CENTRAL COAST COLLEGE
a Legacy Education Institution

Est. 1983

2026/2027 School Catalog

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Catalog Information

Period of Time Catalog Covers

This Catalog is covered for the period of time starting July 1, 2026, and ending on June 30, 2027.

Student Consumer and Disclosure Information

Additional student consumer and disclosure information can be found on Central Coast College's website at **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.

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 is provided to you prior to signing an enrollment agreement.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.

Catalog is updated on a regular basis as changes occur. The most recent catalog can be found at **www.centralcoastcollege.edu/school-catalog/**.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, **www.bppe.ca.gov**, toll-free: 888-370-7589 or by fax 916-263-1897.

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 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 $750.00 and not more than $30,000.00 per work infringed. For "willful" infringement, a court may award up to $150,000.00 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 $250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov**.

File Sharing and Peer-to-Peer Files

Use of school computers and networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over Central Coast College's network through the use of email, web pages, and 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 and 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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Getting to Know Central Coast College

Mission Statement

The mission of Central Coast College, a Legacy Education Inc. institution, is to educate students in career specific disciplines in the areas of allied health, veterinary, and business that match industry demands. Central Coast College is committed to offering a quality educational experience, and assistance in individualized placement so graduates can utilize their knowledge and skills to enter their chosen career fields.

Core Values

In pursuit of this mission, Central Coast College is guided by the following core values, principles and objectives:

- **Integrity:** By constantly striving for the best in education, we remain true to our mission, our vision, and our commitment to students, faculty, staff and investors.
- **Creativity:** Our inventive spirits and industrious imaginations fuel our efforts to consistently situate the company on the leading edge of its field and offer the latest innovations in instructional techniques and technologies.
- **Ambition:** The pursuit of education has at its very core a sound work ethic, a burning motivation, and an insatiable drive. These qualities nourish our venture and drive us forward in achieving our goals.
- **Teamwork:** While we started with a close-knit, loyal group of educators, more than 30 years ago, its true legacy will be the spirit of constructive collaboration it inspires in its students, faculty, and staff.

Philosophy of the Nursing Program

Central Coast College believes that nursing is caring, and that caring is a nursing virtue. Orem's nursing framework guides the education of our Vocational Nursing students based on the nursing paradigm that includes the person, health, environment, and the nursing systems. The framework emphasizes the interrelationships between the self-care agency and the nursing systems.

Central to Orem's theory, limitations or loss of self-care results in dependence to the nursing systems. It is the goal of the nurse to assist the individual from having self-care deficit to autonomous self-care, and to promote the well-being of every individual with health care needs.

We believe that it is only through nursing education that a person's worldview of caring becomes meaningful. Nursing education is a continuous learning process, which encourages active participation, self-awareness, and self-direction in a rapidly changing society. Embracing Orem's framework in our nursing education program allows the student to develop a deeper appreciation of the core of nursing, the person, the environment, and the person's health.

Vocational Nursing is an integral, interacting part of the health care structure. The Vocational Practice Act, states that Vocational Nursing incorporates the nursing process in-patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines. Our Faculty and Staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

About the College

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.

Institutional Control

Legacy Education – Monterey, LLC, DBA 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: LeeAnn Rohmann, Gerald Amato, Blaine Faulkner, Dr. Zwade Marshall, Janis Paulson, and Peggy Tiderman. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DeRose Family Trust, and Michael Garnick.

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.).

Hours of Operation

Department	Days/Times
Admissions	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Business Office	Monday – Thursday 7:30 a.m. – 7:00 p.m. Friday 7:30 a.m. – 5:00 p.m.
Career Services	Monday and Thursday 9:00 a.m. – 7:00 p.m. Tuesday and Wednesday 9:00 a.m. – 6:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Financial Aid	Monday – Thursday 8:30 a.m. – 7:00 p.m. Friday 8:30 a.m. – 5:00 p.m.
Instructional Hours	Monday – Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Student Services	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Registrar	Monday, Wednesday, and Thursday 9:00 a.m. – 6:00 p.m. Friday 8:00 a.m. – 5:00 p.m.

The campuses will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

**Central Coast College reserves the right to move certain holidays above to other months during the year. Other scheduled class breaks or holidays will be announced. Students will be notified by their program faculty or college administration of any changes.*

Approvals and Accreditation

Central Coast College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) (**www.bppe.ca.gov**). Approval to operate means compliance with the standards as set forth in the CEC and 5, CCR. The institution is accredited by the Accrediting Council of Continuing Education and Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Central Coast College is also recognized by the United States Department of Education (U.S.DOE) as an institution eligible to participate in Title IV Financial Aid Programs. The Veterinary Technology program has been awarded Accreditation by the Council on Veterinary Technical Education and Activities of the American Veterinary Medical Association. The Vocational Nursing Program is approved by the State of California Board of Vocational Nursing and Psychiatric Technicians.

Approval Disclosure Statement

Central Coast College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) 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:

Degree Programs	Credit Hours	Clock Hours
Cardiac Sonography Associate of Applied Science	79 Semester	1,670
Magnetic Resonance Imaging (MRI) Associate of Applied Science	107 Semester	2,460
Surgical Technology – Associate of Applied Science (AAS)	79 Semester	1,670
Ultrasound Technician – Associate of Applied Science (AAS)	118.64 Semester	2,660
Veterinary Technology – Associate of Applied Science (AAS)	96.80 Quarter	1,419

Diploma Programs	Credit Hours	Clock Hours
Computer Specialist: Accounting	44.61 Quarter	680
Dental Assisting	34 Semester	780
Medical Administrative Specialist	45.86 Quarter	680
Medical Assisting	49.33 Quarter	755
Ultrasound Technician	86.66 Semester	2,180
Vocational Nursing	n/a	1,530
Veterinary Assistant	48.80 Quarter	696

Certificate Programs	Credit Hours	Clock Hours
Advanced Phlebotomy – Avocational Program	n/a	28
Nursing Assistant	n/a	164
Pharmacy Technician	22 Quarter	336
Phlebotomy Technician – Avocational Program	n/a	96
Sterile Processing Technician	26 Semester	686

An open-enrollment California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma, certificate or degree verifying the fact.

Instruction is in residence with a facility occupancy level accommodating 350 students at any one time. Class size is limited to a maximum of 26 students in all programs. The faculty/student ratio averages 1 to 26 overall. Online Programs and General Education Courses have a maximum occupancy faculty to students of 1 to 35 overall, in lecture and lab.

Clock to Credit Hour Conversions

Carnegie Clock-to-Credit Hour Conversions for Academic Credit	
Lecture	15 clock hours to 1 semester credit 10 clock hours to 1 quarter credit
Laboratory	30 clock hours to 1 semester credit 20 clock hours to 1 quarter credit
Externship	45 clock hours to 1 semester credit 30 clock hours to 1 quarter credit

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

Curriculum and Policy Changes

Central Coast College reserves the right to change internal academic and administrative policies at any time, schedules, tuition and fees, student rules, regulations and requirements at any time and without notice. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and / or the structure of course curricula at any time.

Facilities Specifications

Central Coast College is located off the 101 Freeway at 1450 N Main Street in Salinas, California. The facility is 9,978 square feet and includes administrative offices, eight classrooms including five laboratories with a total seating capacity for 150 students. The facilities are handicapped-accessible (for specific handicaps, please contact the Campus Director), and parking is available on site and on the street.

Students in the Medical Assisting and Administration programs have access to a wide array of equipment for hands-on clinical training, including examination tables, scales, and diagnostic tools for vital sign monitoring, alongside temperature assessment and hygiene equipment. The Vocational Nursing (VN) Program features advanced medical equipment such as sterilization devices and patient care training beds, incorporating simulation-based learning with mannequins for practicing nursing skills. The Ultrasound Technician (UT) Program offers specialized sonography training with ultrasound machines, while the Pharmacy Technician Program includes digital scales and computer systems for managing pharmaceutical records. In the Dental Assisting Program, students utilize dental chairs, X-ray

machines, and various hand instruments for practical training. The Phlebotomy Program provides essential equipment for blood collection and analysis, including venipuncture training arms and blood collection tubes. The Surgical Technology and Sterile Processing Programs equip students with surgical instruments and tools necessary for training in surgical procedures, preparing them for the operating room environment. Students in the Veterinary Technology and Veterinary Assistant programs benefit from a variety of specialized equipment designed for effective animal care and handling. This includes veterinary examination tables for safe patient assessments, surgical instruments for procedures, and diagnostic tools such as ultrasound machines for imaging. Students also work with anesthesia machines, dental equipment for oral care, and various lab supplies for conducting tests and analyses. This array of equipment across programs supports the institution's commitment to providing students with practical, career-focused training that prepares them for a variety of healthcare environments.

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.

Records / Transcripts

In accordance with the Family Education Rights and Privacy Act (FERPA), all student information contained in the student's academic file 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. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the campus Registrar Office.

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, Campus Manager and in some cases Director of Education and Registrar 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.

Retention of Student Records

The Institution will permanently retain a transcript as required by section 94900(b) of the California Educational code. Student records will be maintained for a period of not less than five 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 Registrar.

Current student academic files are kept in fire-resistant filing cabinets in the Student Services office and are transferred to filing boxes in a locked vault as the students' complete school. Academic information is also available electronically for those staff members having access rights. The Registrar is responsible for day-to-day maintenance and updates to academic files, both in the computer and hard copies. Computerized records are maintained on a secure network with password access. Staff are limited to the parts of student records they need to complete their work. The Corporate Registrar has overall responsibility for academic records. The Corporate Registrar, and Custodian of Records, is based at the main campus located at 1450 N Main Street, Salinas, CA 93906. Phone number is 831-424-6767. Records are maintained at the Central Coast College campus for their students, located at 11450 N Main Street, Salinas, CA 93906.

Family Educational Rights and Privacy Act (FERPA) and Personally Identifiable Information (PII)

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

- **The right to inspect and 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 and notify the student of the time and place where the records may be inspected.

- **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 and 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 and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **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 and 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 and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent 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 and safety emergencies.

- Appropriate parties in order to comply with a judicial order or lawfully issued subpoena, State and 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 and 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.

- **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 and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

- **The right to limit the release of Directory Information.** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Central Coast College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Central Coast College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College's procedures. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain school publications. Examples include:
  - A "graduation interview" posted on a bulletin board.
  - Honor roll or other recognition lists.
  - Graduation ceremony programs.
  - Press releases noting your participation in activities supporting non-profit organizations, such as a Red Cross Blood Drive.

  Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, prospective employers, government agencies, and insurance companies. There are some situations in which information about you must be released, whether or not we have your consent. Examples include:
  - Court Orders.
  - Information required by the Department of Education, for example, for financial aid or statistical surveys.
  - Emergencies.

  If you do not want Central Coast College to disclose directory information from your education records without your prior written consent, you must notify the College in writing no later than 30 days after your first day of attendance. If you choose to do this, you will need to sign a release in order for us to speak to prospective employers after graduation. Central Coast College has designated the following information as directory information:
  - Student's name.
  - Participation in officially recognized activities.

- Address.
- Telephone listing.
- Electronic mail address.
- Photograph.
- Degrees, honors, and awards received.
- Major field of study.
- Dates of attendance.
- The most recent educational agency or institution attended.

Faculty Qualifications

Central Coast College is in accordance with the state of California Code of Regulations Section 71720. For non-degree programs the following faculty qualifications apply:

An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

For degree programs, see Appendix A for minimum faculty qualifications.

Student Grievance Complaint Policy

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 and 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.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. 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
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Complainants will receive an acknowledgment of receipt within 15 business days.

On-line complaint submission form

In addition to the letter of complaint, students may contact ACCET at the following address or phone number.

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**

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov). Any questions a student may have that have not been satisfactory answered by the institution may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: 888-370-7589 or fax: (916) 263-1897 or Web: www.bppe.ca.gov

If you are a Vocational Nurse student, SEND TO:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capital Oaks Drive
Suite 205
Sacramento, CA 95833-2945
Telephone: 916-263-7800
Fax: 916-263-7855
www.bvnpt.ca.gov

If a Veterinary Technology student, you may file a complaint with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA) by completing the AVMA CVTEA Form available here.

Admissions

Applying to Central Coast College

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 and 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 and 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.

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 an 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 Representative or Assistant Director of Admissions. All students will be scheduled to meet with the Financial Aid Office and Financial Services Department for prequalification.

General Admissions Requirements

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:
    - Are at least *17 years old to start and be 18 years of age as of the projected graduation date, and
    - Who have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate (GED or HISET).

  *Students enrolling in the Veterinary Technology program and the Nursing Assistant program must be 18 years old to start.

- Possess a High School Diploma, 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.

- Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as "Ability to Benefit" students.

- 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.

- Prospective students interested in an avocational program must provide documentation of a minimum of six months 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 or Continuing Education and Training (ACCET).
- All instruction occurs in English. English language proficiency is documented by the admissions interview and receipt of prior education documentation.
- Students enrolling in a program that leads to a degree must take and pass a nationally standardized test, the Wonderlic SLE. Minimum passing scores are scores are listed below:

Core Programs	Minimum Score
Associate of Applied Science in Magnetic Resonance Imaging (MRI)	18
Cardiac Sonography – Associate of Applied Science (AAS)	18
Magnetic Resonance Imaging (MRI) Associate of Applied Science (AAS)	18
Surgical Technology – Associate of Applied Science (AAS)	18
Ultrasound Technician – Associate of Applied Science (AAS)	18
Veterinary Technology – Occupational Associate Degree (OAD)	18

NOTE: An applicant may attempt the SLE no more than four times within a 12-month period. A different version of the SLE must be used for all four attempts. Should a student not pass on their first attempt, they must wait 24 hours before the second attempt. Should the applicant not meet the minimum required score on the second attempt, they must wait two days after the second attempt, to retake the test for the third time. Should the applicant fail to achieve the minimum required score on the first three testing attempts, the applicant must wait one week between administration of test three and four.

Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Ability to Benefit (ATB) Admissions Policies

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Computer Specialist: Accounting, Dental Assisting, Medical Assisting and Medical Administrative Assistant. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program. Additionally, all applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a three-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading, writing and arithmetic. The ACCUPLACER minimum scores are:

- **Reading:** 233
- **Writing:** 235
- **Arithmetic:** 230

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, He / she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification.

Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

Question 1

Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

Question 2

Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

ATB Alternatives

- Pass an independently administered, Department of Education approved ATB test.
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the ACCUPLACER test which meet the minimum scores listed above or successfully re-test prior to enrollment.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the ACCUPLACER Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must progress in to continue in the ECPP. These include:

- Enrollment into and participation in the Adult Education component of the ECPP.
- Participation in academic advising throughout the ECPP.
- Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to progress in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent.

Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Direct Notice Policy for Programs leading to Licensure or Certification

Central Coast College (CCC) determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. Students located outside of California are not accepted into Central Coast College.

Central Coast College provides direct notice via email regarding the determination of qualification for licensure for states outside of California.

Central Coast College maintains student information, including their physical location, within the Student Information System. Students must notify the institution if they plan to relocate out of state. The institution is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must notify the Registrar or Campus Director of a change to their physical location. Students are encouraged to speak with CCC staff before relocating to determine options for continuing training or withdrawing prior to moving outside of California. If a student moves out of California, or if the determination of qualification for licensure for a state on the list changes, Central Coast College provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by CCC.

Distance Learning

As part of the admission process for programs delivered via distance education, students are required to take and pass the Wonderlic Digital Learning Risk Assessment test with three or less risks identified and to attest to certain competencies in the use of technology.

Students must have the following competency skills:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of the catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

Students must have access to a computer, tablet, or smartphone with the following:

- A processor of 2 GHz or faster.
- 4 GB RAM or greater.
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
- Monitor and video card with 1024x768 or greater resolution.
- Speakers / headphones and microphone.
- A web camera capable of video web conferencing.

- USB Port or USB-C Adapter.

Please note that Google Chromebooks are not compatible with program requirements.

Software and Applications Requirements

You will need access to a computer, tablet, or smartphone with Microsoft® Windows or Apple® MacOS and familiarity with the following items:

OPERATING SYSTEM

Operating System	Minimum	Recommended
Microsoft®	Windows 10	Windows 10 or higher
Apple® MaxOSx	MacOSx 10.14 (2015 model or newer)	Latest version

WEB BROWSER

Web Browser	Minimum	Recommended
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Microsoft® Edge	38 or higher	Latest version
Mac OSX Browser	**Minimum**	**Recommended**
Apple®Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

**Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

Additional Software

**Recommended but not required.*

- Microsoft® Office 2013.
- An up-to-date installation of Adobe® Reader.
- An up-to-date installation of the Adobe® Flash plug-in.
- Local administrative privileges to operating system may be required to allow for installation of software and / or configure computer settings.
- A current security suite application (updated regularly).

Students Seeking Reasonable Accommodations

Central Coast College is committed to Equality of Opportunity and positively values the participation of students with special needs. Central Coast College is committed to the admission of all qualified students without regard to applicants' race, color, religion, sexual orientation, or disability if they are able to meet the physical and academic

requirements of the programs. We further commit ourselves to make reasonable accommodations and provide information in order to render the academic programs and support services of the school accessible to all persons. Every effort is made to individually and appropriately serve students and to enable them to attain success and reach their educational goals. Some programs have physical requirements. If you do not believe that you will be able to participate without an auxiliary aid based on the physical requirements, please see the ADA coordinator to determine whether or not a reasonable accommodation can be provided.

Students requesting an accommodation must present a formal physical or cognitive evaluation by a professional in the field that outlines areas in which the student would need reasonable assistance or an accommodation to complete classroom, clinical rotations, or externship training. Students are encouraged to meet with Central Coast College's ADA coordinator.

Visa Services

The institution does not provide visa services, does not vouch for student status, and does not issue I-20 forms for F-1 or M-1 visas.

English Language Proficiency

Applicants must be able to read, write, speak, understand, and communicate in English at a 12th-grade English proficiency level. This requirement may be demonstrated by possession of a high school diploma or recognized equivalent from an institution where instruction was provided primarily in English, or by other institution-approved documentation or assessment demonstrating the required level of English proficiency.

Applicants who graduated from a foreign high school, college, or university where instruction was provided primarily in English may satisfy this requirement by providing acceptable documentation confirming English as the primary language of instruction.

All instruction is provided in English. The institution does not provide English as a Second Language (ESL) instruction.

Physical Requirements

Students must be able to perform the following physical tasks:

- Lift and routinely move objects weighing more than 50 pounds, including pushing and pulling.
- Hear clearly to assess patient needs and communicate effectively.
- Utilize full mobility in the legs, arms, hands, and wrists.
- Stand and walk for approximately 80% of the time.
- Reach at or above shoulder height intermittently, for up to 90% of work time.
- Provide compassionate and effective care to patients who are ill.

Ultrasound Technician Additional Physical Requirements

Students must be able to perform the following in addition to the above tasks:

- Have adequate visual acuity to interpret sonograms, including distinguishing colors (when applicable), and the ability to read computer screens.

Program Specific Admissions Requirements

Associate of Applied Science Program

Central Coast College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements. The college utilizes the **Digital Readiness Risk Assessment** as an entrance examination for all Associate of Applied Science (AAS) program students. To be eligible for admission to the AAS programs, an applicant must meet the following requirements:

- Take and pass the Wonderlic Digital Learning Risk Assessment test with less than three risks identified.
- Take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score of 18.
- Provide documentation of a High School Diploma or G.E.D.

Students in the certificate program (Ultrasound Technician or Veterinary Assistant) may transfer directly in to the AAS program at any point in their education as long as they have fulfilled the entrance requirements. Students who attend another institution and would like to transfer into an AAS program must meet all admission requirements and will be evaluated according to the institution's transfer of credit policy.

Surgical Technology Associate of Applied Science

To be eligible for admission to the Surgical Technology Associate of Applied Science program, an applicant must meet the following requirements:

- Submit a resume
- Take and pass the scholastic level exam (SLE) with a minimum score of 18
- Participation in an interview with the Program Director and/or program faculty
- Allow college to conduct a personal background check at the time of registration

Veterinary Technology

Completion of Year 1 of AVMA CVTEA Veterinary Technology program and faculty recommendation.

Vocational Nursing

Central Coast College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

Candidates for enrollment in the Vocational Nursing Program shall:

1. Present a valid ID and Social Security Number.

2. Be beyond the age of compulsory school attendance (17).

3. Present proof of High School Diploma/college diploma from a recognized educational institution: or General Equivalency Diploma or its equivalent. Individuals who have completed education at an institution in a country other than the United States must obtain and present a foreign transcript evaluation.

4. Take and pass the TEAS test with a minimum score of 55 (an official TEAS transcript dated within the last year will be accepted) Students must wait a minimum of 2 weeks between tests and are allowed a maximum of three tests per admission cycle.

5. Have an interview with the Director of Nursing or designee.

6. Allow college to conduct a personal background check and drug test

7. Submit a physical, proof of all required immunizations and TB testing prior to the start of class (no later than the last day of the first week of class)

8. Agree to provide or arrange for payment for the training offered.

9. Understand that fulfilling of all the above requirements does not guarantee acceptance to the Vocational Nursing Program at Legacy Education. All qualifying candidates are further subjected to a screening and selection process.

For the Vocational Nursing Program, new students must begin instruction in Term I and complete the objectives of each sequential Term.

Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per regulations.

Vocational Nursing Students

After pre-qualification by the Admission Staff, each candidate will complete a nursing department interview with the Director of Nursing. Factors used to judge prospective students include, but are not limited to attitude / professionalism, previous experience / training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission Staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission Staff and the Director of Nursing, accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview to receive approval of the Nursing Director.

If the Director of Nursing approves the Candidate for enrollment, the candidate must then complete the admissions process and pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the prospective start list and will be required to attend the mandatory orientation and the first six Weeks of instruction in the full-time program or first 11 Weeks of instruction in the part-time program.

All Vocational Nursing students will be provided with a worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning **the Nursing Program**.

Orientation for all Enrolled Candidates is conducted **the week prior to the first day of class**. During this orientation, discussions of important information concerning the administrative, educational and placement policies and procedures that each student will need during the course of instruction. During this orientation, the student will be given program specific information regarding the policies and procedures of the Department and the respective Board. Enrolled Candidates who fail to attend the first, second and / or third day of class may lose their training slot to another Candidate.

All enrolled Vocational Nursing candidates will be allowed to attend the first six Weeks of instruction in the full-time program or the first 11 Weeks in the part-time program *(***the Fundamentals Unit***).* The Fundamentals Unit will be used to determine which Enrolled Candidates will be awarded regular student status for the class. **To qualify for progression, all enrolled candidates will be** evaluated at the end of the June 11th week interval of the Fundamentals Unit of instruction to determine which Enrolled Candidates will be granted regular student status for the class. Enrolled Candidates are ranked according to academic standing during the Fundamentals Unit.

In the event that two or more enrolled Vocational Nursing candidates are tied in academic standing (GPA) for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of

missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the Director of Nursing will make final determination.

All Enrolled Candidates should note that the first six Weeks / 11 Weeks are a **CRITICAL** period of instruction that will determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the class by the Nursing Department weekly. Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide assistance in increasing their academic standing during the Fundamentals unit.

NOTE: to Prospective Students: It is important to know that the Director of Nursing will typically review approximately 100 to 200 applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and / or achieve Enrolled Candidate status.

A student may make a schedule change from Vocational Nursing Full-time to Part-time only once**. A schedule change from Part-Time to Full-Time will not be allowed**. All requests for a change in schedule must be made with the campus Registrar. All changes must be approved by the Director of Nursing.

Central Coast College will attempt to make reasonable accommodations where possible in compliance with ADA standards.

Vocational Nursing Physical Exam and Vaccine Requirement

All students accepted as Vocational Nursing enrolled candidates must provide a physician's release and evidence of good health by completing a recent *(***within 30 days prior to enrollment***)* physical examination including the following elements:

- History and Physical Clearance.
- Height and Weight.
- Blood Pressure, Pulse and Respiration.
- Hepatitis B vaccination series is recommended, but not mandatory. RPR, two step TB Test or Chest X-ray is mandatory to assure students are not in active stage(s) of tuberculosis. MMR Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series.
- Proof of a tetanus vaccination within the last ten years is also required.
- Flu vaccine is required during flu season (September through March), any student starting the Vocational Program during a time when the flu vaccine is not available then the student must get the vaccination when it is available.
- The COVID-19 vaccinations and booster are mandatory.
- The physician's release evidence of good health must be verified by Physician's Office stamp. Falsification of such information will result in denial of admission to the program.
- The physical, TB testing and flu vaccine are valid for one year, since the program is longer than one-year, Vocational Nurse students will be required to obtain an updated physical, TB test and flu vaccine before these expires.

