courses are greeted and guided through this process by the CANVAS and Zoom Coordinator under the supervision of the Distance Education Administrator.

Students are encouraged to log in to their LMS before the class starts to complete the orientation. After the completion of the orientation activities, students can gain access to their courses to view and participate. The orientation is comprised of (a) institution policies and procedures, such as plagiarism, academic honesty, and attendance that pertain to LMS distance education students, (b) expectations of students, (c) tips on how to be a successful distance education student and (d) how to navigate the LMS distance education classroom.

Technology Resources

To support students in achieving its mission, Medical Career College is dedicated to ensuring that potential   students have the necessary technological resources and tools that will help them be successful in the program.

Before registering for their first distance education course, students must complete orientation to ensure that they understand the technology necessary for success and the rigor of a distance education environment.

Students are informed of the minimum technical requirements, which they must have to use to utilize the platforms.

Technology Requirements

During the program orientation, the institution informed students that they must have their own computer that meets the minimum distance education technology requirements and they must have a reliable internet access. The institution's distance education courses require a broadband, cable, or Wi-

Fi connection, and students must have an e-mail address. Students are also informed of this prior to enrollment in any distance education course or program and are given handouts to ensure they have the information.

With computer literacy (basic functions and familiarity with computer use), students must have consistent and reliable access to a computer, a secure internet connection, and an operating system that is compatible with the use of CANVAS, and Zoom, as the Learning Management Systems for the program.

Before beginning online course(s), student's computer needs to be up-to-date with the appropriate hardware and software requirements.

The computer needs to have the following:
1. Network connection: Wired or wireless reliable internet connection
2. Software Applications:
3. Any preferred PDF Reader application
4. Microsoft Office 365 (Recommended) **or**
5. Access to Google Suite through a valid Gmail account

Since some LMS and platforms work best in certain browsers incoming students' computers are required to have at least one of the following browsers on their computers:
1. Mozilla Firefox
2. Google Chrome

Admission Requirements

The following are admissions requirements for distance education courses or program:
1. Must pass the interview to be conducted by the Program Director to determine the readiness and motivation of the applicant.
2. With computer literacy (basic functions and familiarity with computer use).
3. Only students with fairly strong technical background with the basic knowledge of the computer will be allowed to enroll.
4. Students enrolling distance education delivery mode must be able to learn independently and must have a high degree of motivation and organization.

With good written communications via e-mail or discussion boards, and other online interaction formats. Students must attend the mandatory admission orientation which includes orientation to the online learning environment to assess their ability to succeed in online education or to assess their areas of weakness in order to provide them with technical or academic support.

The College's admission requirements are structured following a sequence of instruction. The curriculum and syllabi are consistent with prerequisites. The distance education courses are structured to show an academic foundation, and the courses offered in the distance learning instructional delivery are designated as such in the course descriptions.

Online students will be held and treated to the same standards as the residential students but will be doing interactive learning online rather than in a large lecture, group or small face-to-face discussion. This method of learning requires a student who is able to learn independently and has a high degree of motivation and organization.

Blended courses blend traditional class meetings with the internet interface (web browser), e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online.

Applicant's Ability to Complete a Distance Education Program

During the academic interview prior to enrollment, any material circumstance that may adversely affect applicant's ability to complete a distance education program is being disclosed. Applicant is given an opportunity to meet the admissions personnel to answer any questions pertaining to any material circumstances that may adversely impact an applicant's ability to complete a distance education program.

Medical Career College distance education programs are offered only for California residents. The College is not authorized to deliver distance education outside the State of California. Therefore, the process by which the student's physical location at the time of enrollment is determined through government-issued ID and signed student attestation. A disclosure that student relocation to a state in which the College does not have approval to operate may adversely impact the student's ability to complete the program.

All applicants are provided an Enrollment Agreement that outlines any barriers to program completion, credentialing, or employment for students receiving education in California. The institution makes it clear in writing that if students move out of state, this may adversely impact the student's ability to complete the program and gain employment in the field.

