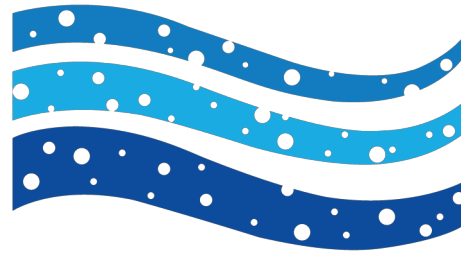
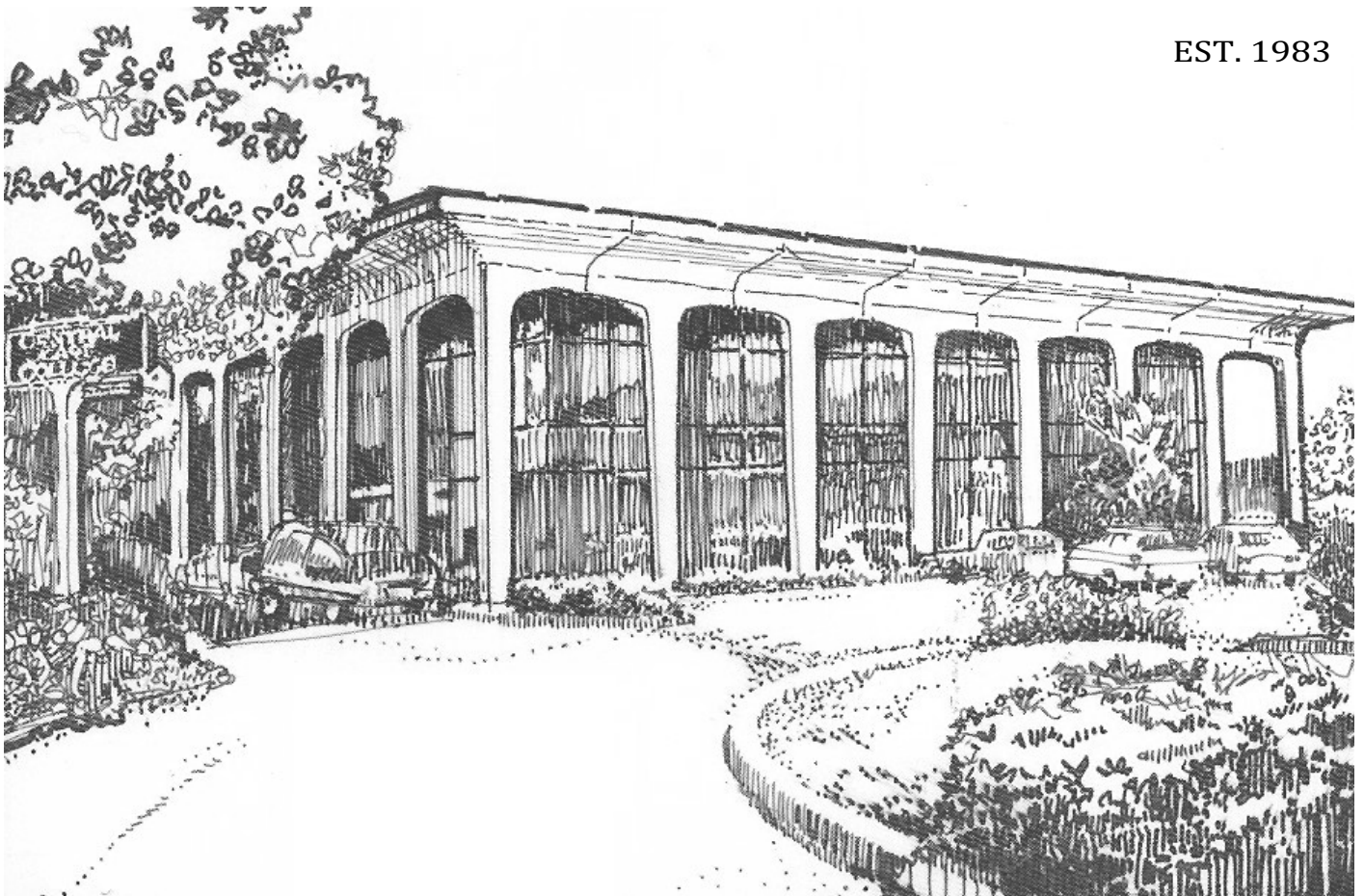


**CENTRAL COAST  
COLLEGE**  
a Legacy Education Institution



# 2018-2019 CATALOG

EST. 1983



480 S. MAIN STREET | SALINAS, CA | 93901-3301  
(800) 9-2ACHIEVE | (831) 424-6767  
[www.CENTRALCOASTCOLLEGE.edu](http://www.CENTRALCOASTCOLLEGE.edu)

## **CATALOG INFORMATION**

### **Period of Time Catalog Covers – 718(B)(1)**

This catalog is covered for the period of time starting June 11, 2018 and ending on May 31, 2019.

Last Updated March 22, 2019

### **Student Consumer and Disclosure Information**

Additional student consumer and disclosure information can be found on Central Coast College's website at [www.centralcoastcollege.edu](http://www.centralcoastcollege.edu). Go to "Disclosures" to find information regarding:

ACCET Student Outcomes, Annual Crime Disclosure, State BPPE Annual Report, Cost of Attendance Allocations, Drug-Free Campus Guidelines, College Navigator, Gainful Employment Information, Student Right to Know Graduation Rates, Textbooks by Program details and more.

### **Catalog Information - 94909(A)(3)(B)**

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 we provide to you prior to signing an enrollment agreement.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

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 or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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.

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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **File Sharing and Peer-to-Peer Files**

Use of school computers & networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over Central Coast College's network through the use of e-mail, web-pages, & peer-to-peer file sharing software. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to disciplinary action as well as civil & criminal liabilities. This policy applies to computers owned by Central Coast College as well as personal computers that may be using the Central Coast College network or working with Central Coast College documents.

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## Central Coast College

480 S. Main Street Salinas, CA 93901 - Auxiliary Classroom  
(831) 424-6767

1002 Monterey Salinas Highway Salinas, CA 93908  
(831) 372-6767 | 1-800-9-2ACHIEVE

Email: [careers@centralcoastcollege.edu](mailto:careers@centralcoastcollege.edu)

## Operating Schedule

### Office Hours

<b>Monday</b>	-	<b>Thursday</b>	8:00	a.m.	-	7:00	p.m.
<b>Friday</b>			8:00	a.m.	-	5:00	p.m.

### Instruction Hours\*

<b>Day Session</b>	<b>Monday</b>	-	<b>Friday</b>	8:00	a.m.	-	4:30	p.m.
<b>Evening Session</b>	<b>Monday</b>	-	<b>Thursday</b>	5:50	p.m.	-	9:50	p.m.

*\*Whenever possible, classes are scheduled in 3-4 hour blocks for our students' convenience.*

## Central Coast College Facilities

Central Coast College is housed in two buildings located at 480 and 482 S. Main Street in Salinas, California. All courses, with the exception of Veterinary Assistant, are taught at this location. The attractive, well-lighted facilities include administrative offices, labs and classrooms with total seating capacity for 150 students. The facilities are handicapped-accessible (for specific handicaps, please contact the Director), and parking is available on the street and on-site. Instructional equipment includes microcomputer systems, computer projection equipment, and medical laboratory equipment such as microscopes and centrifuges.

The Veterinary Technology Program is taught at the main campus and an Auxiliary Classroom at the SPCA Education Center located at 1002 Monterey Salinas Highway, in Salinas, California.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.



## INFORMATION ABOUT CENTRAL COAST COLLEGE

### Statement of Mission & Philosophy

The mission of Central Coast College is to provide high quality career training that meets the needs of our students and employers, adding to the economic vitality of our community.

Central Coast College's philosophy is that learning should be a positive experience and that, in addition to learning specific skills, students should develop responsible and mature work attitudes and habits, and a favorable self-image — qualities that are essential to success on the job.

The purpose of Central Coast College is to stimulate and assist learners to acquire the competencies in their chosen field that will enable them to qualify for career employment in the shortest period of time, and to provide continuing education that enables them to advance in their career. Course work is designed around an intensive format and emphasis is placed on practical job-oriented instruction.

More broadly, Central Coast College assumes that its students are mature adults and will take active responsibility for their own learning. Therefore, course work is also designed to assist students in developing the ability to reason objectively, to think clearly, to make decisions wisely, and to acquire the ability to apply their knowledge and skills in their chosen professions.

### History

Central Coast College was established in 1983. The first students were enrolled and began classes in October of the same year. The college was founded by Robert H. Schaefer, former President of Central Coast College. In December 1991 the college moved to its present location to accommodate growing enrollments and the addition of new training programs. In 2019, Central Coast College was acquired by Legacy Education – Monterey, LLC, DBA Central Coast College, a company with commitment to excellence in education. It is the belief of Legacy Education that education is an investment in the student's vocational future. Together we can work as a team to help them reach career goals with self-confidence gained through solid, practical training and knowledge.

### Statement of Ownership/Legal Status

Legacy Education – Monterey, LLC, DBA as Central Coast College, is a California LLC. The governance and control of the institution are invested in the Legacy Education Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy making body of the institution. The Board of Directors is comprised of the following members: Gerry Amato, Mike O'Brien, LeeAnn Rohmann and Ena Hull. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DIT Equity and Allen Benello.

The institution has no pending petition on bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy (*11 U.S.C. Sec. 1101 et seq.*).

### Accreditation

Central Coast College is nationally accredited by The Accrediting Council of Continuing Education and Training (*ACCET*) and is approved to operate under the State of California Bureau for Private Postsecondary Education (*BPPE*) ([www.bppe.ca.gov](http://www.bppe.ca.gov)). Central Coast College is also recognized by the United States Department of Education (*U.S.DOE*) as an institution eligible to participate on Title IV Financial Aid Programs. The Veterinary Technology program has been awarded Initial Accreditation by the Council on Veterinary Technical Education and Activities of the American Veterinary Medical Association.





## RECORDS/TRANSCRIPTS

In accordance with the Family Education Rights and Privacy Act (*FERPA*), all student information contained in the student's academic, administrative, financial aid and placement files is held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. Official transcripts will be issued for students at any time after graduation providing the student has met all financial responsibilities.

### Report Cards, Schedules and Transcripts

Report cards and schedules are available on the college's portal near the end of each session. Report cards and schedules may be withheld if your accounts with the school are not current or if you have outstanding paperwork. Upon request, official transcripts of your school record will be supplied to whomever you want, normally within 2 business days. There is no charge for the first three transcripts. After the third transcript, there will be a fee of \$2.00. All accounts must be current for requests to be fulfilled.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the President and Director of Education if the request for amendment is denied challenging the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the President.

Student records will be maintained for a period of not less than 5 years as required by law. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the campus Registrar/Records office.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & PERSONALLY IDENTIFIABLE INFORMATION (PII)

The Family Educational Rights & Privacy Act ("FERPA") afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect & review the student's education records within 45 days after the day the Central Coast College receives a request for access.** A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Central Coast College Registrar will make arrangements for access & notify the student of the time & place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to have records amended should submit a written form, available from the Registrar, clearly identifying the part of the record the student wants changed & specifying why it should be changed. The student should also identify the school official responsible for the record, if known. If Central Coast College decides not to amend the record as requested, the Central Coast College Registrar will notify the student in writing of the decision & the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **Personally Identifiable Information: the right to provide written consent before the university discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Central Coast College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Central Coast College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel & health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Central Coast College who performs an institutional service of function for which the school would otherwise use its own



employees & who is under the direct control of the school with respect to the use & maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Central Coast College.

Under FERPA, Central Coast College may also disclose PII from the education records to the following parties without obtaining prior written consent of the student for the following purposes:

- Information the school has designated as “Directory Information” to the general public;
- Other schools to which a student is transferring or seeks to enroll;
- Specified federal or state officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid for the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations carrying out their functions;
- Appropriate officials in cases of health & safety emergencies;
- Appropriate parties in order to comply with a judicial order or lawfully issued subpoena; State & local authorities, within a juvenile justice system, pursuant to specific state law;
- The parent or legal guardian when the student is a dependent, when the student is under the age of 21 & is in violation of any laws governing the use of alcohol or a controlled substance, or when the student is accompanied by their parent to a meeting with a college official;
- Appropriate parties, including parents, when a significant threat to the health or safety of a student or other individuals exists;
- The final results of a disciplinary hearing based on a crime of violence or a non-forcible sex offense, under certain circumstances.

1. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Coast College to comply with the requirements of FERPA.** The name & address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202
2. **The right to limit the release of Directory Information.** “Directory Information” is information contained in a student’s education record which would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Central Coast College may release Directory Information about its students. The following is a list of the information that Central Coast College considers Directory Information:

- |   |   |
|---|---|
| • Name  | • Date of Graduation                                |
| • Central Coast College Student Identification Number | • Degrees & Honors Received                         |
| • Address   | • Major or Field of Study                           |
| • Phone Number  | • Attendance Dates                                  |
| • Email Address                                       | • Most Recent School Attended                       |
| • Birthdate   | • Participation in Officially Recognized Activities |
| • Enrollment Status                                   | • Photographs                                       |

You have the right to limit the disclosure of Directory Information. Please follow the instructions through your Central Coast College Student Portal or ask the Registrar for assistance. Central Coast College must receive your request to limit the disclosure of Directory Information within 45 days of the start of your course or program. However, please consider carefully the consequences of any decision to limit disclosure. For instance, if you choose to withhold disclosure of your name or degree, your information will not appear in the commencement program or honor rolls. Should you later choose to release this hold, you may do so at any time.

## Approval Disclosure Statement

Central Coast College is a private institution approved to operate by ACCET and the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The Bureau's licensure means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. An institution must renew its license every three years and is subject to continuing review. The college is currently approved and licensed to offer the following programs:

<b>Degree Programs</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<i>Veterinary Technology - Associate of Applied Science (AAS) Program</i>	96.80	1419
Diploma Programs		
<i>Business Administrative Specialist</i>	51.25	780
<i>Medical Administrative Assistant</i>	45.80	680
<i>Computer Specialist, Accounting</i>	44.62	680
<i>Medical Assisting</i>	49.33	755
<i>Veterinary Assistant</i>	48.80	696
<b>Certificate Programs</b>		
<i>Accounting Essentials with QuickBooks and Microsoft Office</i>	22.00	300
<i>Phlebotomy Technician (Beginner) — Avocational Program</i>		96
<i>Advanced Phlebotomy Technician — Avocational Program</i>		28
<i>Nursing Assistant</i>		181
<i>Home Health Aide — Avocational Program</i>		40

Instruction is in residence with facility occupancy level accommodating 150 students at any one time. Class size is limited to a maximum of 20 students in all programs. The faculty/student ratio averages 1 to 15 overall. In Medical Assisting laboratories, the maximum faculty/student ratio is 1/26.

## Student Grievance Complaint Procedure

Communication is one of the most important aspects of effective education. If a student has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor first. If the problem or complaint involves the instructor and the student does not wish to approach him or her directly, please see the Program Director/Lead or Director of Education.

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may register a formal complaint in writing addressed to the Director of Education or President. The letter will be reviewed in private by the staff and a written response will be forwarded to the student involved.

If the problem is still not resolved to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the student a chance to voice the complaint or problem to the Director of Education and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general student population. Upon conclusion of the meeting a formal written response will be given to the student that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through



the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institutions written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints, which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- Name and location of the ACCET institution;
- A detailed description of the alleged problem(s);
- The approximate date(s) that the problem(s) occurred;
- The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
- What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
- The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
- The status of the complainant with the institution (e.g. current student, former student, etc.).

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

SEND TO:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW

Washington, DC 20036

Telephone: (202) 955-1113

Fax: (202) 955-1118 or (202) 955-5306

Email: [complaints@accet.org](mailto:complaints@accet.org)

This institution is approved by the Bureau for Private Postsecondary Education (BPPE) recognized as meeting and maintaining certain standards of quality. It is the mutual goal of the BPPE and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

*Per 94909 (a)(3)(c) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)"*

Complaints should be in writing and mailed, faxed or emailed to the BPPE office. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- A detailed description of the problem(s);
- The approximate date(s) that the problem(s) occurred;
- The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
- Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the BPPE;



- The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, BPPE will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the BPPE (*e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution*).

**SEND TO:**

BUREAU FOR PRIVATE  
POSTSECONDARY EDUCATION  
2535 Capital Oaks Drive, Suite 400  
Sacramento, CA 95833

Telephone (916) 431-6924

Fax (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## ADMISSIONS

### Requirements and Procedures

Central Coast College is in compliance with federal, state and local government agencies and the college does not discriminate or will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation. In accordance with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act (ADA), Central Coast College abides by the regulation that “no otherwise disabled individual” shall be excluded from participation in programs & services offered by the College “solely by reason of the disability.” The college does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

The college utilizes the Scholastic Level Exam as an entrance examination for students. To be eligible for admission to any of Central Coast College’s programs a prospective student must meet the following requirements:

- The school will admit as regular students only persons who (1) are at least 16 years old (Medical Assistants and Nursing Assistants must be 17 years of age to start and be 18 years of age as of the projected graduation date), and (2) have a certificate of graduation from a school providing secondary education, or the recognized equivalent of secondary education (i.e., a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor’s degree).
- High school diplomas from online providers may not be considered sufficient for admission. In some cases, a college degree may substitute for a high school diploma or its equivalent. In these cases, written proof of the degree (diploma or transcript) must be provided. Applicants with official high school diplomas or transcripts in languages other than English must provide a translation from a translation service approved in the United States for legal or government documents. Central Coast College does not admit students identified by the Department of Education as ability-to-benefit, defined as a student who does not have a high school diploma or recognized equivalency.
- Persons wishing to enroll at Central Coast College must complete an application for admission. Selection criteria for students enrolled in training are the aptitude and motivation for training, as well as the ability to benefit from training. Aptitude includes previous training and work experience, physical capability, and individual needs. These criteria will be assessed through personal interview and testing. Cut-off scores for entrance evaluations are listed in Appendix A.
- Prospective students interested in an avocational program must provide documentation of a minimum of one year of employment in a healthcare-related field. Avocational programs are designed for prospective students seeking professional development and enhancement, as defined by our accreditor, the Accrediting Council on Continuing Education and Training (ACCET).



- All instruction occurs in English. English language proficiency is documented by: the admissions interview, receipt of prior education documentation, achieving passing score on the Wonderlic Basic Skills Test (WBST) that measures math and language proficiency, as stated in the admissions policy. See Appendix A for minimum scores required for admittance.
- Students with special needs should contact the Director of Admissions *during the Admissions process* to determine how those needs can be reasonably accommodated during the admissions and enrollment process, as well as in the classroom.

## Admissions Procedure

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department after filling out an admissions questionnaire; applicants will be interviewed by a Admissions Advisor to ascertain their interests and previous educational and professional experience. Prospective students will then receive a tour of the facility and have an opportunity to ask any questions they may have. If a prospective student should choose to seek enrollment in one of the college's programs, he/she will be required to verify high school or equivalent graduation.