- The physical examination, lab tests and vaccination records **MUST** be turned in to the Nursing Office for review **PRIOR** to the orientation for the class start (**one week before the start date**).

NOTE: The Nursing Office will provide each prospective student or Enrolled / Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.

Drug Testing Requirements

All Vocational Nursing students are advised that most clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Central Coast College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient / student safety protocols and "**Drug Free**" policies.

Background Checks and Drug Screening

A criminal background may prevent someone from obtaining licensure, clinical training, externship placement or employment in their chosen field. When a criminal background must be fully investigated, it may take up to one year or longer in order to obtain a decision from a licensing board. Applicants or students with a criminal background should check with the relevant licensing body for their stance towards various criminal background situations.

Students will not be allowed to continue their enrollment in the following programs without a current criminal background check deemed "negative" or "clear": Vocational Nursing.

A student's background check will be initiated immediately upon enrollment and no later than the first day of class. A background deemed to be "clear" is required to remain active in any of the above programs. The cost of a criminal background check is included in the total tuition of these programs.

Students may be subject to additional background checks and possibly drug screening, at any time if requested by a clinical facility, employer, or externship site. Failure to pass any background check or drug screen requested by an Externship, Employer or Clinical Site may prevent a student from going to that Externship or Clinical Site and may put their program completion at risk.

Clear background checks are required for registration in clinical nursing courses. Should a student's educational progress be interrupted, a new background check will be required upon readmission to the program. A student may be denied access to clinical facilities based on offenses appearing on a criminal record even though such offenses may have occurred seven or more years ago.

A background check is deemed to be "clear" by the college unless the background check results include any one (1) or more of the following convictions:

- Murder.
- Felony assault.
- Sexual offense / sexual assault.
- Felony possession and furnishing (with or without certificate of rehabilitation).
- Felony drug and alcohol offenses (with or without certificate of rehabilitation).
- Certain other felonies involving weapons and / or violent crimes.
- Class B and Class A misdemeanor theft, or theft having to do with drugs or alcohol.

- Felony theft.
- Fraud.
- Child abuse, elder abuse.
- Active probation (for any offense, including offenses not listed above).

If one or more of these convictions appear on a student's background check, the student's enrollment may be cancelled, and the student may be responsible for charges incurred up to his / her last date of attendance.

NOTE: These issues will be discussed with the individual student in a confidential manner.

Hybrid Program

Students may enroll in the following program in a Hybrid Format (Theory-Online and Lab-Residential):

- Associate of Applied Science in Magnetic Resonance Imaging (MRI)
- Computer Specialist: Accounting
- Cardiac Sonography
- Dental Assisting
- Medical Administrative Assistant
- Medical Assisting
- Medical Resonance Imaging
- Nursing Assistant
- Sterile Processing Technician
- Surgical Technology
- Ultrasound Technician
- Ultrasound Technician Associate of Applied Science
- Veterinary Assistant
- Veterinary Technology Associate of Applied Science

The theory component in the Medical Assisting Hybrid Program will be delivered synchronously online via Ring Central Meetings / Zoom.

Students will be assigned Lab in which students will come to the campus and conduct their laboratory assignments. Admissions Requirements into a Hybrid program is the same as an on ground residential program entrance requirements. However, students will additionally be required to take and pass the Wonderlic Digital Readiness Risk Assessment test and pass with three or less risks identified.

Graduation Requirements for the Medical Assisting Hybrid program is the same as an on ground residential program 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.

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 to graduate.

Admission of All Students

Transfer of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Units Earned at Our School

The transferability of credits you earn at Central College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or certificate) that you earn at this institution is 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 would meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Central Coast College to determine if your (diploma or certificate) will transfer.

Central Coast College will provide an Official Transcript and School Catalog to any student requesting to transfer credit from CCC to another school. The up-to-date catalog is also available online for public access. Our school catalog contains course descriptions for each program at Central Coast College.

Units and Degrees Earned at Another School

Central Coast College will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled. A student must notify the Admissions Department at time of registration if requesting such credit. The Director of Education, appropriate Program Director or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a “C” (2.0) or better Students may request a Transfer Credit for courses completed at another nationally or regionally accredited institution or college.

If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. Credits awarded for previous education will be limited by program. Central Coast College does not give credit for experiential learning.

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, appropriate Program Director or Director of Nursing of the college and dependent upon the type, length and correlation of content to the course being evaluated.

Science and mathematics courses must have been completed within the last 5 years.

Students requesting Transfer Credit must:

- Complete a Transfer of Credit Request Form.
- Provide an official transcript from the granting College or University.
- Provide a detailed Course Description, Syllabus or Catalog describing the course(s).

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student’s total tuition cost and the corresponding course will be listed on the student’s transcript with a grade of “TC”. Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student’s scheduled completion date. Students may appeal the decision of acceptance of transfer credit

by written request to the Campus Director for review by a committee. A review and determination will be completed within 15 days and the student will be informed in writing. Central Coast College does not give credit for experiential learning.

Transfer Credit for Ultrasound Technician Associate of Applied Science

Students in the Certificate program may transfer directly into the AAS program at any point in their education as long as they have fulfilled the entrance requirements. Students who attend another institution and would like to transfer into the Ultrasound Associate Degree program must meet all admission requirements and will be evaluated according to the institution's transfer of credit policy.

Transfer Credit for Vocational Nursing

Credit may be granted for related previous education completed in:

- Accredited Vocational or Practical Nursing courses.
- Accredited Registered Nursing courses.
- Accredited Psychiatric Technician courses.
- Armed Services Nursing courses.
- Certified Nurse Assistant courses.

The courses for transfer credit must have been completed within the past five years. Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Central Coast College's Vocational Nursing Program.

NOTE: A Vocational Nursing candidate who holds a Certified Nursing Assistant (CNA) certification and provides an official transcript from the awarding institution may be granted credit and receive a tuition credit.

Credit Granting Application Requirements

VOCATIONAL NURSING PROGRAM

- Completed Credit Granting Request Form (see Admissions Representative for details).
- Sealed official transcripts. If official transcripts are not submitted at the time of the application, applicant forfeits the opportunity to apply for credit granting.
- Official course descriptions (e.g., from syllabi or a school catalog).

No course grade less than a GPA of 2.0 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting. Courses that may be acceptable for credit granting include:

- Successfully completed approved vocational / practical nursing courses.
- Successfully completed Certified Nurse Assistant (CNA) courses.
- Successfully completed approved Psychiatric Technician courses.
- Successfully completed Armed Services Nursing courses.
- Successfully completed courses that are equivalent to courses in the program as determined by the Director of the Nursing program.

ALLIED HEALTH AND INFORMATION TECHNOLOGY PROGRAMS

No course grade less than a GPA of 2.0 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting.

Challenge Credit

All students are allowed to challenge a maximum of 25% of the required courses in a program (or 35% if applying to the Associate Degree of Nursing program) and receive full academic credit. Students may request Challenge Credit for a course in which they believe they have already achieved the required competencies through prior education, military training, work experience, professional certification, or other documented learning experiences. A Challenge Credit form must be completed and submitted 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. Students requesting to challenge a course will be required to pay a non-refundable fee of $200.00 per course at the time of request to schedule a challenge test.

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.

Articulation Agreements

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

Re-Admission Requirements

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department.

A student who withdrew or was dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a ‘reenter’ status.

Any student who withdrew or was dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a ‘reenroll’ status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5-year period may be denied if major curriculum changes occurred).

Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to 6 months depending on the circumstance surrounding the withdrawal or dismissal and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous courses will apply.

Students submitting a re-enrollment letter to the Re-Admission Committee will be notified in writing of the Committee’s decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final, readmission will be allowed on a “space available” basis only.

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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of no 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.

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 and C
- Workforce Innovation and Opportunity Act (WOIA)
- Approved for enrollment of Veterans and Eligible Persons under the provisions of Title 38, United States Code, MYCCA, and National Guard
- Private Student Loans

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:

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

Student Financial Aid Rights

- The right to know how financial need was determined.
- The right to know how financial aid will be distributed.
- The right to request an explanation of programs in the financial aid package.
- The right to refuse any aid offered.

- The right to request an explanation of Central Coast College refund policy.
- The right to know what portion of financial aid must be repaid and what portion is a grant:
    - If a loan has been received, have the right to know the interest rate and loan repayment options and procedures.
- The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid:
    - Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

Professional Judgment Policy

Professional Judgment refers to the authority granted to financial aid professionals to adjust a student's financial aid eligibility based on unusual or exceptional circumstances. These circumstances may include, but are not limited to:

- A significant decrease in income
- Changes in family size or marital status
- Loss of employment or assets
- Unusual medical or personal expenses
- Change in dependency status

This list is not exhaustive. If you have a unique situation not listed above, you may still be eligible for a review under the professional judgment process.

Initial Financial Aid Eligibility

Your initial financial aid eligibility is determined based on the information submitted on your Free Application for Federal Student Aid (FAFSA). Within 2–3 business days of FAFSA processing, the school receives an Institutional Student Information Record (ISIR), which includes your Student Aid Index (SAI). This information is used to calculate your financial aid package.

Why Professional Judgment May Be Necessary

At Legacy Education, we understand that FAFSA data may not always reflect your current financial situation. When appropriate, our Office of Financial Aid may use professional judgment to update your FAFSA data, recalculate your SAI, and adjust your financial aid package accordingly.

Requesting a Professional Judgment Review

To initiate a professional judgment review:

1. Contact your campus Financial Aid Department.
2. Your assigned Financial Aid Advisor will guide you through the process, including a list of required documentation.
3. Supporting documentation is mandatory and must be submitted by:
    - o You and your spouse, or
    - o You and your parents (if you are a dependent student)

Documentation must clearly support the nature and timing of the change in circumstances.

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 includes 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 to 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.

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/feedback-ombudsman/disputes/prepare**
Telephone: 1-800-433-3243
Fax: 606-396-4821
Mail: FSA Ombudsman Group, PO Box 1854, 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: **https://studentaid.gov/entrance-counseling/**
- Exit Counseling Session: **https://studentaid.gov/exit-counseling/**

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 **https://studentaid.gov/h/apply-for-aid/fafsa**. 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.

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 $400.00 to $6,895.00. 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 1st through June 30th). 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 $3,500.00 for the first academic year and $4,500.00 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 $50.00 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:

- Independent; or
- Dependent and whose parents fail to qualify for a Direct Federal PLUS Loan

may borrow up to $3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $6,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $6,000.00 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: $3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $2,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $2,000.00 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 $100.00 to $4,000.00 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 $200.00 to $4,500.00 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 Cal Grant award, FAFSA and GPA Verification forms must have completed by March 2, for the following academic year 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 a future semester. Students can process a leave of absence request with the California Student Aid Commission online at 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) for which they may be eligible to pay tuition, books and fees.

*"GI Bill® is a registered trademark of the U.S. Department of Veterans Affair s(VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

Need-Based Eligibility

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

- 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 to 18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
- Have proof (a copy) of any of the following: a. U.S. High School Diploma or transcript from:
    - State approved or US Department of Education approved school.
    - G.E.D. certificate.
    - Associate's, bachelor's or master's Degree obtained from a U.S. Department of Education Accredited school.
    - Foreign HS Transcript, associate's degree Transcript, bachelor's degree Transcript, or master's degree Transcript evaluated to be the equivalent of a U.S. High School Diploma.
- Be a U.S. citizen, national or eligible permanent resident of the United States.
- Be enrolled or admitted to a degree or diploma program at Central Coast College that is eligible for Federal Financial Aid.
- Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to Central Coast College.
- Maintain Satisfactory Academic Progress as defined by Central Coast College's Standards for Academic Progress and published in the catalog.
- 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

Direct Costs	Indirect Costs
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 allocation 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://centralcoastcollege.edu/Central-Coast-College-NetPrice/.**

Withholding Aid

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

- Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards.
- Not completed mandatory entrance counseling and signed the MPN / Plus MPN.
- 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:

- Be a citizen or national of the United States.
- Provide evidence from the U.S. Immigration and Naturalization Service that they are:
    - A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards.
    - Classified as one of the eligible non-citizen categories:
        - Refugees.
        - Victims of human trafficking.

- Persons granted asylum.
- Persons paroled into the U.S. for at least one year.
- Some persons under the Violence against women act.
- 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
https://oig.ed.gov/oig-hotline
OFFICE OF INSPECTOR GENERAL
U.S. Department of Education,
400 Maryland Avenue, S.W.
Washington, DC 20202-1500

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 owned 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.

Collection Procedures

Students whose financing package does not cover the entire cost of tuition are responsible for paying the remaining balance. Payment may be made through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party services, or other outside sponsoring agencies. Any remaining balance not covered by these funding sources must be paid by cash, check, debit card, money order, or credit card at the time of enrollment, or the student must execute a promissory note unless alternative payment arrangements have been made by the College. Students will receive a payment schedule upon execution of the promissory note. No additional notices or statements are automatically mailed. Students may request a copy of a statement at any time free of charge from the Business Office.

Unless otherwise informed, payments are due on the 1st day of each month and may be made by cash, check, debit card, money order, or credit card payable to Central Coast College. Students whose tuition is being paid in whole or in part through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party servicers, or other outside sponsoring agencies remain responsible for ensuring all required documentation is submitted and that payment arrangements are completed in accordance with the sponsoring agency's requirements and Legacy Education policies.

A service charge of $25.00 will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier's check unless otherwise approved by the Business Office.

The College may withdraw a student's enrollment if the student fails to meet financial obligations by the scheduled due dates and does not make satisfactory arrangements with the institution. If no payment arrangement has been made within 90 days of the original payment due date, the student may be withdrawn from the program. Students withdrawn for non-payment cannot re-enroll or restart until all outstanding balances are paid in full or a written payment arrangement has been reviewed and approved by the Business Office. Any approved payment arrangement must be signed by the student and the institution prior to re-enrollment, must specify the total balance owed, the payment schedule, and the consequences of default.

Refund Policies

Cancellation of Enrollment Agreement

A student has the right to cancel the agreement without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later with a full refund of all monies paid. Subsequent to this seven-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of $200.00.

After the end of the cancellation period, student also has the right to stop school at any time. At the time the school is notified that the student is withdrawn from school, a refund calculation will be processed.

The notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled, the school will refund the student any money he / she paid, less a registration or administration fee not to exceed $200.00. Additionally, in the event of a rejection of an applicant by the institution to start, the Enrollment Agreement is cancelled, and the school will refund the student any money paid.

Refund Policy

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made in writing to the Director of Education via email, mail, or in person. If a student withdraws from the educational program after the cancellation period, having completed 60% or less of the period of attendance, the institution shall provide a pro rata refund of the institutional charges, less a non-refundable registration fee of $200.00.

Upon withdrawal, the pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- Step 1: Calculate the daily/hourly tuition charge for the program by taking the total institutional charges (minus any disclosed non-refundable fees) and dividing it by the total number of days or hours in the program.
- Step 2: Determine the total amount owed to the school by multiplying the daily/hourly charge (calculated in Step 1) by the number of days or hours the student attended, or was scheduled to attend, prior to withdrawal.
- Step 3: Determine the total amount of tuition actually paid by the student of on the student's behalf.
- Step 4: Subtract the amount owed to the school (Step 2) from the total amount paid by the student (Step 3). If Step 3 is greater than Step 2, the difference is the exact refund amount owed to the student. Any hours or days prior to the student's last day of attendance for which the student was scheduled but absent are included in the days/hours attended for this calculation.

The withdrawal date for refund calculation purposes is the last date of record attendance.

This institutional pro rata refund is separate from, and not limited by, the federal Return of Title IV Funds (R2T4) calculation described later in this policy. A student who has completed more than 60% of the payment period may still be owed a refund of institutional charges even where no further Title IV is unearned.

Determination of the Withdrawal Date

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the last date of attendance or academic related activity, as determined by the institution's signed documentation.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of student financial aid and financing. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.

Payment of the Refunds

Refunds will be paid within 45 days from the date of determination of withdrawal.

If the institution collects an amount that exceeds the total charges listed in this catalog and the student's executed enrollment agreement, the excess shall be refunded within 45 calendar days of the student's completion of the educational program.

Within five business days of receiving any payment from, or on behalf of, a student, the institution will provide the student a receipt or updated student ledger, in hard copy or electronic format, showing the date, amount, description, and payor of the payment. A copy is retained in the student's file.

In addition to the federal Return of Title IV Funds (R2T4) requirements described below, the institution calculates a State pro rata refund for of institutional charges for every student who has completed any portion of the program, regardless of whether or not the student received Federal Student Aid Funds. However, the federal formula for return of Title IV funds may result in a larger refund than the State refund. In that case, the institution and / or the student must return the sum resulting in the larger of the two calculations to the appropriate federal student aid program. Therefore, the student may, after the Title IV funds are returned owe a balance to the Institution.

If a student withdraws or ceases attendance, we are required to determine if any Federal Financial Aid received should be returned. Federal Financial Aid is based and received at the start of the program and after mid-point and depending on the point of completion and the number of credits we are required to return all or a portion of aid we received.

The percentage earned according to the Return of Title IV policy is determined by the number of days attended in the payment period up to the last date of attendance from the institutions' attendance records over the actual number of days in the payment period of attendance.

Sample

Percentage earned is equal to:

= Calendar days completed up to the last day of attendance
Calendar days in the payment period

Excludes

- Institutionally scheduled breaks of five or more consecutive days.
- When a student has completed more than 60%, 100% of Title IV funds are earned.

Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refund(s) made if applicable, specifying the amount of the refund, the method used to calculate it, the date the refund was made, and the name

and address of the person or entity to which it was sent. An exit counseling packet, as referred to in the policy for exit counseling, will also be sent to the student.

If a refund is made to a third party on behalf of the student, the institution will provide the student, within 45 calendar days of cancellation or withdrawal, a written notice itemizing the amount refunded to each third party, the third party's name, and the date of each refund.

Title IV Funds Refund Policy

A refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement does not show for the first day of class or withdraws during a period of attendance. The refund policy for students who have completed more than 60% of the payment period, 100% of Title IV funds are considered earned.

The percentage of Title IV aid earned is determined by the number of calendar days completed in the payment period, up to the last date of attendance, divided by the total number of calendar days in the payment period:

Percentage earned is equal to:

$$= \frac{\text{Calendar days completed up to the last day of attendance}}{\text{Calendar days in the payment period}}$$

Excludes

- Institutionally scheduled breaks of five or more consecutive days.
- When a student has completed more than 60%, 100% of Title IV funds are earned.

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

The school will use the federal policy to determine the amount, which must be returned by the school and / or the student to Title IV programs. The procedure is:

- Determine Appropriate Withdrawal Date
- Determine Percentage Earned of Title IV Aid
- Determine Percentage of Unearned Title IV Aid
- Determine Title IV Aid to be Disbursed
- Determine Title IV Aid Disbursed
- Determine Title IV Aid to be Returned
- Determine Amount Institution Must Return
- Determine Student’s Responsibility / Refund

Unearned Title IV funds are returned to the federal programs in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant

- Other Title IV Assistance

Withdrawal Policy

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw.
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn. The last date the student attended will become the student's official withdrawal date.
- Students who fail to return from an approved Leave of Absence *(*LOA*)*; The last date the student attended will become the student's official withdrawal date.

The institution may also withdraw a student for conduct reasons. Withdrawal for conduct is effectuated by the institution's written notice to the student. The conduct that may result in withdrawal, and the maximum number of consecutive class days of absence before a student is deemed withdrawn, are set out in the institution's attendance and conduct policies. Except where an earlier act of misconduct governs, the effective withdrawal date is the student's last date of attendance.

Program Cancellation

If a program is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

- Provide a full refund of all money paid; or
- Provide currently enrolled students assistance in transferring to another institution that includes similar program offerings.

Student Tuition Recovery Fund (STRF)

For refund purposes: If a student receives a pro rata withdrawal refund, the STRF assessment is non-refundable.

Timeframe of Processing

All students who withdraw from school must have applicable refunds (R2T4) and / or State calculated accurately and paid within 30 days from the Date of Determination (DOD) and 15 days to return the funds, not to exceed 45 days.

Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refunds made if applicable. An exit-counseling packet as referred in the policy for exit counseling will also be sent to the student.

Post-Withdrawal Disbursements

If a student does not receive all of the funds that have been earned, per Return of Title IV calculation, the student may be due a post-withdrawal disbursement. Eligibility depends on required federal conditions and includes but is

not limited to the U.S. Department of Education having processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official EFC prior to the student's loss of eligibility / last date of attendance grants.

- If a student is eligible for a post-withdrawal of a Federal Grant, it will be disbursed within 45 days of the date of determination of withdrawal and notified immediately.
- If a student is eligible for a post-withdrawal disbursement of a Federal Loan, they are notified within 45 days of the withdrawal date by mail and must respond within 14 days.
- If a student accepts the post-withdrawal disbursement of a Federal Loan, loans are disbursed as soon as possible, but no later 180 days of the withdrawal date.

Student's Responsibility for Returning Unearned Aid

If the return of the Title IV aid calculation determines the student's portion of the funds are to be returned, the Financial Aid Office notifies the student of the amount to be refunded the federal government. Any loan funds that the student must return, the student will repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment a student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50.00 or less. The student must make arrangements with the Department of Education to return the unearned grant funds.

Hard copies of policies are maintained by the Campus President / Executive Director and reviewed with Department Managers to ensure proper implementation. Directors of Admissions, Career Services, Education and Financial Planning and the Business Office Manager are responsible for maintaining hardcopies of the policies pertaining to their department and are responsible for training and monitoring implementation of the policy for their staff.

Accrediting Council for Continuing Education and Training (ACCET) Refund Policy

1. 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 50% or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. During the first week of classes, tuition charges withheld will not exceed 10% of the stated tuition up to a maximum of $1,000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. After the first week and through 50% of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed. (See example below.)
4. After 50% of the period of financial obligation is completed, the institution may retain the full tuition.
5. The institution must not obligate a student for more than 12 months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

ACCET requires that tuition be listed on the enrollment agreement, as does California, for an entire program even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution is based on the portion of the program the student was attending through their last date of attendance when the student withdrew, not the tuition charged for the entire program listed on the enrollment agreement.

ACCET REFUND COMPUTATION EXAMPLE

- Enrolled in a 48-week program, starting January 4th and scheduled to complete December 10th.
- There are two periods of financial obligation of 24 weeks each.
- The total tuition is $15,000.00, tuition for each period is $7,500.00.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

Description	Amount
Number of Weeks Student Attended	8 weeks = 33.3%
Number of Weeks Financially Obligated	24 weeks
Pro Rata Portion Completed Based on 8 Weeks	33.3%
33.3% of $7,500.00 Tuition	$2,500.00
10% of Unearned Tuition ($7,500.00 - $2,500.00 = $5,000.00 unearned)	$500.00
Owed to Institution	$3,000.00
Student Payment	$7,500.00
Refunded to Student by April 22nd	$4,500.00

Once the refund calculation, according to the State of California, ACCET and the Department of Education (if federal financial aid has been used) is performed, the calculation most beneficial to the student will be used.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution's signed documentation.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of student financial aid and financing. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.

Additional Cost Disclosure

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are **NOT INCLUDED** in the cost of your program:

- **Housing Costs:** Central Coast College does not offer housing to any student. You will be responsible for your own Housing. Students are encouraged to utilize web resources when searching for cost of living expenses. Students may consider www.homearea.com or www.rentdata.org which provide estimated rent costs and home values by city or area.

  Bakersfield, California: The median house values reach around $350K while rent for a single bedroom typically runs from approximately $1,100 – 1,400 per month depending on the area chosen. Utility costs can be slightly higher in summer due to air conditioning needs, but grocery and transportation expenses are generally in line with national averages.

Lancaster, California: The median house values reach around $400K while rent for a single bedroom typically runs from approximately $1,200 – 1,500 per month depending on the area chosen. Utilities and groceries align with national averages.

Murietta, California: The median house values reach around $650K while rent for a single bedroom typically runs from approximately $1,900 – 2,300 per month depending on the area chosen. Utility and grocery costs are close to national averages, though overall rent in the area runs somewhat above the national average.

Temecula, California: The median house values reach around $600K while rent for a single bedroom typically runs from approximately $1,700 – 2,100 per month depending on the area chosen. Utility and grocery costs are close to national averages.