Each student during program inquiry is given a copy of School Performance Fact Sheet that discloses information regarding program completion rates, placement rates, license examination passage rates, and salary information. The students, prior to signing the Enrollment Agreement are asked to certify that they have received and reviewed this School Performance Fact Sheet.

Technical Support

The Chief Information Officer assists students with a variety of technical queries such as login questions, e-mail account sign-in, Zoom access, navigation in an online course, CANVAS access and navigation, and technical questions regarding computer requirements and troubleshooting. Technical support shall be provided through email, in person assistance, and telephone.

The College has a Canvas and Zoom Coordinator under the supervision of our Distance Education Administrator to provide students with technical support and to orient new students to the platform.

The College's distance education programs provide a 24-hour online technical support and instruction. The College provides an accessible and reliable learning management system and technical support to facilitate distance education instruction and learning effectively. Students receive an email invitation from the faculty for a specific course that provides a link; then, the student clicks on the link to register for the distance education course. Students receive an orientation focused on LMS and the types of support that are provided.

The best way for students to get general technical help from the IT Department is to email us at **adi@medcc.edu**. The email is monitored throughout the workday, as well as evenings, weekends, and holidays. A staff member will contact students within 24 hours of their coursework submission, with a quicker response time during normal business hours of 8:00 a.m. to 8:00 p.m. on Monday through Friday.

IT Tech Support may be reached at (510) 445-0319, Monday through Friday between the hours of 8:00 a.m. and 8:00 p.m. If no one is available to take your call, please leave a message and your call will be returned no later than the next business day.

Online Identity Verification

All students will be required to submit a government-issued photo ID on application to the school and program during enrollment. The Admission and IT departments will capture this ID and make it a valid documentation in the online student information system.

During Zoom instruction, student identity is verified by the instructor through attendance roll call while the camera is turned on. When student logs in, she/he needs to use proper name convention as it appears on the attendance record.

On the Zoom, meeting ID's are posted and only eligible students are allowed to get access to the platform. To get access to the CANVAS, all students are provided with username and password.

Program Schedule

Nursing Assistant Class Schedule
Full Time: AM Class (4 Weeks and 1 day)
Theory – 7 1/2 days Monday – Friday 8:00am - 4:30pm
Clinical – 12 1/2 days Monday – Friday 7:00am - 3:30pm

Full Time: PM Class (6 Weeks and 2 days)
Theory - 12 days Monday – Friday 4:00pm - 9:15pm
Clinical - 20 days Monday – Friday 2:45pm - 8:00pm

Vocational Nursing Class Schedule (Schedule may vary)
Full Time: AM Class (47 Weeks)

Theory - Monday – Tuesday 8:00am - 4:30pm (Term 1 & 2)
Clinical - Wednesday – Thursday 7:00am - 3:30pm (Term 1 & 2)

Theory - Wednesday – Thursday – Friday 8:00am - 4:30pm (Term 3)
Clinical - Monday – Tuesday 7:00am - 3:30pm (Term 3)

Medical Assistant Class Schedule (Hybrid Delivery)
Full Time: AM Class (6 months or 24 weeks)
Theory - Monday – Friday 8:30am - 3:00pm
Clinical - Monday – Friday 8:30am - 3:00pm

Full Time: PM Class (7 months or 28.80 weeks)
Theory - Monday – Friday 3:30pm - 8:45pm
Clinical - Monday – Friday 8:30am - 1:45pm

*The schedule may change based on the number of enrollees.

*Associate of Science in Healthcare Management is online.

PROGRAM ENROLLMENT TIMELINE

PROGRAM	NEW CLASS START DATE	ENROLLMENT PERIOD
Vocational Nursing	**Full-time Day Class** July 17, 2023	Ongoing
	Full-time Day Class February 20, 2023	Ongoing
Medical Assistant	**Full-time Day Class** August 2023	Ongoing
	Full-time Day Class September 2023	Ongoing
	Full-time Day Class October 2023	Ongoing

	Full-time Day Class January 2024	Ongoing
Nursing Assistant	**Full-time Day Class December 4, 2023**	Ongoing
Associate Of Science in Healthcare Management	**Full-time Day Class January 2, 2023**	Ongoing

Course Descriptions

Nursing Assistant Training Program:

Module 1 Introduction
It introduces the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module 2 Resident's Rights
It introduces the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3 Interpersonal Skills
It introduces concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with patients/residents, patient's/residents' families and guests, and other members of the health care team.