Upon completion of the entrance examination, the test will be graded. If the prospective student achieves a passing grade per the requirements of the chosen program, and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students based upon the student's total admissions points score and recommendation of the Admissions Committee. All students will be scheduled to meet with the Financial Aid Office and Financial Services Department for pre-qualification.

## Equal Opportunity Policy

Central Coast College does not discriminate based on sex (including gender), race, color, religion, marital status, national origin, ancestry, medical condition (including cancer/genetic characteristics), age (40+), physical/mental disability (including HIV/AIDS) or reasonable accommodation, veteran status, or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs. It is the policy of Central Coast College to make its programs and services accessible to and usable by handicapped persons. In addition, sexual harassment is against the law. Acts of sexual harassment are grounds for a complaint based on sex under Title VII of the Civil Rights Act of 1964. Accommodations can be met through Student Services.

## Visa Services and Language Instruction

Central Coast College does not offer visa services to prospective students from other countries or English language services. Central Coast College does not offer English as a Second Language instruction.

# TRANSFER OF CREDITS

## Transfer of Credit from Other Schools

Central Coast College believes that it is in the best interest of both the student and the college to facilitate the transfer of prior credit earned. Central Coast College reserves the right to award such credits using the procedure described below. Our overall goal of ensuring that our graduates are adequately prepared for their new careers will take precedence in considering acceptance of transfer credit.

If you want to transfer credits, you should notify your Admissions Advisor *during the application process*. The Director of Education with the Department Coordinators will evaluate previous education and training at no cost. Course instructors may be asked to assist in evaluating previous education and training where necessary.



The following standards will be used to evaluate previous education and training, and apply to courses taken at Central Coast College as well as courses taken elsewhere:

- Training must have been completed within the last five years.
- Computer Software courses (Word Processing, Computerized Accounting, Spreadsheets) may require evidence that you were trained on an equivalent version of the software. This may mean that training has to be more recent than five years.
- In areas of Health Science where technique and/or legal issues (i.e. HIPAA) have changed significantly, Central Coast College may require the training to be more recent than five years in order to accept the credit.
- Phlebotomy course work must be from a program currently approved by the California Department of Health.
- Coursework must have been completed at an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.
- You must provide a transcript and copies of course syllabi or official course descriptions for the classes you wish to transfer. Central Coast College is not responsible for delays in receiving appropriate documentation. Central Coast College reserves the right to require an official transcript.
- You must have attained a grade of at least "C" or a numeric grade of at least 70% in the course (s) to be transferred.
- The course must have an equal or greater number of credits than the Central Coast College course.
- The stated goals of the course to be transferred must match or exceed those described on the Central Coast College syllabus. It is your responsibility to obtain and provide materials for evaluation (see item 6 above).
- Courses outside of a traditional academic setting, such as those offered by the military, in the workplace, or through apprenticeship/training programs, will be evaluated on a case-by-case basis, using the same criteria as those provided by educational institutions.
- In cases where credit information is not given, the length of the course will be evaluated on the number of clock hours of instruction provided.
- If no grades are given by the training facility, then proof of satisfactory completion of the course acceptable to Central Coast College must be provided by the student.

A maximum of 75% of the required credits can be transferred. Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Director of Education and dependent upon the type, length and correlation of content to the course being evaluated.

If transfer of credit is denied, you may appeal to the Director of Education in writing, within seven days of the denial, providing copies of all appropriate evidence/paperwork. The President's decision shall be final. Denial of transfer of credit does not prevent you from attempting Credit by Examination.

If transfer of credit is approved, you will receive the grade of TC on your transcript. Tuition fees will be credited at or before the beginning of your program. The credit will be based on the number of course hours transferred relative to the total program length in hours. Your financial aid will be adjusted to reflect the new number of scheduled hours in your program. You should consult the Financial Aid Assistant to determine any effects on Financial Aid.

If Central Coast College accepts transfer credit for a class which is a prerequisite for other classes and performance in those classes is not satisfactory, Central Coast College reserves the right to require you to take (and pay for) the prerequisite even though transfer credit was initially accepted.

Veterans or eligible persons receiving or planning to receive Veterans' Administration benefits must provide a copy of any transcripts and/or other documentation of all previous education and training. These copies will be maintained in the student's file, and both the student and the Veterans' Administration will be notified if academic credit is granted.

## **Credit by Examination/Challenge Credit**

Students may attempt to gain credit in classes that are part of their program by challenging those classes by examination prior to enrollment (*except* those enrolling in Phlebotomy, Nursing Assistant, or Home Health Aide). A student must score at least 90% on the exam in order to pass. Exams may last up to 90 minutes each. There is a \$10.00 fee for each exam taken. Prospective students should sign up through their Admissions Advisors and must pay the exam fees before testing. Exam fees are non-refundable. Students who are re-enrolling may not challenge classes they have previously failed.



All students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Campus Registrar prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed.

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a "CC" and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. ***Challenging a course will affect a student's scheduled completion date.***

Students' Financial Aid will be adjusted, and new enrollment agreements completed (if necessary) within one week of passing the challenge exams. A grade of PR (proficiency) will be reported on the student transcript for any classes successfully challenged by examination.

A student may receive credit for up to 30% of the total number of program hours in his/her program, through any combination of credit and challenge by examination. The following classes may not be challenged:

- Internship; Externship courses
- Phlebotomy, Nursing Assistant, or Home Health courses
- Keyboarding Skills courses (One must successfully change all levels of keyboarding class prior to enrollment or by the end of first keyboarding class).

## Transfer of Credit to Other Schools

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Central Coast College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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

Central Coast College to determine if your credits or diploma will transfer. The primary goal of Central Coast College is to stimulate and assist learners to acquire competency in their chosen fields that will enable them to qualify for career employment in the shortest period of time.

If you decide to transfer to another institution, or to transfer credits you have earned here into a program after you graduate, Central Coast College will provide you with guidance, an official transcript, and other information requested by the school to which you want to transfer. This information may include, but is not limited to, course syllabi, and course descriptions.

## Transfer or Articulation Agreements

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





## 2018-19 TUITION & FEES SCHEDULE

Program Name/ Program Payment Period Charges by Term	Registration Fee (Non- Refundable)	<sup>1</sup> Student Tuition Recovery Fund (Non- Refundable)	<sup>2</sup> Textbooks + Materials (Non- Refundable upon receipt by student)	Testing + Certification Fees (Non- Refundable once paid)	Background Check Fee (Non-Refundable once paid)	Lab Fee (Pro-rated upon withdrawal)	Tuition (Pro-rated upon withdrawal)	<sup>3</sup> Total Cost
Business Administrative Specialist Term 1: \$8,817.00 Term 2: \$5,429.12	\$200	\$0	\$671.12	\$100	\$0	\$0	\$13,275	\$14,246.12
Accounting Essentials with QuickBooks and Microsoft Office Term 1: \$5,000.00	\$200	\$0	\$0	\$0	\$0	\$0	\$4,800	\$5,000
Medical Administrative Assistant Term 1: \$8,450.00 Term 2: \$6,084.44	\$200	\$0	\$954.44	\$105	\$0	\$0	\$13,275	\$14,534.44
Computer Specialist: Accounting Term 1: \$7,999.00 Term 2: \$5,761.15	\$200	\$0	\$860.15	\$100	\$0	\$0	\$12,600	\$13,760.15
Medical Assisting Term 1: \$8,341.31 Term 2: \$8,372.98	\$200	\$0	\$451.33	\$174	\$0	\$338.96	\$15,550	\$16,714.29
Phlebotomy Beginner Term 1: \$3,592.43	\$200	\$0	\$150.06	\$0	\$0	\$42.37	\$3,200	\$3,592.43
Advanced only Term 1: \$1,412.43	\$200	\$0	\$150.06	\$0	\$0	\$32.37	\$1,030	\$1,412.43
Nursing Assistant Term 1: \$2,678.88	\$200	\$0	\$66.07	\$100	\$0	\$37.81	\$2,275	\$2,678.88
Home Health Aide Term 1: \$820.40	\$200	\$0	\$80.40	\$0	\$0	\$20	\$520	\$820.40
Veterinary Assistant Term 1: \$5,268.10 Term 2: \$5,200.55 Term 3: \$4,625.00	\$200	\$0	\$463.65	\$0	\$0	\$70	\$14,360	\$15,093.65
Veterinary Technology (AAS) Term 1: \$5,268.10 Term 2: \$5,200.55 Term 3: \$4,625.00 Term 4: \$4,992.69 Term 5: \$5,061.69 Term 6: \$4,561.68 Term 7: \$3,318.00	\$200	\$0	\$1,224.71	\$839	\$74	\$1,300	\$29,390	\$33,027.71

As a convenience to students, all textbooks and supplies for the program selected will be provided by the school at the stated charge which is the actual cost to the school including tax and shipping costs with no additional markup. The student has the right to opt out of purchasing books and supplies from the school, but does so with the understanding that they must purchase them elsewhere prior to the first day of class.

**1** \$.00 for every \$1,000 rounded to the nearest \$1,000.

**2** Central Coast College will provide consumable and non-consumable textbooks. Non-consumable textbooks are to be returned in the condition received prior to exiting of each course or they will be charged the cost stated on the textbook checkout form.

**3** Charges are for the period of attendance and the entire program. Total due for the entire program is paid in intervals, referred to as payment periods. In all instances the amount of fees owed is based upon the amount which is directly attributable to the payment period. For the following programs, certain additional expenses are required to participate in the program and are not included in the table above and payable to a third party.

## Additional Fees – Not Paid to School

**Medical Assisting:** Uniform purchases (\$100) and a statement of general health (cost estimated at \$55). Prior to employment or externship, some employers will require medical assistants to obtain the Hepatitis B Vaccine. However, it is not required by all employers and some employers who do require the vaccine may provide it at no cost or a reduced cost to employees. We strongly recommend students at least begin their Hepatitis B series prior to the Medical Assisting program to protect their health. The Hepatitis B Vaccine cost is estimated at \$225.

**Nursing Assistant:** Uniform purchases (\$100), a statement of general health (cost estimated at \$55), Tuberculosis test \$26, Hepatitis B Vaccine cost estimated at \$225, Flu shot \$30, background check \$18.05-\$36.05 (done by Automatic Data Processing, Inc Screening and Selection Services and paid to Central Coast College), (State Examination skills retest \$55, Written retest \$35, and suggested, but not required, equipment, including gait belt \$24 and blood pressure kit (stethoscope and cuff) \$39). Prior to employment, some employers will require nursing assistants to obtain the Hepatitis B Vaccine. However, it is not required by all employers and some employers provide it at no cost. We strongly recommend students at least begin their Hepatitis B series prior to the Nursing Assisting program to protect their health.

**Home Health Aide:** Uniform purchases (\$100), a statement of general health (cost estimated at \$55), Tuberculosis test \$26, Hepatitis B Vaccine cost estimated at \$225, Flu shot \$30, background check \$18.05-\$36.05 (done by Automatic Data Processing, Inc Screening and Selection Services and paid to Central Coast College), and live scan \$57.

**Phlebotomy:** The Phlebotomy exam through NHA is \$115 if taken within 6 months of program completion and \$135 thereafter. Hepatitis B Vaccine is recommended and estimated at \$225. The application fee to Field Health Services to become a Certified Phlebotomy Technician I is \$105. Prior to employment or externship, some employers will require phlebotomists to obtain the Hepatitis B Vaccine. However, it is not required by all employers and some employers who do require the vaccine may provide it at no cost or a reduced cost to employees. We strongly recommend students at least begin their Hepatitis B series prior to the Phlebotomy program to protect their health.

**Veterinary Assistant & Veterinary Technology:** Uniforms, estimated cost for 2 sets of scrubs is \$50 and one pair of shoes is \$50. Background check varies from \$13-\$31. A rabies prophylaxis vaccination is recommended with an estimated cost of \$750.

## Additional Miscellaneous Fees

Students may be charged additional fees for the following:

- Transfer program: \$25.00
- Re-enrollment after being dropped/withdrawn: \$200.00
- Course challenge \$10.00
- ALEKS renewal: \$40.00
- Lost books or supplies: replacement cost as reflected on textbook and material sign-out sheets
- Diploma or Certificate Replacement: \$15.00
- Copies of Diploma or Certificate: No Charge
- Non-sufficient funds (returned) checks: Varies depending on bank and amount of check; usually between \$5.00-\$10.00
- A late fee (10% of payment due, \$10.00 minimum, \$25.00 maximum) may be assessed on all Past Due accounts.



## Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.



## PAYING FOR COLLEGE

### Financial Assistance Programs

Recognizing that the student and/or parent may have difficulty financing the entire cost of higher education, Central Coast College participates in various programs of financial assistance. While the primary burden rests upon the student, the college will attempt to employ all available resources to assist qualified applicants who show financial need. To this end, Central Coast College offers assistance in applying for the following federal and state programs:

- Federal Direct Loan Program Subsidized and Unsubsidized
- Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Federal Work Study Program (FWS)
- Supplemental Educational Opportunity Grant (SEOG)
- Cal Grants B & C
- Workforce Innovation and Opportunity Act (WIOA)
- Approved for enrollment of Veterans and Eligible Persons under the provisions of Title 38, United States Code, MYCCA, and National Guard

### Disclosures to all Students

Any student who obtains a loan to pay for a course of instruction has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

### Student Finance Policies

Student responsibilities for applying for and receiving financial aid at Central Coast College are as follows:

1. Complete all requested forms for financial aid accurately
2. Use all financial aid received solely for expense related to attending Central Coast College
  - a) Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget
3. Submit in a timely manner all additional documentation requested by Financial Aid.
  - a) These documents can include tax forms and household information.

### Student Financial Aid Rights

- 1) The right to know how financial need was determined
- 2) The right to know how financial aid will be distributed
- 3) The right to request an explanation of programs in the financial aid package
- 4) The right to refuse any aid offered
- 5) The right to request an explanation of Central Coast College refund policy
- 6) The right to know what portion of financial aid must be repaid and what portion is a grant.
  - a) If a loan has been received, have the right to know the interest rate and loan repayment options and procedures
- 7) The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid.
  - a) Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

## FINANCIAL AID

The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current and former students and their families. Information include federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents and processes all financial aid awards. The focus of the FA Office is helping students attend Central Coast College by alleviating or eliminating financial barriers and maximizing all available resources to help meet each student's financial needs.

FA staff assist students in a variety of ways throughout the enrollment process and while attending Central Coast College. Central Coast College recognizes that each student is an individual with unique needs and barriers. The FA Office strives to provide



information to increase awareness of available financial resources, and to provide information on how to access resources by reaching out to students, parents, and the general public. The FA Office recognizes that financial barriers are not always long term and significant but can also be short term and only involve small amounts of funds.

### Overview

Financial Aid is money that can be used to cover the costs associated with attending Central Coast College. Financial Aid funds are provided by U.S. taxpayers to ensure that all those who want a college education have the financial ability to pay for their college expenses. This money can be in the form of grants, scholarships and federal loans. All loans must be repaid. For more information about financial aid go to [www.studentaid.gov](http://www.studentaid.gov).

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff at Central Coast College's Financial Aid Office are available to answer questions and provide special assistance as needed.

All financial aid at Central Coast College is administered in accordance with the policies and procedures of the U.S. Department of Education. The basis of such programs is that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the families and/or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by an analysis of financial strength: income and net assets, which the family may have versus the allowable expenses. Educational expenses that are considered a basis for establishing student need include nonresident tuition, fees, books and supplies, room, board, transportation, and personal expenses. The Central Coast College Financial Aid office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey and local cost data.

The Financial Aid Office at Central Coast College is always available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal processes and has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue and make suggestions for resolution. The FSA Ombudsman contact information is listed below:

Online: <https://studentaid.gov/repay-loans/disputes/prepare>

Phone: (877) 557-2575

Fax: (606) 396-4821

Mail: FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633

### Federal Student Loan Information

Federal regulations require all first-time Federal Direct Student Loan borrowers participate in Entrance Loan Counseling before receiving the first disbursement of their loan proceeds. To complete an on-line Entrance or Exit Loan Counseling please visit the following links:

- Entrance Counseling Session: [www.studentloans.gov](http://www.studentloans.gov)
- Exit Counseling Session: [www.nsls.ed.gov](http://www.nsls.ed.gov)

Follow the instructions carefully, complete all sections, and return the completed counseling session to the Financial Aid Office. Students and/or students' parents applying for and receiving a federal student loan under the Title IV student financial assistance programs and the Higher Education Act (HEA) will have their information reported to the National Student Loan Data System (NSLDS) and this information will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

### Program Availability

Central Coast College makes financial aid resources available to its students including federal and alternative loans or payment plans. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that Central Coast College currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.



Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-Central Coast College scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds and at the time awards are to be paid the Financial Aid Office will check a student's enrollment and continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account at Central Coast College, and, any monies that are posted above the student's outstanding current school charges will be sent directly to the students address on file in check format via standard post.

Should a student not wish to receive the payment via standard post to the address on file they must notify the business office in writing. It is important to keep the Business Office, the Registrar and the Financial Aid Office updated on with current addresses on all student accounts. Money will NOT be requested for payment of tuition or other charges earlier than three days after the start of the payment period. If a student has a late-starting class due to a late enrollment it will be verified and adjusted as final attempted credits are tallied and any other such changes that may be made if deemed necessary.

In case of a Title IV credit balance, the student must provide instructions to the Financial Aid Office on how to handle any credit balance that may occur on your account. A Title IV credit balance occurs when the institution applies Title IV, Higher Education Act (HEA) program funds to the student account that exceeds the amount of direct educational cost for tuition and fees and/or other authorized charges for a program.

### **Applying for Financial Aid**

The procedures required to apply for financial aid are published in this catalog and additional information can be obtained by visiting the Financial Aid Office. There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission and file the Federal Application for Federal Student Aid (FAFSA) to begin application process. Additional documents may be requested to complete processing of the aid request. Students will be notified via e-mail or phone/message if additional documents are required.

- Proof of citizenship
- Proof of selective service registration
- Marriage certificate
- Verification Worksheet
- Tax returns (parent and student and/or spouse)

### **Verification**

If your FAFSA application is selected by the U.S. Department of Education for a process called verification you will be required to submit additional information to the Student Financial Services Office in order to receive federal student aid. This selection is based on information that you provided on your FAFSA. This documentation will need to be submitted within 30 days of selection. Failure to submit this documentation will result in Title IV funding being suspended. Without the funding, your tuition and fees will not be paid, and you can be dismissed from your program.

### **Packaging**

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list here, only

Federal sources are listed below:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parental Loan for Undergraduate Students (PLUS)
- Campus Based Programs (SEOG and Federal Work Study)

**Federal Pell Grant Program**

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or college of their choice. For eligible students, Federal Pell Grants are the “floor” or base upon which all other federal student financial aid is built. Current year awards range from \$400 to \$5,000+. The amount a student may receive depends on the student’s family’s financial situation, the student’s full or part-time enrollment status and how much of the student’s remaining education at the school falls within the current federal award year (July 1 through June 30). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor’s degree from any institution.