Wildomar, California: The median house values reach around $600K while rent for a single bedroom typically runs from approximately $2,300 – 2,600 per month depending on the area chosen. Utility costs can be slightly higher in summer due to air conditioning needs, but grocery and transportation expenses are generally in line with national averages.

- **Travel Expenses to and from School and / or Extern or Clinical Sites (if applicable):** Central Coast College does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable).
- **Incidental School Supplies:** Central Coast College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments.

Academic Policies and Information

Core Programs

Students are required to maintain satisfactory progress in their course of study. Satisfactory progress is measured by both qualitative and quantitative measurements calculated at the midpoint and conclusion of the program per the requirements set forth below. Students must maintain the minimum standards to be considered as maintaining satisfactory progress. In order to be assured of making satisfactory progress toward completion of their educational goal, all students must complete their program within 1.5 times the normal length of time as measured in clock / semester credit hours attempted.

For example, if a program requires 740 hours for completion, a student must meet this requirement without attempting any more than 1,110 clock hours (740 x 1.5 = 1,110). All clock / credit hours attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of "W" or "I".

All students will be evaluated during their program to assure adherence to the Satisfactory Progress Policy requirements. If the required evaluation point(s) falls within a grading period, satisfactory progress will be judged based upon the Cumulative Grade Point Average (CGPA) for the preceding grading period.

Grading System

The school uses the following grading system for all **CORE** programs:

Grade	Percentage	Rating	Grade Point Value
A	90 – 100	Excellent	4.0
B	80 – 89	Very good	3.0
C	70 – 79	Average	2.0
D	60 – 69	Below average	1.0
F	0 – 59	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer credit	N/A
CC	None	Challenge credit	N/A
I	None	Incomplete	N/A

Grade	Rating	Description
P, F	Pass or fail	These grades are not counted in the CGPA.
CC	Challenge credit	Students who successfully pass a challenge examination(s) will receive this grade. This grade does not affect the CGPA.
TC	Transfer credit	Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.

Grade	Rating	Description
W	Withdrawal	Students who drop / withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credit attempted for this course will be counted toward the maximum timeframe with no credits granted.
I	Incomplete	Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be conferred to an "F" grade if the requirements are not met within ten calendar days of the last scheduled day of instruction for the course.
R	Repeat	This grade will be assigned to all courses that a student repeats. This grade does not affect the CGPA; however, credit hours attempted will count toward the maximum timeframe.

Remedial courses and courses granted transfer credit are not assigned a letter grade and will not affect the GPA. The maximum timeframe of the course length is based on 1-1/2 times the normal time frame for completion and is unaffected by remedial and transfer of credit courses.

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. 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 six 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.

Makeup Credit / Extra Credit

Core Programs While students are expected to attend all classes, and complete all assignments as scheduled, Central Coast College does allow students to receive academic credit for makeup assignments, late assignments and / or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day the student returns to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each day late after returning to class. Any student who is absent for a test or quiz must complete the quiz or test immediately upon return to class. Failure to complete the quiz or test upon return to class will result in an "F" grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra credit assignments are not designed to take the place of regular, required assignments or homework; therefore, students are only allowed to receive a maximum of 10 percentage points of extra credit for each course attempted. All extra credit assignments must be discussed with, approved and assigned by the instructor and documented in the student's academic file with maximum possible points established prior to assigning the project. NOTE: Makeup and extra credit assignments will not be counted toward a student's attendance percentage. Makeup Hours Didactic and skills lab must be made up within 10 days of the absence, all clinical make up is done during the week between terms on regularly scheduled clinical days. Vocational Nursing Makeup Time and Assignments Vocational Nursing students will be expected to make up all work necessary to meet program / course objectives. Students are responsible for

missed didactic material. Makeup for missed classroom objectives will be in accordance with the criteria below or as otherwise approved by the Director of Nursing. CLINICAL MAKEUP MUST BE DONE WITHIN TEN DAYS OF THE ABSENCE WITHIN THE SAME TERM. Criteria for Makeup Exams Before any make-up exam may be taken by the Vocational Nursing student, they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero on the exam. The following criteria must be followed: • Student must bring written verification of illness or emergency to the instructor. • Students will be required to take an alternate test the day they return to school. Failure to take the exam on the day they return will result in a zero for the exam. Student must contact the instructor on the student's first day returning to school in order to schedule a makeup exam on the first Theory Day after the absence. • All makeup exams must be taken after scheduled Theory hours. • Pop quizzes cannot be made up. • All makeup exams scores are equal to the term passing score, or less.

Vocational Nursing

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each term in order to continue in the program. Each of the three required terms is made up of multiple modules / or courses of instruction. All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed under the "Grading" section of this catalog.

VN Clinical

Vocational Nursing students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical Pass is based on satisfactory achievement of all clinical objectives.

Performance Rating Scale – VN Clinical

The clinical evaluation has ten categories:

6. Safety
7. Nursing Skills / Activities
8. Communication / Interpersonal Skills
9. Assessment
10. Planning
11. Nursing Diagnosis
12. Implementation
13. Evaluation
14. Medication
15. Critical Thinking

The student must practice within the standards of the ten categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Remediation for Vocational Nursing

Remediation has been established to assist the student in improving theoretical or clinical knowledge while compensating for a failed module. Remediation is offered to students when the cumulative GPA is below the term minimum. During each Term, students will be allowed to remediate (i.e., retake one exam) replacing the lowest grade. **The student must complete remediation within ten calendar days**. If the student has completed the process but does not achieve a passing score, the original exam grade will stand and be factored into the term GPA. The maximum points allowed for passing remediation are equal to the term passing score (i.e., 75%, 78%, and 80%).

Grading

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

The student must achieve a passing grade based on the scale listed below:

- **Term 1:** 75% passing grade = to letter grade of “C”
- **Term 2:** 75% passing grade = to letter grade of “C”
- **Term3:** 75% passing grade = to letter grade of “C”
- **Term 4:** 75% passing grade = to letter grade of “C”

The student must achieve a clinical passing grade in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will result in a final grade of "fail".

VN Grading Criteria

LETTER / PERCENTAGE GRADES FOR VOCATIONAL NURSING PROGRAM (ONLY)

	Basis of Guide
Theory: 100% of Total Grade	Quizzes and assignments
	Class presentation
	Comprehensive final exam
	Comprehensive math exam
Clinical: Pass or Fail	Clinical performance
	Attendance / participation

Grade	Percentage	Rating	Grade Point Value
A	90 to 100	Excellent	4.0
B	80 to 89	Very good	3.0
C	75 to 79	Average	2.0
D	70 to 74	Below average	1.0
F	0 to 69	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer credit	N/A
CC	None	Challenge credit	N/A
I	None	Incomplete	N/A

Vocational Nursing Repeat Policy

If a student voluntarily withdraws, **or by SAP requirements** receives **a lower than standard grade**, the student may be allowed to repeat the Term. A student wishing to repeat a Term must schedule a meeting with the Director of Nursing and demonstrate that the conditions that caused the lower than standard academic progress or **withdraw has been corrected**. Students repeating a Term must complete the entire term within the maximum allowable time frame to be considered as maintaining satisfactory progress and remain eligible for student financing. The maximum allowable time frame is considered one and one-half times the length of the program.

A student may be allowed to repeat a unit of study (Term) within a program that the student failed or did not complete, on a space-available basis. When a Term is repeated, the student must take both the theory and clinical segments of the program concurrently. When grading the student, the grade received when repeating the Term will supersede any previous grade for that term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed.

Students repeating a Term will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed, and repeating students will be assigned a seat only on a "**space available**" basis. Students repeating a Term may be required to repeat the Term on Warning status depending upon the circumstances surrounding the cause of the initial Term failure or withdrawal. The grade for the repeated Term will become the official grade.

STUDENTS WHO FAIL A REQUIRED COURSE THREE TIMES WILL BE TERMINATED FROM THE PROGRAM.

Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financial aid and financing. Students may repeat one course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per clock hour / credits charges and will not be covered by financial aid, other payments arrangements need to be done.

Satisfactory Academic Progress (SAP)

- Satisfactory academic progress is necessary to become a Central Coast College graduate. The following applies to all students enrolled at Central Coast College:
- Maximum time frame is the maximum amount of time that a student is permitted to work towards a credential. This period is equal to 1.5 times the standard program length. The maximum time frame is based on the length of the program measured in credit hours.
- Satisfactory Academic Progress is measured in increments of 50% of the program measured in credit hours for nine-month programs.
- Satisfactory Academic Progress (SAP) is measured in increments of 25%, 50%, 75%, 100% of the program measured in credit hours for programs longer than nine months.
- Satisfactory Academic Progress is measured in increments of 450; 900; 1,215; 1,530 of the program's scheduled hours for the 1,530 clock hour Vocational Nursing program.
- Satisfactory Academic Progress is measured in increments of 450; 900; 1,259; 1,679 of the program's scheduled hours for the 1,679 clock hour Vocational Nursing program.
- Students must have earned a minimum of 67% of attempted credits (quantitative) for credit hour programs or 80% Attendance for Vocational Nursing Programs and must have earned at least 70% (2.0), 75% (2.0) for Vocational Nursing, CGPA (qualitative) at each evaluation point.
- Failure to meet Satisfactory Academic Standards at an evaluation point will result in the student being placed on "Warning". If at the end of the warning period, the student meets both quantitative and qualitative requirements, student will be re-instated to Satisfactory Academic Progress. (If Title IV, for the warning period student will still be eligible for Title IV funds for that one payment period. Financial Aid Warning is assigned without an appeal or action by the students.)
- Failure to meet satisfactory academic progress requirements during the "Warning" period will result in the student being placed on "Probation". (If Title IV, student may appeal unsatisfactory academic progress. If appeal is denied student will not be eligible for Title IV Funds and will need to make other payment arrangements. If appeal is approved probation will continue and Title IV Funds eligibility will not be interrupted.)
- Failure to meet the Satisfactory Academic Progress requirements during the "Probation" period will result in the student being terminated.
- For the effect of repeated courses and withdrawal on the SAP calculation, See Course Repetitions and Withdrawals.

Warning Policy

All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses students attending school during the "Warning" period are still deemed to be in Satisfactory Academic Progress and will continue to receive Title IV Funds for that one payment period.

Warning status is assigned without an appeal or other action by the student. If at the end of the Warning Period, the student meets both the quantitative and qualitive requirements, they will re-establish Satisfactory Academic Progress and eligibility for Title IV Funds will continue. If at the end of the Warning Period, the student has not met both the quantitative and qualitative requirements, the student will be placed on probation for the next payment period and loses their Financial Aid eligibility.

Vocational Nursing Warning Policy Only

The Vocational Nursing Department maintains a separate policy for warning students of deficiencies noted during the term of their instruction. This policy is designed to keep students informed of their overall academic, attendance, clinical skills and interpersonal achievement and is not a part of the Institutional Satisfactory Progress Policy.

Students may be placed on "Warning" status for a variety of reasons. Failure to maintain acceptable levels of academic, clinical and / or didactic attendance progress will result in the student being placed on "Warning" status. During the time a student is on warning, he / she will be counseled and notified in writing of "Warning" status. The terms of the warning will be stated in the warning notification along with the specific conditions that will need to be met to be removed from warning status. Failure to complete the terms of warning during the allowable time frame may result in probation / termination from the program.

Appeal Policy

Any student who is placed on probation and / or terminated for failure to maintain satisfactory progress or failure to complete the terms of probation may appeal the decision. All appeals and / or requests for readmission must be made in writing to the Appeals Committee within 15 days of the student being notified of his / her probation or termination

The appeal or request for readmission must document that the conditions resulting in the probation status or termination have been rectified. Readmission is not guaranteed, and the decision of the Appeals Committee is final. A student will be notified in writing of the Committee's decision within 15 days of the college's receipt of the appeal or request for readmission. Please see the "Readmission Requirements" section of the Catalog for further information regarding appeals and the readmission process.

Probation Policy

Probation will occur if a student's CGPA falls below 70% or 2.0 / 75% or 2.0 (Vocational Nursing Program), or percent of credits attempted falls below 67% for credit hour programs, or attendance falls below 80% at the established incremental evaluation points. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on probation. Students must raise their CGPA to at least 2.0 (2.0 for the Vocational Nursing Program) and raise their percent of credits attempted above 67% by the end of the probationary period. Students are expected to maintain a CGPA of at least 2.0 (70%) in vocational classes and 2.0 (75%) for Vocational Nursing in order to remain in good academic standing. This probationary period will not interrupt any student Title IV Funds eligibility and will continue to receive funds during that payment period only if the student submits a written appeal to the SAP determination during 15 days of receiving notice of unsatisfactory progress and Central Coast College approves the appeal. If the student meets the minimum quantitative and qualitative requirements by the end of the probationary period, satisfactory progress will be re-established and Title IV Funds will be disbursed for the next payment period. If a student does not meet the CGPA minimum within the next consecutive payment period, the student's enrollment will be terminated.

Vocational Nursing students, (**see additional Vocational Nursing Policies**) meet with the instructor or the Director of Nursing to develop a plan for identifying deficiencies and improving student's academic performance. If a student does not meet the CGPA minimum within the next consecutive payment period, the student's enrollment will be terminated.

Remediation

Core Programs

A student may be given an opportunity to remediate a course if they receive a final course score of 60%-69% or "D". Students who receive a final course score of <60% or "F" are not eligible for remediation. Students who are eligible

for remediation may remediate up to 10 % of their grade, they will have up to fourteen calendar days. Remediation may be in the form of an assignment, project, research paper, or an exam equivalent to the final examination of the course. Successfully remediated courses can only earn a maximum grade of "C" or 70%.

Vocational Nursing

Any student who fails an exam must meet with the instructor to review areas of weakness and develop a remediation plan. The plan includes tutoring and specific assignments. Students who receive an "F" in a term are not eligible for remediation. The remediation plan will continue throughout the term until satisfactory progress is achieved, with weekly instructor check-ins. Successful completion of remediation allows the student to progress in the course with a minimum passing grade of 75%. Vocational Nursing students who meet the following academic criteria will be withdrawn from the program:

- Fails any course with a grade below "D"
- Must remediate more than two courses
- Fails to successfully remediate a failed course
- CGPA falls below 2.0

Remediation Tutoring – Vocational Nursing

During any term at any time during the term if a student has a change in grades either the student or the faculty can initiate a tutoring plan. The purpose of this plan is to assist the student in improving test taking abilities and increase theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail.

Any student who fails two tests in a row or fails a TEAS proctored exam will be placed on a mandatory tutoring plan. The student must attend all tutoring sessions and complete all assignments, tutoring will continue until the next scheduled test. If the student passes the next test, mandatory tutoring will be discontinued (although the student may continue with a tutoring plan if they so choose). One retake of each TEAS proctored exam will be offered after completion of the tutoring plan after failure of a TEAS proctored exam.

Successful completion of a tutoring plan is passing the course with a grade of "C" or better, negating the need to remediate the course.

Skills Lab

The Vocational Nursing Program Skills Lab is available to provide supervised time for students to increase their proficiency in clinical skills such as; review of mathematics, aspects of medication administration, assessment, and clinical documentation, as well as other nursing skills.

Instructor Referral

An instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase their understanding and competency of clinical skills. A Referral Form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by the Educational Assistance Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor. The learning activities available in the Skills Lab are listed on the Referral Form. The instructor may specifically list other objectives to meet the student's needs.

Vocational Nursing students are encouraged to attend the Skills Lab independently, as well as to aid in increasing technical proficiency and / or expanding the student's knowledge base. Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

Tutorial Policy

"All students are provided the opportunity for tutorial sessions."

Central Coast College recommends that students be proactive in requesting tutorial assistance to better comprehend course material and improve overall academic achievement. Vocational Nursing students who receive a "D" grade on any examination will be required to attend mandatory tutorial sessions. Students must request tutorial assistance through their instructor or the Nursing Department.

Individual discussion with the instructor will lead to a determination of tutorial recommendation. Central Coast College posts current tutorial hours for student scheduling.

Testing Protocols

Students will not be allowed to enter the room after the test has begun. Students who arrive late will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.

Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom. Students should make every effort to arrive on time and complete the regular test.

Students who are absent on the test day must take an alternate test on the same day that they return to class. Alternate testing may not be postponed. No student will be allowed to take any more than one alternate test in any single Term. If a student is not able to take a regular test after already being allowed one alternate test, the student will receive a grade of "zero" for the test.

Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

Talking of **ANY KIND AND FOR ANY REASON** is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, he / she should raise his / her hand for assistance by the instructor.

Due to current messaging technology, all cellular phones and pagers must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a cellular phone or pager turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee comprised of (**Program Director, Director of Education or Director of Nursing**) for termination proceedings.

All tests will be monitored by the instructor. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student's answer sheet or any other form of cheating witnessed by the instructor will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. **Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission**.

Vocational Nursing – Theory Guidelines

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class per the Vocational Nursing testing protocols.

Vocational Nursing – Clinical Guidelines

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his / her duties will be considered absent.

Maximum Timeframe

All program requirements must be completed within a **maximum timeframe** 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. Students exceeding the maximum time frame are no longer eligible to receive financial aid.

How to Reestablish Financial Aid

If financial aid is terminated, the student can reestablish their financial aid once they have a 2.0 CGPA and 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 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.

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 x 150%, or 54 attempted credits.

Graduation Requirements

Certificate Requirements

In order to receive a Certificate of Completion or Diploma from a program of study, students must:

- Complete the required credit / clock hours within the maximum number of credits attempted.
- Must meet minimum of 80% attendance requirement.
- Have a CGPA of at least 2.0 at the completion of the required credits.
- Complete all requirements within 1.5 times the program length.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

(See program-specific licensing requirements for Veterinary Technology, Nursing Assistant, Vocational Nursing and Phlebotomy Appendix A in this catalog.)

Vocational Nursing

In order to graduate and receive a **Certificate of Completion from the Vocational Nursing Program**, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.
- Fulfill all financial obligations to Central Coast College.
- Must submit a professional resume to the Placement / Career Services Department.

The program requires concurrent clinical make-up times for excused absences to meet the objectives of the course. All makeup days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame will be dropped from the program. Students will be officially graduated upon completion of all clinical makeup days.

As Vocational Nursing students progress in the program, each student will participate in the diagnostic testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

Commencement Ceremony

Graduation is the time for students to receive recognition for achievements in academics, attendance, and professional growth. The college holds a graduation ceremony once a year in June, and students must complete all requirements for graduation, as described above, to participate in graduation.

Honors and Awards

Program students completing their program with a GPA of 3.95 or higher will receive an Honor Roll certificate, gold cord and be recognized at graduation for their accomplishment. A student, who attends 100% of their scheduled class sessions, will be honored with a Perfect Attendance certificate, and will be recognized for their accomplishments.

Vocational Nursing students with a GPA of 90% or higher will receive an Honor Roll certificate and gold cord and be recognized at graduation for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance certificate and be recognized for their accomplishment. Central Coast College of Health conducts graduation ceremonies and recognizes the class Valedictorian for each program and for the Vocational Nursing program “The Nightingale Award”.

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 is no night-time, part-time or weekend externships available**. I will have to make myself available during the daytime, on weekdays, from four to eight 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.

Associate of Applied Science in Magnetic Resonance Imaging (MRI)

In order to graduate and receive a diploma from the MRI AAS program, a student must meet the following requirements within the maximum allowable time frame:
Student must achieve 70% or higher GPA during each evaluation period and have satisfactorily completed appropriate assignments, projects, performance checklist procedures and completion of externship; and must meet 80% of course attendance.

In order to graduate Magnetic Resonance Imaging Program, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all 5 modules of instruction according to the grading requirements for both Lab & Theory. This includes completion of 100% of the Clinical extern hours and the total required exams to be scanned; and meet all attendance requirements.

- Pass all mandatory lab competencies.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the MRI department for remediation.

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 one
        - Monday to Friday 12:30 p.m. to 4:30 p.m.
        - Monday 9:00 a.m. to 12:00 p.m. CCMA Exam
    - Weeks two to nine:
        - Thursdays from 3:00 p.m. to 5:00 p.m.

Ultrasound Technician Program

I understand that in addition to the 960-hour Externship I must attend:

- Prior to Externship following my last Module:
    - Successfully complete my Ultrasound Protocol Exit Competencies.
    - UT 106: 20 hours in week one
        - Monday to Thursday 8:00 a.m. to 1:00 p.m. or 6:00 p.m. to 10:00 p.m.

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 one
        - Monday to Friday 12:30 p.m. to 4:30 p.m.
    - Weeks two to six:
        - Thursdays from 3:00 p.m. to 5:00 p.m.

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. 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 at 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:

Allied Health and Veterinary Dress Code – Both on Campus, Externship, and Clinical Rotation Sites

- Scrub pants and top with school-embroidered logo.
- Picture I.D. 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 onsite.
- 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 medical 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 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.

MAKEUP

Recommend simple light, make-up. Environment.

JEWELRY – BODY ART

One pair of stud earnings 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

Use of cell phones, PDAs, etc. are NOT allowed at any time in the classroom, lab, externship or clinical sites.

Business Student Dress

We encourage you to exceed the dress code requirements and look professional at all times. You can wear clothing that meets dress code requirements and still look unprofessional. We want you to learn what our local employers expect; our dress code is based on what they have told us is appropriate in their workplaces. We do not have casual days.

WOMEN

- Dress slacks
- Dresses, skirts
- Dress shirts or blouses
- Knitted pullover sweaters and / or turtlenecks
- Suit jackets
- Dress shoes (flat or high heeled)
- Shoes may be open-toed or sling back

MEN

- Dress slacks
- Dress shirts (shirttails tucked in)
- Sport shirts
- Turtlenecks or knitted pullover sweaters
- Suit jackets / ties (optional)
- Dress shoes (loafers or lace-ups)
- Dark socks

Body Modifications

In addition to traditional ear piercings, non-clinical students may have one or two small facial piercings. Tattoos should be covered whenever possible. Most body modifications are not embraced by most employers, and will make obtaining employment more difficult, even for an otherwise excellent student.

Prohibited Items

This list is meant to be descriptive; it may include some items that are inappropriate for work. If you are warned by an instructor or staff member not to wear a particular item, or to work on some aspect of your appearance that is not specifically mentioned, you should accept the instructor / staff member's input as professional advice and follow it.

SHIRTS

- T-shirts or sweatshirts (fleece) material
- Team sweatshirts
- Shirt with writing (other than Central Coast College scrubs)
- T-shirts

PANTS

- Poorly fitting pants (overly baggy or too tight)
- Pants with studs
- Jeans
- Leggings (even under a dress or skirt)

FOOTWEAR

- Sneakers or athletic-appearing shoes
- Casual sandals (including Birkenstocks, flip-flops, or thongs)
- Knee socks with dresses or skirts
- White athletic socks
- UGGS or similar footwear

OTHER

- Spaghetti straps
- Off-the-shoulder dresses or shirts
- Tank tops
- Low cut shirts
- Any clothing that reveals the abdomen or belly button
- See through clothing

- Skirts shorter than 3” above the knee
- Shorts
- Athletic apparel (sweatpants, sweat jackets)
- Coats worn inside or to cover up clothing outside
- Hats, hoods, or sunglasses indoors
- Gang-related attire
- Obscene or offensive jewelry
- Chains that hang outside of pockets
- Hair color not found in nature (multi-colored hair)
- Excessive cologne or other scent
- Unusual lip color like black or green
- Excessive or inappropriate makeup
- Overly long nails

Many of the above (excessive makeup, unnatural hair color) are subjective and debatable. We make recommendations and rules based on long experience with employers. We do not make character judgements; we only want to make our graduates as employable as possible.

If an instructor asks you to change some aspect of your appearance, or not to wear a particular item of clothing to school, take the feedback professionally. Appeals can be made in writing to the Campus Manager.

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 two 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

Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must meet the minimum required attendance standards of 80% in order to graduate from the program.

Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered absent.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

Tardiness

Students are considered 'tardy' if they arrive 15 minutes or later to the start of class. Time absent is counted toward total class hours missed. A student who exhibits consistent tardiness shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing.

Early Departure

An 'early departure' is defined as the departure from a class 15 minutes or later from the scheduled end of class. A student who exhibits consistent early departure shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing. Legacy Education utilizes a real-time digital attendance tracking application, CourseKey, to maintain real-time attendance for all students. Chronic or excessive late arrivals or early departures may lead to disciplinary action up to and including expulsion from the course or program. Time absent is counted toward total class hours missed.