Module 4 Prevention and Management of Catastrophe & Unusual Occurrences
It introduces the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues The Nurse Assistant's role in creating a safe environment for the patient/resident is discussed.

Module 5 Body Mechanics
It provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

Module 6 Medical & Surgical Asepsis
It presents information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and bio-hazardous waste management.

Moule 7 Weights and Measures
It introduces a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module 8 Patients Care Skills
It teaches the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

Module 9 Patient Care Procedures
It provides learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

Module 10 Vital Signs
It prepares students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module 11 Nutrition
It examines the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

Module 12 Emergency Procedures
It introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13 Long-Term Care Patients
It introduces the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module 14 Rehabilitative Nursing
It introduces the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15 Observation and Charting
It prepares students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Module 16 Death and Dying

It introduces to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

Module 17 Abuse

It introduces the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

Medical Assistant Program:

MA 100   Medical Terminology
Prerequisite: HS Diploma/GED

This module is designed to introduce the student to the language of healthcare and how to use this correctly in the health care setting. Emphasis is on the correct spelling, pronunciation, and meaning of each medical terminology component. In addition, the student is exposed to case study situations and requirements to perform correct documentation with an emphasis on spelling and pronunciation.

MA 101-1 Anatomy & Physiology
Prerequisite: MA 100 Medical Terminology

This module is designed in a lecture module format to allow for the step-by-step building of information of the human body from the cellular level to the body systems and how they function and interrelate. This information will be given in lectures, homework, written assignments, reports, and test reviews to assess the level of learning achieved by the participant.

MA 102-1 Introduction to Medical Assisting
Prerequisite: MA 101-1 Anatomy & Physiology

This module is designed to acquaint the participant to the medical profession and its history, traditions, outstanding contributors to medicine and the medical assistants place in the profession of medicine. Exploring the job descriptions, the participant can come to realize the importance of medical assisting and how it can lead them to higher educational medical opportunities as well as understand the great contribution medical assistants make to the health care allied health practices. The understanding of where medicine gas been, where it is now, and where is it going gives the student an accurate picture of their place in the health care team.

MA 103-1 Fundamentals of Administrative Medical Assisting
Prerequisite: MA 102-1 Introduction to Medical Assisting

The participant will be introduced to the process and legal requirements of telephone and appointment scheduling, problem solving, interpersonal skills written communication practices, filing systems, use of computers for medical data input and appointments scheduling, problem solving and human resources strategies.

MA 104-2 Medical Practice and Health Information Management
Prerequisite: MA 103-1 Fundamentals of Administrative Medical Assisting

The course will provide the student with information and exposure to the legal and ethical aspects of a medical practice with emphasis on handling and preparing medical records. Hands on experience in developing release of information documents, filing and filing systems, documentation and charting, chart retention, HIPAA requirements for all aspects of the medical practice, maintaining of various

types of medical records, EMR entry, contents of medical records, filing systems, POMR and Source based medical records, insurance billing and coding.

MA 105-2 Managing the Finances in the Practice
Prerequisite: 104-2 Fundamentals of Administrative Medical Assisting

The student will be provided with techniques to accurately schedule and reschedule appointments using the matrix system, telephone interviews for new patients and rescheduling with professional conduct and customer service as the basis for required legal and ethical conduct of the medical assistant with HIPAA knowledge and basis of office policies. Accurate billing and coding will allow the student to be able to develop and produce a payable insurance claim. Human resources information will allow the student to be proactive in their own job search as well as assist the employer to select candidates for the facility/practice. Banking and accounts payable / receivable strategies are presented and the student will have hands-on classroom experience with check writing, and pegboard systems.