The amount of Federal Pell Grant funds received over a lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the amount of a scheduled Pell Grant award received each award year is equal to 100%, the six-year equivalent is 600%.

**Student Direct Loans – Subsidized and Unsubsidized**

Once the FAFSA has been completed, and an EFC value defined, individual financial need will be established, and for students enrolled at least half time, they may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loan limits are federally established and may never exceed a student’s cost of attendance. Student loans are deferred for six months after graduating or dropping below half-time status. An entrance and exit counseling session is required for all students who receive loans.

**Direct Subsidized Federal Stafford Loan Program**

These loans are available to eligible students enrolled at least half-time in an eligible institution, and are based on the financial need demonstrated by each student. An undergraduate student may borrow up to \$3,500 for the first academic year and \$4,500 for the second academic year. The loan amounts will be pro-rated for academic years of less than nine months. A student must repay his or her Direct Subsidized Federal Stafford Loans based on the amount borrowed, but no less than \$50 per month, beginning six months after graduation or termination of studies.

Under certain circumstances, a student borrower can receive a deferment or forbearance that allows a temporarily stop making federal student loan payments or temporarily reduction of the amount of federal student loan payments. The student borrower will need to work with their loan servicer to apply for deferment or forbearance; and be sure to keep making payments on your loan until the deferment or forbearance is in place. Your loan servicer will notify you if further information is needed or if you do not qualify. With a Subsidized Federal Stafford Loan, the student may not be responsible for paying the interest that accrues on the loan during the deferment period. However, during a forbearance the student borrower is responsible for paying the interest that accrues on all types of federal student loans, whether subsidized or unsubsidized.

If enrolled at least half-time, in most cases a loan will be placed into a deferment automatically, and the loan servicer will notify the student that the deferment has been granted. If enrolled at least half-time but the student does not automatically receive a deferment, they should contact the Financial Aid Office immediately. They will then send information about your enrollment to your loan servicer so that your loan can be placed into deferment.

**Direct Unsubsidized Federal Stafford Loan Program**

These loans are available to eligible students enrolled at least half-time in an eligible institution and who do not demonstrate financial need. Under this program, an undergraduate student who is classified as:

(a) independent or (b) dependent and whose parents fail to qualify for a Direct Federal PLUS Loan, may borrow up to: \$3,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus \$6,000 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; \$4,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus \$6,000 additional Direct Unsubsidized Federal Stafford Loan for the second academic year; or dependent and whose parents are not rejected for a Direct Federal PLUS Loan may borrow up to: \$3,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus \$2,000 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; \$4,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus \$2,000 additional Direct Unsubsidized Federal Stafford Loan for the second academic year.





This loan was created so that any student, regardless of income, would be able to obtain a Federal Stafford Loan. The terms and conditions of the unsubsidized loan, including deferments and loan charges, with few exceptions, are the same as the Direct Subsidized Federal Stafford Loan described above. However, a student must pay the interest on any Direct Unsubsidized Federal Stafford Loan during the time that the student is in school and during any deferment period.

### **Direct Federal PLUS Loan Program**

Direct Federal PLUS Loans are for parent borrowers. Direct Federal PLUS Loans enable parents to borrow the cost of the student's education, less other aid received by the student. Direct Federal PLUS Loan borrowing is limited to parents with a favorable credit history.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides assistance to exceptionally needy undergraduate students. A priority must be given to Pell Grant recipients with the lowest expected family contributions (EFCs). The federal rules permit an eligible student to receive a FSEOG award of \$100 to \$4,000 for each of the student's academic years of study. A student's eligibility for FSEOG funds is determined annually.

### **Federal Work Study (FWS)**

FWS enables students who demonstrate financial need to earn aid to pay for their education expenses. Students earn at least the current hourly minimum wage by working at the College, for nonprofit agencies or for-profit businesses. Central Coast College helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations. Funds are allocated annually on July 1st and are limited. Due to the nature of this program, FWS awards are offered on a first-come, first-serve basis. To be considered for FWS, students must complete a FAFSA application, have an unmet need and show an interest in working part-time to be considered for FWS funds. Award ranges from \$200 to \$4500 per academic year. If interested in participating, please inquire with your Financial Aid Administrator about the program. Depending on funds availability and your qualifications, you may need to provide a resume and employment application to be considered for an interview.

### **Cal Grant**

Cal Grant (A, B and C) is a state-funded educational opportunity grant program administered by the California Student Aid Commission (CSAC) to assist students in paying for a college education. All Cal Grant payments are credited to the student's account to cover outstanding tuition, fees, books and supplies. Funds are awarded for the fall, spring, and summer terms only if eligible. Cal Grants may be renewed if the recipient continues to meet the income, asset, unmet need found on the established eligibility requirements and information based on the results of a current Free Application for Federal Student Aid (FAFSA). To be considered for a 2019-20 Cal Grant award, FAFSA and GPA Verification forms must have completed by March 2, 2019 to meet the CSAC's deadline. Students must be enrolled at least half-time, and meet Cal Grant requirements in order to receive this disbursement.

### **Cal Grant Refund Policy**

Cal Grant recipients may want to rescind their Cal Grant Award and notify the California Student Aid Commission of their leave or withdrawal in order to preserve their eligibility for the future. Students can process a leave of absence request with the California Student Aid Commission online at [www.csac.ca.gov](http://www.csac.ca.gov) and click the link "WebGrants4Students." In this case, the student would be responsible for covering the tuition balance on their student account.

If a student is dismissed or withdraws from school, all unearned Title IV funds will be refunded to the Department of Education, and any unearned funds will be returned to Cal Grant or State Funds and lastly, to Private Loans accordingly.

### **Veterans Administration Funds (VA)**

Students eligible to enroll at Central Coast College are able to utilize the VA Benefits ([www.gibill.gov](http://www.gibill.gov)) for which they may be eligible to pay tuition, books and fees.



## Need-Based Eligibility

To be considered for Federal financial aid, a student must:

- 1) Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED. California compulsory education law requires everyone age 6-18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
- 2) Have proof (a copy) of any of the following: a. US High School Diploma or transcript from a state approved or US Department of Education approved school b. G.E.D. certificate c. Associate's, Bachelor's or Master's Degree obtained from a US Department of Education Accredited school d. Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or Master's Degree Transcript evaluated to be the equivalent of a US High School Diploma.
- 3) Be a US citizen, national or eligible permanent resident of the United States;
- 4) Be enrolled or admitted to a degree or diploma program at Central Coast College that is eligible for Federal Financial Aid;
- 5) Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to Central Coast College;
- 6) Maintain Satisfactory Academic Progress as defined by Central Coast College's Standards for Academic Progress and published in the catalog;
- 7) If you are male, you must register and/or be confirmed as registered with Selective Services.

## Definition of Financial Need

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) from Central Coast College's Cost of Attendance (COA). Aid from most Federal Aid programs is awarded on the basis of financial need. The information a student reports on their Free Application for Federal Student Aid (FAFSA) is used to calculate each specific student's "Expected Family Contribution" (EFC).

Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high, students would not be eligible for Pell Grant. To ensure compliance with federal regulations, Central Coast College defines the neediest students as those whose EFC = 0.

Financial aid packages are awarded as follows:

- The Pell Grant is awarded to students who meet the federal criteria including the student's EFC. Award amounts vary.
- The Federal Direct Subsidized and Unsubsidized Loans are awarded to all eligible students based upon the academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, and the remaining need.

## Cost of Attendance

Cost of attendance (COA) components are composed of direct and indirect costs which establishes the student's unmet need for attending Central Coast College. Below is a list of cost categories utilized in calculating the full cost of attendance at Central Coast College.

<u>Direct Costs</u>	<u>Indirect Costs</u>
Tuition and Fees	Room and Board Living Expenses
Books and Supplies	Personal and Miscellaneous Expenses
Lab and Technology Fees	Transportation Costs

Direct costs are all expenses associated with direct program costs including tuition, fees, books and supplies.

Indirect costs are living expenses associated with attending school and are calculated using a monthly cost allocations for each living expense category. Central Coast College utilizes the California Student Aid Commission's recommended monthly cost of attendance allocations to determine the true cost of attendance for each student and conducts student surveys annually. This amount is based on the student's living situation and length of the program the student's indirect expenses will change.

To view your full cost of attendance for your program with living expenses, please go to Central Coast College's website and view the Net Price Calculator at: <https://www.centralcoastcollege.edu/calculator/>

## Withholding Aid

Central Coast College reserves the right to withhold aid from any student, at any time, who has:

1. Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards;
2. Not completed mandatory entrance counseling and signed the MPN/Plus MPN
3. Not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to abuse the financial assistance programs.

## Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

- 1) Be a citizen or national of the United States, or
- 2) Provide evidence from the US Immigration and Naturalization Service that they are:
  - a. A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards
  - b. Classified as one of the eligible non-citizen categories:
    - I. Refugees
    - II. Victims of human trafficking
    - III. Persons granted asylum
    - IV. Persons paroled into the US for at least one year
    - V. Some persons under the Violence against women act
    - VI. Cuban Haitian entrants

## Misrepresentation and Fraud

Any student found or suspected to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and/or the remaining time of enrollment.

Central Coast College will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, and if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.

Financial Aid Administrators of Title IV programs and funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated and all cases of fraud and abuse will be reported to the proper authorities. Regulations require only that the college refer the suspected case for investigation, not that a conclusion be reached about the propriety of the conduct.

## Procedures for Fraud

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The Financial Aid Office must identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Needs analysis documents e.g. Institutional Student Information Records (ISIRs,) Student Aid Reports (SARs)
- Federal income tax returns
- Documents and information related to a student's citizenship
- School credentials – e.g. high school diploma
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Other factors related to students' eligibility for Title IV funds



Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED

<http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General

US Department of Education, 400 Maryland Avenue, SW

Washington, DC 20202-1510

### **Student Loan Repayment**

Students are responsible for the re-payment of loans plus any interest accrued. If students fail to repay any loans, income tax refunds can be withheld. Students may not be eligible to receive another student loan, financial aid or government housing assistance until the loan is paid. Schedules of loan repayment will be disclosed and discussed with the student once the lender is determined.

### **Delinquency and Default**

Students who experience a financial hardship and/or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options and determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, and the default(s) are reported to the national credit agencies; additional repercussions could occur.

### **Financial Responsibility**

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal and state government or a loan guarantee agency may take action against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. Students receiving federal financial aid may be entitled to a refund of moneys not paid from federal financial aid funds.

### **Packaging Statement**

Central Coast College will consider each eligible student's financing options on an individual basis and will strive to offer each student the lowest cost financing options available.

### **Disbursement Policy**

Disbursements of loans and grants are made several times during the academic year. First-time borrowers will not receive first loan disbursement until 30 days from first day of class. Monies are first applied toward your tuition costs each term.

### **Tuition Payments/Collections**

Students making self-payments to the School are responsible for keeping track of their own payment schedules. Payment is accepted by check, money order, debit card, or credit card (Visa or MasterCard). Courtesy Notices will be sent out on the fifteenth of the month for student payments due on the first through the fifteenth of the next month. Courtesy notices will be sent out on the last day of the month for payments due on the sixteenth through the end of the next month. However, failure to receive a courtesy notice does not excuse a student from making payment or from paying a late fee.



A Past Due Notice will be sent to all students whose accounts are 5 calendar days past due. At this time, students will be asked to see the Accounting Department to make payment arrangements before they are allowed to enter class. The Past Due Notice gives students an additional week in which to make a payment. A late fee (10% of payment due, \$10.00 minimum, \$25.00 maximum) may be assessed on all Past Due accounts, regardless of arrangements to extend the payment period. At the end of this two-week grace period, the student is no longer permitted in class and the account is generally turned over to an agency specializing in credit collections.

## REFUND POLICY FOR CANCELLATIONS & WITHDRAWALS

### Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 480 South Main Street, Salinas, CA 93901. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, or the student is a no show/never starts training, the school will refund the student any money he/she paid, less an application fee not to exceed \$200.00 and less any deduction for equipment, books or supplies not returned in good condition within 45 days after the notice of cancellation is received. No textbooks will be accepted for return if accompanying online access codes are used, missing, or scratched off.
6. All monies will be refunded if the school does not accept the applicant or the program is cancelled by the school.

### Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$200.00. The refund is to be paid within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of his or her withdrawal.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; excessive absences; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 weeks.
- Failure to return from a leave of absence on the scheduled date.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 2 weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.



For programs continuing beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

## Return of Title IV Funds and Repayment of Federal Title IV Aid

- If a student withdraws prior to completing at least 60% of the term, the school and the student will be responsible for returning some or all of the funds received for the term. At the time of withdrawal, the Accounting Office will do a Title IV Return of Funds Calculation and the student will be informed of any repayment they are required to make as well as any balance owed to the college.
- Please note that Return of Title IV funds calculation is separate from the state refund policy, which determines the amount of tuition and other program costs the student will incur. Both calculations are based on the student's last date of attendance.
- Failure by the student to make any repayment when required will result in the withholding of grade and transcripts, loss of eligibility for student aid, and referral to the U.S. Department of Education.

## ACADEMIC POLICIES AND INFORMATION

### Credit Hours/Academic Year

The College's academic year is based on quarter credit units, and is thirty-six to forty-eight weeks of classroom instruction. Each quarter is ten to fourteen weeks in length.

For academic and catalog purposes, one quarter credit unit is equivalent to ten hours of classroom instruction, twenty laboratory hours, or thirty externship hours. For the purpose of calculating federal financial aid, one quarter credit unit is equivalent to twenty class hours plus homework.

### Grading System/Satisfactory Progress

Grading System: Student academic progress is reported at the end of each quarter and at mid-quarter. Medical Assisting students receive grades at the end of each one-month module. Nursing Assistant and Home Health Aide students receive grades at the end of the program. An alphabetic system of grading is used with a minimum passing grade of "C" required.

A (90-100%)	= Excellent
B (80-89%)	= Above Average
C (70-79%)	= Average (*not passing for Nursing Assistant students)
D (60-69%)	= Low Quality *not passing
F (59 and below)	= Failure *not passing
WF	= Withdraw/Failing. This grade is given for classes in which a student exceeds attendance.
I/B-F	= Incomplete; the B-F indicates the grade the student will get if the work is not turned in not used in GPA
W	= Withdrawal - not used in GPA
P	= Pass (*any score below 75% is not passing for Home Health Aide students)
NG	= No credit; used for courses not taken for credit
PR	= Passed proficiency exam TC — Transfer credit

Courses in which students receive less than a "C" must be repeated in order to graduate. When a course is repeated, both grades are recorded on the Student's transcript and included in grade point calculation. An incomplete course grade must be cleared within two weeks of the end of the grading period. Failure to complete the assigned work will result in the "Incomplete" being changed to the grade as calculated without the missing work, for the purpose of grade point average computation and



determination of Satisfactory Academic Progress. Grades of “WF”, “F” and “I” are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. Course work repeated may adversely affect a student’s academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course of the program during the drop period will receive a grade of “W”, which has no impact on the GPA. The credit hours for the courses are counted as not attempted. Courses dropped after the drop period will receive a grade of “F”, which adversely affects the GPA and the credit hours for the courses are counted as attempted but not achieved.

To withdraw from a class, a student must submit a “Change of Status” form to the Registrar prior to the 7th calendar day after class starts. If the student drops after this period, a grade of F is given and is used in the GPA computation and determination of Satisfactory Academic Progress. A student who fails the same class twice (with the exception of keyboarding) will not be permitted to repeat it for at least 6 months. The College reserves the right to require the student to take remedial course work at this or another institution prior to repeating the class.

### **Satisfactory Academic Progress (SAP) – Diploma & Degree Programs (Credit Hours)**

At the end of each term, all students are evaluated for satisfactory academic progress.

**Quantitative progress** is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 67% of the credits attempted at each interval of evaluation. The student’s cumulative grade point average is reviewed to determine qualitative **progress**. The minimum GPA required is 2.0.

**Maximum Time Frame:** All program requirements must be completed within a maximum time frame of 1.5 times the normal program length as measured in attempted credit hours. For example, a program 60 credits in length must be completed within 90 attempted credits.

### **Satisfactory Academic Progress (SAP) – Certificate/Non-Degree Programs (Clock Hours)**

The programs are measured in clock hours and range in length from 8 days to 12 weeks. Student progress is measured regularly with students informed of progress through Engrade, the school learning management system, in real time. SAP is evaluated in the following periods of each program:

**Nursing Assistant:** SAP is evaluated every 2 weeks.

**Home Health Aide:** SAP is evaluated at the end of day 2 and 5. A final grade given at the end of day 8.

**Phlebotomy:** SAP is evaluated at the end of week 4 and week 8. A final grade is given at the end of week 12.

**Advanced Phlebotomy:** SAP is evaluated weekly and a final grade is given at the end of week 4.

**Quantitative Progress:** A student is required to attend 100% of scheduled class hours to make quantitative progress toward completion of program. See attendance policy.

**Qualitative Progress:** A student’s average must be equivalent to a minimum GPA of 2.0 (Nursing Assistant is a minimum GPA of 3.0) at each evaluation period.

**Maximum Time Frame:** As each certificate program has a required number of classroom hours stipulated by the licensing bureau, students must complete 100% of the program hours. VA benefits are payable for the approved program lengths only.

### **Academic Warning/Dismissal**

If a student fails to maintain the required academic progress at the end of any term or evaluation period, he/she will be placed on Academic Warning for the next term or evaluation period. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from



school. The student is eligible for financial aid during his/her warning status. Veterans or eligible persons with VA benefits that are on warning status will continue receiving benefits while on warning status. At the end of the warning status period, if the minimum GPA requirements have not been met, financial aid benefits, including Veterans Benefits, will be terminated and the VA Administration will be notified of the termination.

## **Appeal Process/Probation**

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education or her designee and must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan will be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Director of Education, the Department Coordinator/Director and the Registrar, will examine all appeals. The student will be sent the committee's written decision within five days of the Vice President's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. Veterans or eligible persons with VA benefits that are granted an appeal and meeting their terms and conditions will continue to be eligible for Title 38 benefits.

## **How to Re-Establish Financial Aid**

If financial aid is terminated, the student can re-establish their financial aid once they have a 2.0 CGPA & are within the maximum timeframe for completion of the program.

## **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. Students reenrolling, readmitted after dismissal for unsatisfactory progress, returning after expulsion, transferring from one program to another within this school, will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. A student who left in a probationary status will return in that status with no Title IV financial aid until they meet Satisfactory Academic Progress.

The quantitative requirement remains 67% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 36 credits in the current program, the maximum time frame is  $36 \times 150\%$ , or 54 attempted credits.

## **Graduation Requirements**

Students must meet all program competencies, the minimum attendance requirement, and complete all classes with a passing grade to be eligible to graduate and receive their diploma, degree or certificate. Furthermore, students must have satisfactorily taken care of all financial, academic, and other obligations to the school, including a formal exit interview. Failure to meet financial obligations, including those which have been turned over to a collection agency, may prevent a student from participating in graduation. If payments were scheduled beyond the student's graduation date, the student will not be a graduate and may not be allowed to participate in a graduation ceremony until all payments are made.