Absence for Court Appearances and Government Agencies

These absences count against the minimum 80% attendance requirement.

- **Required Court Appearances:** A letter, subpoena, summons, or jury summons must be presented within two class days of the absence, or the absence will be unexcused.
- **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 two class days of the absence, or the absence will be unexcused.
- **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 80% 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 20% of scheduled hours for the program.

Appeals

Students have one week to submit attendance appeals. In the absence of evidence to the contrary, the instructor's attendance 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 attendance will stand as written. Data-entry errors may be corrected at any time.

Program Specific Policies

Nursing Assistant

The Nursing Assistant Program is an intensive, fast-paced course governed by the California Department of Public Health (CDPH), which mandates strict attendance standards to ensure eligibility for the state examination for licensure. Therefore, students are expected to attend every scheduled theory and clinical session as outlined in the course calendar.

The following are the attendance requirements for the Nursing Assistant program:

- State Mandated Hours:

  All state-regulated instructional hours (both theory and clinical) must be fulfilled in order to pass the course.

- 100% Attendance:

  Students must achieve 100% attendance in both theory and clinical components to successfully complete the program.

- Zero Absence Policy:

  Due to the strict mandates set forth by CDPH in regard to course hours, students will be immediately dismissed from the course due to an absence.

Phlebotomy Technician

The Phlebotomy Technician program is an intensive, fast-paced course governed by the California Department of Public Health (CDPH), which mandates strict attendance standards to ensure eligibility for the state examination for licensure. Therefore, students are expected to attend every scheduled theory and externship session as outlined in the course calendar.

The following are the attendance requirements for the Phlebotomy Technician program:

- State Mandated Hours:

  All state-regulated instructional hours (both theory and externship) must be fulfilled in order to pass the course.

- 100% Attendance:

  Students must achieve 100% attendance in both theory and externship components to successfully complete the program.

- Zero Absence Policy:

  Due to the strict mandates set forth by CDPH in regard to course hours, students will be immediately dismissed from the course due to an absence.

Vocational Nursing

Central Coast College provides accelerated learning programs and mandates students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his / her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the VOCATIONAL NURSING program:

- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the VOCATIONAL NURSING department, Clinical Coordinator when they are absent ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY or PART of DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL/SKILLS LAB. Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to contact the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions. The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make-up form for all theory make-up and clinical make-up. Make up assignments for theory are due to the DON within 10 days, failure to complete the make-up assignment within 10 days will result in dismissal from the VN program. Skills lab is made up in the skills lab and make-up time must be scheduled with the instructor, failure to make up skills lab will result in clinical failure and dismissal from the program. Clinical make up is scheduled in the clinical site at the end of the term, failure to complete clinical make up will result clinical failure and dismissal from the program.

Students may miss a maximum of 16 hours of theory and 16 hours of clinical/Skills Lab (skills lab hours are considered clinical hours) during a term.

Students will be given attendance warnings as below:

Theory:

8 hours missed first warning

16 hours missed second warning

Any time over16 hours missed- termination from the VN program

Clinical/Skills Lab:

8 hours missed first warning

16 hours missed second warning

Any time over 16 hours missed- termination from the VN program

Make up assignment procedure:

Theory:

1. The instructor will provide the student with a make-up assignment that is specific to meeting the objectives that were missed and of appropriate length regarding the time that was missed.
2. The assignment will be due no more than 10 days from the date of the absence.
3. Assignments may include a written synopsis of the objectives missed, completion of lessons related to the topics missed in the students' electronic resources and/or a quiz based on the topics missed.
4. The faculty will review the assignment for completeness and grade the assignment. The student must complete 100% of the assignment and obtain a grade of a minimum of 90% on the assignment for the assignment to be considered complete.
5. If the student does not complete the assignment or does not achieve 80% or better on the assignment, the student will be referred to the DON.
6. If the student did not meet the expectations regarding the make-up assignment the Director of Nursing will give the student an additional assignment in the form of additional lessons to be completed in the students' electronic resources, a quiz, completion of the previous assignment or handwritten correction of the previous assignment.
7. If the student does not complete 100% of the assignment or achieve a minimum of 80% on the assignment after meeting with the Director of Nursing, the student will be placed on a remediation plan.
8. The graded assignment will be returned to the student, a copy will be submitted to the Director of Nursing.

Skills Lab

1. If the student is absent from the skills lab, the student will be required to make up the time and missed skills in the skills lab with the instructor.
2. The student will schedule make up time with the instructor, skills lab must be made up within 10 days of the absence.
3. The student will complete the skills that were missed in the skills lab through demonstration by the instructor and return demonstration by the student. The student will practice the skills that were missed for the same amount of time that was missed.

Clinical

1. If a student is absent from the clinical site, the student will be required to make up clinical in the clinical setting at the end of the term. There is a week scheduled between terms to allow for make-up in the clinical setting on the regularly scheduled clinical days.
2. The student will be required to make up the objectives missed, and the time missed in the clinical setting.
3. Clinical make up days will be scheduled for no less than 4 hours. Any time missed less than 4 hours will require 4 hours of make up in the clinical site. Any time missed more than 4 hours will require 8 hours of make up in the clinical site.

In all cases:

1. The instructor will complete the make-up form listing the objectives to be made up, the number of hours to be made up and the assignment.
2. The instructor will submit the completed make-up form including the time made up and a copy of any written assignments to the Director of Nursing.

3. The instructor will submit the completed make up form including the time made up to the registrar.

Central Coast College may review and require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

- To return to school after a medical LOA, the student must provide Central Coast College with a full medical clearance.
- The student will be re-admitted on a space available basis only.
- The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make up form for all theory makeups and clinical makeups.

Institutional Leave of Absence (LOA)

A Leave of Absence (LOA) may be granted to students who require a medical leave of absence, extreme hardships, legal reasons or other mitigating circumstances. LOA's are granted on an individual basis and must be requested in writing by the student and approved by the Director of Education and / or the Director of Nursing, Registrar, and Instructor. A student may take multiple LOA's during their entire program. During the term of an LOA, eligibility for student financing is suspended. The total cumulative length of time that a student may take a Leave of Absence must not exceed 180 days or 1/2 the program length, whichever is shorter. An approved LOA will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take an LOA will be required to take an LOA at the end of the module and return to the training program at the beginning of the module.

ALL students requesting a Leave of Absence are required to meet with the Campus Registrar, Director of Education and / or Director of Nursing and Financial Aid Office for initial requests for Leave of Absence. Approval of all Leave of Absences (LOA) will be at the discretion of the Director of Education.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. The first day of the student's Leave of Absence will be considered the last date of attendance for determining refund calculations. No additional charges will be assessed to a student's account during a Leave of Absence.

Students will be re-admitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.

Recipients of Federal Funds Educational Loans (FFEL) and alternative loan financing should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student's "grace period" for beginning repayment of funds / loans disbursed. For example, if a student takes an approved leave of absence for 30 days and fails to return to classes (withdraws from school) the withdrawal date will be the first day of the Leave of Absence. Therefore, 30 days of the student's grace period would already have been used. For an explanation of grace periods, please see the Student Financing Office and Financial Aid Office. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Campus Registrar, Director of Education and / or the Director of Nursing and Campus Director.

Student Disciplinary Procedure

Disciplinary Steps

Disciplinary Committee

Central Coast College maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions, behavior on campus or at clinical, externship sites, or any other serious matter concerning a student's period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination from Central Coast College. All Disciplinary Committee meetings are closed, and students referred to the Committee for action will be informed in writing of the Committee's decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

Student Termination (Students who are terminated from their program will not be allowed reenrollment into their program of termination.)

Students may be terminated for any of the following reasons:

- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel / clients.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Any violation of BVNPT policy (Vocational Nursing Students).
- Falsification of school records. Falsification is defined as the action of changing something, such as a document, in order to deceive someone or something. (Example: Documenting false externship hours.)
- Failure to adhere to all Student Conduct Guidelines.

NOTE: All terminations are subject to review. Final decisions are made by the Campus Director and / or Executive Management.

Suspension – A period of time in which a student is temporarily withheld from attending class.

A Vocational Nursing student may also be terminated for failure to abide by the **EXPECTATIONS FOR STUDENT BEHAVIOR** while at clinical. A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:

- Placing a patient in physical jeopardy.
- Placing a patient in emotional jeopardy.
- Failure to demonstrate competence.
- Gross negligence.
- Violation of the Central Coast College and / or BVNPT Attendance Policies.
- Failure to meet theory or clinical objectives.
- Failure to maintain personal composure.
- Violation of Central Coast College's Drug and Alcohol or Weapon Policies.

- Patient abandonment.
- Leaving the clinical site without authorization.

When a faculty member perceives that a student may be experiencing difficulty, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behaviors. It is the primary objective of all instructors to de-escalate all problems before they reach critical levels.

Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results (e.g., Warning) will be made in the Anecdotal Notes. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the Instructor, the Student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances.

Students may be sent from the clinical facility to the campus if Student Behavior standards are not met. The student will receive an absence for the day.

Student Dismissal

Students may be dismissed for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to adhere to the terms of probationary notices.
- Failure to achieve minimum passing scores per Grading Policies.
- Cheating on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term (Vocational Nursing) without notifying the college (excluding LOAs, holidays and scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (excluding LOAs, scheduled breaks and holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Failure to adhere to the terms of warning notice(s).
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to make up missed clinical days in current term (Vocational Nursing Students).

Student Services

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.
- Membership 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, Student 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. Those wishing to smoke may do so in 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 El Gabilan Public Library is located across the street from the campus (hours are on their website at

https://salinaspubliclibrary.org/about/el-gabilan-library. Reference books are available in the College's resource room.

The library contains computers and resources of supplemental educational materials for students that is available during office hours of operation. Central Coast College presently has the resources available to address the requirements of college. The institution uses LIRN (Library and Information Resources Network) which is an online library and has the necessary reference, research and information resources to support the program and to enhance student learning. The LIRN library has a librarian available to students. The librarians have masters' degrees from programs accredited by the American Library Association and high levels of engagement in the profession. They participate in regular professional development activities and attend national, regional, and state events to stay informed with the latest information and best practices in the field. The holdings include general education resources including social sciences, the arts, health research and biological sciences.

Students have access to the College's Online Learning Resource System which can be accessed from the College's Learning Management System (Blackboard). A link to the LIRN Library is embedded in each course along with LIRN Orientation and Training.

- **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 Advisor, Director of Education, or Program Director if they are encountering difficulties.

- **Well-Being Officer:** This person is responsible to advocate and nurture the holistic care of the people of Legacy Education. Focusing on the physical, emotional, mental, and spiritual needs to support all leaders, employees, and the student body in their health and well-being. Through the building and leading of holistic opportunities and programs to foster growth and a sense of well-being. Students can schedule a meeting directly by reaching out to her email ascola@legacyed.com or work with their Student Services Coordinator / Director to make a connection.

Technical Support

Technical support is available to students and staff for 24/7 via the LMS support that is in LMS. Additionally, technical support is provided for students and staff during institutional operating hours from 8:00 a.m. to 10:00 p.m. by emailing help@legacyed.com.

The VP of Student Information Systems, Director of IT, VP of Academics and Online, and Chief Academic Officer receive notification from faculty or students regarding any technical issues or assistance needed for all Systems utilized within the program.

Housing

Central Coast College does not assume responsibility for student housing and does not have dormitory facilities under its control. Students are encouraged to utilize web resources when searching for cost-of-living expenses. Students may consider www.homearea.com or www.rentdata.org which provide estimated rent costs and home values by city or area.

Living in Salinas, California comes with a moderate cost of living when compared to other U.S cities. Median house values reach around $420K while rent for a single bedroom typically runs from approximately $1,400 - 1,700 per month depending on the area chosen. Utilities and groceries remain within standards seen nationally while taxes tend to be slightly lower than other parts of Northern California.

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.

Campus Security / Safety Information

Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel.

All students are requested to complete a Medical Emergency Information Form upon enrollment. If there are any changes to the information requested on the form, please see the Registrar on campus to update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in your medical conditions, medications, allergies or related information.

Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at Central Coast College, the student should immediately report the matter directly to any of the following individuals:

- Campus Director

Central Coast College's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Office or report the hazard to any staff member. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services office. The college conducts regular fire drills on an unannounced basis. Please

review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

In compliance with federal law, the college publishes an annual Campus Safety report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been made on campus since the college began operation. To request a copy of the Safety Report, please see the Campus Director.

Cardiac Sonography Associate of Applied Science (AAS)

Program Length	2,400 Clock Hours (1,230 classroom / 270 online / 900 clinical externship) 107 Semester Credits 115 Weeks (morning/afternoon) 115 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2032 / 51.0901
Employment Titles	Cardiac Sonographer, Diagnostic Medical Sonographer, Medical Sonographer, Registered Diagnostic Medical Sonographer (RDMS), Sonographer, Staff Sonographer, Ultrasonographer, Ultrasound Technician (Ultrasound Tech), Ultrasound Technologist (Ultrasound Tech)

Program Description/Objectives

The Cardiac Sonography program is designed to prepare graduates for employment as a Cardiac Sonographer. The graduate can work in imaging centers, physician's offices, clinics, mobile units or hospitals that do not require a certification to be employed. The Cardiac sonographer plays a key role in today's modern diagnosis and treatment team of Cardiac disorders. The Cardiac sonographer produces two-dimensional ultrasonic recordings of the heart and related blood vessels using ultrasound equipment for use by physicians in diagnosing certain cardiac diseases and malfunctions of the heart. The program includes a 900-hour externship.

The general education courses for the Cardiac Sonography Associate of Applied Science Degree program are offered online only using Interactive Distant Learning (IDL). The core Ultrasound principles and subjects will be taught on campus.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
UT100A/B Med Term, Basic A&P, Basic Math, Medical Law and Ethics	240	16	0	0	0	0	240	16
UT 100C Pharmacology, Patient Care and EKG	210	14	30	1	0	0	240	15
UT 101 Introduction to Ultrasound Physics	120	8	120	4	0	0	240	12
CS 101 Cardiac Sonography I	120	8	120	4	0	0	240	12
CS 102 Cardiac Sonography II	120	8	120	4	0	0	240	12
CD 200 Professional Development	30	2	0	0	0	0	30	2

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
CS 106 Cardiac Sonography Externship	0	0	0	0	900	20	900	20
ENG 101 English Composition 101	45	3	0	0	0	0	45	3
PSYCH 101 Introduction to Psychology 101	45	3	0	0	0	0	45	3
SOC 101 Introduction to Sociology 101	45	3	0	0	0	0	45	3
MTH 101 College Algebra 101	45	3	0	0	0	0	45	3
ENG 102 Public Speaking	45	3	0	0	0	0	45	3
PHY 101 Physics I	45	3	0	0	0	0	45	3
TOTALS	**1,110**	**74**	**390**	**13**	**900**	**20**	**2,400**	**107**

Course Descriptions

Course Number / Name	Course Length	Description
UT 100A/B **Medical Terminology, Basic Anatomy and Physiology, Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	This course will introduce you to: keyword parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. This course will also introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts. In addition, you will receive course work in CPR Certification, Infection Control and First Aid.

Course Number / Name	Course Length	Description
UT 100C **Pharmacology, Patient Care and EKG**	Lecture Hours: 210 Lab Hours: 30 Total Clock Hours: 240 Semester Credit Hours: 15	This course is designed to provide students with principal knowledge about the medications used to treat patients with heart disease. student will understand the major drug classifications in cardiology and common medications used in cardiac emergencies and stress Echo. Students will also gain knowledge about medical tests other than TTE used to aid with the diagnosis of heart disease with possible use of medication or contrast agent. This course also provides the student how obtaining patient history, pre- and post-procedure information, the preparation and presentation of technical reports, communication of clinical findings to practitioner. The student will learn basic computer skill, effective communication in the workplace, and telephone etiquette. This course introduces the student to diverse populations and ways that diversity influences language and communication. The student will also learn how to interact with patients as a Sonographer. These skills include patient safety, strategies for dealing with difficult patients, family members and situations. Student will also learn skills for patient transfer, position, and transportation. Additionally, this course will introduce cardiac electrophysiology and electrocardiography concepts, techniques, and applications. The student will be trained to perform ECG protocols and to recognize and report various cardiac and pacemaker rhythms, conduction disturbances, and life-threatening conditions, with focus on patient care and management. The course will also explore Holter and telemetry monitoring in addition to different stress testing modalities and protocols and will conclude with a comprehensive approach to 12-lead ECG analysis and interpretation. In the lab, the student will learn to perform and analyze the standard 12-lead ECG on fellow students.
UT 101 **Introduction to Ultrasound Physics, Principles, Application and Instrumentation**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution are also covered. Additionally, this course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bio effects and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

Course Number / Name	Course Length	Description
CS 101 **Cardiac Sonography I**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload / volume overload in relation to valvular pathology. This course will also cover prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension. This clinical / laboratory course is an introduction to Doppler principles, velocities, pathology and basic ultrasound physics. Emphasis will be placed on normal anatomy and disease state conditions. M-mode and measurements of valve area will be demonstrated. Students will learn probe manipulation for optimal visualization of anatomy. Prerequisites: All courses except CS 102, CD 200, CS106
CS 102 **Cardiac Sonography II**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course covers cardiac tumors and masses, congenital heart defects Transesophageal echo (TEE), echocardiography contrast agents, and detailed diastolic dysfunction. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function of the heart. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized. Prerequisites: All courses except CD200, CS106
CD 200 **Professional Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: Prerequisites: ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101

Course Number / Name	Course Length	Description
CS 106 **Cardiac Sonography Externship**	Clinical Hours: 900 Total Clock Hours: 900 Semester Credit Hours: 20	In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete cardiac protocols with decreasing supervision. Students are expected to process patient information, perform sonograms and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level sonographer with minimal supervision. Prerequisites: UT100A, UT100C, UT101, CS101, CS102, CD200, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.
PSYC 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.
SOCI 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media.
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems.
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and nonverbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs, and interactive communication situations.

Course Number / Name	Course Length	Description
PHY 101 **Physics I**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	In this course, students will discuss the concepts of physics. Emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will study waves considering sound, reflection, and refraction of light.

Uniform and Supplies Information

The following uniform and supply items are included in the Cardiac Sonography program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- SonoSim Simulator
- 1 CPR Card

NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package

Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Computer Specialist: Accounting

Program Length	680 Clock Hours 44.61 Quarter Credits 48 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	43-3031/52.0302
Employment Titles	Bookkeeping, Accounting, and Auditing Clerks, Payroll Clerks

Program Description and Objective

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 two to three hours of homework daily.

Program Outline

	Classroom Hours				Credit Hours			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
CM102 Introduction to Microsoft Office	30	0	0	30	3	0	0	3
CM102A Introduction to Microsoft Office Lab	0	30	0	30	0	1.5	0	1.5
KS101-I Keyboard Skill Building	0	15	0	15	0	.75	0	.75
KS101-II Keyboard Skill Building	0	15	0	15	0	.75	0	.75
BM101 Basic Business Math	20	10	0	30	2	.5	0	2.5
BA110 Introduction to Accounting and Collections	20	10	0	30	2	.5	0	2.5
CD102A Career and Personal Development	3	3	0	6	.3	.15	0	.45
BA203 Business Accounting – Payroll	30	0	0	30	3	0	0	3
BA203A Business Accounting Applications Lab	0	30	0	30	0	1.5	0	1.5
KS102-I Keyboard Skill Building	0	15	0	15	0	.75	0	.75
KS102-II Keyboard Skill Building	0	15	0	15	0	.75	0	.75
BC101 Business Communications	20	10	0	30	2	.50	0	2.5
OP101 Introduction to Office Procedures	20	10	0	30	2	.50	0	2.5
CD102B Career and Personal Development	4	5	0	9	.4	.25	0	.65

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
BA101 Business Accounting – General Ledger	20	10	0	30	2	.5	0	2.5
BA101A Business Accounting Applications Lab	0	30	0	30	0	1.5	0	1.5
SS101 Spreadsheets	20	10	0	30	2	.5	0	2.5
BA201 Business Accounting – Accounts Payable	30	0	0	30	3	0	0	3
BA201A Business Accounting Applications Lab	0	30	0	30	0	1.5	0	1.5
CD102C Career and Personal Development	3	3	0	6	.3	.15	0	.45
BA202 QuickBooks	10	20	0	30	1	1	0	2
SS201 Spreadsheets for Accounting	15	15	0	30	1.5	.75	0	2.25
KS103-I Keyboard Skill Building	0	15	0	15	0	.75	0	.75
KS103-II Keyboard Skill Building	0	15	0	15	0	.75	0	.75
ACEXT Accounting Externship	0	0	110	110	0	0	3.66	3.66
CD102D Career and Personal Development	4	5	0	9	.40	.25	0	.65
TOTALS	**249**	**321**	**110**	**680**	**24.9**	**16.05**	**3.67**	**44.61**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
CM102 Introduction to Microsoft Office	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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. Prerequisites: None
CM102A Introduction to Microsoft Office Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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. Prerequisites: None
KS101-I Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: None
KS101-II Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
BM101 Basic Business Math	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
BA110 Introduction to Accounting and Collections	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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. Prerequisites: None
CD102A Career and Personal Development	Lecture Hours: 3 Lab Hours: 3 Total Clock Hours: 6 Quarter Credits: .45	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: None
BA203 Business Accounting – Payroll	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
BA203A Business Accounting Applications Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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
KS102-I Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS101 – course must be completed with a "C" or better before the student can advance to the next level.

Course Number / Name	Clock Hours / Credits	Description
KS102-II Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS102-I – each course must be completed with a "C" or better before the student can advance to the next level.
BC101 Business Communications	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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. Prerequisites: None
OP101 Introduction to Office Procedures	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
CD102B Career and Personal Development	Lecture Hours: 4 Lab Hours: 5 Total Clock Hours: 9 Quarter Credits: .65	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.
BA101 Business Accounting – General Ledger	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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 Number / Name	Clock Hours / Credits	Description
BA101A Business Accounting Applications Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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
SS101 Spreadsheets	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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. Prerequisites: None
BA201 Business Accounting – Accounts Payable	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 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 with a grade of “B” or the instructor’s recommendation.
BA201A Business Accounting Applications Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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 with a grade of “B” or the instructor’s recommendation.

Course Number / Name	Clock Hours / Credits	Description
CD102C Career and Personal Development	Lecture Hours: 3 Lab Hours: 3 Total Clock Hours: 6 Quarter Credits: .45	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.
BA202 QuickBooks	Lecture Hours: 10 Lab Hours: 20 Total Clock Hours: 30 Quarter Credits: 2	This course provides students with an understanding of accounting principles and business ethics along with a working knowledge of GAAP (Generally Accepted Accounting Principles) and the accounting process. Students will apply knowledge of the QuickBooks software through numerous practical exercises. Students will become familiar with the basic bookkeeping fundamentals for managing both a personal / service-type business and a merchandising business. Prerequisites: None
SS201 Spreadsheets for Accounting	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
KS103-I Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS101 – course must be completed with a "C" or better before the student can advance to the next level.
KS103-II Keyboard Skill Building	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS101 – course must be completed with a "C" or better before the student can advance to the next level.
ACEXT Accounting Externship	Externship Hours: 110 Total Clock Hours: 110 Quarter Credits: 3.66	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 Number / Name	Clock Hours / Credits	Description
CD102D Career and Personal Development	Lecture Hours: 4 Lab Hours: 5 Total Clock Hours: 9 Quarter Credits: .65	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.

Dental Assisting

Program Length	780 Clock Hours 34 Semester Credits 34 Weeks (Morning/Afternoon) 42 Weeks (Evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:20
Delivery Method	Residential; Hybrid
Credential Awarded	Diploma
SOC Code/CIP Code	31-9091/51.0601
Employment Titles	Dental Assistant, Front Office Assistant, Billing/Insurance Specialist, Dental X-ray Technician, Sterilization Assistant

Program Description and Objectives

The Dental Assisting (DA) Program is theory and clinical training geared to prepare the student for an entry-level position in a Dental Office. The Program provides all the necessary training to enable the students to acquire satisfactory skills and demonstrate competencies in a variety of dental office procedures and laboratory techniques. The student is presented front office management, preliminary examination procedures, chair side dentistry, charting, appointment scheduling, and records keeping. Student graduates may find employment in dental clinics as dental assistants. With additional training and / or experience, graduates may be eligible for the radiation safety exam and receive radiation safety certificate or be eligible for the coronal polish exam.

Graduates from the program will receive CPR and First Aid Certification from American Red Cross and Diploma in Dental Assisting.