MA 106-3 Fundamentals of Clinical MA 105-2 Managing the Finances in the Practice
       Prerequisite: MA 105-2 Managing the Finances in the Practice
The student will be provided with techniques to accurately schedule and reschedule appointments using the matrix system, telephone interviews for new patients and rescheduling with professional conduct and customer service as the basis for required legal and ethical conduct of the medical assistant with HIPAA knowledge and basis of office policies. Accurate billing and coding will allow the student to be able to develop and produce a payable insurance claim. Human resources information will allow the student to be proactive in their own job search as well as assist the employer to select candidates for the facility/practice. Banking and accounts payable / receivable strategies are presented and the student will have hands-on classroom experience with check writing, and pegboard systems.

MA 107-3 Assisting in Minor Surgery
       Prerequisite: MA 106-3 Fundamentals of Clinical Medical Assisting
This course provides instructions on preparing and maintaining sterile field, preparing patient for minor office surgery, assisting the physician in basic surgical and postsurgical procedures for minor surgery, assisting the physician in minor surgical and postsurgical procedures.

MA 108-3 Pharmacology
       Prerequisite: MA 107-3 Assisting in Minor Surgery
This course has been deigned to introduce the student to calculation of dosages for injection, by mouth medications both liquids and solids, Transdermal, inhalation, instillation, and topical administration of medications using various formulas of medical dosage calculations performed

MA 109-3 Clinical Duties Related to Medical Specialties
       Prerequisite: 108-3 Pharmacology
This module presents to the student the abundance of medical specialties, the history of medical specialties and the medical assistants' duties within these specialties. Although most of the medical assistant's duties are the same in all ambulatory health care environments the specialty practice does have some unique skills needed at times to be of value to the medical assistant. Understand the demographics of some specialties as in age or condition of patients of the specialty present a challenge at times. Medical specialties will be discussed and the role of the medical assistant will be discussed and practiced. Even appointments may be different in that the specialty doctor may not take patients unless they are referred by a hospital or another doctor. That presents a difference in appointment scheduling. Positioning and draping for various examinations are often different in specialty practices. Patient safety on and off or examination tables, and special safety precautions may be applied that are not necessarily applied in a regular medical office. There may be also required preparation of the patient prior to a visit or a procedure, examination that is required.   This class will explore and allow practice in these specialty requirements.

MA 110-4 Fundamentals of Laboratory Procedures
       Prerequisite: MA 109-3 Clinical Duties Related to Medical Specialties
This course is designed to acquaint the student with the purpose of the ambulatory health facility and the role of the medical assistant in obtaining and performing the CLIA Waved laboratory tests performed in the physicians' office. What is a CLIA Waved laboratory test and who can perform those tests. How to obtain specimens and send to the professional lab and documenting the lab slip for the

doctors' signature, how to process the lab reports when they are sent to the physician, and the OSHA and CDC regulations on handling biohazard materials and their disposal. How to perform the CLIA Waived tests and the documentation required of the medical assistant. Laboratory safety and quality control measures.

MA 111-4 Assisting in Phlebotomy/Blood Analysis and Chemistry
Prerequisite: MA 110-4 Fundamentals of Laboratory Procedures
This course will expose the student and allow the student to perform basic Phlebotomy procedures while observing the biohazard handling and precautions. The student will collect and send the specimens to the clinical laboratory or perform the CLIA Waved tests in the physicians' office laboratory and document correctly and accurately on the laboratory slip. The student will identify the laboratory equipment and perform quality control measures to ensure accuracy of the laboratory tests performed. Observance of OSHA and CDC requirements are stressed. Incorporation of critical thinking and observance of biohazard handling and standard precautions is required.

MA 112-5 Career Strategies and Development
Prerequisite: MA 111-4 Assisting in Phlebotomy/Blood Analysis
This course allows the student to review the skills sets for both the administrative and clinical aspects of the duties of the medical assistant. Skills are practice in a simulated office environment and areas in need of improvement are identified and practiced on an individual basis to achieve the satisfactory performance level of the medical assistant in a medical office practice. Theory practicum will be the preparation of the student to sit for the certification test that will be done with multiple test questions and theory discussions. Resume writing and cover letters will be produce that are professional, complete, and ready to send to a prospective employer. Interview techniques are discussed and practiced. Proper dress code for interviews for the professional medical assistant will be discussed and reviewed. Mock interviews will be conducted to assess and screen the student for interview readiness.