A Petition for Graduation is available from the Student Services Office. A completed and signed Petition for Graduation Form is required for graduation. Students will take the form to the appropriate staff members for sign-off and then, with the Registrar, schedule an exit interview. Students who meet all requirements for graduation will be considered graduates of Central Coast College as of their last date of attendance. This determination may be made retroactively once verification of all requirements is complete. Students receive their diploma or certificate at the official graduation ceremony or following the ceremony. Requests for exceptions should be directed in writing to the Registrar. A student may receive a letter of introduction or transcript(s) verifying graduate status by requesting them from the Registrar.

Students with lesser achievement may obtain an Attendance Verification Letter or Certificate of Completion at the discretion of the Director of Education. Such requests should be directed in writing to the Registrar.

There are program-specific graduation requirements for several programs which are detailed below:

- Students must meet the Theory and Clinical requirements of the Nursing Assistant and Home Health Aide programs in order to complete the program and earn their certificate, and attend all program hours (i.e., 100% attendance requirement). Nursing Assistant students must achieve 80% to pass the Theory portion of course. Home Health Aide students must achieve a 75% to pass the Theory portion of course. Nursing Assistant and Home Health Aide students must also pass Clinical, demonstrating competency, which is graded as Pass or Failure.
- Medical Assistants must take and pass Adult/Pediatric CPR, First Aid, and AED. They also are required to take and pass the Certified Clinical Medical Assistant examination (CCMA) and a practical examination in order to graduate.

*(See program-specific licensing requirements for Veterinary Technology, Nursing Assistant & Home Health Aide, Phlebotomy & Advanced Phlebotomy on Appendix B in this catalog.)*

## Graduation Ceremonies

Graduation is the time for students to receive recognition for achievements in academics, attendance, and professional growth. The college holds graduation ceremonies twice a year (June and December), and students must complete all requirements for graduation, as described above, by the end of May to participate in the June graduation, or by the end of November to participate in the December graduation.

## Externship Graduations Requirement

- I understand that an externship is part of my program and I cannot graduate without fulfilling this requirement.
- I understand that there are no night—time, part—time or weekend externships available. I will have to make myself available during the daytime, on weekdays, from 4 – 8 hours daily, to complete my externship.
- I understand that the externship is an unpaid period of experience and training for which I will not receive pay or benefits from the employer or from Central Coast College.

### Medical Assisting Program

I understand that in addition to the 175—hour Externship I must attend:

- Prior to Externship following my last Module—EXTP-I 23 hours in week 1 Mon—Fri 12:30 pm—4:30 pm, Mon 9:00 am – 12:00 pm CCMA Exam
- Weeks 2–9 on Thursdays from 3:00-5:00 pm

### Veterinary Assistant Program

I understand that in addition to the 150—hour Externship I must attend:

- Prior to Externship following my last Module—CD 102—20 hours in week 1 Mon—Fri 12:30 pm—4:30 pm
- Weeks 2–6 on Thursdays from 3:00-5:00 pm

### Business Administration Specialist Program

I understand that in addition to the 150—hour Externship I must attend:

- Prior to Externship following my last Module—CD 102—20 hours in week 1 Mon—Fri 12:30 pm—4:30 pm
- Weeks 2–6 on Thursdays from 3:00-5:00 pm



## STUDENT CONDUCT POLICY

At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of cheating; behavior indicative of an intoxicated or drugged state; possession of weapons upon school premises; bullying or behavior creating a safety hazard; disruptive, disobedient or disrespectful behavior or language to another student, an administrator, or faculty member; or any other stated or determined infraction or conduct. In the event of a physical fight, all participants may be expelled regardless of who started it. Veterans or eligible persons with VA benefits that are terminated will have their Title 38 benefits discontinued and the VA Administration will be notified of the termination.

### Drug and Alcohol Prevention/Awareness Policy

Central Coast College maintains a Drug and Alcohol-free campus. Drugs and alcohol pose a serious health threat to students and the public at large. The college strictly prohibits the unlawful use, sale, possession or distribution of narcotics, prescription drugs or alcohol by students and employees on the campus grounds, externship or clinical sites or as part of any school activity. Students found in violation of this policy will be subject to immediate termination and possible referral to the appropriate authorities for criminal prosecution as applicable under state and federal laws.

Drug and Alcohol Prevention/Awareness informational materials are available to any student. We have an extensive list of referral agencies that can assist any student in these areas. Please contact the Student Services office for information on referral sources. All inquiries or requests for information on Drug or Alcohol awareness/prevention are held in strictest confidence.

The Drug-Free Campus Guidelines can be found on the school website at: <https://www.centralcoastcollege.edu/wp-content/uploads/2019/02/CCC-Drug-Free-School-Workplace-Program.pdf>

### Harassment Policy

Central Coast College is committed to providing an environment that is free of discrimination. In keeping with this commitment, Central Coast College maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Furthermore, it prohibits harassment in any form, including verbal, physical, and visual harassment. This policy applies to all students and employees. Employees/students who violate this policy are subject to discipline.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors, particularly where such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Anyone who believes he or she has been harassed by a student or an employee of Central Coast College should promptly submit an Incident Report detailing the facts of the incident(s) and the name(s) of the individual(s) involved to the reception desk in the Student Services office. The Title IX Officer will investigate all such claims and take appropriate disciplinary action.

If you have any questions concerning this policy, please contact a school administrator.

### Expulsions

The student is responsible for making a request to repeat any course from which s/he has been expelled. The Institution may restrict the student's opportunity to repeat the course and hold the student financially responsible for the cost of the portion of the course s/he is repeating and any books/materials. Students who must repeat a course as a result of expulsion are not given priority scheduling and will be required to pay for repeat classes before being scheduled. Business classes that are a combination of lecture and lab times are considered one class or block. Therefore, if a student is expelled from either the lecture or the lab, s/he will be expelled from both. Veterans or eligible persons with VA benefits are expelled will have their Title 38 benefits discontinued and the VA Administration will be notified of the expulsion.



## DRESS CODE POLICY

In keeping with the philosophy of dressing for success, we require that all students of Central Coast College follow the dress code for the field in which they train or for the program of enrollment. All programs at Central Coast College require students to wear uniforms (*scrubs*); each student will be issued two sets of scrubs as part of the program costs. Additional scrubs may be purchased from the school.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that is inappropriate or in direct violation of the dress code. The following guidelines will be required in all programs:

### Dress - Code Both on Campus, Externship and Clinical Rotation Sites

- Scrub pants and top with school---embroidered logo. Picture ID badge. The picture I.D. name badge is to be worn in all hospital units at all times. The uniform/scrubs should be laundered and free of wrinkles each time it is worn. You may wear a jacket or sweater with no sport or affiliation logos. Central Coast College apparel will be permitted to be worn on campus. The jacket should not have hoods attached to them (*no "hoodies"*) and no hats, or bandannas, sunglasses or headphones may work in class, externship or clinical sites. Externship and clinical sites may require the student to remove their jacket or sweater while on site.
- Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.
- A current CPR Card must be carried by all students at all times while on clinical rotation.
- The student is to be dressed in full clinical uniform/scrubs before clinical pre-conference and is not allowed to change out of the uniform/scrubs until after clinical post-conference.
- No key necklaces at clinical.

### General Appearance

Scrubs at all times, clean and wrinkle free. No headgear, such as hats, bandanas, beanies, caps, scarves, etc. No sunglasses or headphones in classroom or clinical sites. White shoes must be worn and must be clean.

### Hair

Must be clean, dry hair and well-groomed with natural colors. Hair must be secured off of the face and shoulders.

### Nails

The length of your nails should not exceed 1/8 of an inch. No acrylics. Clear polish only. The length of your nails should not exceed the length of the finger.

### Make-Up

Recommend simple light, make-up for a professional environment.

### Jewelry-Body Art

One pair of stud earrings only. No hoops. No tongue rings. No necklaces. No bracelets. One watch. No visible facial or body piercing and all tattoos must be covered. Single wedding rings only.

### Cell Phones

Cell phones, PDA's etc. use of these devices in the classroom, lab, externship or clinical sites are **NOT** allowed at any time



## ATTENDANCE POLICY

Central Coast College expects students to attend school every day. When you miss class, you fall behind in learning new material, and you miss the hands-on repetition that is so important in learning new skills. If you are absent from school for more than 2 weeks, we are required to drop you from school. Any holiday observed by Central Coast College on a scheduled class day must be made up in the same session/module.

### Minimum Standards on Absences

- a. Students must maintain an overall attendance rate of 90% of scheduled program hours in order to go on intern or externship and to graduate. This requirement stands regardless of whether the absences were excused.
- b. **Phlebotomy, Home Health Aide, and Nursing Assistant Attendance Policy:** Students in the phlebotomy, Nursing Assistant, and Home Health Aide programs must attend 100% of all scheduled classes in order to receive their certificates. Tardies count as absences.
- c. A student who is not working on assigned projects during class may be marked tardy or absent.
- d. A student who has been expelled from a class for excessive absences (exceeds 10% absences), which includes class cuts, or tardiness will be placed on attendance warning for the remainder of the term and will be subject to expulsion if attendance fails to improve.
- e. **Make-Up Work, Exams and quizzes:** If a student's absence falls on the day of an examination, the exam may be made up outside of classroom, but with an automatic deduction of fifteen (15) percent. If the exam is not made up within two (2) scheduled class days, a grade of "F" will be recorded. Students will be allowed to take only one make-up exam per course. Quizzes (defined as an evaluation that is 10% or less of the student's overall grade) and in-class assignments may be made up at the instructor's discretion. The instructor must state his/her makeup policy for quizzes and in-class work on the syllabus the first day of class.

### Minimum Standards on Tardiness

- a. Excessive tardiness can result in expulsion from a class. Students tardy ten minutes or more will be marked absent from that class or half-class. A tardy is any time missed from class up to ten minutes, due to late arrival or early departure. Any absence from the classroom (bathroom trips, cell phone calls, etc.) will be marked as tardy, as will time spent not working on class-related material, with one warning. Day business students may have no more than 4 tardies in a 30-hour class. Evening business students may have no more than 3 tardies in a 10-night class or 6 in a 20-night class. Medical Assistants may have no more than 4 tardies night classes or 6 tardies day classes in a four-week module.

### Attendance Warning

- a. If a student does not have cumulative attendance of at least 90% at the end of any term, he or she will be placed on Academic Warning for the next module. If attendance requirements are not met in the following term, the student may be dropped from school. Veterans or eligible persons with VA benefits that are terminated will have their Title 38 benefits discontinued and the VA Administration will be notified of the termination.

### Absence for Court Appearances and Government Agencies

**(These absences count against the minimum 90% attendance requirement):**

- a. **Required Court Appearances:** A letter, subpoena, summons, or jury summons must be presented within 2 class days of the absence, or the absence will be unexcused.
- b. **Required Appointments with Government Agencies:** These include, but are not limited to, appointments scheduled by Immigration and Naturalization Service, Housing Authority. Written evidence of the appointment must be presented within 2 class days of the absence, or the absence will be unexcused.
- c. **For interviews for a training-related job:** You must notify the Career Advisor in advance of these appointments; the Career Advisor will provide a written excuse to the Registrar.

### Emergencies

Central Coast College recognizes that school, like work, can sometimes be interrupted by emergencies. The Director of Education may permit a student to have one excused emergency absence during his or her enrolment. Excused absences count against the minimum 90% requirement. Students in their first session may not use the emergency absence and will be cancelled or dismissed if they exceed the allowed absences.



This policy exists for the sole purpose of preventing an otherwise successful student from being dropped from a course because of an emergency. Students are reminded that the allotted absences in each module are not to be used as vacation days.

***Regardless of whether an absence was excused, total number of hours absent in the program cannot exceed 10% of scheduled hours for the program.***

## Tracking

Attendance is tracked in every class period by the instructor, who submits the class attendance records to the Registrar to record in the student's electronic records. If you have questions about your attendance, you should direct them first to the Instructor, who will consult the Registrar if necessary and/or make adjustments if an error has been made. Only the Instructor has the authority to adjust attendance; the Registrar may adjust attendance only in extremely unusual circumstances (for example, if the Instructor is no longer with the College when the error is discovered). If the student and instructor disagree, the burden of proof is on the student to show he or she was present.

## Appeals

Students have one week to submit attendance appeals. In the absence of evidence to the contrary, the instructor's attendance roster will stand. Tests and other materials that have white-out or that are copies are not acceptable evidence of attendance. Showing that you were in part of the class may not indicate that you attended the full class. You have one week to appeal any errors in attendance. After that time, the roster will stand as written. Data-entry errors may be corrected at any time.

## Institutional Leave of Absence (LOA)

The institutional LOA is a temporary interruption of the student's program and the student's cost will not be affected when they return to class. Students on federal financial aid, must have their aid terminated at that time, which requires a Return of Title IV funds (R2T4) calculation, and if required, funds will be returned to the appropriate federal programs. The student will be reported to NSLDS as a drop (for Title IV) on enrollment reporting and the student's grace period will be affected.

Students may be placed on an institutional leave of absence for the following reasons:

- Suspension by the School Director for behavior or grades
- Auditing classes
- No scheduled classes available

A leave of absence may be granted for emergency situations such as serious illness, debilitating injury, death in the immediate family. A student may request an institutional leave of absence from Central Coast College for a maximum period of up to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. Exceptions include: military leave, jury duty and circumstances covered by the Family/Medical Leave Act, as described in Federal Regulations. A copy of these regulations is available in the Student Services office.

In most cases, leaves must be requested in advance of the student missing classes. To be granted a medical leave the student must provide a note from his or her health practitioner, a family member (if it is to take care of a family member), or in the absence of either of these items, a signed statement on the Change of Status form. If the student does not reenter college after the time approved on his or her request, he or she will be dropped.

Leave of absence must be requested in writing, using a change of status form, which should be submitted along with the reason and an estimate of the time required for the leave prior to beginning the leave. If a leave of absence is taken after class has started, the student will have to repeat that course or courses and his or her graduation date will usually be delayed.

It is the student's responsibility to request a return from leave of absence on a change of status form when s/he is ready to return to classes, which in no event can exceed the maximum leave of absence time. A doctor's release may be required if there was a serious illness or injury involved. If no return from leave of absence is completed, there may not be a seat available in the class(es) requested. If a student does not return from leave or submit a change of status to extend his/her leave, the student's enrollment will be assumed to be abandoned and s/he will be dropped from Central Coast College.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Central Coast College must document the approval decision relative to the leave of absence request in accordance with policy. Additional charges will not be assessed to the student as a result of the leave of absence.

Veterans or eligible persons with VA benefits that take a leave of absence will have their Title 38 benefits suspended during the leave of absence and the VA Administration will be notified to the leave.

## STUDENT SERVICES/PLACEMENT ASSISTANCE

Central Coast College provides placement assistance to all qualified graduates at no additional charge. The college makes no claims guaranteeing employment upon graduation. However, we strive to help students to get interviews and locate possible job openings for their program of study. Placement assistance includes, but is not limited to:

- Assistance in preparing, updating and customizing resumes for graduates.
- Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
- Pre-placement interview by the placement department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work. This is accomplished through personal contact by the placement department, telephone contact to employers, which may result in scheduled interviews for graduates, review and investigation of advertised openings in local newspapers and other sources of current job openings.
- Direct telemarketing of prospective employers.
- Memberships and attendance in local organizations to develop personal contacts and market the graduates to local businesses.
- Subscribing to the mailing lists of local large employers such as universities and colleges, city and county employment departments, state and federal employment listings, local coalitions and organizations that publish newsletters or other publications listing job openings.
- Pre-interview reviews with graduates prior to assignment of interviews. The Career Services Department will research the prospective employer and then meet with the graduate to prepare them for the specific requirements and expected situations/questions of the interview.
- If requested and approved, the Career Services Department will also arrange and monitor a voluntary externship for any graduate that is not a part of the regular course curriculum. Externships are a proven method for increasing the chances of hiring.
- Follow-up with graduates after placement to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers and addresses to the Career Services Department to ensure continued assistance.
- All students must complete the confirmation of hire form with their employer's signature once employed.
- All Central Coast College students must provide a resume prior to completion of program.

## STUDENT SERVICES

The ultimate goal of Faculty and Staff at Central Coast College is to help students successfully complete their academic program and support the students in whatever way possible to achieve their goal. Here are some of the services Central Coast College provides as well as other student support services:

- **Tutoring** - Upon student request, Career Services will work with the student, faculty and college tutor to assist the student in their academic performance.
- **Advisement** - Advisement is available at Central Coast College to all students through the Student Services office, instructors, programs supervisors, and the President.
- **Smoking Areas** - Central Coast College is non-smoking. Students wishing to smoke may do so in the designated outdoor areas.
- **Student Lounge** - The student lounge is conveniently located to provide a comfortable environment for students wishing to relax during breaks from academic activities. The lounge provides vending machines for student convenience.





- **Learning Resources** - Central Coast College does not maintain a library. However the Steinbeck Public Library is located one and one-half blocks north of the College at 350 Lincoln Avenue (hours are on their website at [www.salinaspubliclibrary.org/john-steinbeck-library](http://www.salinaspubliclibrary.org/john-steinbeck-library)). Reference books is available in the College's conference room and students may sign them out and in at the front desk with the permission of the Director of Education.
- **Other Services** - There are many things that can impact a student's success while in school. At Central Coast College, we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices. Students are strongly encouraged to meet with the Student Services Coordinator/Director, Director of Education, Program supervisor, and/or Extern Coordinator if they are encountering difficulties.
- **Housing Services** - Central Coast College does not assume responsibility for student housing, and does not have dormitory facilities under its control. Housing assistance can be requested from the Admissions Department. According to apartments.com for Salinas, CA rental proper- ties start at \$837 per month, but average in the \$1200-\$1300 per month range (03/03/2017).

## EXTERNSHIP

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer. Extern is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field.

Career Services will meet with the student prior to their starting an extern site. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program. The externship may require travel up to 100 miles from campus.

Career Services and the student work as a team in locating a suitable site. Once a site has been located by either Career Services or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the campus Registrar/Records office by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which ***could lead to termination from the program.***

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and Career Services, the student loses the privilege to be at the selected site. The student is then required to find their next site within the specified time frame to avoid termination from the program.

If a student gets ***released*** from an externship site for inappropriate conduct the student will be required to find his or her own site within the specified time frame to avoid termination from the program. The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

Subject Hour Breakdown

Document 25.6  
Current ACCET Approval: 9/18/2014

**Program Title: Accounting Essentials with QuickBooks and Microsoft Office**

Program Length: 300 Hours, 24 Weeks

Maximum student/teacher ratio: 25/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** Intensive training emphasizing office administration and the accounting applications of General Ledger, Accounts Payable and Receivable, in both manual and computerized accounting systems, and data entry; Computers in the Work Place using Windows, Microsoft Word, and Excel. Homework for this program averages 2-3 hours per day.