Program Outline

	Lecture Hours		**Laboratory Hours**		**Externship Hours**		**Total Hours**	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
DA100 Introduction to Dental Assisting	40	2.67	40	1.33	0	0	80	4
DA101 Dental Anatomy and Infection Control	40	2.67	40	1.33	0	0	80	4
DA102 Dental Assisting Procedures	40	2.67	40	1.33	0	0	80	4
DA103 Chair Side Assisting	30	2	50	1.5	0	0	80	3.5
DA104 Dental Radiography and Imaging Systems	30	2	50	1.5	0	0	80	3.5
DA105 Dental Specialties and Restorative Techniques	30	2	50	1.5	0	0	80	3.5
DA106 Dental Office Practice Management	40	2.67	40	1.33	0	0	80	4
CD100 Career Development	30	2	0	0	0	0	30	2

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
CD200 Advanced Career Development	30	2	0	0	0	0	30	2
DA107 Clinical Externship	0	0	0	0	160	3.5	160	3.5
TOTALS	**310**	**20.68**	**310**	**9.82**	**160**	**3.5**	**780**	**34**

Course Descriptions

Course Number / Name	Course Length	Description
DA 100 **Introduction to Dental Assisting**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	This module is an introduction to the dental profession, its history and the scope of practice of a dental assistant. It teaches general techniques to maintain health and wellness of the oral cavity and the dentition. It also covers the essentials of medical terminology and human anatomy and physiology. Preventive dentistry has both the lecture and skills laboratory components. Prerequisites: None
DA 101 **Dental Anatomy and Infection Control**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	This module covers the basics of dental anatomy, embryology, histology, tooth morphology, charting, and microbiology, creating a foundation on which learners can move forward to skills training. The student will learn the areas of infection control. Clinical asepsis protocol will be practiced in the skills laboratory setting such as operatory disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. Prerequisites: None
DA 102 **Dental Assisting Procedures**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	This module covers the study of laboratory materials, basic chair side instruments and dental hand pieces. Student will learn about the parts of hand instruments, function of dental burs and hand pieces; including hazardous materials management, patient care, pharmacology, emergency management, and critical elements to the profession. Preparation for patient care will be discussed such as how to take patient history, perform clinical evaluation and take vital signs. Prerequisites: None
DA 103 **Chair Side Assisting**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	This module covers chair side assisting, instruments, and the management of pain and anxiety. The student will learn how to assist the dentist right at the chair which includes various dental procedures, transferring instruments and evacuation, prepare, safely transfer and care for the anesthetic syringe and accessories including various topical solutions, application sites. Prerequisites: None

Course Number / Name	Course Length	Description
DA 104 **Dental Radiography and Imaging Systems**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	This module deals primarily with dental radiography. The student will be provided information on radiographic techniques and procedures, including the latest on digital and 3-D radiography. Students will review procedures for operation of the latest imaging systems, safety precaution measures using radiography equipment minimizing the risk to the patient and all dental personnel, aseptic techniques, radiation hygiene and maintenance of quality assurance and safety. This course will involve lectures and reading assignments. During this module, the students will attend a radiation safety course that is approved by the Dental Board of California. Upon completion of this course the student will receive 32 C.E. units and granted proof of completion. Prerequisites: None
DA 105 **Dental Specialties and Restorative Techniques**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	This module presents the specialized areas of endodontics, oral maxillofacial surgery, oral pathology, cosmetic dentistry, orthodontics, pediatric dentistry, periodontics, fixed prosthodontics, and removable prosthodontics. This course will include instruction in plaque, calculus and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; principles of selecting abrasives, polishing agents and disclosing solution. It also includes restorative materials and techniques, laboratory and impression materials and techniques, and dental dam placement. Students will perform coronal polish. Prerequisites: None
DA 106 **Dental Office Practice Management**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	The module presents the management of a dental office including dental software and insurance billing and coding. Career Development topics include professionalism, worth ethics and a brief discussion of human behavior, communication and other legal issues facing the dental practice. Prerequisites: None
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisites: None

Course Number / Name	Course Length	Description
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: CD 100
DA 107 **Clinical Externship**	Externship Hours: 160 Total Clock Hours: 160 Semester Credit Hours: 3.5	The externship is undertaken following the successful completion of all classroom training and consists of 160 hours. The student will spend his / her hours under the direct supervision of a preceptor (office employee) in a dental office. While at the clinical site, the student will practice the skills taught during the classroom portion of the course. Specifically, the student will practice front office management as well as Dental assisting procedures as required. Prerequisites: DA100, DA101, DA102, DA103, DA104, DA105, DA106

Medical Administrative Assistant

Program Length	680 Clock Hours 45.86 Quarter Credits 48 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	43-6013/51-0799
Employment Titles	Billing, Clinic Office Assistant; Front Desk, Medical Office Specialist; Cost and Rate Clerks; Medical Secretaries; Medical Records and Health Information Technicians; Physician Office Specialist; Receptionists and Information Clerks

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 and billing procedures. Students should expect an average of three hours a day of homework.

Program Outline

	Classroom Hours				Credit Hours			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
CM102 Introduction to Microsoft Office	30	0	0	30	3	0	0	3
CM102A Introduction to Microsoft Office Lab	0	30	0	30	0	1.5	0	1.5
KS102-I Keyboard Skill Building II-A	0	15	0	15	0	.75	0	.75
KS102-II Keyboard Skill Building II-B	0	15	0	15	0	.75	0	.75
CD102A Career and Personal Development II-A	3	3	0	6	.3	.15	0	.45
BM101 Basic Business Math	20	10	0	30	2	.5	0	2.5
BA110 Introduction to Accounting and Collections	20	10	0	30	2	.5	0	2.5
MT201 Medical Terminology and Anatomy I	20	10	0	30	2	.5	0	2.5
MO201 Medical Office Procedures	20	10	0	30	2	.5	0	2.5
KS103-I Keyboard Skill Building III-A	0	15	0	15	0	.75	0	.75
KS103-II Keyboard Skill Building III-B	0	15	0	15	0	.75	0	.75
BC102 Business Communications	30	0	0	30	3	0	0	3
BU201 Introduction to Business Organization	20	10	0	30	2	.5	0	2.5

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
CD102B Career and Personal Development II-B	4	5	0	9	.4	.25	0	.65
MA202 Computerized Medical Management	30	0	0	3	3	0	0	3
MA202A Computerized Medical Management Lab	0	30	0	30	0	1.5	0	1.5
MT202-I Medical Terminology and Anatomy II-A	10	5	0	15	1	.25	0	1.25
MT202-II Medical Terminology and Anatomy II-B	10	5	0	15	1	.25	0	1.25
MR201 Medical Records	30	0	0	30	3	0	0	3
MR201A Medical Records Lab	0	15	0	15	0	.75	0	.75
CD102C Career and Personal Development II-C	3	3	0	6	.3	.15	0	.45
MC201 Introductory Coding / ICD10 / CPT	10	20	0	30	1	1	0	2
MC201A Introductory Coding / ICD10 / CPT Lab	0	15	0	15	0	.75	0	.75
MT203-I Medical Terminology and Anatomy III-A	10	5	0	15	1	.25	0	1.25
MT203-II Medical Terminology and Anatomy III-B	10	5	0	15	1	.25	0	1.25
CD102D Career and Personal Development II-D	4	5	0	9	.4	.25	0	.65
IN202 Externship	0	0	140	140	0	0	4.66	4.66
TOTALS	**284**	**256**	**140**	**680**	**28.40**	**12.8**	**4.66**	**45.86**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
CM102 Introduction to Microsoft Office	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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. Prerequisites: None
CM102A Introduction to Microsoft Office Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
KS102-I Keyboard Skill Building II-A	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS101 – course must be completed with a "C" or better before the student can advance to the next level.
KS102-II Keyboard Skill Building II-B	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS102-I – each course must be completed with a "C" or better before the student can advance to the next level.
CD102A Career and Personal Development II-A	Lab Hours: 3 Total Clock Hours: 3 Quarter Credits: .45	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: None
BM101 Basic Business Math	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits:2.5	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
BA110 Introduction to Accounting and Collections	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits:2.5	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. Prerequisites: None
MT201 Medical Terminology and Anatomy I	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits:2.5	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 Number / Name	Clock Hours / Credits	Description
MO201 Medical Office Procedures	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits:2.5	Introduction to Medical Office Procedures and Equipment. Students learn the basic skills and professional activities required to maintain a medical office. Prerequisites: None
KS103-I Keyboard Skill Building III-A	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS101 – course must be completed with a "C" or better before the student can advance to the next level.
KS103-II Keyboard Skill Building III-B	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements. Prerequisites: KS102 – each course must be completed with a "C" or better before the student can advance to the next level.
BC102 Business Communications	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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. Prerequisites: None
BU201 Introduction to Business Organization	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits:2.5	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
CD102B Career and Personal Development II-B	Lecture Hours: 4 Lab Hours: 5 Total Clock Hours: 9 Quarter Credits: .65	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 Number / Name	Clock Hours / Credits	Description
MA202 Computerized Medical Management	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
MA202A Computerized Medical Management Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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: MA202
MT202-I Medical Terminology and Anatomy II-A	Lecture Hours: 10 Lab Hours: 5 Total Clock Hours: 15 Quarter Credits: 1.25	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.***
MT202-II Medical Terminology and Anatomy II-B	Lecture Hours: 10 Lab Hours: 5 Total Clock Hours: 15 Quarter Credits: 1.25	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.
MR201 Medical Records	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
MR201A Medical Records Lab	Lab Hours: 15 Total Clock Hours: 15 Quarter Credits: .75	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
MT203-I Medical Terminology and Anatomy III-A	Lecture Hours: 10 Lab Hours: 5 Total Clock Hours: 15 Quarter Credits: 1.25	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 Number / Name	Clock Hours / Credits	Description
MT203-II Medical Terminology and Anatomy III-B	Lecture Hours: 10 Lab Hours: 5 Total Clock Hours: 15 Quarter Credits: 1.25	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.***
CD102D Career and Personal Development II-D	Lecture Hours: 4 Lab Hours: 5 Total Clock Hours: 9 Quarter Credits: .65	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.
IN202 Externship	Externship Hours: 140 Total Clock Hours: 140 Quarter Credits: 4.66	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.

Medical Assisting

Program Length	755 Clock Hours 49.33 Quarter Credits 46 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9092/ 51.0899
Employment Titles	Medical Assistant; Doctor's Assistant, Health Assistant, Medical Records and Health Information Technicians; Medical Secretaries; Receptionists and Information Clerks

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 two to three hours of daily homework.

Program Outline

	Classroom Hours				Credit Hours			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
CTP-1 Clinical Theory and Procedures I	30	30	0	60	3	1.5	0	4.5
CTP-II Clinical Theory and Procedures II	30	30	0	60	3	1.5	0	4.5
CTP-III Clinical Theory and Procedures III	30	30	0	60	3	1.5	0	4.5
ATP-I Administrative Theory and Procedures I	30	30	0	60	3	1.5	0	4.5
ATP-II Administrative Theory and Procedures II	30	30	0	60	3	1.5	0	4.5
ATP-III Administrative Theory and Procedures III	30	30	0	60	3	1.5	0	4.5
LTP-I Laboratory Theory and Procedures I	30	30	0	60	3	1.5	0	4.5
LTP-II Laboratory Theory and Procedures II	30	30	0	60	3	1.5	0	4.5
LTP-III Laboratory Theory and Procedures III	30	30	0	60	3	1.5	0	4.5
EXT Externship	0	0	175	175	0	0	5.83	5.83
EXTP-I Employment Theory and Procedures I	20	20	0	40	2	1	0	3

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
TOTALS	**290**	**290**	**175**	**755**	**290**	**14.5**	**5.83**	**49.33**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
CTP-1 Clinical Theory and Procedures I	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter 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 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
CTP-II Clinical Theory and Procedures II	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter 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
CTP-III Clinical Theory and Procedures III	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter 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
ATP-I Administrative Theory and Procedures I	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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 Number / Name	Clock Hours / Credits	Description
ATP-II Administrative Theory and Procedures II	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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
ATP-III Administrative Theory and Procedures III	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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
LTP-I Laboratory Theory and Procedures I	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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
LTP-II Laboratory Theory and Procedures II	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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 Number / Name	Clock Hours / Credits	Description
LTP-III Laboratory Theory and Procedures III	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Quarter Credits: 4.5	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
EXT Externship	Externship Hours: 175 Total Clock Hours: 175 Quarter 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, pass a clinical skills exam. Taken concurrently with EXTP-I.
EXTP-I Employment Theory and Procedures I	Lecture Hours: 20 Lab Hours: 20 Total Clock Hours: 40 Quarter Credits: 3	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, pass a clinical skills exam. Taken concurrently with EXTP-I.

Magnetic Resonance Imaging (MRI) Associate of Applied Science

Program Length	2,460 Clock Hours (1,500 classroom / 960 clinical externship) 105 Semester Credits 115 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2035 / 51.0920
Employment Titles	MRI Coordinator; MRI QA Coordinator; MRI Radiographer; MRI Specialist; MRI Tech; MRI Technologist; Research MRI Technologist

Program Description/Objectives

The primary goal of the CCC's Magnetic Resonance Imaging Associate of Applied Science Degree program is to prepare entry level MRI Technologist, to be equipped with the knowledge and skills competencies to demonstrate clinical proficiency of MRI procedures, exhibit behavioral skills that reflect professionalism, effective communication, and time management skills for an organization, hospital, or clinical setting where MRI procedure take place.

The general education courses for the Magnetic Resonance Imaging Associate of Applied Science Degree program are offered in a hybrid format using Interactive Distant Learning (IDL). The core MRI principles and subjects will be taught on campus.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
MRI100A/B Med Term, Basic A&P, Basic Math and Medical Law and Ethics	240	16	0	0	0	0	240	16
MRI101 MRI Physics / Safety	120	8	120	4	0	0	240	12
MRI 102 MRI Neuro	120	8	120	4	0	0	240	12
MRI 103 MRI Body	120	8	120	4	0	0	240	12
MRI 104 MRI Musculoskeletal	120	8	120	4	0	0	240	12
MRI 105 Professional Development	30	2	0	0	0	0	30	2
MRI 106 MRI Externship	0	0	0	0	960	21	960	21
ENG101 English Composition	45	3	0	0	0	0	45	3
MTH 101 College Algebra	45	3	0	0	0	0	45	3
PHY 101 Physics 1	45	3	0	0	0	0	45	3

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
ENG 102 Public Speaking	45	3	0	0	0	0	45	3
PSYC 101 Introduction to Psychology	45	3	0	0	0	0	45	3
SOCI 101 Introduction to Sociology	45	3	0	0	0	0	45	3
TOTALS	**1,020**	**68**	**480**	**16**	**960**	**21**	**2,460**	**105**

Magnetic Resonance Imaging (MRI) Associate of Applied Science – Course Descriptions

Course Number / Name	Course Length	Description
MRI100A/B **Med Term, Basic A&P, Basic Math and Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems.
MRI 101 **MRI Physics / Safety**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course introduces the physics of Magnetic Resonance Imaging and provides an examination of MRI characteristics. Pulse sequences, image weighting, coil selection, and imaging characteristics are included. This course also introduces the importance of patient safety as it pertains to the unique MRI environment. Training on “MR Safe”, “MR Conditional”, and “MR Unsafe” devices and objects is discussed in detail. This course also includes discussion and lab evaluations regarding Field-of-View, matrix, signal to noise ratio, slice thickness and interval. Time of flight pulse sequencing, contrast enhanced MRA, MRCP, in phase and out of phase imaging techniques are studied. Gadolinium safety along with patient contraindications and Glomerular Filtration Rates are discussed

Course Number / Name	Course Length	Description
MRI 102 **MRI Neuro**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Neuro imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Head, Brain, Neck, and Spine imaging including, but not limited to: Brain, IAC's, Pituitary, Orbits, MRA, MRV, Spectroscopy, Soft Tissue Neck, Cervical spine, Thoracic spine, and Lumbar spine. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101
MRI 103 **MRI Body**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Body imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Thorax, Abdomen and Pelvis imaging including, but not limited to: Chest, Breast, Liver, Pancreas, MRCP, Kidneys, and Soft Tissue Pelvis. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101
MRI 104 **MRI Musculoskeletal**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Musculoskeletal imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Upper and Lower Extremity imaging including, but not limited to: TMJ's, Shoulder, Elbow, Wrist, Hand, Hip, Long bones, Knee, Ankle, and Foot. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101

Course Number / Name	Course Length	Description
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in. Prerequisites: MRI100
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and nonverbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs, and interactive communication situations. Prerequisites: MRI100
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems. Prerequisites: MRI100
PHY 101 **Physics I**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	In this course, students will discuss the concepts of physics. Emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will study waves considering sound, reflection, and refraction of light. Prerequisites: MRI100
PSYC 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology. Prerequisites: MRI100
SOCI 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media. Prerequisites: MRI100

Course Number / Name	Course Length	Description
MRI 105 **Professional Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview, and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction Prerequisites: MRI100A/B, MRI101, MRI102, MRI103, MRI104, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101
MRI 106 **MRI Externship**	Externship Hours: 960 Total Clock Hours: 960 Semester Credit Hours: 21	In the externship environment students will work as an entry-level magnetic resonance imaging technologist and will scan routine and special procedures with decreasing supervision. Students are expected to process patient information, perform MRI's, and present the case to the physician or radiologist for review. Students will report to a qualified clinical instructor for documentation on competencies. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level MRI technologist with minimal supervision. Prerequisites: MRI100A/B, MRI101, MRI102, MRI103, MRI104, MRI105, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101

Externship Requirements

- Candidates for magnetic resonance (MR) certification and registration must document performance of a minimum of 125 repetitions of magnetic resonance imaging procedures according to the criteria noted below. Procedures are documented, verified, and submitted when complete via an online tool accessible through My ARRT Info account on arrt.org. ARRT encourages individuals to obtain education and experience beyond these minimum requirements.
- Completion of each procedure must be verified by an ARRT certified and registered technologist (post primary certification not required) or an interpreting physician. The verification process is described within the online tool.
- Completion of the MRI safety requirements must be verified by an ARRT certified and registered technologist (post primary certification not required), a medical physicist, or an interpreting physician.
- The clinical experience requirements for MRI consist of 47 procedures in six different categories. The six categories include:
  A. Head and Neck
  B. Spine
  C. Thorax
  D. Abdomen and Pelvis
  E. Musculoskeletal
  F. Additional Imaging Procedures
- Candidates must document the performance of complete, diagnostic quality procedures according to the following rules:

- Choose a minimum of 21 different procedures out of the 47 procedures on the following pages • Complete and document a minimum of three and a maximum of six repetitions of each chosen procedure; less than three will not be counted
- Complete a total of 125 repetitions across all procedures
- No more than one procedure may be documented on one patient. For example, if an order requests an MRA of the head and neck for one patient, only one of these, including the post-processing procedures, can be documented for clinical experience documentation

- MRI procedures performed in conjunction with a PET scan or Radiation Therapy planning or LINAC procedure are not eligible for MRI Clinical Experience documentation.
- The hypothetical scenarios below illustrate two ways of satisfying the clinical experience requirements. Numerous other combinations are possible.
  - Candidate A: This person who works in a specialized setting wanted to complete the minimum number of procedures. This person chose 21 different procedures and performed six repetitions of each procedure, for a total of 126 repetitions.
  - Candidate B: This person works in a facility that does most types of MRI scans, so completing a wide variety of procedures was quite feasible. This candidate completed a total of 42 procedures. Although most of these procedures were performed three times (the minimum), a few of them were performed four or five times each until the candidate reached at least 125 procedures.

Uniform and Supplies Information

The following uniform and supply items are included in the MRI program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- 1 CPR Card

NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package

Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Nursing Assistant

Program Length	164 Clock Hours 6 Weeks
Teacher/Student Ratio	Lecture: 1:30 Clinical: 1:15
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	31-1131 / 51.3902
Employment Titles	Nursing Assistant, Nursing Aide

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 two to three hours of homework per class.

Required Course

Course Number/Name	Classroom Hours		
	Theory	**Clinical**	**Total**
NA101 Nursing Assistant	60	104	164
TOTALS*	**60**	**104**	**164**

**The Nursing Assistant program is approved by the California Department of Public Health (CDPH). CDPH only accounts Theory and Clinical hours as program hour requirements (164). However, Lab "Skills Lab" hours are included and required in the training program schedule to allow for skill demonstration practice prior to the clinical training per recommendations of CDPH. The total number of Lab hours is 15 hours. Students must complete all hours in order to receive a certificate of completion.*

Course Description

Course Number / Name	Clock Hours / Credits	Description
NA101 **Nursing Assistant**	Clock Hours: 60 Clinical Hours: 104 Total Clock Hours: 164	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

Enrollment / Licensing Requirements

Nursing Assistants (NA) 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 — one 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 A in the catalog.

Pharmacy Technician

Program Length	336 Clock Hours 22 Quarter Credits 18 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	29-2052/51.0805
Employment Titles	Pharmacy Technician, Pharmacy Assistant

Program Description and Objectives

The Pharmacy Technician training program is designed to prepare students for a pharmacy career in the health care industry. Pharmacy technicians are responsible for helping licensed pharmacists, by assisting in measuring, mixing, counting, labeling, and recording the correct dosages of prescription medications. Pharmacy Technicians are also responsible for establishing and maintaining patient record files, submitting insurance claim forms, and managing prescription and over-the-counter medication inventories. Students receive real-world on-the-job experience through a 120-hour externship experience.

Program Outline

	Classroom Hours				Credit Hours			
Program Outline	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Intern**	**Total**
PHT 1 Pharmacy Technician	144	72	120	336	14.4	3.6	4	22

Course Description

Course Number /Title	Clock Hours / Credits	Description
PHT 1 **Pharmacy Technician**	Lecture Hours:144 Lab Hours: 72 Externship Hours: 120 Total Clock Hours: 336 Quarter Credits: 22	This course is designed to cover all essential aspects of pharmacy technology, combining foundational knowledge, practical skills, and exam preparation. It equips students with the necessary tools to work in various pharmacy settings such as retail, hospitals, and other healthcare facilities. Prerequisites: None

Phlebotomy Technician – Avocational Program

Program Length	96 Clock Hours 12 Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:20
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	31.9097/51.1009
Employment Titles	Phlebotomy Technician, Phlebotomist

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 two to three hours of homework per class.

Program Outline

Program Outline	Classroom Hours		
	Lecture	**Externship**	**Total**
PHL101 Basic Phlebotomy	28	0	28
PHL201 Advanced Phlebotomy	28	0	28
PHL301 Phlebotomy Practicum	0	40	40
TOTALS	**56**	**40**	**96**

Course Description

Course Number / Title	Clock Hours / Credits	Description
PHL101 **Basic Phlebotomy**	Lecture Hours: 28 Total Clock Hours: 28	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 Number / Title	Clock Hours / Credits	Description
PHL201 Advanced Phlebotomy	Lecture Hours: 28 Total Clock Hours: 28	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 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.
PHL301 Phlebotomy Practicum	Externship Hours: 40 Total Clock Hours: 40	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

Advanced Phlebotomy – Avocational Program

Program Length	28 Clock Hours 4 Weeks
Teacher/Student Ratio	Lecture: 1:30 Lab: 1:15
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	31-9099/51.1009
Employment Titles	Certified Phlebotomy Technician

Program Description and Objective

The Advanced Phlebotomy 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 two to three hours of homework per class.

Program Outline

Course Number / Title	Classroom Hours	
	Lecture	**Total**
PHL201 Advanced Phlebotomy	28	28
TOTALS	**28**	**28**

Course Description

Course Number / Name	Clock Hours / Credits	Description
PHL201 **Advanced Phlebotomy**	Lecture Hours: 28 Total Clock Hours: 28	This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. Prerequisites: None

Enrollment / Licensing Requirements

Phlebotomy Enrollment Requirements

- This is an avocational program, which is designed to supplement the student's current healthcare experience, and applicants must document at a minimum of six months of healthcare related experience prior to enrollment.
- **Basic plus Advanced with Practicum:** Must document prior healthcare experience; prefer medical assisting experience.

- **Advanced Only:** Students with documented phlebotomy experience:
    - May not have to take the entire program to be eligible for certification; and
    - 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 and in Appendix A in the catalog.