MA 113-5 Externship   Prerequisites: MA 100, MA 101, MA 102, MA 103, MA 104, MA 105, MA 106, MA 107, MA 108, MA 109, MA 110, MA 111, MA 112
This course will provide the students the application of their learned skills to the real world environment. The student will report to the preceptor, assigned by the externship site. Students will work under the direct supervision of these preceptors. Students are required to fill out time sheets weekly and have the preceptor verification signature for the extern ship hours for each week. The externship is a required learning experience designed to teach students patient care and practice-oriented skills. Students will have hands on experience on both administrative and clinical duties in healthcare offices and clinics.

Associate of Science in Healthcare Management:

ART 180 Visual and Performing Arts   45 Hours   3 Semester Credits
Prerequisite: None

Introduction to the appreciation and interpretation of art, music, and dance. It addresses topics of style, form and meaning.

BIO 110 Anatomy and Physiology 1   45 Hours   3 Semester Credits
Prerequisite: None

The study of the structure and function of the human biology including cells, tissues and organs. Address the integumentary, skeletal, muscular, nervous, and special senses systems.

BIO 118 Anatomy and Physiology 2   45 Hours   3 Semester Credits
Prerequisite: BIO 110

Continuation of the study of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems.

MAT 150 Fundamentals of Math   45 Hours   3 Semester Credits
        Prerequisite: None

Includes operations with whole numbers, fractions, decimals, prime factors, percentages, ratio and proportion and measurements.

CIS 106 Business Information System   45 hours   3 Semester Credits
        Prerequisite: None

Students will study computer terminology, hardware, and software related to the health in a business environment. The focus of this course is on productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

CIS 200 Information System   45 Hours   3 Semester Credits
        Prerequisite: CIS 106

Standards in informatics, the evaluation and ethics, management of information in relation to patient centered care are emphasized in this course.

ENG 130 Reading and Composition   45 Hours   3 Semester Credits
        Prerequisite: None

Provides instruction and practice in reading and writing essays. Principles of organization, critical thinking, essay development and database and research techniques emphasizing evidence-based data. Includes revising and editing written work using APA format.

SOC 210 Introduction to Sociology   45 Hours   3 Semester Credits
        Prerequisite: None

Study of human behavior and includes sociological, cultural, perspective; socialization, social organization and stratification; deviant behavior, the family structure

PHI 230 Introduction to Ethics   45 Hours   3 Semester Credits
        Prerequisite: None

Covers critical examination of the basis of morality. Analyzes various ethical theories in terms of their origin, development, and application. Discusses the application of ethical theories to current and moral issues.

PSY 250 Introduction to Psychology   45 Hours   3 Semester Credits
        Prerequisite: None

Principles and concepts basic to understanding human behavior. Includes history and development of basic theories.

HCM 260 Health Care Management   45 Hours   3 Semester Credits
        Prerequisite: None

Emphasis is designed to prepare graduates for the rapidly expanding health care industry. Learners gain the key skills, competencies, and knowledge required to effectively serve in the field of health care management. The course examines the day-to-day operations and management of health care organizations including hospitals, private practice, ambulatory setting, and specialty services. Learners focusing on key issues that influence the administration of today's health care organizations.

HCM 265 Marketing   45 Hours   3 Semester Credits
        Prerequisite: None

This course provides an overview of marketing processes and marketing principles, and provides students with the opportunity to apply the key concepts to practical business situations.

HCM 268 Health Systems   45 Hours   3 Semester Credits
        Prerequisite: None

Studies the various components of the U.S. health care system over the entire continuum of care, with a focus on private and public governmental regulation, and the impact of health policy on key stakeholders. The course presents a broad range of opportunities for learners to explore as health care career options.

HCM 270 Organizational Management   45 Hours   3 Semester Credits
        Prerequisite: None

A study of behavior of individuals and groups within organizations and of the organization itself. Intended to develop in managers a greater awareness of the problems and opportunities in managing human resource in organizations. Specific emphasis is placed on the development of managerial skills.