**EMPLOYMENT OBJECTIVES:** Executive Secretary or Administrative Assistant (43-6011.00); Office Clerk or Office Coordinator (43-9061.00); Bookkeeping, Accounting, and Auditing Clerks (43-3031.00); Billing and Posting Machine Operators (43-3021.03); Billing, Cost & Rate Clerks (43-3021.02); Customer Service Representative (43-4051.00); Secretary (43-6014.00); Receptionist or Information Clerk (43-4171.00).

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours			Credit Hours		
Program Outline		Lecture	Lab	Total	Lecture	Lab	Total
BA102	Beginning Bookkeeping	30	0	30	3.00	0.00	3.00
BA102A	Beginning Bookkeeping Lab	0	30	30	0.00	1.50	1.50
RD201	Reports & Documents Production	10	20	30	1.00	1.00	2.00
CM102	Introduction to Microsoft Office	30	0	30	3.00	0.00	3.00
CM102A	Introduction to Microsoft Office Lab	0	30	30	0.00	1.50	1.50
BA201	Business Accounting/Computer Applications	30	0	30	3.00	0.00	3.00
BA201A	Business Accounting/Computer Applications Lab	0	30	30	0.00	1.50	1.50
BA202	QuickBooks	10	20	30	1.00	1.00	2.00
SS201	Spreadsheets for Accounting	15	15	30	1.50	0.75	2.25
CD103	Career & Professional Development	15	15	30	1.50	0.75	2.25
<b>Total</b>		140	160	300	14.00	8.00	22.00

**Prerequisites:**

- Prior office experience (at least one year)
- Basic Computer Literacy

Subject Hour Breakdown

Document 25.6  
Current ACCET Approval: 2/20/2018

**Program Title: Business Administrative**

Program Length: 780 Hours, 38 Weeks

Maximum student/teacher ratio: 25/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** Intensive training emphasizing office administration and application of accounting principles (General Ledger, Accounts Payable, Accounts Receivable, in both manual and computerized accounting environments); application of workplace computer skills including Microsoft Windows, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel; office procedures and equipment; written and oral communication skills; keyboarding and ten-key skill building. Students should expect 2-3 hours of homework daily.

**EMPLOYMENT OBJECTIVES:** Executive Secretary or Administrative Assistant (43-6011.00); Office Clerk or Office Coordinator (43-9061.00); Bookkeeping, Accounting, and Auditing Clerks (43-3031.00); Billing and Posting Machine Operators (43-3021.03); Billing, Cost & Rate Clerks (43-3021.02); Customer Service Representative (43-4051.00); Secretary (43-6014.00); Receptionist or Information Clerk (43-4171.00).

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career and Personal Development	30	0	0	30	3.00	0.00	0.00	3.00
BM101	Basic Business Math	20	10	0	30	2.00	0.50	0.00	2.50
CM102	Introduction to Microsoft Office	30	0	0	30	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office Lab	0	30	0	30	0.00	1.50	0.00	1.50
BU201	Introduction to Business Organization	20	10	0	30	2.00	0.50	0.00	2.50
BA110	Introduction to Accounting & Collections	20	10	0	30	2.00	0.50	0.00	2.50
BC101	Business Communications	20	10	0	30	2.00	0.50	0.00	2.50
KS102	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
OP101	Introduction to Office Procedures	20	10	0	30	2.00	0.50	0.00	2.50
WC201	Written Communications	30	0	0	30	3.00	0.00	0.00	3.00
WC201A	Written Communications Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS103	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA101	Business Accounting—General Ledger	20	10	0	30	2.00	0.50	0.00	2.50
BA101A	Beginning Bookkeeping Application/Lab	0	30	0	30	0.00	1.50	0.00	1.50
RD201	Reports & Documents Production	10	20	0	30	1.00	1.00	0.00	2.00
KS104	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA201	Business Accounting—Accts Payable/Rec.	30	0	0	30	3.00	0.00	0.00	3.00
BA201A	Business Accounting —Applications Lab	0	30	0	30	0.00	1.50	0.00	1.50
BA202	Business Accounting —QuickBooks	10	20	0	30	1.00	1.00	0.00	2.00
SS201	Accounting Practice using Excel	15	15	0	30	1.50	0.75	0.00	2.25
OE201	Externship/Work Experience	0	0	150	150	0.00	0.00	5.00	5.00
CD102	Career & Professional Development	20	10	0	30	2.00	0.50	0.00	2.50
<b>Total</b>		295	335	150	780	29.5	16.75	5	51.25

Subject Hour Breakdown

Document 25.6  
Current ACCET Approval: 12/21/2015

**Program Title: Computer Specialist, Accounting**

Program Length: 680 Hours, 48 Weeks

Maximum student/teacher ratio: 25/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** Intensive training, emphasizing application of accounting principles (General Ledger, Accounts Payable, Accounts Receivable, and Payroll in both manual and computerized accounting environments); application of workplace computer skills including Microsoft Windows, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel; office procedures and equipment; written and oral communication skills; keyboarding and ten-key skill building. Students should expect 2-3 hours of homework daily.

**EMPLOYMENT OBJECTIVES:** Bookkeeping, Accounting, and Auditing Clerks (43-3031.00); Payroll Clerks (43-3051.00)

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CM102	Introduction to Microsoft Office	30	0	0	30	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS101	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BM101	Basic Business Math	20	10	0	30	2.00	0.50	0.00	2.50
BA110	Introduction to Accounting & Collections	20	10	0	30	2.00	0.50	0.00	2.50
CD102A	Career & Personal Development	3	3	0	6	0.30	0.15	0.00	0.45
BA203	Business Accounting - Payroll	30	0	0	30	3.00	0.00	0.00	3.00
BA203A	Business Accounting Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS102	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BC101	Business Communications	20	10	0	30	2.00	0.50	0.00	2.50
OP101	Introduction to Office Procedures	20	10	0	30	2.00	0.50	0.00	2.50
CD102B	Career & Personal Development	4	5	0	9	0.40	0.25	0.00	0.65
BA101	Business Accounting - General Ledger	20	10	0	30	2.00	0.50	0.00	2.50
BA101A	Business Accounting Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
SS101	Spreadsheets	20	10	0	30	2.00	0.50	0.00	2.50
BA201	Business Accounting - Accounts Payable/Rec.	30	0	0	30	3.00	0.00	0.00	3.00
BA201A	Business Accounting Applications/Lab	0	30	0	30	0.00	1.50	0.00	1.50
CD102C	Career & Personal Development	3	3	0	6	0.30	0.15	0.00	0.45
BA202	Business Accounting – QuickBooks	10	20	0	30	1.00	1.00	0.00	2.00
SS201	Accounting Practice using Excel	15	15	0	30	1.50	0.75	0.00	2.25
KS103	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
ACEXT	Accounting Externship	0	0	110	110	0.00	0.00	3.67	3.67
CD102D	Career & Personal Development II	4	5	0	9	0.40	0.25	0.00	0.65
<b>Total</b>		<b>249</b>	<b>321</b>	<b>110</b>	<b>680</b>	<b>24.90</b>	<b>16.05</b>	<b>3.67</b>	<b>44.62</b>

Subject Hour Breakdown

Document 25.6  
Current ACCET Approval: 11/17/2017

**Program Title: Medical Administrative Assistant**

Program Length: 680 Hours, 48 Weeks

Maximum student/teacher ratio: 25/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** Intensive training emphasizing medical accounting and billing applications; office procedures and equipment; PC training using Microsoft Word and Excel programs; keyboard skill building; anatomy; medical terminology, recordkeeping, computerized medical management systems & billing procedures. Students should expect an average of 3 hours a day of homework.

**EMPLOYMENT OBJECTIVES:** Billing, Cost and Rate Clerks (43-3021.02); Medical Secretaries (43-6013.00); Medical Records and Health Information Technicians (29-2071.00); Receptionists and Information Clerks (43-4171.00)

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CM102	Introduction to Microsoft Office	30	0	0	30.00	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
KS102-I	Keyboard Skill Building	0	15	0	15.00	0.00	0.75	0.00	0.75
CD102A	Career & Professional Development	3	3	0	6.00	0.30	0.15	0.00	0.45
BM101	Basic Business Math	20	10	0	30.00	2.00	0.50	0.00	2.50
BA110	Introduction to Accounting & Collections	20	10	0	30.00	2.00	0.50	0.00	2.50
KS102-II	Keyboard Skill Building	0	15	0	15.00	0.00	0.75	0.00	0.75
MT201	Medical Terminology & Anatomy I	20	10	0	30.00	2.00	0.50	0.00	2.50
MO201	Medical Office Procedures	20	10	0	30.00	2.00	0.50	0.00	2.50
KS103-I	Keyboard Skill Building	0	15	0	15.00	0.00	0.75	0.00	0.75
BC102	Business Communications	30	0	0	30.00	3.00	0.00	0.00	3.00
BU201	Introduction to Bus. Organization	20	10	0	30.00	2.00	0.50	0.00	2.50
KS103-II	Keyboard Skill Building	0	15	0	15.00	0.00	0.75	0.00	0.75
CD102B	Career & Professional Development	4	5	0	9.00	0.40	0.25	0.00	0.65
MA202	Computerized Medical Management	30	0	0	30.00	3.00	0.00	0.00	3.00
MA202A	Computerized Medical Management Lab	0	30	0	30.00	0.00	1.50	0.00	1.50
MT202-I	Medical Terminology & Anatomy II	10	5	0	15.00	1.00	0.25	0.00	1.25
MR201	Medical Records	30	0	0	30.00	3.00	0.00	0.00	3.00
MR201A	Medical Records Lab	0	15	0	15.00	0.00	0.75	0.00	0.75
MT202-II	Medical Terminology & Anatomy III	10	5	0	15.00	1.00	0.25	0.00	1.25
CD102C	Career & Professional Development	3	3	0	6.00	0.30	0.15	0.00	0.45
MC201	Introductory Coding/ICD10/CPT	10	20	0	30.00	1.00	1.00	0.00	2.00
MC201A	Introductory Coding/ICD10/CPT Lab	0	15	0	15.00	0.00	0.75	0.00	0.75
MT203-I	Medical Terminology & Anatomy IV	10	5	0	15.00	1.00	0.25	0.00	1.25
MT203-II	Medical Terminology & Anatomy V	10	5	0	15.00	1.00	0.25	0.00	1.25
CD102D	Career & Professional Development	4	5	0	9	0.40	0.25	0.00	0.65
IN202	Externship	0	0	140	140.00	0.00	0.00	4.60	4.60
<b>Total</b>		<b>284</b>	<b>256</b>	<b>140</b>	<b>680</b>	<b>28.40</b>	<b>12.80</b>	<b>4.60</b>	<b>45.80</b>

Subject Hour Breakdown

Document 25.6  
Current ACCET Approval: 4/22/2015

**Program Title: Medical Assisting**

Program Length: 755 Hours, 46 Weeks

Maximum student/teacher ratio: 26/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** The Medical Assisting program consists of four areas of training: Clinical, Administrative, Laboratory, and Externship. The program provides knowledge in medical front office procedures, insurance billing, medical terminology, anatomy, physiology, pharmacology, disease processes and conditions, proper aseptic techniques and diagnostic and treatment procedures commonly performed in the physician's office. When completed, the graduate is well-prepared to function competently at an entry level in a variety of medical settings. Students should expect an average of 2-3 hours of daily homework.

**EMPLOYMENT OBJECTIVES:** Medical Assistant (31-9092.00); Medical Records and Health Information Technicians (29-2071.00); Medical Secretaries (43-6013.00); Receptionists and Information Clerks (43-4171.00)

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CTP-I	Clinical Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
CTP-II	Clinical Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
CTP-III	Clinical Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
ATP-I	Administrative Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
ATP-II	Administrative Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
ATP-III	Administrative Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
LTP-I	Laboratory Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
LTP-II	Laboratory Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
LTP-III	Laboratory Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
EXT	Externship	0	0	175	175	0.00	0.00	5.83	5.83
EXTP-I	Employment Theory & Procedures I	20	20	0	40	2.00	1.00	0.00	3.00
<b>Total</b>		290	290	175	755	29.00	14.50	5.83	49.33

Subject Hour Breakdown

Document 25.6

Current ACCET Approval: 1/5/2018 | Current CDPH Approval: 8/8/2017 – 4/30/2019

**Program Title: Nursing Assistant**

Program Length: 181 Hours, 9 Weeks

Maximum student/teacher ratio: 15/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** The Nursing Assistant program is designed to prepare students to become practicing, state certified nursing assistants in the State of California. The course work will include safety, anatomy and physiology, nutrition, asepsis, patient care, body mechanics, and rehabilitation and restoration care. Students should expect 2-3 hours of homework per class.

**EMPLOYMENT OBJECTIVES:** Nursing Assistant (31-1014.00)

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours			
Program Outline		Theory	Lab	Clinical	Total
NA101	Nursing Assistant	60	19	102	181
<b>Total</b>		60	19	102	181

Subject Hour Breakdown

Document 25.6

Current ACCET Approval: 9/5/2013 | Current CDPH Approval: 4/14/2017 – 4/30/2019

**Program Title: Home Health Aide – Avocational Program**

Program Length: 40 Hours, 1 1/2 Weeks

Maximum student/teacher ratio: 15/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** This program prepares students to become Home Health Aides certified by the State of California, to supplement the students' current healthcare experience. Training includes: learning to provide routine individualized healthcare for clients of all ages in a home setting who are sick and/or disabled, basic ADL's for clients in a home setting, preparing meals, managing the home environment as related to safety, and providing a healthy environment by learning how to prevent the spread of infections, basic housekeeping services, and proper nutrition.

**EMPLOYMENT OBJECTIVES:** Home Health Aide, Home Health Provider, Care Giver, Habilitation Training Specialist, Caregiver (all O\*NET 31-1011.00)

**Student will receive a Certificate of Completion upon graduation.**

		Classroom Hours		
Program Outline		Lecture	Clinical	Total
HHA101	Home Health Aide	20	20	40
<b>Total</b>		20	20	40

**ENROLLMENT/LICENSING REQUIREMENTS:**

**Nursing Assistants (NA) and Home Health Aide (HHA) Prerequisites:** To hold your seat in the course, submit the following additional documentation to Admissions to complete the enrollment process, prior to the mandatory orientation:

- Proof of age
- Have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate
- Proof of a physical exam (performed no more than 90 days prior to class start date)
- Fingerprints done by Live Scan (NA completed first day of class) (HHA before start date) (paid by school for NAs)
- TB test results (performed no more than 90 days prior to class start date— 1 year for X-rays)
- Flu shot (current season)
- Hepatitis B Series

Details about the licensing requirements may be found at: <http://www.cdph.ca.gov/> and in Appendix B in the catalog.



Subject Hour Breakdown

Document 25.6

Current ACCET Approval: 6/17/2003 | Current CDPH Approval: 4/20/2015

**Program Title: Phlebotomy Technician – Avocational Program**

Program Length: 96 Hours, 12 Weeks

Maximum student/teacher ratio: 20/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** The Phlebotomy Technician program is designed to prepare students to become practicing, state certified phlebotomists in the State of California, to supplement the students' current healthcare experience. The course work will include safety, anatomy and physiology, patient preparation and blood draws, post puncture care, specimen transport, professionalism, and stress management. Students should expect 2-3 hours of homework per class.

**EMPLOYMENT OBJECTIVES:** Certified Phlebotomy Technician (31-9099.99)

Student will receive a Certificate of Completion upon graduation.

		Classroom Hours		
Program Outline		Lecture	Extern	Total
PHL101	Basic Phlebotomy	28	0	28
PHL201	Advanced Phlebotomy	28	0	28
PHL301	Phlebotomy Practicum	0	40	40
<b>Total</b>		56	40	96

**Program Title: Advanced Phlebotomy Technician – Avocational Program**

Program Length: 28 Hours, 4 Weeks

Maximum student/teacher ratio: 20/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** The Phlebotomy Technician program is designed to prepare students to become practicing, state certified phlebotomists in the State of California, to supplement the students' current healthcare experience. The course work will include safety, anatomy and physiology, patient preparation and blood draws, post puncture care, specimen transport, professionalism, and stress management. Students should expect 2-3 hours of homework per class.

**EMPLOYMENT OBJECTIVES:** Certified Phlebotomy Technician (31-9099.99)

Student will receive a Certificate of Completion upon graduation.

		Classroom Hours	
Program Outline		Lecture	Total
PHL201	Advanced Phlebotomy	28	28
<b>Total</b>		28	28

**ENROLLMENT/LICENSING REQUIREMENTS:**

**Phlebotomy Enrollment Requirements:**

1. This is an avocational program, which is designed to supplement the student's current healthcare experience, and applicants must document healthcare experience prior to enrollment.
2. **BASIC + ADVANCED WITH PRACTICUM.** Must document prior healthcare experience; prefer medical assisting experience
3. **ADVANCED ONLY:** Students with documented phlebotomy experience 1) may not have to take the entire program to be eligible for certification, and 2) must meet all state requirements for advanced phlebotomy and provide evidence of the state's approval of work experience.

Details about Phlebotomy Licensure requirements may be found at: [https://secure.cps.ca.gov/cltreg/pt\\_faq.asp](https://secure.cps.ca.gov/cltreg/pt_faq.asp) and in Appendix B in the catalog.

Subject Hour Breakdown

Document 25.6b  
Current ACCET Approval: 5/1/2018

**Program Title: Veterinary Assistant**

Program Length: 696 Hours, 38 Weeks

Maximum student/teacher ratio: 25/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** The Veterinary Assistant program consists of five areas of training: career and personal development, clinical experience, anatomy and terminology, veterinary assistant duties, and species and breeds of animals commonly seen in veterinary clinics. The program provides knowledge of veterinary front and back office procedures to prepare the student to work under the supervision of a Veterinarian or Registered Veterinary Technician. Topics covered will include: sanitation and asepsis, animal restraint, animal grooming, injections and venipuncture, laboratory procedures, and procedures to prepare and assist in surgeries. Students should expect 2-3 hours of daily homework.

**EMPLOYMENT OBJECTIVES:** Veterinary Assistant (Vet Assistant), Animal Care Provider, Animal Caregiver, Avian Keeper, Emergency Veterinary Assistant, Research Animal Attendant, Small Animal Caretaker, Technician Assistant, Veterinarian Assistant, Veterinary Technician Assistant (Vet Tech Assistant ) (31-9096.00) ; Nonfarm Animal Caretaker (39-2021.00).