Sterile Processing Technician (Prior to June 15, 2026)

Program Length	686 clock hours 26 Semester Credits 34 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9093/51.1012
Employment Titles	Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

Program Description and Objectives

Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization maintaining product sterility through shelf-life/rotation, storage distribution, inspection, and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certified Registered Central Service Technician's exam through HSPA. Professionally trained Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient, surgery centers, and dental facilities. There are no pre-requisites for this program.

Program Outline

	Classroom Hours				Credit			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
SPT 1 Basic Sciences for CST (Central Sterile Technicians)	20	30	0	50	1.25	1	0	2.25
SPT 2 Infection Prevention and Decontamination	20	60	0	80	1.25	2	0	3.25
SPT 3 Surgical Instrumentation	20	60	0	80	1.25	2	0	3.25
SPT 4 Sterilization Methods and Procedures	20	60	0	80	1.25	2	0	3.25
SPT 5 Quality Assurance	30	10	0	40	2	.25	0	2.25
SPT 6 Inventory Management and Communications	30	10	0	40	2	.25	0	2.25
CD 100 Career Development	30	0	0	30	2	0	0	2
CD 200 Advanced Career Development	30	0	0	30	2	0	0	2
SPT 7 Externship	0	0	256	256	0	0	5.5	5.5
TOTALS	**200**	**230**	**256**	**686**	**13**	**7.5**	**5.5**	**26**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
SPT 1 **Basic Sciences for CST (Central Sterile Technicians)**	Lecture Hours: 20 Lab Hours: 30 Total Clock Hours: 50 Semester Credits: 2.25	This course introduces the Sterile Processing department (SPD) and its critical role in ensuring quality patient care through effective instrument management, sterilization, and assembly. Through a combination of theoretical concepts and practical insights, students will learn the importance of SPD in the healthcare system, from the sterilization process to sterile storage and transport. Students will learn fundamental principles of medical terminology, anatomy, and surgical procedures, providing students with the knowledge required to accurately identify and handle surgical instruments, understand human body systems, and recognize common surgical procedures. Prerequisites: None
SPT 2 **Infection Prevention and Decontamination**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3.25	This course covers essential concepts in infection prevention and control, focusing on the decontamination process for medical instruments. Students will learn the basics of microbiology and how pathogens spread and the body's defense mechanisms. This course also introduces cleaning protocols, high-level disinfection, and sterilization procedures that are critical to preventing infections in healthcare settings. Practical applications include learning to handle contaminated instruments safely and effectively, ensuring the safety of patients and healthcare workers. Prerequisites: SPT 1
SPT 3 **Surgical Instrumentation**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3.25	In this course, students will explore various types of surgical instruments and their specific uses in different medical procedures. The course emphasizes the identification, proper handling, and maintenance of surgical tools, as well as preparing and organizing instruments for sterilization. Students will gain knowledge and practical skills for ensuring the safe and effective handling of surgical instruments and ancillary equipment. Prerequisites: SPT 1, SPT 2
SPT 4 **Sterilization Methods and Procedures**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3.25	This course introduces students to the different methods of sterilization used in healthcare facilities, including steam sterilization, gas sterilization, and chemical sterilization. Students will learn the principles behind each method, proper sterilization procedures, and how to ensure equipment is safely prepared for medical use. Students will also gain the knowledge needed to implement best practices and address key challenges in sterilization. Prerequisites: SPT 1, SPT 2, SPT 3

Course Number / Name	Clock Hours / Credits	Description
SPT 5 **Quality Assurance**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2.25	Quality assurance is critical in sterile processing to ensure patient safety. This course focuses on maintaining high standards through quality assurance programs, regulatory compliance, and process improvement strategies. Students will learn to monitor sterilization effectiveness, implement quality control measures, and ensure that all instruments meet safety standards before being used in medical settings. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4
SPT 6 **Inventory Management and Communications**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2.25	This course covers inventory management skills specific to sterile processing departments. Students will learn how to manage medical supplies and instruments, track inventory levels, and implement efficient restocking procedures. Additionally, the course emphasizes the importance of effective communication within the healthcare team to ensure timely availability of sterile instruments and supplies. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: CD 100
SPT 7 **Externship**	Externship Hours: 256 Total Clock Hours: 256 Semester Credits: 5.5	The Sterile Processing Externship provides students with 256 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on decontamination, sterilization, quality assurance, instruments and equipment. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5, SPT 6

Sterile Processing Technician (June 15, 2026 Forward)

Program Length	830 clock hours 27.5 Semester Credits 32 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9093/51.1012
Employment Titles	Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

Program Description and Objectives

Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization maintaining product sterility through shelf-life/rotation, storage distribution, inspection, and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certified Registered Central Service Technician's exam through HSPA. Professionally trained Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient, surgery centers, and dental facilities. There are no pre-requisites for this program.

Program Outline

	Classroom Hours				Credit			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
SPT 1 Basic Sciences for CST (Central Sterile Technicians)	20	30	0	50	1	1	0	2
SPT 2 Infection Prevention and Decontamination	20	60	0	80	1	2	0	3
SPT 3 Surgical Instrumentation	20	60	0	80	1	2	0	3
SPT 4 Sterilization Methods and Procedures	20	60	0	80	1	2	0	3
SPT 5 Quality Assurance	30	10	0	40	2	0	0	2
SPT 6 Inventory Management and Communications	30	10	0	40	2	0	0	2
CD 100 Career Development	30	0	0	30	2	0	0	2
CD 200 Advanced Career Development	30	0	0	30	2	0	0	2
SPT 7 Externship	0	0	400	400	0	0	8.5	8.5
TOTALS	**200**	**230**	**400**	**830**	**12**	**7**	**8.5**	**27.5**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
SPT 1 **Basic Sciences for CST (Central Sterile Technicians)**	Lecture Hours: 20 Lab Hours: 30 Total Clock Hours: 50 Semester Credits: 2	This course introduces the Sterile Processing department (SPD) and its critical role in ensuring quality patient care through effective instrument management, sterilization, and assembly. Through a combination of theoretical concepts and practical insights, students will learn the importance of SPD in the healthcare system, from the sterilization process to sterile storage and transport. Students will learn fundamental principles of medical terminology, anatomy, and surgical procedures, providing students with the knowledge required to accurately identify and handle surgical instruments, understand human body systems, and recognize common surgical procedures. Prerequisites: None
SPT 2 **Infection Prevention and Decontamination**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	This course covers essential concepts in infection prevention and control, focusing on the decontamination process for medical instruments. Students will learn the basics of microbiology and how pathogens spread and the body's defense mechanisms. This course also introduces cleaning protocols, high-level disinfection, and sterilization procedures that are critical to preventing infections in healthcare settings. Practical applications include learning to handle contaminated instruments safely and effectively, ensuring the safety of patients and healthcare workers. Prerequisites: SPT 1
SPT 3 **Surgical Instrumentation**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	In this course, students will explore various types of surgical instruments and their specific uses in different medical procedures. The course emphasizes the identification, proper handling, and maintenance of surgical tools, as well as preparing and organizing instruments for sterilization. Students will gain knowledge and practical skills for ensuring the safe and effective handling of surgical instruments and ancillary equipment. Prerequisites: SPT 1, SPT 2
SPT 4 **Sterilization Methods and Procedures**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	This course introduces students to the different methods of sterilization used in healthcare facilities, including steam sterilization, gas sterilization, and chemical sterilization. Students will learn the principles behind each method, proper sterilization procedures, and how to ensure equipment is safely prepared for medical use. Students will also gain the knowledge needed to implement best practices and address key challenges in sterilization. Prerequisites: SPT 1, SPT 2, SPT 3

Course Number / Name	Clock Hours / Credits	Description
SPT 5 **Quality Assurance**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2	Quality assurance is critical in sterile processing to ensure patient safety. This course focuses on maintaining high standards through quality assurance programs, regulatory compliance, and process improvement strategies. Students will learn to monitor sterilization effectiveness, implement quality control measures, and ensure that all instruments meet safety standards before being used in medical settings. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4
SPT 6 **Inventory Management and Communications**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2	This course covers inventory management skills specific to sterile processing departments. Students will learn how to manage medical supplies and instruments, track inventory levels, and implement efficient restocking procedures. Additionally, the course emphasizes the importance of effective communication within the healthcare team to ensure timely availability of sterile instruments and supplies. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: CD 100
SPT 7 **Externship**	Externship Hours: 400 Total Clock Hours: 400 Semester Credits: 8.5	The Sterile Processing Externship provides students with 256 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on decontamination, sterilization, quality assurance, instruments and equipment. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5, SPT 6

Surgical Technology Associate of Applied Science

Program Length	1,670 Clock Hours 79 Semester Credits 62 Weeks (AM/PM)
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:10
Delivery Method	Hybrid
Credential Awarded	Associate of Applied Science
SOC Code/CIP Code	29-02055/51.0909
Employment Titles	Surgical Technologist, Surgical Scrub Technologist, Operating Room Technician, Certified Surgical Technologist, Scrub Technician

Program Description and Objectives

The Surgical Technology Associate of Applied Science program at Central Coast College is dedicated to equipping students with the theoretical knowledge and technical skills essential for a career as a professional surgical technologist. Graduates will be proficient in creating and maintaining a safe perioperative environment, demonstrating thorough knowledge of aseptic techniques, and effectively using surgical instruments and equipment. The program emphasizes the development of professional attitudes, ethical behavior, and effective communication within the healthcare team. Upon completion, students will be prepared to provide comprehensive care to patients and surgical teams, integrating knowledge across cognitive, affective, and psychomotor domains.

Graduates from the program are eligible to sit for the Tech in Surgery (TS-C) examination through the National Center for Competency Testing (NCCT).

Program Outline

Program Outline	Classroom Hours				Credit			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
PSYC 101 ST Introduction to Psychology	45	0	0	45	3	0	0	3
NUT 101 ST Nutrition	45	0	0	45	3	0	0	3
MT 100 Medical Terminology	45	0	0	45	3	0	0	3
ST.1 Surgical Technology Orientation	15	0	0	15	1	0	0	1
ST.2 Anatomy & Physiology 1	45	0	0	45	3	0	0	3
ST.3 Anatomy & Physiology 2	60	0	0	60	4	0	0	4
ST.4 Anatomy & Physiology 3	60	0	0	60	4	0	0	4
ST.5 Anatomy & Physiology 4	60	0	0	60	4	0	0	4
ST.6 Microbiology	45	0	0	45	3	0	0	3
ST.7 Professional Practice	45	0	0	45	3	0	0	3
ST.8 Patient Care Concepts	15	0	0	15	1	0	0	1
ST.9 Surgical Techniques 1	60	30	0	90	4	1	0	5

Program Outline	Classroom Hours				Credit			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
ST.10 Surgical Techniques 2	45	45	0	90	3	1.5	0	4.5
ST.11 Pharmacology & Anesthesia	30	15	0	45	2	.5	0	2.5
ST.12 Technological Sciences	15	15	0	30	1	.5	0	1.5
ST.13 Surgical Procedures 1	30	30	0	60	2	1	0	3
ST.14 Surgical Procedures 2	45	45	0	90	3	1.5	0	4.5
ST.15 Surgical Procedures 3	60	30	0	90	4	1	0	5
ENG 101 English Composition	45	0	0	45	3	0	0	3
ENG 102 Public Speaking	45	0	0	45	3	0	0	3
MA 100 Basic College Mathematics	45	0	0	45	3	0	0	3
ST.16 Externship	0	0	560	560	0	0	12	12
TOTALS	**900**	**210**	**560**	**1670**	**60**	**7**	**12**	**79**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
PSYC 101 **ST Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology. Prerequisites: None
NUT 101 **ST Nutrition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
MT 100 **Medical Terminology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course is a survey of the terminology used routinely in the medical environment. It will begin with learning the root words used in constructing medical terms and integrate commonly used medical acronyms and abbreviations. The information will be presented according to anatomical systems. The student will be responsible for knowing the written and auditory recognition of the terminology reviewed. Prerequisites: None
ST.1 **Surgical Technology Orientation**	Lecture Hours: 15 Total Clock Hours: 15 Semester Credits: 1	This preliminary course will introduce the policies and procedures of Central Coast College and the AAS Surgical Technology Program. The student will be provided with information regarding requirements and materials required to successfully complete the AAS Surgical Technology Program. It is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study. Prerequisites: PSYC101, NUT101, MT100
ST.2 **Anatomy & Physiology 1**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	During this course the student will be introduced to the structure and function of the human body. The student will study the anatomy and physiology of the integumentary system and the skeletal system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1
ST.3 **Anatomy & Physiology 2**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of the muscular system, nervous system, and endocrine system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2
ST.4 **Anatomy & Physiology 3**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of blood, the cardiovascular system, the lymphatic system and immunity, and the respiratory system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3
ST.5 **Anatomy & Physiology 4**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of the digestive system, urinary system, and reproductive systems in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4

Course Number / Name	Clock Hours / Credits	Description
ST.6 **Microbiology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This introductory course provides students with an overview of microbes and process of infection. The student will be taught classification of organisms as well as cell theory. In addition, the student will learn about the tools for identifying microbes, the process of infection, disease prevention, immunity, and obtain knowledge of microorganisms and the diseases they cause. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5
ST.7 **Professional Practice**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course introduces professional management and employability skills that are necessary for the surgical technology profession. It elaborates on the importance of communication and teamwork while pointing out the ethical, moral, and legal issues involved in caring for patients. Recommended practices and legal elements of proper documentation are identified, and positive risk management techniques are taught. This course also explains healthcare facility organization and management in detail. Additionally, the physical environment of the healthcare facility is described, and hazard preparation is discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6
ST.8 **Patient Care Concepts**	Lecture Hours: 15 Total Clock Hours: 15 Semester Credits: 1	During this course the student will be taught to directly contribute to the patient's physical and psychosocial well-being by utilizing patient-centered care which encompasses therapeutic care, communication, and intervention specific to the unique needs of the patient. The student will also study and explore death and dying focusing on the social, personal, ethical, legal, and medical perspectives specifically. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7
ST.9 **Surgical Techniques 1**	Lecture Hours: 60 Lab Hours: 30 Total Clock Hours: 90 Semester Credits: 5	In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8

Course Number / Name	Clock Hours / Credits	Description
ST.10 **Surgical Techniques 2**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credits: 4.5	This course provides an introduction to hands-on technique necessary to ensure the safety of patients and surgical team during transferring, transporting, and positioning the surgical patient. In addition, students will be taught skin prep and draping guidelines that are presented in a timewise and stepwise way to help clarify who does what, and when. The student will be oriented to the flow of a surgical procedure from the time of preparation to the close of surgery. Post anesthesia Recovery will also be introduced, topics include: PACU facility, procedures, psychosocial care, postoperative complications, Elements of discharge planning, and unanticipated PACU outcomes. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9
ST.11 **Pharmacology & Anesthesia**	Lecture Hours: 30 Lab Hours: 15 Total Clock Hours: 45 Semester Credits: 2.5	This course focuses on the medication processes and the role of the surgical technologist in drug handling, as well as an emphasis of drugs used on the sterile field. The students will be provided with an introduction to the process of anesthesia and physiological monitoring. While in this course the student will also learn basic procedures and techniques in which the student may be required to assist. The primary purpose of this course is to familiarize the student with basic concepts and terms that are associated with pharmacology, anesthesia, and basic monitoring. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10
ST.12 **Technological Sciences**	Lecture Hours: 15 Lab Hours: 15 Total Clock Hours: 30 Semester Credits: 1.5	This course introduces technology and medicine. Topics include: physics, information technology, energy sources in surgery, minimally invasive surgery (MIS), and robotic surgery. Students will be taught to use computers professionally in the Perioperative environment. This course will also cover common surgical devices that use electromagnetic energy as well as other types of energy utilized in the Perioperative environment. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11
ST.13 **Surgical Procedures 1**	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Semester Credits: 3	During this course the student will be oriented to commonly performed tests and diagnostic procedures, both invasive procedures and noninvasive procedures. Students will review the surgical anatomy involved in general, gynecological, obstetrical, and genitourinary surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12

Course Number / Name	Clock Hours / Credits	Description
ST.14 **Surgical Procedures 2**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credits: 4.5	Students will review the surgical anatomy involved in ophthalmic, ENT, oral maxillofacial, plastic, reconstructive, and orthopedic surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13
ST.15 **Surgical Procedures 3**	Lecture Hours:60 Lab Hours: 30 Total Clock Hours: 90 Semester Credits: 5	Students will review the surgical anatomy involved in peripheral vascular, thoracic, pulmonary, cardiac, pediatric, neuro, and emergency trauma surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in. Prerequisites: None
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations. Prerequisites: None
MA100 **Basic College Mathematics**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This college mathematics course is a Career Pathways Course for those students interested in career-seeking jobs pertaining to math tracks and workforce readiness. The emphasis throughout the book is integration to careers and how math plays a role in career choices. Basic overall college level mathematic skills are taught. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
ST.16 **Externship**	Externship Hours: 560 Total Clock Hours: 560 Semester Credits: 12	This course provides students with 560 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on the scrub and circulating roles of the surgical technologist. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required caseloads and 560 externship hours. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15, ENG100, ENG101, MA100

Additional Requirements

- A mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module.
- Students must provide proof of the following immunizations before clinical/externship:
  1. TDAP: Adult does within the last 10 years.
  2. MMR: Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (some externship sites may require a titer)
  3. Hepatitis B: Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. PPD/TB: You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. Varicella: Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (some externship sites may require a titer)
  6. Flu Vaccine: Required from September through March during externship for certain facilities
  7. COVID 19: Documentation of vaccine or signed wavier. (Please note some facilities may NOT accept waivers)

Ultrasound Technician

Program Length	2,180 Clock Hours 86.66 Semester Credits 84 Weeks (Morning/Afternoon) 99 Weeks (Evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Diploma
SOC Code/CIP Code	29-2032 / 51.0910
Employment Titles	Cardiac Sonographer; Diagnostic Medical Sonographer; Medical Sonographer; Staff Sonographer; Ultrasonographer; Ultrasound Technician; Ultrasound Technologist

Program Description and Objectives

The Ultrasound Technician program is designed to prepare graduates for employment as an ultrasound technologist in the general abdomen, OB / GYN, small body parts and vascular. The graduate can work in imaging centers, physician's offices, clinics, mobile units or hospitals that do not require a certification to be employed. The ultra-sonographer plays an important role in today's modern diagnosis and treatment team. Ultra-sonographer produces two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing certain diseases and malfunctions of certain organs. The program includes a 960-hour externship.

Program Outline

	Classroom Hours				Credit Hours			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
UT100A Med Term, Basic A&P	160	0	0	160	10.67	0	0	10.67
UT100B Med Law, Ethics, and Basic Math	80	0	0	80	5.33	0	0	5.33
UT101 Introduction to Ultrasound Physics	120	120	0	240	8	4	0	12
UT102 Abdomen, Small Parts	120	120	0	240	8	4	0	12
UT103 OB / GYN	120	120	0	240	8	4	0	12
UT104 Peripheral Vascular Sonography	120	120	0	240	8	4	0	12
UT105 Professional Development	20	0	0	20	1.33	0	0	1.33
UT106 Ultrasound Externship	0	0	960	960	0	0	21.33	21.33
TOTALS	**740**	**480**	**960**	**2,180**	**49.33**	**16**	**21.33**	**86.66**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
UT100A Med Term, Basic A&P	Lecture Hours: 160 Total Clock Hours: 160 Quarter Credits: 10.67	This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. In addition, you will receive course work in CPR Certification, Infection Control and First Aid. This course will also provide an orientation to the Diagnostic Medical Sonography program and how to use the course materials including the textbooks and syllabi. Prerequisites: None
UT100B Med Law, Ethics, and Basic Math	Lecture Hours: 80 Total Clock Hours: 80 Quarter Credits: 5.33	This course will introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts. You will be also introduced to ultrasound technology, and your role as a sonographer in the medical team. You will be learning step-by-step descriptions of basic medical procedures and patient care, how to safely perform these procedures and how to interact with patients in a clinical setting. This course will also prepare you for the transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
UT101 Introduction to Ultrasound Physics	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Quarter Credits: 12	This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution are also covered. Additionally, this course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bio effects and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course. Prerequisites: UT 100A, UT 100B
UT102 Abdomen, Small Parts	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Quarter Credits: 12	This course will introduce you to Cross-Sectional Ultrasound imaging instructions with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the liver, Gallbladder and Biliary tree, Pancreas, and Urinary Tract with Urinary Bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. Prerequisites: UT 100A, UT 100B

Course Number / Name	Clock Hours / Credits	Description
UT103 OB / GYN	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Quarter Credits: 12	This course includes discussion of the various exam protocols and ultrasound evaluation of the female reproductive system, and the first and second trimester of intrauterine fetal development. An in-depth examination of normal maternal-fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis and complications associated with early first trimester pregnancy is provided too. Students will also be presented with detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands on trans abdominal scanning of the female pelvis and the pregnant uterus. Prerequisites: UT 100A, UT 100B
UT104 Peripheral Vascular Sonography	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Quarter Credits: 12	In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise / pre- and post-prandial induced pressure-resistive changes on the venous and visceral vascular systems. Venous and Visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined. Prerequisites: UT 100A, UT 100B
UT105 Professional Development	Lecture Hours: 20 Total Clock Hours: 20 Quarter Credits: 1.33	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104

Course Number / Name	Clock Hours / Credits	Description
UT106 Ultrasound Externship	Externship Hours: 960 Total Clock Hours: 960 Quarter Credits: 21.33	In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete upper abdomen, pelvic, small parts areas with decreasing supervision. Students are expected to process patient information, perform sonograms and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level sonographer with minimal supervision. Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104, UT105

Ultrasound Technician Associate of Applied Science

Program Length	2,660 Clock Hours 118.66 Semester Credits 108 Weeks (Morning/Afternoon) 123 Weeks (Evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2032 / 51.0910
Employment Titles	Cardiac Sonographer; Diagnostic Medical Sonographer; Medical Sonographer; Staff Sonographer; Ultrasonographer; Ultrasound Technician; Ultrasound Technologist

Program Description and Objectives

The Ultrasound Technician Associate of Applied Science program is designed to prepare graduates for employment as an ultrasound technologist in the general abdomen, OB / GYN, small body parts and vascular. The graduate can work in imaging centers, physician's offices, clinics, mobile units or hospitals that do not require a certification to be employed. The ultra-sonographer plays a key role in today's modern diagnosis and treatment team. Ultra-sonographer produces two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing certain diseases and malfunctions of certain organs. The program includes a 960-hour externship.

To be recognized as a graduate of the program, students must successfully complete all required coursework and program components. Students who do not complete the full program will not be considered graduates. Please note that graduation from the program is required for eligibility to sit for applicable certification examinations.

The general education courses for the Ultrasound Technician Associate of Applied Science program is offered online only using Interactive Distant Learning (IDL). The core Ultrasound principles and subjects will be taught on campus. Certificate program graduates, who have spent 21 to 24 months on campus, can complete an Ultrasound Technician Associate of Applied Science Degree remotely.