HCM 275 Managerial Accounting   45 Hours   3 Semester Credits
        Prerequisite: MAT 150

An introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operation budgeting and planning, costs control, and management decision- making.

HCM 280 Human Resources   45 Hours   3 Semester Credits
        Prerequisite: None

Provides a foundation of knowledge and skills applicable to the current issues in Human Resources Management with a focus on healthcare. Students will be exposed to key laws, issues and concepts related to HR management. Special topic study and case study analyses will provide students with the tools and insight needed to explore a variety of healthcare human resource management issues.

HCM 285 Financial Management   45 Hours   3 Semester Credits
        Prerequisite: MAT 150

Examines the complexities of reimbursement including changes in Medicare payment and other third-party payers, the evolution and shape of managed care, related public programs, and public policy. Topics addressed include financial management, financial statement analysis, working capital management, present value analysis, capital budgeting, cost of capital, variance analysis, and financing techniques.

HCM 290 Quality Management   45 Hours   3 Semester Credits
        Prerequisite: None

Classical management and modern management approaches, the understanding of permanent improvement, statistical knowledge are going to be explained. In addition, it is aimed to improve their thinking ability by handling matters scientifically.

HCM 295 Legal and Ethical Issues   45 Hours   3 Semester Credits
        Prerequisite: None

A clear understanding of the law and ethics as they relate to health care dilemmas and the proper foundation to make good decisions in the delivery of patient care. The practical application of ethics in the health care setting is accomplished by interspersing the thoughts of great minds through Quotes and the real world of News Clippings, patient experiences through Cases, and provider and organizational experiences through Reality Checks.

HCM 298 Health Literacy   45 Hours   3 Semester Credits
        Prerequisite: None

This course examines health literacy, its role in a multicultural society, and its impact on patient care. Students learn how to increase health literacy so that patients better understand their health issues. The course also examines communication problems between healthcare providers and patients and how to improve health communication.

Vocational Nursing:

VN100 Fundamentals of Nursing Theory   224 Hours
        Prerequisite: Medical Terminology
This course introduces basic nursing principles that underpin clinical practice. Integrated throughout the course are concepts related to nursing fundamentals and nursing care. This course also provides opportunities to promote development of competencies essential to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner that is based on nursing process. This course is designed to introduce the beginning student to the following concepts: Nursing History, Wellness/illness continuum, Cultural Diversity, Communication, Anatomy and Physiology, Nursing Process, Hygiene, Bed making, Pain management, Comfort rest and sleep, Body mechanics, Wound care, Elimination, Admission and discharge, Specimen collection, Nutrition, Care of the Adult, Dementia, Elder Abuse, Legal and Ethical Implications, Community Health, Safety, Emergency Preparedness. Students will be expected to demonstrate beginning competency in application of the nursing process.

VN110 Fundamentals of Nursing Clinical   224 Hours
        Prerequisite: VN100
This course provides a scientific foundation for clinical practice with individuals in a setting that is diverse that incorporates a concept-based, patient-centered, holistic framework. Direct patient care is provided focusing on the client's individual needs utilizing the nursing process as the hallmark of decision making. This course will also introduce nursing skills needed to meet individuals' human needs.

VN200 Pharmacology Theory   63 Hours
        Prerequisite: VN110
Provides students with an overview of basic pharmacology with an emphasis drug regulation, classifications, nursing implications, responsibilities and clinical applications within the context of the nursing process and prioritization of needs. This course also provides special consideration on the physiological, psychosocial, cultural, and spiritual needs of patients. This will also allow students to have an understanding of drugs' indications, modes of action, side and adverse effects, contraindications and drug to drug interactions. Specific nursing responsibilities related to drug administration are focused as well.

VN210 Medical Surgical Nursing 1 Theory   140 Hours
        Prerequisite: VN200
This course centralizes on providing professional nursing care for clients with wide range of acute and chronic medical and surgical conditions. This also includes the study of human diseases and disorders that includes signs and symptoms of illness and process of diagnosis, management and prevention. Healthcare principles and promotion is emphasized on inflammatory process, immunity, perioperative, pain management, fluids and electrolytes, emergency and disaster, shock, delirium and dementia, connective tissues disorders, fractures, incontinence, falls, amputations, skin disorders, hematologic disorders, HIV, cardiovascular, hypertension, respiratory disorders.