**Student will receive a Certificate of Completion upon graduation.**

*References General Education Credits		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career & Personal Development	30	0	0	30	3.0	0	0	3.0
BM101*	Basic Business Math	20	10	0	30	2.0	0.5	0	2.5
CM102*	Introduction to Microsoft Office	30	0	0	30	3.0	0	0	3.0
CM102A*	Introduction to Microsoft Office/Lab	0	30	0	30	0	1.5	0	1.5
VAH101	Husbandry 1: Dogs and Cats	20	10	0	30	2.0	0.5	0	2.5
VAH102	Veterinary Terminology & Anatomy	24	0	0	24	2.4	0	0	2.4
VAH104	Clinical	0	24	0	24	0	1.2	0	1.2
VAH105	Pharmacology 1	18	6	0	24	1.8	0.3	0	2.1
VAH106	Urinary, Digestive & Reproductive Systems	30	0	0	30	3.0	0	0	3.0
VAH108	OSHA, Radiation Safety, Front Office and Human Animal Bond	24	0	0	24	2.4	0	0	2.4
VAH109	Clinical	0	24	0	24	0	1.2	0	1.2
VAH110	Husbandry 2: Avian, Exotics, Laboratory Animals and Rabbits	20	10	0	30	2.0	0.5	0	2.5
VAH111	Behavior, Restraint, and Nursing Theory	18	6	0	24	1.8	0.3	0	2.1
VAH112	Musculoskeletal, Immune & Circulatory Systems	20	10	0	30	2.0	0.5	0	2.5
VAH114	Clinical	0	24	0	24	0	1.2	0	1.2
VAH115	Husbandry 3: Equine and Livestock	18	6	0	24	1.8	0.3	0	2.1
VAH116	Surgical Assisting 1	18	12	0	30	1.8	0.6	0	2.4
VAH117	Nervous/Endocrine/Respiratory/Special Senses	20	10	0	30	2.0	0.5	0	2.5
VAH119	Clinical	0	24	0	24	0	1.2	0	1.2
VAH120	Externship 1	0	0	150	150	0	0	5.0	5.0
CD102	Career & Personal Development	20	10	0	30	2.0	0.5	0	2.5
<b>Total</b>		<b>330.00</b>	<b>216.00</b>	<b>150.00</b>	<b>696.00</b>	<b>33.00</b>	<b>10.80</b>	<b>5.00</b>	<b>48.8</b>

Subject Hour Breakdown

Document 25.6b  
Current ACCET Approval: 5/1/2018

**Program Title: Veterinary Technology**

Prerequisite: Completion of Veterinary Assistant program and faculty recommendation

Program Length: 1,419 Hours, 84 Weeks

Maximum student/teacher ratio: 22/1

**PROGRAM DESCRIPTION AND OBJECTIVES:** To prepare students for employment in Veterinarian Offices, Veterinary Hospitals, Research Facilities, Animal Shelters, Wildlife Refuges, Aquariums, Zoos and Pharmaceutical Companies.

**EMPLOYMENT OBJECTIVES:** Registered Veterinary Technician, Veterinary Technician (29-2056.00); Veterinary Assistant (Vet Assistant), Animal Care Provider, Animal Caregiver, Avian Keeper, Emergency Veterinary Assistant, Research Animal Attendant, Small Animal Care- taker, Technician Assistant, Veterinarian Assistant, Veterinary Technician Assistant (Vet Tech Assistant ) (31-9096.00) ; Nonfarm Animal Caretaker (39-2021.00).

**Student will receive Associate of Applied Science Degree in Veterinary Technology upon graduation.**

*References General Education Credits		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
BS101*	Basic Biological Science	20	10	0	30	2.0	0.5	0	2.5
WC201*	Communications (Written)	30	0	0	30	3.0	0	0	3.0
WC201B*	Communications Lab	0	12	0	12	0	0.6	0	0.6
VAH207	Diagnostic Imaging	12	12	0	24	1.2	0.6	0	1.8
BS203*	Microbiology	30	10	0	40	3.0	0.5	0	3.5
VAH210	Veterinary Pathology and Parasitology	12	6	0	18	1.2	0.3	0	1.5
VAH206	Clinical	0	24	0	24	0	1.2	0	1.2
MM201*	Medical Math	30	0	0	30	3.0	0	0	3.0
VAH201A	Anatomy and Physiology 1	18	12	0	30	1.8	0.6	0	2.4
VAH205	Veterinary Management, Medical Records, Ethics, and Jurisprudence	12	0	0	12	1.2	0	0	1.2
VAH212	Clinical	0	24	0	24	0	1.2	0	1.2
VAH201B	Anatomy and Physiology 2	10	20	0	30	1	1	0	2
VAH202	Laboratory Procedures	0	20	0	20	0	1	0	1
BS202	Fundamentals of Chemistry	24	12	0	36	2.4	.6	0	3
VAH211	Pharmacology 2	20	10	0	30	2	0.5	0	2.5
VAH204	Nursing Theory for Veterinary Technicians	12	18	0	30	1.2	0.9	0	2.1
VAH208	Surgical Assisting 2	12	18	0	30	1.2	0.9	0	2.1
VAH213	Anesthesiology and Surgery	0	36	0	36	0	1.8	0	1.8
VAH214	Veterinary Dentistry	0	18	0	18	0	0.9	0	0.9
VAH215	Emergency and Critical Care	21	0	0	21	2.1	0	0	2.1
VAH216	Essential Skills	0	24	0	24	0	1.2	0	1.2
VAH217	Externship 2	0	0	150	150	0	0	5.0	5.0
VAH218	Clinical Seminar	24	0	0	24	2.4	0	0	2.4
		287	286	150	723	28.7	14.3	5	48.0
<b>Year 1 &amp; 2 Total</b>		<b>617</b>	<b>502</b>	<b>300</b>	<b>1419</b>	<b>61.7</b>	<b>25.1</b>	<b>10.00</b>	<b>96.8</b>

**Veterinary Technician licensure requirements may be found at [http://www.vmb.ca.gov/applicants/vtne\\_info.shtml](http://www.vmb.ca.gov/applicants/vtne_info.shtml) and in Appendix B of this catalog.**



## COURSE DESCRIPTIONS

**Course Number: ACEXT**

**Course Name: Accounting Externship**

Unpaid work experience in an appropriate setting. Student will apply skills learned in the program to real life work situations under supervision. **Prerequisites:** Successful completion of all Computer Specialist: Accounting courses except CD102

**Course Hours: 110 Extern**

**Course Credits: 3.67**

**Course Number: ATP-I**

**Course Name: Administrative Theory & Procedures 1**

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include the scope of a Medical Assistant's practice, traits of a medical assistant, medical law and ethics, HIPAA, bookkeeping, coding and insurance. An introduction to the concepts of psychiatry also will be presented. Practice will include the development of data entry and word processing skills on a computer, filing and practicing inventory control procedures. Students will be introduced to job search concepts, including creating a resume, cover letter, thank you letter and reference list, and interviewing skills. Complementary and alternative medicine will also be discussed. **Prerequisites:** None

**Course Hours: 30 Lecture/30 Lab**

**Course Credits: 4.5**

**Course Number: ATP-II**

**Course Name: Administrative Theory & Procedures 2**

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include effective job search skills, office communication, handling correspondence, professional expectations, and basic office procedures and equipment. Patient education will also be discussed. Practice will include development of data entry and word processing skills on the computer, scheduling appointments, and completing insurance claim forms. Electronic healthcare records will be introduced, **Prerequisites:** None

**Course Hours: 30 Lecture/30 Lab**

**Course Credits: 4.5**

**Course Number: ATP-III**

**Course Name: Administrative Theory & Procedures 3**

This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include medical record management and storage, standard first aid techniques and appropriate response to trauma and emergencies in the waiting room, as well as working with special populations. Anatomical structure and an overview of growth and development will be discussed. Practice will include development of data entry and word processing skills on the computer, typing letters, and making charting entries. **Prerequisites:** None

**Course Hours: 30 lecture/30 Lab**

**Course Credits: 4.5**

**Course Number: BA101**

**Course Name: Business Accounting—General Ledger**

**Course Hours: 20 Lecture/10 Laboratory**

**Course Credits: 2.5**

**Course Number: BA101A**

**Course Name: Business Accounting—Applications/Lab**

An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA101 and BA101A are taken concurrently. **Prerequisites:** None

**Course Hours: 30 Laboratory**

**Course Credits: 1.5**

**Course Number: BA102**

**Course Name: Business Accounting 1**

**Course Hours: 30 Lecture**

**Course Credits: 3.0**

**Course Number: BA102A**

**Course Name: Business Accounting 1 - Lab**

An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA102 and BA102A are taken concurrently. **Prerequisites:** None

**Course Hours: 30 Laboratory**

**Course Credits: 1.5**

**Course Number: BA110**

**Course Name: Introduction to Accounting and Collections**

This course is intended as an accounting review for Business Administrative Specialist students, who will facilitate, along with the instructor, an introduction to the Accounting Cycle for Health Information and Patient Services students. Following this introduction, students will all learn appropriate collections procedures, including both legal and customer service considerations. **Prerequisite:** COA students must have passed BA101 or BA102 through BA202.

**Course Hours: 20 Lecture/10 Laboratory**

**Course Credits: 2.5**

**Course Number: BA201**

**Course Name: Business Accounting 2 – Accounts Payable**

**Course Hours: 30 Lecture**

**Course Credits: 3.0**

**Course Number: BA201A**

**Course Name: Business Accounting Applications/Lab 2/3**

Comprehensive coverage of manual and computerized accounting procedures as used in the Accounts Payable and Accounts Receivable department of a business including inventories, special journals, and vendor ledgers. Introduces computer procedures for both service and merchandising businesses using QuickBooks. BA201/201A are taken concurrently, followed immediately by BA202. **Prerequisites:** BA 101/101A or BA102/102A with a grade of “B” or the instructor’s recommendation.

**Course Hours: 30 Lab**

**Course Credits: 1.5**

**Course Number: BA202**

**Course Name: QuickBooks**

**Course Hours: 10 Lecture/20 Lab**

**Course Credits: 2.0**

**Course Number: BA203**

**Course Name: Business Accounting — Payroll**

**Course Hours: 30 Lecture**

**Course Credits: 3.0**

**Course Number: BA203A**

**Course Name: Business Accounting Applications/Lab**

An introduction to basic payroll procedures. Complete payroll cycle is introduced in a step-by-step format with hands-on exercises including manual and computerized employee payroll records, calculating deductions, preparing payroll deposits, registers and reports. BA203 and 203A are taken concurrently. **Prerequisites:** None

**Course Hours: 30 Lab**

**Course Credits: 1.5**

**Course Number: BC101**

**Course Name: Business Communications**

Overview and practice of the types of verbal and written communications used in business. Includes the study of communications with customers and employers, and extensive written communications using word processing skills. **Recommended:** Student should have completed or be concurrently enrolled in WP101 or CM102

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

**Course Number: BC102**

**Course Name: Business Communications Course**

Overview and practice of the types of verbal and written communications used in business. Includes the practice of communications with customers and employers, presentation skills, and written communications using word processing skills. **Recommended:** Student should have completed or be concurrently enrolled in WP101 or CM102

**Course Hours: 30 Lecture**

**Credits: 3.0**

**Course Number: BM101**

**Course Name: Basic Business Math**

Introduction to basic business math functions, banking, calculating interest, percents, decimals and fractions and the use of the 10-key calculator by touch. Course includes a review of basic mathematics functions (addition, subtraction, multiplication, division). **Prerequisites:** None

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

**Course Number: BS101**

**Course Name: Basic Biological Science**

This course is an introduction to basic biology concepts covering theories of life, living organisms’ structure and function, emphasizing molecular and cellular biology, as well as adaptation and interaction with the environment. The course examines the organisms’ hierarchical levels, how they use and produce energy, grow, develop, and reproduce and maintain internal stability. Students will learn how to use technology used in the identification of organisms such as the microscope. **Prerequisites:** None

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

**Course Number: BS202**

**Course Name: Fundamentals of Chemistry**

This course introduces basic fundamental principles and applications of chemistry to enhance student understanding of the biochemical processes. **Prerequisites:** None

**Course Hours: 24 lecture 12 Lab**

**Course Credits: 3.0**

**Course Number: BS203**

**Course Name: Microbiology**

This course introduces concepts of microbiology. Microbes are studied with emphasis on morphology, physiology, genetics, taxonomy, ecology, growth, and cell specialization. Relationships among bacteria, fungi, molds, protozoans, and arthropods are also examined in a medical context, such as immunology and control of microbial growth, and their relationship to disease in humans and animals. During laboratory sessions, students will apply concepts to microbial growth, identification, and control. **Recommended:** BS101, BS202, VAH202

**Course Hours: 30 lecture/10 Lab**

**Course Credits: 3.5**

**Course Number: BU201**

**Course Name: Introduction to Business Organization**

Introduction to the way in which businesses are organized. Students are introduced to the concepts of entrepreneurship, various forms of business ownership, basic economic, social, legal and political conditions which affect businesses, and how businesses organize internally. Departments discussed include marketing and Human Resources (including some labor law). Students are encouraged to think from a management/ownership perspective and understand their own roles in the bottom line. Legal and ethical aspects of business ownership and operation are also discussed. **Prerequisites:** None

**Course Hours: 20 Lecture/10 Laboratory**

**Course Credits: 2.5**

**Course Number: CD101**

**Course Name: Career and Personal Development 1**

Students develop the skills necessary to increase opportunities for success in life and business by developing self-understanding and confidence, support systems (family, other students, community), problem-solving, interpersonal communications and assertiveness, goal-setting, time management, a personal budget, effective study skills, methods of dealing with stress, nutrition and an understanding of the dangers of drug and alcohol abuse. **Prerequisites:** None

**Course Hours: 30 Lecture**

**Course Credits: 3.00**

**Course Number: CD102**

**Course Name: Career and Personal Development 2**

Students conduct an active job search, developing interview skills, a master application, resume, cover letter, reference list and thank-you note appropriate to the job search process. Students also learn sources of employment other than the internet, including networking, cold-calling, and using community resources such as EDD. The course provides support for a successful job search and stable employment, and encourages awareness of, and skills to address, possible barriers to fulfilling work and life experiences.

**Prerequisites:** Successful completion of the majority of the student's program

**Course Hours: 30**

**Course Credits: 2.5**

**Course Number: CD103**

**Course Name: Career and Personal Development 3**

Students conduct an active job search, developing interview skills, a master application, resume, cover letter, reference list and thank-you note appropriate to the job search process. Students also learn sources of employment other than the internet, including networking, cold-calling, and using community resources such as EDD. The course provides support for a successful job search and stable employment, and encourages awareness of, and skills to address, possible barriers to fulfilling work and life experiences.

**Prerequisites:** Successful completion of the majority of the student's program

**Course Hours: 15 Lecture/15 Laboratory**

**Course Credits: 2.25**

**Course Number: CM102**

**Course Name: Introduction to Microsoft Office**

**Course Number: CM102A**

**Course Name: Introduction to Microsoft Office/Lab**

An introductory course focusing on mastering the basics of Microsoft Word, Excel, and PowerPoint. Formatting documents and completing a mail merge in Word, using basic formulas in Excel, and creating and running a successful PowerPoint presentation will be addressed. **Recommended:** Successful completion of CM101

**Course Hours: 30 Lecture**

**Course Credits: 3.0**

**Course Hours: 30 Laboratory**

**Course Credits: 1.5**

**Course Number: CTP-I**

**Course Name: Clinical Theory & Procedures 1**

This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology,

**Course Hours: 30 lecture/30 Lab**

**Course Credits: 4.5**

and pathology of the skeletal, muscular, and respiratory systems will be presented. The student will receive an overview of physical therapy techniques and an introduction to radiology. The importance of sterile technique will be emphasized, with practice in autoclaving and gloving. **Prerequisites:** None

**Course Number: CTP-II**

**Course Hours: 30 lecture/30 Lab**

**Course Name: Clinical Theory & Procedures 2**

**Course Credits: 4.5**

This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology and pathology of the circulatory, digestive, and integumentary systems will be presented. The student will study the principles of electrocardiography and will learn to set up exam trays, measure height and weight, and perform vision screening. **Prerequisites:** None

**Course Number: CTP-III**

**Course Hours: 30 lecture/30 Lab**

**Course Name: Clinical Theory & Procedures 3**

**Course Credits: 4.5**

This course is designed to teach the student to assist the physician with physical exams and minor surgeries. Techniques learned will

include patient positioning, spirometry, audiometry, measuring vital signs, identifying instruments, and setting up sterile trays. Basic concepts and principles of pharmacology also will be presented. The student also will learn to administer injections. **Prerequisites:** None

**Course Number: EXT**

**Course Hours: 175 Externship**

**Course Name: Externship (Medical Assisting)**

**Course Credits: 5.83**

An externship consists of unpaid work experience in an appropriate setting. It provides an opportunity for students to practice the skills they have learned, under direct supervision in a work environment. **Prerequisites:** Successful completion of all MA coursework and approval of instructors, must pass a clinical skills exam with a grade of C or better, and the CCMA exam with a score of 78% or better. Taken concurrently with ETPI.

**Course Number: EXTP-I**

**Course Hours: 20 Lecture/20 Lab**

**Course Name: Employment Theory & Procedures 1**

**Course Credits: 3.00**

This course is designed to assist the student in job search by providing concepts, principles and skills practice in areas with an employment emphasis. Students will learn to prepare resumes, cover letters and thank you letters, and will have the opportunity to practice interview skills and learn to solve problems that may arise on the job. **Prerequisites:** Successful completion of all MA coursework and approval of instructors, must pass a clinical skills exam with a grade of C or better, and the CCMA exam with a score of 78% or better. Taken concurrently with EXT.

**Course Number: HHA101**

**Course Hours: 20 Lecture/20 Clinical**

**Course Name: Home Health Aide**

Students learn to provide routine, individualized patient care for clients of all ages in a home setting who are sick and/or disabled. Training includes basic ADL's for clients in a home setting, preparing meals, managing the home environment as related to safety, providing a healthy environment, how to prevent the spread of infections, basic housekeeping services, and proper nutrition.

**Prerequisites:** Current and active California Certified Nursing Assistant certification or successfully completed a Certified Nursing Assistant training program in the last six months or has passed the California Certified Nursing Assistant state written and skills exam and is waiting to receive his or her certification from CDPH.

**Course Number: IN202**

**Course Hours: 140 Intern**

**Course Name: Medical Office Externship**

**Course Credits: 4.6**

Students apply skills learned in their programs in an unpaid work experience under supervision. **Prerequisites:** Successful completion of all courses in the student's program. The Director of Education may make exceptions on a case-by-case basis.

**Course Number: KS101-104**

**Course Hours: 30 Laboratory**

**Course Name: Keyboard Skill Building**

**Course Credits: 1.5**

Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements.

**Prerequisites:** KS101 – none. Each course must be completed with a "C" or better before the student can advance to the next level.