Program Outline

	Classroom Hours				Credit Hours			
Program Number / Title	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
UT100A Med Term, Basic A&P	160	0	0	160	10.67	0	0	10.67
UT100B Med Law, Ethics, and Basic Math	80	0	0	80	5.33	0	0	5.33
UT101 Introduction to Ultrasound Physics	120	120	0	240	8	4	0	12
UT102 Abdomen, Small Parts	120	120	0	240	8	4	0	12
UT103 OB / GYN	120	120	0	240	8	4	0	12
UT104 Peripheral Vascular Sonography	120	120	0	240	8	4	0	12
UT105 Professional Development	20	0	0	20	1.33	0	0	1.33
UT106 Ultrasound Externship	0	0	960	960	0	0	21.33	21.33

Program Number / Title	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
GOVT101 American Government	80	0	0	80	5.33	0	0	5.33
BUSM101 Business Math	80	0	0	80	5.33	0	0	5.33
CRT101 Critical Thinking	80	0	0	80	5.33	0	0	5.33
ENG101 English Composition	80	0	0	80	5.33	0	0	5.33
PSYCH101 Introduction to Psychology	80	0	0	80	5.33	0	0	5.33
SOC101 Introduction to Sociology	80	0	0	80	5.33	0	0	5.33
TOTALS	**1,220**	**480**	**960**	**2,660**	**81.31**	**16**	**21.33**	**118.66**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
UT100A Med Term, Basic A&P	Lecture Hours: 160 Total Clock Hours: 160 Semester Credits: 10.67	This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. In addition, you will receive course work in CPR Certification, Infection Control and First Aid. This course will also provide an orientation to the Diagnostic Medical Sonography program and how to use the course materials including the textbooks and syllabi. Prerequisites: None
UT100B Med Law, Ethics, and Basic Math	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course will introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts. You will be also introduced to ultrasound technology, and your role as a sonographer in the medical team. You will be learning step-by-step descriptions of basic medical procedures and patient care, how to safely perform these procedures and how to interact with patients in a clinical setting. This course will also prepare you for the transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
UT101 Introduction to Ultrasound Physics	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credits: 12	This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution are also covered. Additionally, this course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bio effects and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course. Prerequisites: UT 100A, UT 100B
UT102 Abdomen, Small Parts	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credits: 12	This course will introduce you to Cross-Sectional Ultrasound imaging instructions with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the liver, Gallbladder and Biliary tree, Pancreas, and Urinary Tract with Urinary Bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. Prerequisites: UT 100A, UT 100B

Course Number / Name	Clock Hours / Credits	Description
UT103 OB / GYN	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credits: 12	This course includes discussion of the various exam protocols and ultrasound evaluation of the female reproductive system, and the first and second trimester of intrauterine fetal development. An in-depth examination of normal maternal-fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis and complications associated with early first trimester pregnancy is provided too. Students will also be presented with detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands on trans abdominal scanning of the female pelvis and the pregnant uterus. Prerequisites: UT 100A, UT 100B
UT104 Peripheral Vascular Sonography	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credits: 12	In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise / pre- and post-prandial induced pressure-resistive changes on the venous and visceral vascular systems. Venous and Visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined. Prerequisites: UT 100A, UT 100B
UT105 Professional Development	Lecture Hours: 20 Total Clock Hours: 20 Semester Credits: 2	This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction. Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104

Course Number / Name	Clock Hours / Credits	Description
UT106 Ultrasound Externship	Externship Hours: 960 Total Clock Hours: 960 Semester Credits: 21.33	In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete upper abdomen, pelvic, small parts areas with decreasing supervision. Students are expected to process patient information, perform sonograms and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level sonographer with minimal supervision. Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104, UT105
GOVT101 American Government	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Course goals include developing an interest and understanding of today's government, policy development, and politics as well as to develop critical thinking and information literacy skills in government and politics areas. Topics include the Constitution, federalism, civil rights and civil liberties, the structure and processes of the three branches of government, political socialization, interest groups and public opinion, political parties and the election process, as well as basic U.S social, economic, and foreign policy. Prerequisites: None
BUSM101 Business Match	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics. Prerequisites: None
CRT101 Critical Thinking	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, and language and meaning, culminating in the development of reasonable strategies for belief formation. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
ENG101 English Composition	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in. Prerequisites: None
PSYCH101 Introduction to Psychology	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology. Prerequisites: None
SOC101 Introduction to Sociology	Lecture Hours: 80 Total Clock Hours: 80 Semester Credits: 5.33	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media. Prerequisites: None

Veterinary Assistant

Program Length	696 Clock Hours 48.8 Quarter Credits 38 Weeks
Teacher/Student Ratio	Lecture: 1:25 Lab: 1:12 (1:8 Animals Present)
Delivery Method	Residential; Hybrid
Credential Awarded	Diploma
SOC Code/CIP Code	31-9096 & 39-2021 / 51.0808
Employment Titles	Animal Care Provider; Animal Caregiver, Avian Keeper, Emergency Veterinary Assistant, Research Animal Attendant, Small Animal Caretaker, Technician Assistant, Inpatient Technician Assistant; Kennel Vet Assistant; Veterinary Assistant, Veterinarian Assistant; Vet Assistant, Nonfarm Animal Caretaker

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 two to three hours of daily homework.

Program Outline

	Classroom Hours				Credit Hours			
Course Number / Name	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
VAH102 Veterinary Terminology and Anatomy	24	0	0	24	2.4	0	0	2.4
BM101 Basic Business Math	20	10	0	30	2	.5	0	2.5
CM102 Introduction to Microsoft Office	30	0	0	30	3	0	0	3
CM102A Introduction to Microsoft Office Lab	0	30	0	30	0	1.5	0	1.5
VAH101 Husbandry1: Dogs and Cats	20	10	0	30	2	.5	0	2.5
CD101 Career and Personal Development I	30	0	0	30	3	0	0	3
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, and Reproductive Systems	30	0	0	30	3	0	0	3

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
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	.5	0	2.5
VAH111 Behavior, Restraint, and Nursing Theory	18	6	0	24	1.8	.3	0	2.1
VAH112 Musculoskeletal, Immune, and Circulatory Systems	20	10	0	30	2	.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	.3	0	2.1
VAH116 Surgical Assisting 1	18	12	0	30	1.8	.6	0	2.4
VAH117 Nervous / Endocrine / Respiratory / Special Senses	20	10	0	30	2	.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.	5
CD102 Career and Personal Development II	20	10	0	30	2	.5	0	2.5
TOTALS	**330**	**216**	**150**	**696**	**33**	**10.8**	**5**	**48.8**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
VAH102 Veterinary Terminology and Anatomy	Lecture Hours: 24 Total Clock Hours: 24 Quarter 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 / Name	Clock Hours / Credits	Description
BM101 Basic Business Math	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
CM102 Introduction to Microsoft Office	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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. Prerequisites: None
CM102A Introduction to Microsoft Office Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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. Prerequisites: None
VAH101 Husbandry1: Dogs and Cats	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
CD101 Career and Personal Development I	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	This course will build an understanding of what it takes to be a successful online student and understanding how to communicate effectively. This course will be a combination of Synchronous (in-class, direct instruction) and Asynchronous (independent) assignments. This course will teach and apply techniques for individuals to develop an understanding of time management techniques, learning style & strategies, and creating goals. Students will learn how to apply DiSC® insights towards customer service, leadership, and conflict resolutions. Prerequisites: None
VAH104 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
VAH105 Pharmacology 1	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter 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
VAH106 Urinary, Digestive, and Reproductive Systems	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
VAH108 OSHA, Radiation Safety, Front Office and Human Animal Bond	Lecture Hours: 24 Total Clock Hours: 24 Quarter Credits: 2.4	Students will identify hazards in the workplace and demonstrate safety protocol for protection against zoonotic diseases and workplace hazards. The course emphasizes safety in the veterinary hospital setting and compliance per OSHA regulations. The course will introduce the student to radiology, including positioning and the production of diagnostic radiographs as it relates to radiation safety. Students will pass the "California Veterinary Medical Radiation Safety Examination for Unregistered Assistants." Students will learn and apply basic knowledge and skills used in the veterinary hospital front office setting, including employment laws, euthanasia, and the significance of the human-animal bond. Students will identify the stages of grief and learn techniques for offering support to others experiencing grief due to the loss of a pet. Prerequisites: None
VAH109 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH110 Husbandry 2: Avian, Exotics, Laboratory Animals and Rabbits	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	Students will learn common veterinary terms relating to avian exotics, laboratory animals and rabbits. Students will describe the biology and development of these species. Students will identify common breeds of these species and be able to explain proper selection methods for these species, as well as identify normal and abnormal behaviors. Students will learn proper grooming needs, basic health care, maintenance, husbandry and proper restraining procedures. Students will be able to explain reproduction, common diseases, surgical procedures, and prevention and treatment of diseases, as well as internal and external parasites and zoonoses related to these species. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
VAH111 Behavior, Restraint, and Nursing Theory	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter Credits: 2.1	The course introduces the causes of animal behaviors and differentiates between positive and negative reinforcement and punishment. Students will be able to list and give examples of various behavior modification techniques and describe procedures for referring clients to professionals for resolution of behavior problems. Students will identify proper restraining techniques and equipment for dogs and cats for routine procedures and correctly identify and use restraint equipment. Students will identify and implement safety procedures for safe application of physical restraint and safety equipment. Students will be introduced to general nursing care of dogs and cats, including grooming and skin, nail, and ear care. Students will learn common routes of administration of medication and explain the principles of first aid, wound closure and care, and bandaging. Prerequisites: None
VAH112 Musculoskeletal, Immune, and Circulatory Systems	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	Students will understand the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the musculoskeletal, immune and circulatory 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
VAH114 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH115 Husbandry 3: Equine and Livestock	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter 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 / Name	Clock Hours / Credits	Description
VAH116 Surgical Assisting 1	Lecture Hours: 18 Lab Hours: 12 Total Clock Hours: 30 Quarter 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 emphasis the veterinary staff members' role in these events. Prerequisites: None
VAH117 Nervous / Endocrine / Respiratory / Special Senses	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter 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
VAH119 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH120 Externship 1	Externship Hours: 150 Total Clock Hours: 150 Quarter Credits: 5	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.
CD102 Career and Personal Development II	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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: None

Veterinary Technology

Program Length	1,419 Clock Hours 96.8 Quarter Credits 84 Weeks
Teacher/Student Ratio	Lecture: 1:22 Lab: 1:12 (1:8 Animals Present)
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science Degree (AAS)
SOC Code/CIP Code	29-2056/51.0808
Employment Titles	Registered Veterinary Technician, Veterinary Technician, Veterinary Assistant, Animal Care Provider, Animal Caregiver, Avian Keeper, Emergency Veterinary Assistant, Research Animal Attendant, Small Animal Caretaker, Technician Assistant, Veterinarian Assistant, Veterinary Technician Assistant, Nonfarm Animal Caretaker

Program Description and Objectives

The Veterinary Technology program mission is to provide high quality technical training in veterinary technology that meets the needs of our students and employers, adding to the economic vitality of our community.

Program Outline

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
YEAR 1								
VAH102 Veterinary Terminology and Anatomy	24	0	0	24	2.4	0	0	2.4
BM101 Basic Business Math	20	10	0	30	2	.5	0	2.5
CM102 Introduction to Microsoft Office	30	0	0	30	3	0	0	3
CM102A Introduction to Microsoft Office Lab	0	30	0	30	0	1.5	0	1.5
VAH101 Husbandry1: Dogs and Cats	20	10	0	30	2	.5	0	2.5
CD101 Career and Personal Development I	30	0	0	30	3	0	0	3
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, and Reproductive Systems	30	0	0	30	3	0	0	3

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
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	.5	0	2.5
VAH111 Behavior, Restraint, and Nursing Theory	18	6	0	24	1.8	.3	0	2.1
VAH112 Musculoskeletal, Immune, and Circulatory Systems	20	10	0	30	2	.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	.3	0	2.1
VAH116 Surgical Assisting 1	18	12	0	30	1.8	.6	0	2.4
VAH117 Nervous / Endocrine / Respiratory / Special Senses	20	10	0	30	2	.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.	5
CD102 Career and Personal Development II	20	10	0	30	2	.5	0	2.5
YEAR 2								
BS101 Basic Biological Science	20	10	0	30	2.0	0.5	0	2.5
WC201 Written Communications	30	0	0	30	3.0	0	0	3.0
WC201B Written Communications Lab B	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

Course Number / Name	Classroom Hours				Credit Hours			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
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
YEAR 1 AND YEAR 2 TOTAL	**617**	**502**	**300**	**1,419**	**61.7**	**25.1**	**10**	**96.8**

Course Descriptions

Course Number / Name	Clock Hours / Credits	Description
VAH102 Veterinary Terminology and Anatomy	Lecture Hours: 24 Total Clock Hours: 24 Quarter 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
BM101 Basic Business Math	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
CM102 Introduction to Microsoft Office	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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. Prerequisites: None
CM102A Introduction to Microsoft Office Lab	Lab Hours: 30 Total Clock Hours: 30 Quarter Credits: 1.5	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. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
VAH101 Husbandry1: Dogs and Cats	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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
CD101 Career and Personal Development I	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	This course will build an understanding of what it takes to be a successful online student and understanding how to communicate effectively. This course will be a combination of Synchronous (in-class, direct instruction) and Asynchronous (independent) assignments. This course will teach and apply techniques for individuals to develop an understanding of time management techniques, learning style & strategies, and creating goals. Students will learn how to apply DiSC® insights towards customer service, leadership, and conflict resolutions. Prerequisites: None
VAH104 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH105 Pharmacology 1	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter 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
VAH106 Urinary, Digestive, and Reproductive Systems	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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 / Name	Clock Hours / Credits	Description
VAH108 OSHA, Radiation Safety, Front Office and Human Animal Bond	Lecture Hours: 24 Total Clock Hours: 24 Quarter Credits: 2.4	Students will identify hazards in the workplace and demonstrate safety protocol for protection against zoonotic diseases and workplace hazards. The course emphasizes safety in the veterinary hospital setting and compliance per OSHA regulations. The course will introduce the student to radiology, including positioning and the production of diagnostic radiographs as it relates to radiation safety. Students will pass the "California Veterinary Medical Radiation Safety Examination for Unregistered Assistants." Students will learn and apply basic knowledge and skills used in the veterinary hospital front office setting, including employment laws, euthanasia, and the significance of the human-animal bond. Students will identify the stages of grief and learn techniques for offering support to others experiencing grief due to the loss of a pet. Prerequisites: None
VAH109 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH110 Husbandry 2: Avian, Exotics, Laboratory Animals and Rabbits	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	Students will learn common veterinary terms relating to avian exotics, laboratory animals and rabbits. Students will describe the biology and development of these species. Students will identify common breeds of these species and be able to explain proper selection methods for these species, as well as identify normal and abnormal behaviors. Students will learn proper grooming needs, basic health care, maintenance, husbandry and proper restraining procedures. Students will be able to explain reproduction, common diseases, surgical procedures, and prevention and treatment of diseases, as well as internal and external parasites and zoonoses related to these species. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
VAH111 Behavior, Restraint, and Nursing Theory	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter Credits: 2.1	The course introduces the causes of animal behaviors and differentiates between positive and negative reinforcement and punishment. Students will be able to list and give examples of various behavior modification techniques and describe procedures for referring clients to professionals for resolution of behavior problems. Students will identify proper restraining techniques and equipment for dogs and cats for routine procedures and correctly identify and use restraint equipment. Students will identify and implement safety procedures for safe application of physical restraint and safety equipment. Students will be introduced to general nursing care of dogs and cats, including grooming and skin, nail, and ear care. Students will learn common routes of administration of medication and explain the principles of first aid, wound closure and care, and bandaging. Prerequisites: None
VAH112 Musculoskeletal, Immune, and Circulatory Systems	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	Students will understand the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the musculoskeletal, immune and circulatory 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
VAH114 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH115 Husbandry 3: Equine and Livestock	Lecture Hours: 18 Lab Hours: 6 Total Clock Hours: 24 Quarter 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 / Name	Clock Hours / Credits	Description
VAH116 Surgical Assisting 1	Lecture Hours: 18 Lab Hours: 12 Total Clock Hours: 30 Quarter 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 emphasis the veterinary staff members' role in these events. Prerequisites: None
VAH117 Nervous / Endocrine / Respiratory / Special Senses	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter 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
VAH119 Clinical	Lab Hours: 24 Total Clock Hours: 24 Quarter Credits: 1.2	A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Instructor will evaluate student skills in each area using competency checklist. Prerequisites: None
VAH120 Externship 1	Externship Hours: 150 Total Clock Hours: 150 Quarter Credits: 5	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.
CD102 Career and Personal Development II	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 2.5	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: None

Course Number / Name	Clock Hours / Credits	Description
BS101 Basic Biological Science	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 1.5	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
WC201 Written Communications	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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: None
WC201B Written Communications Lab B	Lab Hours: 12 Total Clock Hours: 12 Quarter Credits: .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 email, 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: None
VAH207 Diagnostic Imaging	Lecture Hours:12 Lab Hours: 12 Total Clock Hours: 24 Quarter Credits: 1.8	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 Number / Name	Clock Hours / Credits	Description
BS203 Microbiology	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Quarter Credits: 3.5	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
VAH210 Veterinary Pathology and Parasitology	Lecture Hours: 12 Lab Hours: 6 Total Clock Hours: 18 Quarter Credits: 1.5	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.
VAH206 Clinical	Lab Hours:24 Total Clock Hours: 24 Quarter 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.
MM201 Medical Math	Lecture Hours: 30 Total Clock Hours: 30 Quarter Credits: 3	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
VAH201A Anatomy and Physiology 1	Lecture Hours: 18 Lab Hours: 12 Total Clock Hours: 30 Quarter 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 animalpreparations. Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number / Name	Clock Hours / Credits	Description
VAH205 Veterinary Management, Medical Records, Ethics, and Jurisprudence	Lecture Hours: 12 Total Clock Hours: 12 Quarter Credits: 1.2	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.
VAH212 Clinical	Lab Hours:24 Total Clock Hours: 24 Quarter 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.
VAH201B Anatomy and Physiology 2	Lecture Hours: 10 Lab Hours: 20 Total Clock Hours: 30 Quarter Credits: 2	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.
VAH202 Laboratory Procedures	Lab Hours: 20 Total Clock Hours: 20 Quarter Credits: 1	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.
BS202 Fundamentals of Chemistry	Lecture Hours: 24 Lab Hours: 12 Total Clock Hours: 36 Quarter Credits:	This course introduces basic fundamental principles and applications of chemistry to enhance student understanding of the biochemical processes. Prerequisites: None

Course Number / Name	Clock Hours / Credits	Description
VAH211 Pharmacology 2	Lecture Hours: 20 Lab Hours: 10 Total Clock Hours: 30 Quarter Credits: 1.5	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 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.
VAH204 Nursing Theory for Veterinary Technicians	Lecture Hours: 12 Lab Hours: 18 Total Clock Hours: 30 Quarter Credits: 2.1	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.
VAH208 Surgical Assisting 2	Lecture Hours: 12 Lab Hours: 18 Total Clock Hours: 30 Quarter Credits: 2.1	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.
VAH213 Anesthesiology and Surgery	Lab Hours: 36 Total Clock Hours: 36 Quarter 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.
VAH214 Veterinary Dentistry	Lab Hours:18 Total Clock Hours: 18 Quarter Credits: .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 / Name	Clock Hours / Credits	Description
VAH215 Emergency and Critical Care	Lecture Hours: 21 Total Clock Hours: 21 Quarter 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 dis- cussed 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.
VAH216 Essential Skills	Lab Hours: 24 Total Clock Hours: 23 Quarter 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.
VAH217 Externship 2	Externship Hours: 150 Total Clock Hours: 150 Quarter Credits: 5	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.
VAH218 Clinical Seminar	Lecture Hours: 24 Total Clock Hours: 24 Quarter 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.

Enrollment / Licensing Requirements

Veterinary Technology Enrollment Requirements

- Interview with VTPD for acceptance into the program.
- Must be able to lift 40 pounds and be able to stand for long periods of time.
- Rabies vaccination is required, and other vaccinations may be required for entrance into the program.
- Pass a background check.

Veterinary Technician licensure requirements may be found in Appendix A of this catalog.

Rabies Vaccination

NOTE: In accordance with the American Veterinary Medical Association (AVMA) and American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AMVA CVTEA) guidelines and in consideration of a higher risk for exposure to rabies, all Central Coast College (CCC) Veterinary Technology OAD students must provide proof of Rabies vaccination prior to the start of the second module of their program. Failure to provide proof of rabies vaccination may result in termination from the program.

The student should be aware that termination from the program for failure to provide rabies vaccination documentation does not absolve them of financial responsibilities for first module instruction.

Students who have not been vaccinated or who cannot produce proof of a completed rabies vaccination series may obtain the two dose Rabies vaccination series from the campus contracted physician. The student should contact the Program Director immediately upon enrollment to schedule the two-dose administration in time for submission of documentation by the final day of the students first module.

Vocational Nursing

Program Length	1,530 Clock Hours 61 FT/84 PT Weeks
Teacher/Student Ratio	Lecture: 1:30 Lab: 1:15
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	29-2061 / 51.3901
Employment Titles	Charge Nurse; Office Nurse; Vocational Nurse, Licensed Vocational Nurse

Program Description and Objectives

The Vocational Nursing Program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Vocational Nurse in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes 13 Weeks and 21 Weeks credit hour terms, consisting of five consecutive terms of instruction. The total program is completed over four terms. The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy and physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.

Program Outline

Course Number / Name	Lecture Hours	Laboratory Hours	Clinical Hours	Total Hours
Term I – Fundamentals of Nursing I/VN 101	203	97	0	300
Term II – Fundamentals of Nursing II/VN 102	94	62	144	300
Term III – Medical Surgical Nursing I/VN 101	93	31	176	300
Term IV – Medical Surgical Nursing II/VN 104	93	21.5	200	314.5
Term V – OB, Pediatrics and Leadership/VN 105	93	62.5	160	315.5
TOTALS	**576**	**274**	**680**	**1,530**

Course Descriptions

Course Number / Name	Course Length	Description
VN 101 **TERM I –** **Fundamentals of Nursing I**	Lecture Hours: 203 Lab Hours: 97 Total Clock Hours: 300	This course introduces the student to basic anatomy and physiology, basic math, medical terminology, the evolution of nursing, the role of the vocational nurse, asepsis and infection control, therapeutic communication, legal and ethical aspects of vocational nursing, CPR and medical emergencies, safety, body mechanics, patient hygiene and care of the environment, the nursing process and nursing documentation, basic nutrition and fluid and electrolyte balance and cultural and ethnic considerations. Prerequisites: None
TERM II **VN 102 –** **Fundamentals of Nursing II**	Lecture Hours: 94 Lab Hours: 62 Clinical Hours: 144 Total Clock Hours: 300	This course introduces the student to admission, discharge and transfer of patients, vital signs, physical assessment, human growth and development across the lifespan, loss, grief and death, pain management, complementary and alternative treatments, basics of medication administration and pharmacology, medications used for pain management, applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. Prerequisites: VN 101
TERM III **VN 103 –** **Medical Surgical Nursing I**	Lecture Hours: 93 Lab Hours: 31 Clinical Hours: 176 Total Clock Hours: 300	The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the integumentary, musculoskeletal, gastrointestinal, urinary, blood and lymphatic, cardiovascular and respiratory systems as well as care of the older adult and the surgical patient. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102
TERM IV **VN 104 –** **Medical Surgical Nursing II**	Lecture Hours: 93 Lab Hours: 21.5 Clinical Hours: 200 Total Clock Hours: 314.5	The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the endocrine, sensory, neurological, and immune systems as well as cancer, communicable disease and mental health. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103

Course Number / Name	Course Length	Description
TERM V **VN 105** **OB, Pediatrics and Leadership**	Lecture Hours: 93 Lab Hours: 62.5 Clinical Hours: 160 Total Clock Hours: 315.5	The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the reproductive system, maternal child nursing, pediatric nursing and the vocational nurse's role in supervision and leadership. This course also includes a comprehensive NCLEX review. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the skilled nursing clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103, VN 104

Required Uniform

Included in total program cost:

- 2 Scrub Sets (tops and pants)
- 1 Stethoscope
- 1 CPR Card
- 1 Lab Coat (issued prior to Externship)
- 1 ID Badge
- 1 Life Scan
- 1 Vocational Nursing Grad Diploma

NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies

The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.

Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
Physical Examination	$85.00 to $150.00
One Pair White, Closed-Toe Uniform Shoes	$35.00 to $85.00
Wrist Watches with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ball Point Pen	$0.75

Item	Estimated Cost
Blood Pressure Cuff	$30.00
Scissors	$10.00
Pen Light	$10.00

Required Physical Examination / Lab Tests

All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning their first clinical rotation. The physical examination and lab tests are not included in the total program cost.

The physical examination must include the following elements:

- Basic Physical Exam
- Height and Weight
- Blood Pressure, Pulse and Respiration

Tetanus Vaccination Booster, RPR, PPD or Chest X-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.

Required Clinical Background Check

**Included in total program cost.*

Hospitals and clinical sites require students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. Central Coast College will conduct a limited background check on all students in accordance with its clinical facility contracts.

The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program. **IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY**. Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

Graduate NCLEX Test Prep Flow

- Central Coast College

- will meet with Term IV students 30 days prior to graduation to review the application process and assisting with Live Scan on-site. The cost for the application and fingerprinting is included in the Board Application Fees.
- Once a student completes all graduation requirements a required mandatory NCLEX Review is scheduled. 100% attendance and class participation are required. Applications to sit for the state exam will be mailed along with required fees. Allow four to eight weeks for BVNPT processing time.
- Students will receive Authorization to Test (ATT) by mail and should contact the NCLEX Success Office directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- The NCLEX Success Office will receive an email as a result of the ATT and arrange a test date with the student
- Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.

Test Day

Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the NCLEX Success Office to expedite Licensure fee payment.