VN220 Medical Surgical Nursing 1 Clinical   261 Hours
Prerequisite: VN210 Theory

Provides opportunities for students to utilize their knowledge on Fundamentals of Nursing and Medical Surgical Nursing in a medical surgical clinical setting. This course is focused on providing holistic care based on nursing process. Emphasis is placed on application of scientific principles, decision-making skills, health promotion, health prevention, medical management and medication administration.

VN300 Medical Surgical Nursing 2 Theory   146 Hours
Prerequisite: VN210 Clinical

This course centralizes on providing professional nursing care for clients with wide range of acute and chronic medical and surgical conditions. This also includes the study of human diseases and disorders that includes signs and symptoms of specific illness and process of diagnosis, management and prevention.

VN310 Medical Surgical Nursing 2 Clinical   400 Hours
Prerequisite: VN300

This course provides opportunities for students to utilize their knowledge on previously learned concepts and nursing skills from the previous terms. This course is focused on providing holistic care based on nursing process. Emphasis is placed on application of scientific principles, decision making skills, health promotion, health prevention, medical management and medication administration.

VN400 Maternal and Newborn Theory   32 Hours
Prerequisite: VN310

Emphasis is placed on the study of physiological, bio-psychosocial factors, legal/ethical, cultural and educational considerations that affects pregnancy, birth and newborn period. This also provides theoretical instructions on care and meeting the needs of women during the stages of pregnancy and newborn care. Subject matters include physiological changes and nursing care during pregnancy, fetal development and nursing management during labor and delivery. Other concepts include maternal and fetal assessments and complications during pre-natal, antenatal, and postnatal pregnancy.

VN410 Maternal and Newborn Clinical   32 Hours
Prerequisite: VN400

This course provides clinical instructions, mentoring in a clinical based experience. Training includes direct patient care and management in clinical areas that focuses on maternal and newborn clients. The nursing process is used with emphasis on empirical basis of practice.

VN500 Pediatric Nursing Theory   32 Hours
Prerequisite: VN410

This course provides opportunities for students to learn and understand theories, concepts, knowledge, and skills needed for comprehensive Nursing Care of Children and Families. Focuses is placed on maintaining child health care of children with health problems through a care that is culturally competent family centered care. Subject matters include: concepts on family, infancy, childhood, and adolescence; health maintenance of hospitalized child; disorders of pediatric patients. Nursing process will be applied as students work with children from infancy through adolescence, and their families.

VN510 Pediatric Nursing Clinical 32 Hours
Prerequisite: VN500

This course provides clinical instructions, mentoring in a clinical based experience. Training includes direct patient care and management in clinical areas that focuses on pediatric clients. The nursing process is used with emphasis on empirical basis of practice.

VN600 Professional Development Theory   38 Hours
        Prerequisite: VN510

This course focuses on the importance of professional growth and their transition from student vocational student to a licensed vocational nurse. This also introduces them to the role and responsibilities of the license vocational nurse in a contemporary health care setting. Built on regulatory guidelines and professional standards, students will learn the leadership roles, styles and management utilizing critical thinking and judgment. Guidelines will be provided for career pathways, job seeking preparations and readiness. Successful completion and passing Predictor/Exit exam is a requirement to this course.

ATI LIVE NCLEX REVIEW   5 Hours
        Prerequisite: VN600

ATI's Live Review is an engaging and highly interactive full review of every content area included in the NCLEX exam. The 3-day live session, led by an NCLEX expert, allows access to new assessments and NCLEX-style questions, including alternate-format items with detailed rationales. The live session also includes critical thinking and test-taking strategies, along with an individualized study plan and The Comprehensive NCLEX Review Book for post-session review.

School Administration

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Delfin Tatad - Vice President/Admissions/Marketing
Rhoda Quebral – Finance Director/Human Resources
Rosalinda Milla- Chief Academic Officer/Distance Education Director
Aditi Rastogi- Chief Information Officer

School Advisory Board

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