**Course Number: LTP-I****Course Name: Laboratory Theory & Procedures 1**

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy, physiology and pathology of the endocrine and reproductive systems will be presented. General laboratory policies and procedures will be addressed, and OSHA regulations regarding blood borne pathogens will be emphasized. HIV/AIDS, hepatitis and other bloodborne diseases will be discussed. The student will learn to perform basic hematology tests including hemoglobin, hematocrit, and sedimentation rate. Students will learn proper procedures for venipuncture and capillary punctures and glucose and pregnancy testing. **Prerequisites:** None

**Course Hours: 30 lecture/30 Lab****Course Credits: 4.5****Course Number: LTP-II****Course Name: Laboratory Theory & Procedures 2**

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the renal system and an introduction to hematology and blood chemistry will be presented. The student will be introduced to microbiology and will have the opportunity to make gram stained slides, identify bacteria, collect specimens and produce cultures. The student will learn to perform basic lab tests including complete urinalyses, differentials, and continue to work with venipuncture. **Prerequisites:** None

**Course Hours: 30 lecture/30 Lab****Course Credits: 4.5****Course Number: LTP-III****Course Name: Laboratory Theory & Procedures 3**

This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the nervous system will be presented, along with the special senses. The chemistry of life, including metabolism, electrolytes, acids and bases, will be discussed along with diabetes and its accompanying conditions. Lab tests will be performed including fecal occult, cholesterol testing, glucose and throat cultures. **Prerequisites:** None

**Course Hours: 30 lecture/30 Lab****Course Credits: 4.5****Course Number: MA202****Course Name: Computerized Medical Management****Course Number: MA202A****Course Name: Computerized Medical Management - Lab**

An introduction to manual and computerized Medical Office Management. Students learn the basic skills necessary to maintain a Medical Office database and to keep accurate financial records that are complete and current for prompt billing and collections procedures. Courses are taken concurrently. **Prerequisites:** None

**Course Hours: 30 Lecture****Course Credits: 3.0****Course Hours: 30 Lab****Course Credits: 1.5****Course Number: MC201****Course Name: Introductory Coding/ICD10/CPT****Course Number: MC201A****Course Name: Introductory Coding/IC10/CPT Lab**

Students learn the basic skills necessary to look up codes in the ICD9 & CPTIV manuals for various medical conditions and procedures and practice coding through an assortment of situational applications. **Prerequisites:** None

**Course Hours: 10 Lecture/20 Lab****Course Credits: 2.0****Course Hours: 15 Lab****Course Credits: 0.75****Course Number: MM201****Course Name: Medical Math**

This course will instruct students on how to convert equivalents from one system to another, with emphasis on dosage calculations and measurements for the administration of medication. Student will practice reading prescription orders and using learned techniques to convert and calculate accurate dosing. **Prerequisites:** None

**Course Hours: 30 Lecture****Course Credits: 3.0****Course Number: MO201****Course Name: Medical Office Procedures and Equipment**

Introduction to Medical Office Procedures. Students learn the basic skills and professional activities required to maintain a medical office. **Prerequisites:** None

**Course Hours: 20 Lecture/10 Lab****Course Credits: 2.5**

**Course Number: MR201**

**Course Name: Medical Recordkeeping Systems**

An introduction to manual and electronic medical records including filing and retrieval processes, analyzing and updating charts, and correct application of HIPAA. MR201 and 201A are taken concurrently. **Prerequisites:** None

**Course Hours: 30 Lecture**

**Course Credits: 3.00**

**Course Number: MR201A**

**Course Name: Medical Recordkeeping Systems/Lab**

**Course Hours: 15 Lab**

**Course Credits: 0.75**

**Course Number: MT201**

**Course Name: Medical Terminology & Anatomy**

Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology. **Prerequisites:** None.

**NOTE: MT201–MT203 may be taken in any order.**

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 1.25**

**Course Number: MT202**

**Course Name: Medical Terminology & Anatomy**

Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology. **Prerequisites:** None

**NOTE: MT201–MT203 may be taken in any order.**

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

**Course Number: MT203**

**Course Name: Medical Terminology & Anatomy**

Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology. **Prerequisites:** None

**NOTE: MT201–MT203 may be taken in any order.**

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

**Course Number: NA101**

**Course Name: Nursing Assistant**

Students learn principles of asepsis, safety, and how to assist patients with everyday activities of life in a variety of settings, including rehabilitative, assisted living, and skilled nursing. Students will also learn to take patient vital signs and chart relevant information. Medical terminology and anatomy will also be addressed. **Prerequisites:** None

**Course Hours: 60 Lecture/102 Clinical/19 hours Lab**

**Course Credits: 0**

**Course Number: OE201**

**Course Name: Office Externship/Work Experience**

Students apply skills learned in the program in an unpaid work experience under supervision. **Prerequisites:** Successful completion of all courses in the student's program. The Director of Education may make exceptions on a case-by-case basis.

**Course Hours: 150 Extern**

**Course Credits: 5.0**

**Course Number: OP101**

**Course Name: Introduction to Office Procedures**

Students develop skills in basic office procedures, including filing, handling forms, basic research skills, travel arrangements, telephone courtesy and skills, time management, and setting up meetings and events. **Prerequisites:** None

**Course Hours: 20 Lecture, 10 Laboratory**

**Course Credits: 2.5**

**Course Number: PHL101**

**Course Name: Basic Phlebotomy**

This course is designed to provide students with an introduction to phlebotomy, safety issues in phlebotomy, selection and use of blood collection equipment, test orders and patient identification. Students will also learn basic specimen collection and be able to describe various body systems using correct medical terminology. **Prerequisites:** None

**Course Hours: 28 Lecture**

**Course Number: PHL201**

**Course Name: Advanced Phlebotomy**

This course is designed to provide students with advanced training in phlebotomy, including Quality Assessment and Assurance and procedural errors that lead to failure to draw blood. Additional topics will include site selection variations, complications, and advanced safety and bloodborne pathogens. Students will also have instruction and practice in advanced site preparation, anti-coagulation theory, special blood collection procedures, non-blood collection procedures, arterial blood collection, communication and interpersonal relationships and legal issues related to blood collection. **Prerequisites:** PHL101 or 1,040 documented hours of

**Course Hours: 28 Lecture**

experience as a medical professional, with at least 50 blood draws on a variety of patients. This experience must be approved by the state Department of Health, Field Health Services, prior to enrollment.

**Course Number: PHL301**

**Course Hours: 40 Extern**

**Course Name: Phlebotomy Practicum**

Unpaid work experience during which students must obtain 50 draws on patients of a variety of ages and physical conditions and 10 capillary punctures. **Prerequisites:** PHL201

**Course Number: RD201**

**Course Hours: 10 Lecture/20 Lab**

**Course Name: Reports and Documents Production**

**Course Credits: 2.0**

Students learn to integrate the major components of the Microsoft Office Suite, with brief introductions to PowerPoint and Microsoft Access. Students learn to weigh which applications to use for various tasks, including tables, spreadsheets and graphics. They will be able to differentiate among the applications and choose which one to use for a given report or document need. **Prerequisites:** CM101 and either WP101/101A or CM102/102A, SS101

**Course Number: SS101**

**Course Hours: 20 Lecture/10 Lab**

**Course Name: Spreadsheets**

**Course Credits: 2.50**

A spreadsheet is a form of computerized report used extensively in business for bookkeeping, accounting, graphs, and scheduling. In this course we will use the spreadsheet program, Excel—one of the programs offered by Microsoft in the Microsoft Office Suite of programs. Students will perform tasks that will enable them to work with documents such as budgets, expense reports, invoices, and purchase orders.

**Course Number: SS201**

**Course Hours: 15 Lecture/15 Lab**

**Course Name: Spreadsheets for Accounting**

**Course Credits: 2.25**

An intermediate course using the Microsoft Excel spreadsheets program. Students will apply principles learned in CM102/102A to build spreadsheets that can be used for accounting. **Prerequisites:** CM102/102A

**Course Number: VAH101**

**Course Hours: 20 Lecture/10 Lab**

**Course Name: Veterinary Husbandry 1: Dogs and Cats**

**Course Credits: 2.50**

Students will learn common veterinary terms relating to the dog and cat and the biology and development of these species. Students will identify common breeds of dogs and cats, explain proper selection methods for dogs and cats, and identify normal and abnormal behaviors. Students will understand proper grooming needs, basic health care, maintenance and vaccine programs, as well as proper restraining procedures. Students will be able to explain canine and feline reproduction, common diseases, surgical procedures, and prevention of common internal and external parasites and zoonoses. **Prerequisites:** None

**Course Number: VAH102**

**Course Hours: 24 Lecture**

**Course Name: Veterinary Terminology & Anatomy**

**Course Credits: 2.4**

This course introduces students to word construction, anatomical positions, planes, and body cavities. Students will learn the basics of veterinary terminology (a brief online review will be provided in addition to this course for students who enter the program at other points to help students understand prefixes, roots, suffixes, and combining word forms). Students will learn correct terminology for the structure of living things, such as cells, tissues, and organs. Students will learn terms related to the anatomical position as it applies to various species of animals, as well as terms related to direction and surfaces. Students will describe major body cavities and distinguish among dorsal, ventral, and lateral recumbency. **Prerequisites:** None

**Course Number: VAH104**

**Course Hours: 24 Lab**

**Course Name: Clinical**

**Course Credits: 1.2**

A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Laboratory sessions provide hands-on opportunities at clinical sites, primarily the SPCA for Monterey County. Day-to-day practice will vary depending on the needs of the SPCA and availability of animals. Instructor will evaluate student skills in each area using competency checklist. **Prerequisites:** None

**Course Number: VAH105**

**Course Hours: 18 Lecture/6 Lab**

**Course Name: Pharmacology 1**

**Course Credits: 2.1**

Students will be able to read and interpret prescriptions, as well as properly label dispensing containers. Students will calculate proper quantity of medications to dispense. Students will demonstrate proper use of pill counting tray and administration of oral, aural,



topical, and ophthalmic medications. Students will recognize proper handling and logging of all controlled substances according to DEA regulations. Pharmacokinetics, drug nomenclature, and classification will be introduced. **Prerequisites:** None

**Course Number: VAH106**

**Course Hours: 30 Lecture**

**Course Name: Urinary, Digestive & Reproductive Systems**

**Course Credits: 3.0**

Students will understand basic veterinary terminology related to the diagnosis and treatment of diseases of the urinary, digestive, and reproductive systems, and drugs used to treat diseases of these systems. **Prerequisites:** None

**Course Number: VAH115**

**Course Hours: 18 Lecture/6 Lab**

**Course Name: Veterinary Husbandry 3: Equine and Livestock**

**Course Credits: 2.1**

This course emphasizes the proper care and management of the Equidae, Bovidae, Camelidae, and Suidae. Topics include breed identification, nutrition, husbandry, management, reproduction, equipment identification, and treatment techniques. Zoonoses, infectious and other diseases, vaccination protocol, and surgical procedures of these large animals will be discussed. Practice sessions provide the opportunity for students to develop skills in physical examination, handling and restraint, applying leg and tail wraps, laboratory collection techniques, and hoof care. **Prerequisites:** None

**Course Number: VAH116**

**Course Hours: 18 Lecture/12 Laboratory**

**Course Name: Surgical Assisting 1**

**Course Credits: 2.4**

Students will understand surgical terminology and discuss principles of aseptic techniques. Students will give examples of methods used to disinfect or sterilize surgical instruments and supplies. Students will be introduced to surgical instrument identification, suture, and needle classification and use. Students will learn the role of veterinary staff members in anesthesia and perioperative pain management. Discussion of patient recovery and postoperative evaluation will emphasize the veterinary staff members' role in these events. **Prerequisites:** None

**Course Number: VAH117**

**Course Hours: 20 Lecture/10 Laboratory**

**Course Name: Nervous/Endocrine/Respiratory/ Special Senses Systems**

**Course Credits: 2.5**

Students will understand the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the nervous, respiratory, endocrine, and special senses systems. Students will comprehend terminology relating to the drugs used and be introduced to the pharmacokinetics of the drugs used to treat the diseases of these systems. **Prerequisites:** None

**Course Number: VAH119**

**Course Hours: 24 Lab**

**Course Name: Clinical**

**Course Credits: 1.2**

A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Laboratory sessions provide hands-on opportunities at clinical sites, primarily the SPCA for Monterey County. Day-to-day practice will vary depending on the needs of the SPCA and availability of animals. Instructor will evaluate student skills in each area using competency checklist. **Prerequisites:** None

**Course Number: VAH120**

**Course Hours: 150**

**Course Name: Externship 1**

**Course Credits: 5.0**

An externship consists of unpaid work experience in an appropriate setting. It provides an opportunity for students to practice the skills they have learned, under direct supervision in a working environment. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors. This course is taken concurrently with CD102.

**Course Number: VAH201**

**Course Hours: 18 Lecture/12 Lab**

**Course Name: Anatomy & Physiology**

**Course Credits: 2.4**

Students will expand on their knowledge of anatomy and physiology as it relates to veterinary medicine. Students will utilize correct terminology when referring to animal structures and functions for the application of veterinary procedures. Laboratory sessions will provide the opportunity to observe or perform dissections on a variety of animal preparations. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH201B**

**Course Hours: 10 Lecture/20 Lab**

**Course Name: Anatomy & Physiology**

**Course Credits: 3**

Students will expand on their knowledge of anatomy and physiology as it relates to veterinary medicine. Students will utilize correct terminology when referring to animal structures and functions for the application of veterinary procedures. Laboratory sessions will provide the opportunity to observe or perform dissections on a variety of animal preparations. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH202**

**Course Name: Laboratory Procedures**

Introduces the students to collection methods used to collect lab samples and correct procedures for preparing them for evaluation. Students will list common procedures for hematologic examinations and list and describe methods for evaluation of hemostasis in veterinary patients. Students will be able to perform/assist in relevant laboratory tests applicable to veterinary medicine.

**Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 20 Lab**

**Course Credits: 1.0**

**Course Number: VAH204**

**Course Name: Nursing for Veterinary Technicians**

A theory- and practice-oriented course in advanced nursing techniques to include intravenous and urinary catheterization, fluid therapy, species-specific management requirements, dentistry, acute and chronic pain, and case management principles.

**Prerequisites:** Successful completion of all VAH100 coursework and approval of instructors.

**Course Hours: 12 Lecture/18 Lab**

**Course Credits: 2.1**

**Course Number: VAH205**

**Course Name: Veterinary Management, Medical Records, Ethics, and Jurisprudence**

Discusses the legal aspects of veterinary management, documentation, and communication, with emphasis on medicals records. Veterinary ethics and jurisprudence will be discussed with references to the ethical and legal considerations for the veterinary technician and his/her employer. Veterinary office procedures, client relations, and human resources will be reviewed. Team activities and concepts will be emphasized. This course will discuss regulations of the California Veterinary Medical Board, as applied to veterinarians, veterinary technicians, and unlicensed veterinary assistants. Continuing Education and life- long learning concepts will be reviewed, as well the role of professional organizations in veterinary medicine. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 12 Lecture**

**Course Credits: 1.2**

**Course Number: VAH206**

**Course Name: Clinical**

A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Clinical sessions provide hands-on opportunities at designated clinical sites under the supervision of licensed veterinary staff. Instructor will evaluate student skills in each area using the competency checklist. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 24 Lab**

**Course Credits: 1.2**

**Course Number: VAH207**

**Course Name: Diagnostic Imaging**

A practice-oriented course designed to cover basic concepts of x-ray and ultrasound generation and positioning and processing techniques. Radiation safety will be emphasized throughout the course. Laboratory sessions provide the opportunity to continue the development of handling, restraint, and positioning techniques for the production of diagnostic radiographs and ultrasonography.

**Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 12 Lecture/12 Lab**

**Course Credits: 1.8**

**Course Number: VAH208**

**Course Name: Surgical Assisting 2**

This course continues instruction in surgical assisting. Students will expand their knowledge of surgical terminology, principles of aseptic techniques, surgical instrument identification, suture, and needle classification and use. Suturing and suture patterns will be discussed and practiced. Emphasis on preoperative preparation and postoperative patient care and team-oriented nursing techniques will be discussed and practiced. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 12 Lecture/18 Lab**

**Course Credits: 2.1**

**Course Number: VAH210**

**Course Name: Veterinary Pathology and Parasitology**

A study of diagnoses, treatment, prevention, and laboratory techniques commonly utilized in veterinary medicine. Lecture and laboratory topics include hematology, serum chemistries, urinalysis, cytology, parasitology, and necropsy procedures. Students will be able to perform/assist in relevant diagnostic laboratory tests. Students will prepare and evaluate slide preparations and use automated laboratory equipment for diagnostic results in the veterinary practice setting. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Hours: 12 Lecture/6 Lab**

**Course Credits: 1.5**

**Course Number: VAH211**

**Course Name: Pharmacology 2**

This course expands on the students' knowledge of pharmacokinetics/pharmacodynamics, drug classification, and nomenclature. The course will cover the major pharmacological drug classes used in veterinary medicine. Drug classes will be organized by the organ

**Course Hours: 20 Lecture/10 Lab**

**Course Credits: 2.5**

system which they affect. A review of physiology for each organ system will be included. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH212**

**Course Hours: 24 Lab**

**Course Name: Clinical**

**Course Credits: 1.2**

A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Clinical sessions provide hands-on opportunities at designated clinical sites under the supervision of licensed veterinary staff. Instructor will evaluate student skills in each area using the competency checklist. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH213**

**Course Hours: 36 Lab**

**Course Name: Anesthesiology and Surgery**

**Course Credits: 1.8**

This course will provide instruction and practice in patient preparation, surgical assistance, post-operative care, administration and monitoring of various anesthetic agents, and the maintenance of a sterile environment. Students will expand on their knowledge of surgical terminology, principles of aseptic techniques, and surgical instrumentation. Students shall participate in the care of surgical patients. Emphasis on preoperative preparation and postoperative patient care and team-oriented nursing techniques will be discussed and practiced. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH214**

**Course Hours: 18 Laboratory**

**Course Name: Veterinary Dentistry**

**Course Credits: 0.9**

A theory and practiced-based course on the principles of veterinary dentistry for the veterinary technician. Emphasis on dental terminology, instrumentation, anatomy, charting, prophylaxis, and radiographs will be the primary focus of this course. Course includes hands-on opportunity for students to practice dental procedures. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH215**

**Course Hours: 21 Lecture**

**Course Name: Emergency and Critical Care**

**Course Credits: 2.1**

Theoretical and practical applications of emergency management with a team-oriented emphasis. Triage, patient assessment techniques, and treatment protocols as administered by the veterinary team and the veterinary technician's role will be discussed and practiced. Administration of fluid therapy and emergency drugs will be reviewed, as they apply to cardiovascular, respiratory, musculoskeletal, and gastrointestinal emergencies. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH216**

**Course Hours: 24 Lab**

**Course Name: Essential Skills Lab**

**Course Credits: 1.2**

A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Clinical sessions provide hands-on opportunities at designated clinical sites under the supervision of licensed veterinary staff. Instructor will evaluate student skills in each area using the competency checklist. **Prerequisites:** Successful completion of all VAH 100 series coursework and approval of instructors.

**Course Number: VAH217**

**Course Hours: 150**

**Course Name: Externship 2**

**Course Credits: 5.0**

An externship consists of unpaid work experience in an appropriate setting. It provides an opportunity for students to practice and expand on the skills they have learned, under direct supervision in a work environment. **Prerequisites:** Successful completion of all VAH 200 series coursework and approval of instructors. This course is taken concurrently with VAH218.

**Course Number: VAH218**

**Course Hours: 24 Lecture**

**Course Name: Clinical Seminar**

**Course Credits: 2.4**

This course offers a structured review of all program topics in preparation for the Veterinary Technician National Examination and the California State Veterinary Technician Examination. Discussion of the examinations' application requirements and process will be discussed. **Prerequisites:** Successful completion of all VAH 200 series coursework. This course is taken concurrently with VAH217.