NCLEX Board Testing

All graduates are required to complete the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the Vocational Nursing Program, the following steps will need to be taken to apply for licensure.

- **Step 1** Central Coast College will submit the graduate's BVNPT application for licensure along with the applicant's background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application.
- **Step 2:** When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college.
- **Step 3:** Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college.

NOTE: Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application and testing fees.

Academic Calendar

Program Name	Start Date	Anticipated Graduation Date
Computer Specialist: Accounting (Evening only)	August 24, 2026 October 6, 2026 January 25, 2027 March 8, 2027 July 14, 2027	August 8, 2027 September 18, 2027 January 18, 2028 February 29, 2028 July 6, 2028
Cardiac Sonography Associate of Applied Science	May 4, 2026	September 30, 2028
Dental Assisting AM	July 21, 2026 August 18, 2026 September 16, 2026 October 14, 2026 November 12, 2026 December 14, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	March 30, 2027 April 27, 2027 May 25, 2027 June 23, 2027 July 21, 2027 August 18, 2027 September 22, 2027 October 21, 2027 November 18, 2027 December 17, 2027 January 11, 2028 February 23, 2028
Dental Assisting - PM	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	May 19, 2027 June 17, 2027 July 21, 2027 August 25, 2027 October 1, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
Medical Assisting	July 15, 2026 August 12, 2026 September 10, 2026 October 8, 2026 November 9, 2026 December 9, 2026	June 15, 2027 July 17, 2027 August 16, 2027 September 13, 2027 October 13, 2027 November 13, 2027

Program Name	Start Date	Anticipated Graduation Date
	January 18, 2027 February 15, 2027 March 15, 2027 April 12, 2027 May 10, 2027 June 8, 2027	December 13, 2027 January 13, 2028 February 10, 2028 March 9, 2028 April 6, 2028 May 15, 2028
Magnetic Resonance Imaging (MRI) Associate of Applied Science	November 23, 2026 May 18, 2027	July 2, 2029 January 4, 2030
Nursing Assistant	June 15, 2026 August 10, 2026 October 5, 2026	July 24, 2026 September 21, 2026 January 11, 2027
Pharmacy Technician - AM	August 13, 2026 November 2, 2026 February 1, 2027 April 16, 2027	December 15, 2026 March 12, 2027 June 4, 2027 August 20, 2027
Pharmacy Technician - PM	July 16, 2026 October 26, 2026 February 3, 2027 May 10, 2027	December 7, 2026 March 27, 2027 June 28, 2027 October 4, 2027
Phlebotomy Technician – Avocational	September 15, 2026 March 9, 2027 June 15, 2027	December 8, 2026 June 3, 2027 September 7, 2027
Advanced Phlebotomy – Avocational	July 7, 2026 October 6, 2026 April 7, 2027	August 4, 2026 November 3, 2026 April 26, 2027
Sterile Processing Technician - AM	June 15, 2026 November 2, 2026	January 22, 2027 June 16, 2027
Sterile Processing Technician - PM	January 11, 2027	September 3, 2027
Surgical Technology Associate of Applied Science (AAS)	January 5, 2026	April 15, 2027
Ultrasound Technician Certificate - AM	September 23, 2026 March 23, 2027	September 13, 2028 March 13, 2029
Ultrasound Technician Certificate - PM	October 13, 2026 February 8, 2027	April 12, 2029 August 3, 2029

Program Name	Start Date	Anticipated Graduation Date
	May 24, 2027	November 20, 2029
Ultrasound Technician Associate of Applied Science (AAS) - AM	September 23, 2026 March 23, 2027	March 21, 2029 September 13, 2029
Ultrasound Technician Associate of Applied Science (AAS) - PM	October 13, 2026	April 12, 2029
Veterinary Assistant	July 13, 2026 August 24, 2026 October 6, 2026 January 25, 2027 March 8, 2027 April 19, 2027	April 9, 2027 June 1, 2027 July 14, 2027 October 22, 2027 December 7, 2027 January 28, 2028
Veterinary Technology	January 25, 2027 March 8, 2027	December 23, 2027 February 15, 2028
Vocational Nursing	February 3, 2026	June 8, 2027

Length of Programs

Ending dates for day programs presume full-time attendance of 20 to 25 hours/week. For evening programs, 15 to 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 Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Break
- Christmas Day

Current Schedule of Student Charges by Program

The below fees / charges reflect the schedule of total charges for both a period of attendance and an estimated schedule of total charges for the entire educational program.

Associate of Applied Science in Magnetic Resonance Imaging (MRI) – Effective October 24, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$52,037.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,643.00
Lab Fees and Supplies	$1,200.00
Malpractice Insurance	$300.00
CPR Fee	$85.00
Uniforms and Student ID	$75.00
Exam and Prep	$4,725.00
Technology Fee	$1,508.00
TOTAL PROGRAM COST	**$61,773.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Advanced Phlebotomy – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$1,074.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$277.00
Lab Fees and Supplies	$120.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$5.00
CPR Fee	$85.00

DESCRIPTION	FEE / CHARGE
Exam Prep and Testing Fees	$190.00
TOTAL PROGRAM COST	**$2,101.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Cardiac Sonography Associate of Applied Science
– Effective October 24, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$48,957.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,345.00
Lab Fees and Supplies	$5,390.00
Malpractice Insurance	$300.00
CPR Fee	$85.00
Uniforms and Student ID	$75.00
Exam and Prep	$2,175.00
Technology Fee (LMS & Coursekey)	$1,367.00
TOTAL PROGRAM COST	**$60,894.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Computer Specialist: Accounting
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,959.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00

DESCRIPTION	FEE / CHARGE
Textbooks and Workbooks	$1,135.00
Lab Fees and Educational Supplies	$0.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$5.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Dental Assisting
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$16,980.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$609.00
Lab Fees and Supplies	$1,350.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Medical Administrative Assistant
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$18,233.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$726.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
Exam Prep and Testing Fees	$65.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Medical Assisting
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$16,620.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$379.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$165.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	

DESCRIPTION	FEE / CHARGE
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Nursing Assistant

– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$2,569.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$134.00
Lab Fees and Supplies	$40.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$100.00
TOTAL PROGRAM COST	**$3,353.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Pharmacy Technician

– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$3,489.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$415.00
Lab Fees and Supplies	$795.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00

DESCRIPTION	FEE / CHARGE
Exam Prep and Testing Fees	$0
Technology Fee (LMS and CourseKey)	$236.00
TOTAL PROGRAM COST	**$5,445.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Phlebotomy Technician
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$3,505.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$277.00
Lab Fees and Supplies	$120.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$5.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$190.00
TOTAL PROGRAM COST	**$4,532.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Sterile Processing Technician
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$12,693.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00

DESCRIPTION	FEE / CHARGE
Textbooks and Workbooks	$330.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$290.00
Technology Fee (LMS and CourseKey)	$235.00
TOTAL PROGRAM COST	**$15,833.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Surgical Technology Associate of Applied Science
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$30.233.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,300.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$247.00
Technology Fee (LMS and CourseKey)	$945.00
TOTAL PROGRAM COST	**$36,370.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Ultrasound Technician

– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$42,313.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,552.00
Lab Fees and Educational Supplies	$4,995.00
Malpractice Insurance	$300.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS & CourseKey)	$1,555.00
Sonosim SPI	$2,175.00
TOTAL PROGRAM COST	**$53,250.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Ultrasound Technician Associate of Applied Science

– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$49,148.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,078.00
Lab Fees and Supplies	$4,995.00
Malpractice Insurance	$300.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Sonosim SPI	$2,175.00
Technology Fee (LMS and CourseKey)	$1,838.00
TOTAL PROGRAM COST	**$60,894.00**

DESCRIPTION	FEE / CHARGE
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee (Not paid again if continuing program from UT Certificate Program)	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterinary Assistant
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,914.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$680.00
Lab Fees and Supplies	$430.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**

Veterinary Technology (Associates of Applied Science)
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$35,075.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,617.00
Lab Fees and Supplies	$1,370.00
Malpractice Insurance	$300.00
Uniforms and Student ID	$130.00
Exam Prep and Testing Fees	$840.00

DESCRIPTION	FEE / CHARGE
Rabies Vaccinations	$1,000.00
Technology Fee (LMS and CourseKey)	$895.00
TOTAL PROGRAM COST	**$41,427.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Vocational Nursing
– Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$28,321.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,484.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing	$1,260.00
Technology Fee (LMS and CourseKey)	$660.00
TOTAL PROGRAM COST	**$36,370.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Additional Fees (Not Paid to School)

Medical Assisting

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.

Nursing Assistant

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.

Phlebotomy

The Phlebotomy exam through NHA is $105.00 if taken within six months of program completion and $135.00 thereafter. Hepatitis B Vaccine is recommended and estimated at $225.00. The application fee to Field Health Services to become a Certified Phlebotomy Technician I is $100.00. 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.

Additional Miscellaneous Fees

Students may be charged additional fees for the following:

Description	Fee
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 and $10.00
Late Fee	10% of payment due, $10.00 minimum, $25.00 maximum may be assessed on all Past Due accounts

Officers/Corporate Management

Title	Name
President/Chief Executive Officer	LeeAnn Rohmann
Chief Academic Officer	Ragheb Milad
Chief Financial Officer	Brandon Pope
Senior Vice President of Career Services/Student Services and Strategic Partnerships	Anthony Romo
Senior Vice President, Compliance	Mary Margaret Coughlin
Senior Vice President Marketing	Nicole Joseph
Senior Vice President Nursing	Michelle Welch, DNP, NP-C
Senior Vice President Operations	Joe Bartolome
Senior Vice President Planning & Analysis	Matt Berry
Vice President Academics and Online Education	Amanda Harrison
Vice President Corporate Admissions	Emma Ojugo
Vice President Corporate Controller	Pam Payawal
Vice President of Fiscal Operations and Student Financial Aid	Christine Salvador
Vice President Human Resources and Facilities	Alex Norman
Vice President Director of Nursing	Stephanie Shibley
Vice President Student Information Systems	Devin Baptiste
Corporate Director of Accounting	Ana Dasmarinas
Corporate Director of Accounting	Ted DeForest
Corporate Director of Career Services	Marlaina Koonce-Harb
Corporate Director of Financial Aid	Claudia Barajas
Corporate Director of Information Technology	Navik Prakash
Corporate Director of Information Technology Support	Jose Alcala
Corporate Director Student Services	Christopher Lester
Corporate Program Director, Medical Programs	Blanca Rodriguez, NCMA
Corporate Program Director, Cardiac Sonography	Rose Maestas
Corporate Program Director, Dental Assisting	Dalene Garrett, RDA
Corporate Program Director, EMT	Ramona Roberts
Corporate Program Director, Magnetic Resonance Imaging (MRI)	Jeremie Silva, RT®(MR)
Corporate Program Director, Nurse Assistant and Phlebotomy	Sarah Pobre, VN

Title	Name
Corporate Program Director, Pharmacy Technician	Daniel King
Corporate Program Director, Surgical Technology and Sterile Processing Technician	Carlos Navarro, CST, FAST
Corporate Program Director, Sterile Processing Technician	Von Neak
Corporate Program Director, Veterinary Programs	Sharon Willis
Accounting Manager	Tony Walston
Accounts Payable Specialist	Verity Fletcher
Campus President	Sheri Johnson
Corporate Business Office Manager	Lorena Cardenas
Corporate Clinical Director	Jean Rice
Corporate Compliance & Strategic Career Services Director	Mindi Guarino
Corporate Registrar	Marrisa Williams
Corporate Well Being Officer	Arlana Scola
Curriculum Designer	Madison Stratford
Dean of the School of Imaging	Chelsea Thomson
Director of Brand and Product Marketing	Savanna Langtim
Director of Online Education	Amanda Toot
Director Professional Development	Scott Walker
Educational Quality and Student Engagement Coordinator	Violet Milad
Executive Assistant to the CEO	Dinae Citta
Executive Assistant, Nursing Program	Patricia Betancourt
HRIS Specialist	Devin Carvin
Human Resources Assistant	Aarynn DeLeon
IT Cloud Systems Manager	Donato Demeterio
IT Help Desk	Christopher Campbell
IT Help Desk	Luis Canlas
IT Help Desk	Charles Manning
IT Tech Support	Salmai Luna
IT Support	Jesus Lopez
Marketing & Community Coordinator	Nathaniel Vice
Marketing Associate	Tyler Aldrian
Marketing Operations Specialist	March Spanos

Title	Name
Senior Career Services Specialist	June Vernon
Senior Director of Marketing	Tess Bell
Senior Director of Payroll	Dru Fox
Senior Financial Analyst	Amr Aleryani
Senior HR Generalist	Marika Rodriguez
Staff Accountant	Leticia Marin
Student Systems Administrator	Lauren Goldstein

Campus Administration and Faculty

Administration

Title	Name
Campus Director	Jennifer Glazier
Director of Education	Laci Salinas
Director of Financial Aid	Esmeralda Lopez Garcia
Director of Nursing	Reddy Dasari
Director of Admissions	Chris McDavis
Admissions Representative	Jose Alfonso
Admissions Representative	Mirsa Ruiz
Admissions Representative	Juliana Tomas
Business Office Coordinator	Azucena Valdez
Career Services Coordinator	Rosalina Amador
Career Services Coordinator	Daniel Garcia
Career Services Coordinator	Hyojin Light
Coordinator	Tina Johnson
Customer Service Representative	Maria Gutierrez
Customer Service Representative	Claudia Tinoco
Financial Aid Advisor	Ignacio Gabbard Rocha
Financial Aid Advisor	Mirsa Ruiz
IT Help Desk	Valerie Barocio
Registrar	Oralia Perez Maldonado
Student Services Advisor	Steven Yancy

Faculty

Dental Assisting

Title	Name	Education and Experience
Instructor	Janette Podeszwa, RDA	32+ Years of Experience (Dental Assistant and Dental Assistant Instructor)

General Education

Title	Name	Education and Experience
Instructor	Shakira Flemming	Education Specialist Degree in School Counselling; Troy State University; Master of Science in Counseling and Psychology, Troy State University; Bachelor of Arts in Communications, Columbus State University 13+ Years of Experience
Instructor	Rebecca Oliver	Western States Chiropractic College, Doctor of Chiropractic 22+ Years of Experience
Instructor	Carol Petross	Bachelor of Science in Liberal Studies, University of Phoenix 6+ Years of Experience

Medical Assisting/Medical Administrative Assistant

Title	Name	Education and Experience
MA Program Director	Santiago Ramirez	Diploma in Medical Assisting, Central Coast College 9+ Years of Experience
Instructor	Tenesha Maxie, CCMA	Diploma in Medical Assisting, Central Coast College 24+ Years of Experience
Instructor	Cache Oeaboe	Diploma, Medical Assisting/Phlebotomy , MTI College 6+ Years of Experience
Instructor	Suman Kaur	Diploma, Vocational Nurse, Unitek College 2+ Years of Experience
Instructor	Joleen Roland	Diploma in Medical Assisting, Central Coast College 12+ Years of Experience

Nursing

Title	Name	Education and Experience
NA Instructor	Sarah Pobre, LVN	Certificate in Vocational Nursing, Carrington College; Diploma - Medical Assisting, Central Coast College 8+ Years of Experience
NA Instructor	Cindy Cazola	Associate Degree, Health Sciences, Gavilan College; Certificate, Medical Assistant, Carrington College; Certificate, Vocational Nurse, Hartnell College 15+ Years of Experience
VN Instructor	Claudia Barragan, RN	Bachelor of Science in Public Health, California State University Monterey Bay; Associate Degree of Science Registered Nursing, Hartnell College 24+ Years of Experience
VN Instructor	Grace Calderon Centeno, LVN	Diploma, Vocational Nurse, Unitek College 13+ Years of Experience
VN Instructor	Breonna Vegas, LVN	Associate of Science, General Education & Sciences, Merritt College; Diploma, Vocational Nursing, Nightingale Nursing 18+ Years of Experience

Pharmacy Technician

Title	Name	Education and Experience
Instructor	Andrew Turner, CPhT	Pharmacy Technician Training, The Learning Oasis 10+ Years of Experience

Phlebotomy Technician

Title	Name	Education and Experience
Instructor	Deborah Rawlins, CPT, RN	Certificate in Advanced Phlebotomy, Hartnell College; Certificate in Phlebotomy, Chatterton and Walker School 9+ Years of Experience

Sterile Processing Technician

Title	Name	Education and Experience
Instructor	Melinda Werner	6+ Years of Experience
Instructor	Miguel Garcia, CBSPD, CRCST	Certificate, Sterile Processing Technician, Medtech College 5+ Years of Experience

Surgical Technology

Title	Name	Education and Experience
Program Lead	Daniel Salimone, CST	Bachelor of Arts, English, Colby College; Certificate, Surgical Technology, Massachusetts Bay Community College 7+ Years of Experience
Instructor	Jamie Jones, CST	Associate of Applied Science, Surgical Technology, Concorde Career College 20+ Years of Experience

Ultrasound Technician

Title	Name	Education and Experience
Program Director	Edvin Aghansian, RDMS (AB)(AS)(OB/GYN), RVT, VT	Diagnostic Medical Sonographer – Certificate, Institute of Business and Technology 5+ Years of Experience
Instructor	Darcy Fratianni, RDMS (AB), RVT, VT	Associate of Science - Diagnostic Medical Sonography, Keiser University 9+ Years of Experience
Instructor	Donna Perry, RDMS, RVT	Bachelor of Science, Elementary Education K-12, Bridgewater university; Certificate, General Ultrasound and Cardiac Imaging, Ultrasound Diagnostic School 32+ Years of Experience
Instructor	Mariam Alghahmasi, RDMS (AB)	Doctor of Medicine, Bachelor of Medicine and Surgery, Al-Fateh University Diploma, Ultrasound Technology, Gurnick Academy of Medical Arts 9+ Years of Experience
Instructor	Heather Keith, RDMS (OB)	Associate of Applied Science, Ultrasound Technician, Central Coast College; Certificate, Diagnostic Medical Sonographer, Central Coast College;

Title	Name	Education and Experience
		Certificate, Medical Assistant, Clarita Career College 8+ Years of Experience
Instructor	Stephanie Vazquez	Master of Exercise Science, Loyola University; Bachelor of Exercise Science, Loyola University; Excellence in Teaching Certificate, John Hopkins University 7+ Years of Experience

Veterinary Assistant/Veterinary Technology

Title	Name	Education and Experience
Program Director	Sharon Willis, RVT	Bachelor of Science, Technical Management, DeVry University; Associate of Science, Animal Technology, Hartnell College; Associate of Arts, General Education, Hartnell College 26+ Years of Experience
Assistant Program Director	Michelle Beagle, RVT	Associate of Arts in Animal Health Technology, Hartnell College 43+ Years of Experience
Instructor	Carrie Askew, RVT	Associate of Arts in Animal Health Technology, Hartnell Community College 20+ Years of Experience
Instructor	Fawn Nyvold, RVT, LVT, CPhT	Master of Science in Management – Leadership Concentration, Tarleton State University; Bachelor of Applied Science in Veterinary Technology – Practice Management, Tarleton State University; Associate of Science in Veterinary Technology, Dallas Community College, Associate of Science in Exotic Animal Training and Management, Moorpark College; Associate of Science in Animal Behavior, Moorpark College 22+ Years of Experience
Instructor	Nancy Jobst Watson, RVT	Associate of Science in Animal Health and Technology, Hartnell College; Associate of Arts in General Education, Monterey Peninsula College 31+ Years of Experience

Title	Name	Education and Experience
Instructor	Maria Franco, RVT	Worked as a Certified Veterinary Assistant and Registered Veterinary Technician 9+ Years of Experience
Instructor	Jessica Wheeler	Bachelor of Science in Biology, Humboldt State University 25+ Years of Experience
Program Veterinarian and Instructor	Rachel Sage, DVM	Doctor of Veterinary Medicine, University of California; Bachelor of Science in Animal Science, University of California 22+ Years of Experience

Advisory Board Members

Computer Specialist – Accounting
Gabriel Lopez
Ethan Simpson
Leonardo Rangel
Dan Philpott
Martin Trujillo

Medical Assistant & Medical Administrative Assistant
Ursula Casas
Eloe Maravilla
Diana Jacobo
Elizabeth Gonzalez
Teresa Gomez
Dr. Sheina Hampton
Heber Pinon

Nursing & Phlebotomy
Josie Cedano
Katie Mooneyham
Rachyl Bruton
Jessica Beeler
Grace LA Victoria

Surgical Technology
Mariana Armador
Joshua Barba
Lynn Felix
Michelle Gerk
Craig Valdivia

Ultrasound Technician
Nicen Patel
Dr. Dipa Patel
Omar Matal
Brian Evans
Edith Jauregui
Robert Taracena

Veterinary Assistant & Veterinary Technology
Lourdes Martinez, AAS, RVT
Michaele Polachek, AS, RVT
Amanda Huerta
Gina Galuppo
Lori Tuttle
Marlo Schalesky
Gayle Comer
Leslie Cruz-Kelly
Jennifer Wernsing, DVM

Taurine Burger, DVM
Sarah Benevento
Nancy Falconer

Appendix A – Faculty Qualifications – Degree Programs

5 CCR § 71720

§ 71720 Faculty

An Educational Program Leading to a Degree

- An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered.
- Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.
- In determining the number of faculty sufficient to satisfy subdivision (a)(1) of this section and to implement the policies established pursuant to subdivision (a)(2) of this section, the institution shall base its faculty requirements on all of the following factors:
    - The educational level and number of students.
    - The number of hours needed for direct interaction between students and faculty per course, quarter, semester, or other term.
    - The number of hours needed to be spent on evaluating written materials prepared by students, such as distance
    - education, papers, and examinations, per course, quarter, semester, or other term.
    - The number of group meetings per course, quarter, semester, or other term.
    - The faculty duties established by the institution as required under subdivision (a)(2) of this section; and
    - The number of hours per week or units per term considered full-time for faculty in the institution.
- The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:
    - That the person possesses one of the following:
        - A degree from: an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES);
        - a credential generally recognized in the field of instruction.

- The degree, professional license, or credential possessed by the person shall be at least equivalent to the level of instruction being taught or evaluated.

- The institution's faculty as a whole shall possess a diverse educational background which shall be demonstrated in part by earned degrees from a variety of colleges and universities or by credentials generally recognized in the field of instruction.

- When contracting for educational services, the institution shall maintain control of, and responsibility for, all academic matters, and shall assure that the instruction and faculty satisfy the standards established by the Act and this chapter.

- The institution shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

- Each institution shall have a written Academic Freedom Policy which describes the latitude the institution allows faculty in the classroom so faculty will not inadvertently violate the principles of academic freedom. These policies shall be made available to any person upon request. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy.

- The institution shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.

Instructors in an Educational Program Not Leading to a Degree

- An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

- Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

- The institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

NOTE: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Section 94885, Education Code; and Section 480, Business and Professions Code.

Appendix B: Licensure Requirements by Program

Nursing Assistant Licensure Requirements

In addition to successful completion of the Nursing Assistant program, certification requirements include:

- A clean background check.
- DOJ Live Scan.
- Passage of the State Certification Exam.
- Completed application for certification.

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 $100.00 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.

Veterinary Technology Licensure Requirements

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

- 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).
- 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.
- 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:

- At least 18 years of age.
- Fingerprinted (live scan) prior to licensure.
- 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 technology 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/rvt_forms.shtml**
- **https://www.aavsb.org/vtne-overview/**

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

Vocational Nursing

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The Vocational Nursing program at Central Coast College has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the Vocational Nursing program at Central Coast College, the graduate will be eligible to apply for the licensing examination given by the NCSBN. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the Department of Nursing.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest / Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis.

Addendum to the Catalog

Notice: Changes to requirements serving California Veterans and other eligible Title 38 beneficiaries.

2019 / 2020

Dated August 7, 2019

Prescribed for Veterans the following revisions have been made to the Central Coast College Catalog.

Effective August 1, 2019

Beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

- A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 of this title and ending on the earlier of the following dates:
    - The date on which the Secretary provides payment for such course of education to such institution.
    - The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.
- Central Coast College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of this Title.
- A covered individual is any individual who is entitled to educational assistance under Chapter 31 or 33 of this Title.
- The Secretary may waive such requirements of Paragraph (1) as the Secretary considers appropriate.
- It shall not be inconsistent with a policy described in Paragraph (1) for an educational institution to require a covered individual to take the following additional actions:
    - Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.
    - Submit a written request to use such entitlement.
    - Provide additional information necessary to the proper certification of enrollment by the educational institution.