**Course Number: WC201**

**Course Name: Communication Skills for Business (Written)**

**Course Hours: 30 Lecture**

**Course Credits: 3.0**

**Course Number: WC201A**

**Course Name: Written Communications Lab**

**Course Hours: 30 Lab**

**Course Credits: 1.5**

An intermediate-level course stressing composition, grammar and spelling in creating short business letters and memoranda. Students develop writing skills that enable them to create business correspondence, including e-mail, on the job. Writing skills are developed and demonstrated through proofreading and editing business letters and memoranda written by themselves and others. Courses are taken concurrently. **Prerequisites:** Completion of WP101/101A or CM102/102A; BC101 with a “ B” or better, or permission of instructor.

**Course Number: WC201B**

**Course Name: Written Communications Lab**

**Course Hours: 12 Lab**

**Course Credits: 0.6**

An intermediate-level course stressing composition, grammar and spelling in creating short business letters and memoranda. Students develop writing skills that enable them to create business correspondence, including e-mail, on the job. Writing skills are developed and demonstrated through proofreading and editing business letters and memoranda written by themselves and others. Courses are taken concurrently. **Prerequisites:** Completion of WP101/101A or CM102/102A; BC101 with a “ B” or better, or permission of instructor.





## STAFF & FACULTY

### Administration

President/CEO  
 Executive Vice President, Operations  
 Chief Financial Officer  
 Director of Education  
 VP, Human Resource/Operations  
 Director of Admissions  
 Admissions Coordinator  
 High School Admissions Advisor  
 Admissions Advisor  
 Admissions Advisor  
 Administrative Assistant/Receptionist  
 Director of Student Services  
 Director of Career Services  
 Employment Advisor Job Developer  
 Director of IT/Facilities  
 Vice President, Nursing Program  
 Corporate Registrar  
 Registrar/Title IX Officer  
 VP, Planning & Analysis  
 Student Financial Services  
 Accounting Clerk  
 Financial Aid Advisor  
  
 Financial Aid Advisor  
 Financial Aid Advisor

LeeAnn Rohmann  
 Ali Bayrami  
 Brandon Pope  
 Ragheb Milad  
 Alex Henn  
 George Arlantino  
 Jennifer Glazier  
 Jessica Ruiz  
 Julianna Tomas  
 Cathy Del Fante  
 Naomi Rayas  
 June Vernon  
 Denise Cook  
 Pamela Mandujano  
 Donato Demeterio  
 Michelle Welch  
 Devin Baptiste  
 Shari Goldman  
 Matthew Berry  
 Ana Dasmarinas  
 Tony Walston  
 Esmeralda Lopez  
 Garcia  
 Kelly Menefee  
 Yahaira Villegas

### Instructional Faculty

Business Program Instructor  
 Business Program Instructor  
 Business Program Instructor  
 Business Program Instructor  
 Business Program Instructor  
 Business Program Instructor  
 Business Program Instructor

Barbara Foerster  
 Heidi Wilcox  
 Brenda Mendoza  
 Kerri Brandon  
 Jean Waddy  
 Paul Palumbo  
 Michael Johnson

Phlebotomy, CMA/HHA Program Director  
 Healthcare Programs Coordinator  
 MAA Instructor

Michelle Brunette

Phlebotomy Instructor  
 Phlebotomy Instructor  
 MAA Instructor  
 MAA Instructor  
 MA Instructor  
 MA Instructor  
 MA Instructor  
 CMA Lab Assistant

Deborah Rawlins  
 Ursula Valles  
 Dr. Ronald Brenner  
 Kerri Brandon  
 Julia Harrison  
 Noemi Ochoa  
 Lee Wyker  
 Kevin Crosby

VT/VA Program Director/Instructor  
 VA Program Instructor  
 VT Program Instructor  
 VA Program Instructor  
 VA Clinical Instructor  
 VT Program/Vet Instructor  
 VA Program Instructor

Sharon Willis  
 Blue Pettigrew  
 Dr. Ronald Brenner  
 Nancy Jobst  
 Dr. Frank Kocher  
 Dr. Rachel Sage  
 Michelle Beagle



## Appendix A – Minimum Entrance Evaluation Scores by Program

Selection criteria are the aptitude and motivation for training as well as the ability to benefit from training. Criteria will be assessed by personal interview and an entrance evaluation (see Course Outlines for training-related job titles). Prospective students must score at or above the passing level on the entrance evaluation, the Wonderlic Basic Skills Test (WBST).

The evaluation consists of two parts: Verbal and Quantitative. Please note the term “GED” as used below stands for “General Education Development” and has nothing to do with the GED Certificate Examination which is used to measure high school equivalency.

In the event a prospective student does not meet the passing level on the entrance evaluation, she or he may be referred for training in areas of weakness, asked to retest, or, in some circumstances, enrolled on a conditional basis (Verbal scores between 230-260; Quantitative between 230-260.)

### **BUSINESS ADMINISTRATIVE SPECIALIST:**

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265. Meet minimum requirements to pass KS101.

### **COMPUTER SPECIALIST: ACCOUNTING:**

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

### **MEDICAL ADMINISTRATIVE ASSISTANT (MAA):**

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265. Meet minimum requirements to pass KS101.

### **MEDICAL ASSISTING:**

Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

### **NURSING ASSISTANT:**

Verbal: Achieved GED Level 1. Grade Level of 6.8. Quantitative: Achieved GED Level 1.

### **PHLEBOTOMY:**

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265

### **VETERINARY ASSISTANT:**

Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

### **VETERINARY TECHNOLOGY:**

Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265. Must successfully complete CENTRAL COAST COLLEGE Veterinary Assistant Program or equivalent.

### **ACCOUNTING ESSENTIALS WITH QUICKBOOKS AND MICROSOFT OFFICE:**

Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.

Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265. Meet minimum requirements to pass KS101.



## Appendix B – Licensure Requirements by Program

### Veterinary Technology Licensure Requirements

A candidate must meet the requirements of one of three eligibility categories:

1. Graduate from, at minimum, a two-year curriculum in veterinary technology in a college or other post-secondary institution approved by the California Veterinary Medical Board (VMB). (Generally an AVMA approved school) or complete a program or curriculum that has been deemed "equivalent" to a two-year approved program by the VMB (California approved school).
2. Licensed, certified or registered as an RVT in another state (or in Canada) and have taken an examination determined by the VMB to be equivalent to the California RVT examination and have at least 4,416 hours of directed clinical practice in no less than 24 months under the direct supervision of a licensed veterinarian.
3. Complete a combination of at least 4,416 hours of directed clinical practice in no less than 24 months under the direct supervision of a California-licensed veterinarian and 300 hours (or 20 semester or 30 quarter units) of specific education. *This is the alternate route.*

Other Requirements for Licensure:

In addition to meeting the requirements of one of the above eligibility categories, candidates must be:

1. At least 18 years of age
2. Fingerprinted (live scan) prior to licensure
3. Free of convictions for crimes substantially related to the practice and duties of an RVT. *(Anyone who has any convictions should contact the VMB to be sure they will be eligible.)*

Effective March 1, 2014, all veterinary technician applicants are required to take and pass both the new California veterinary technician examination and Veterinary Technician National Examination (VTNE). For more information, visit:

- [https://www.vmb.ca.gov/applicants/vtne\\_info.shtml](https://www.vmb.ca.gov/applicants/vtne_info.shtml)
- <https://www.aavsb.org/vtne-overview/>

Additional details about these requirements may be found at: <https://carvta.com/RVT-INFO>

### Phlebotomy Licensure Requirements

- Diploma from a phlebotomy program approved by the California Department of Public Health, Laboratory Field Services (LFS)
- Successful passage of an LFS-approved written phlebotomy exam (costs vary by testing organization)
- Completion of online application with LFS with \$100 application fee
- LFS has told us that certain criminal convictions will disqualify applicants; however, they will consider each one on a case-by-case basis. Candidates with a criminal background should contact LFS directly to find out if their convictions will disqualify them.

### Nursing Assistant/Home Health Aide Licensure Requirements

In addition to successful completion of the nursing assistant or Home Health Aide program, certification requirements include:

- A clean background check
- DOJ Live Scan
- Passage of the State Certification Exam (Nursing Assistants Only)
- Completed application for certification (Nursing Assistants Only)
- Must hold a valid Certified Nursing Assistant license in the state of California (Home Health Aides Only) **OR** have successfully completed a certified Nursing Assistant training program in last 6 months prior to start of Home Health Aide class.

## 2018-2019 Medical Assisting Academic Year Calendar

<i>Summer Break (no classes)</i>	<i>June 4, 2018—June 8, 2018</i>
<b>Summer Quarter</b>	<b>June 11, 2018—August 31, 2018</b>
<b>Session I</b>	June 11, 2018—July 6, 2018
<i>Independence Day Holiday (no classes)</i>	July 4, 2018
<b>Session II</b>	July 9, 2018—August 3, 2018
<b>Session III</b>	August 6, 2018—August 31, 2018
<i>Late Summer Break (no classes)</i>	<i>September 3, 2018—September 7, 2018</i>
<b>Fall Quarter</b>	<b>September 10, 2018—December 3, 2018</b>
<b>Session I</b>	September 10, 2018—October 5, 2018
<b>Session II</b>	October 8, 2018—November 2, 2018
<b>Session III</b>	November 5, 2018—December 3, 2018
<i>Thanksgiving Break (no classes)</i>	November 22-23, 2018
<b>Winter Quarter</b>	<b>December 4, 2018—March 8, 2019</b>
<b>Session I</b>	December 4, 2018—January 11, 2019
<i>Winter Break (no classes)</i>	<i>December 24, 2018—January 4, 2019</i>
<b>Session II</b>	January 14, 2019 — February 8, 2019
<i>Martin Luther King Holiday (no classes)</i>	January 21, 2019
<b>Session III</b>	February 11, 2019—March 8, 2019
<i>Presidents' Day Holiday (no classes)</i>	<i>February 18, 2019</i>
<b>Spring Quarter</b>	<b>March 11, 2019—May 31, 2019</b>
<b>Session I</b>	March 11, 2019—April 5, 2019
<b>Session II</b>	April 8, 2019—May 3, 2019
<b>Session III</b>	May 6, 2019—May 31, 2019
<i>Memorial Day Holiday (no classes)</i>	<i>May 27, 2019</i>
<i>Summer Break (no classes)</i>	<i>June 3, 2019—June 7, 2019</i>

**Note:** Business students should refer to Business Assisting Academic Year Calendar for start dates, end dates, and holidays.  
When the last day of the session is a Friday, evening classes will end on the Thursday night before.



## 2019-2020 Medical Assisting Academic Year Calendar

<b>Summer Break (no classes)</b>	<b>June 3, 2019 — June 9, 2019</b>
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<b>Summer Quarter</b>	<b>June 10, 2019—August 30, 2019</b>
<b>Session I</b>	June 10, 2019 — July 5, 2019
<i>Independence Day Holiday (no classes)</i>	July 4, 2019
<b>Session II</b>	July 8, 2019—August 2, 2019
<b>Session III</b>	August 5, 2019 — August 30, 2019

<b>Late Summer Break (no classes)</b>	<b>September 2, 2019—September 6, 2019</b>
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<b>Fall Quarter</b>	<b>September 9, 2019—December 2, 2019</b>
<b>Session I</b>	September 9, 2019 — October 4, 2019
<b>Session II</b>	October 7, 2019 — November 1, 2019
<b>Session III</b>	November 4, 2019 — December 2, 2019
<b>Thanksgiving Break (no classes)</b>	November 28-29, 2019

<b>Winter Quarter</b>	<b>December 3, 2019—March 6, 2020</b>
<b>Session I</b>	December 3, 2019—January 10, 2020
<i>Winter Break (no classes)</i>	December 23, 2019—January 3, 2020
<b>Session II</b>	January 13, 2020—February 7, 2020
<i>Martin Luther King Holiday (no classes)</i>	January 20, 2020
<b>Session III</b>	February 10, 2020—March 6, 2020
<i>Presidents' Day Holiday (no classes)</i>	February 17, 2020

<b>Spring Quarter</b>	<b>March 9, 2020—May 29, 2020</b>
<b>Session I</b>	March 9, 2020—April 3, 2020
<b>Session II</b>	April 6, 2020—May 1, 2020
<b>Session III</b>	May 4, 2020— May 29, 2020
<i>Memorial Day (no classes)</i>	May 25, 2020
<i>Summer Break (no classes)</i>	June 1, 2020—June 5, 2020

**Note:** Business students should refer to Business Assisting Academic Year Calendar for start dates, end dates, and holidays. When the last day of the session is a Friday, evening classes will end on the Thursday night before.



## 2018-2019 Business & Veterinary Technology Academic Year Calendar

<i>Summer Break (no classes)</i>		<i>June 4, 2018—June 8, 2018</i>
<b>Summer Quarter</b>	<b>June 11, 2018—August 31, 2018</b>	
<b>Session I</b>	June 11, 2018—July 20, 2018	
<i>Independence Day Holiday (no classes)</i>	<i>July 4, 2018</i>	
<b>Mid-Session</b>	July 23, 2018—August 31, 2018	
<i>Late Summer Break (no classes)</i>		<i>September 3, 2018—September 7, 2018</i>
<b>Fall Quarter</b>	<b>September 10, 2018—December 3, 2018</b>	
<b>Session I</b>	September 10, 2018—October 19, 2018	
<b>Mid-Session</b>	<i>October 22, 2018—December 3, 2018</i>	
<i>Thanksgiving Holiday (no classes)</i>	November 22-23, 2018	
<b>Winter Quarter</b>	<b>December 4, 2018—March 8, 2019</b>	
<b>Session I</b>	December 4, 2018—January 25, 2019	
<i>Winter Break (no classes)</i>	December 24, 2018—January 4, 2019	
<i>Martin Luther King Holiday (no classes)</i>	<i>January 21, 2019</i>	
<b>Mid-Session</b>	January 28, 2019—March 8, 2019	
<i>Presidents' Day Holiday (no classes)</i>	<i>February 18, 2019</i>	
<b>Spring Quarter</b>	<b>March 11, 2019—May 31, 2019</b>	
<b>Session I</b>	March 11, 2019—April 19, 2019	
<b>Mid-Session</b>	April 22, 2019—May 31, 2019	
<i>Summer Break (no classes)</i>		<i>June 3, 2019—June 7, 2019</i>

**Note:** Medical Assistant students should refer to Medical Assisting Academic Year Calendar for start dates, end dates, and holidays. Evening students' sessions may be divided into 3-week increments; evening finals may vary by 1-2 days.

## 2019-2020 Business & Veterinary Technology Academic Year Calendar

<i>Summer Break (no classes)</i>		<i>June 3, 2019—June 7, 2019</i>
<b>Summer Quarter</b>	<b>June 10, 2019—August 30, 2019</b>	
<b>Session I</b>	June 10, 2019—July 19, 2019	
<i>Independence Day Holiday (no classes)</i>	<i>July 4, 2019</i>	
<b>Mid-Session</b>	July 22, 2019—August 30, 2019	
<i>Late Summer Break (no classes)</i>		<i>September 2, 2019—September 6, 2019</i>
<b>Fall Quarter</b>	<b>September 9, 2019—December 2, 2019</b>	
<b>Session I</b>	September 9, 2019—October 18, 2019	
<b>Mid-Session</b>	<i>October 21, 2019—December 2, 2019</i>	
<i>Thanksgiving Break (no classes)</i>	November 28-29, 2017	
<b>Winter Quarter</b>	<b>December 3, 2019—March 6, 2020</b>	
<b>Session I</b>	December 3, 2019—January 24, 2020	
<i>Winter Break (no classes)</i>	December 23, 2019—January 3, 2020	
<i>Martin Luther King Holiday (no classes)</i>	<i>January 20, 2020</i>	
<b>Mid-Session</b>	January 27, 2020—March 6, 2020	
<i>Presidents' Day Holiday (no classes)</i>	<i>February 17, 2020</i>	
<b>Spring Quarter</b>	<b>March 9, 2020—May 29, 2020</b>	
<b>Session I</b>	March 9, 2020—April 17, 2020	
<b>Mid-Session</b>	April 20, 2020—May 29, 2020	
<i>Summer Break (no classes)</i>		<i>June 1, 2020—June 5, 2020</i>

**Note:** Medical Assistant students should refer to Medical Assisting Academic Year Calendar for start dates, end dates, and holidays. Evening students' sessions may be divided into 3-week increments; evening finals may vary by 1-2 days.



## Start/End Date Calendar 2018-2019

Registration is continuous throughout the year with quarterly and mid-quarter start dates. Prospective students should contact the school for information regarding enrollment.

38 - Week Program		48 – Week Program		46 – Week Program		24 – Week Program	
Vet. Assistant*; Business Admin. Specialist*		Medical Admin Assistant*; Computer Spec: Accounting Night*		Medical Assisting*		Nursing Assistant	
6/11/2018	3/22/2019	6/11/2018	5/31/2019	6/11/2018	5/17/2019	9/17/2018	11/9/2018
7/23/2018	5/3/2019	7/23/2018	7/19/2019	7/9/2018	6/14/2019	1/14/2019	3/12/2019
9/10/2018	6/21/2019	9/10/2018	8/30/2019	8/6/2018	7/12/2019	6/10/19	8/5/2019
10/22/2018	8/2/2019	10/22/2018	10/18/2019	9/10/2018	8/16/2019	24 – Week Program	
12/4/2018	9/20/2019	12/4/2018	12/2/2019	10/8/2018	9/13/2019	Basic Phlebotomy	
1/28/2019	11/1/2019	1/28/2019	1/24/2020	11/5/2018	10/11/2019	9/25/2018	12/13/2018
3/11/2019	12/13/2019	3/11/2019	3/6/2020	12/4/2018	11/15/2019	3/26/2019	6/13/2019
4/22/2019	2/7/2020	4/22/2019	4/17/2020	1/14/2019	12/13/2020	4– Week Program	
6/10/2019	3/20/2020	6/10/2019	5/29/2020	2/11/2019	1/24/2020	Advanced Phlebotomy	
46 – Week Program				3/11/2019	2/21/2020	10/23/2018	11/15/2018
Vet Tech Year 2				4/8/2019	3/20/2020	4/16/2019	5/9/2019
6/11/2018	5/17/2019			5/6/2019	4/10/2020	2 – Week Program	
7/23/2018	6/28/2019			6/10/2019	5/15/2020	Home Health Aide	
1/28/2019	1/10/2020					11/12/2018	11/21/2018
3/11/2019	2/21/2020					3/18/2019	3/27/2019
4/22/2019	4/3/2020						

\*Completion dates depend upon intern/externship schedule.

**LENGTH OF PROGRAM:** Ending dates for day programs presume full-time attendance of 20-25 hours/week. For evening programs, 15-16 hours/week is presumed. Students can also enroll on a part-time basis and ending dates will be adjusted accordingly.

**HOLIDAYS:** Central Coast College observes the following holidays and will be **closed**:

New Years Day; Martin Luther King, Jr., Day; Presidents Day; Memorial Day; Independence Day; Labor Day, Thanksgiving Day and the day after Thanksgiving; Christmas Day.