



CATALOG

MEDICAL CAREER COLLEGE

41300 Christy Street

Fremont, California 94538

Tel: (510) 445-0319 Fax: (510) 445-0524

Website: www.medicalcareercollege.us

www.medcareercollege.com

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Medical Career College

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IMPORTANT

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

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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

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

Be informed that Medical Career College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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

Any concern regarding this School Catalog may be directed to:

Medical Career College
41300 Christy Street
Fremont, CA 94538
Tel: (510) 445-0319 Fax: (510) 257-1538
Web site: www.medicalcareercollege.us
www.medcareercollege.com



Medical Career College

2020 School Holidays

Martin Luther King.....	January 20
President's Day.....	February 17
Memorial Day.....	May 25
Independence Day.....	July 3-4
Labor Day	September 7
Veterans Day	November 11
Thanksgiving Break.....	November 26-27
Winter Break.....	December 21-January 1

Schedule of Operations

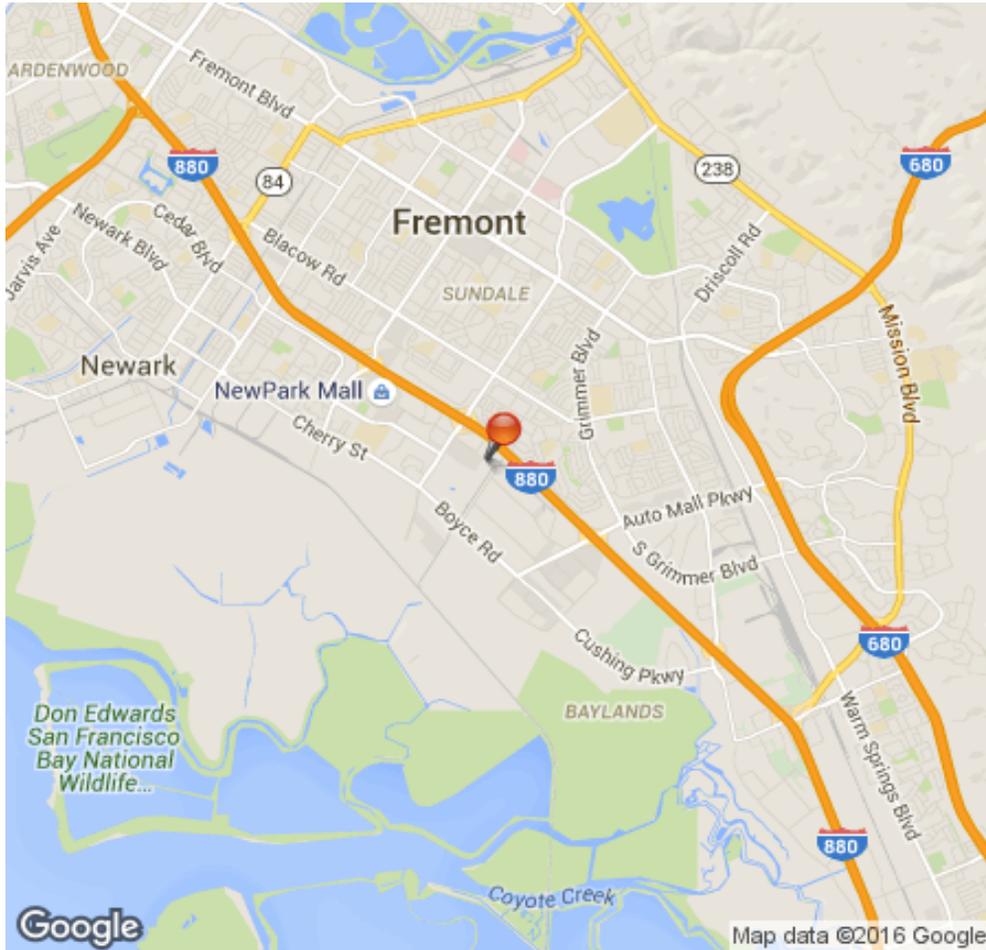
The business hours of operation are from 8:30 a.m. to 6:00 p.m. Monday thru Friday. All class sessions and instructions are held at 41300 Christy Street, Fremont, CA 94538.



Medical Career College

School Location and Direction

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





Medical Career College

Welcome to Medical Career College

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

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

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

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

Thank you for choosing Medical Career College.

Sincerely,

Marilyn Castillo, RN, BSN, MD
President



History of Medical Career College

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

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

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

Approval

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

In 2006, the California Department of Public Health Licensing and Certification Section approved the Nursing Assistant Program.

In 2007, the California Department of Public Health Licensing and Certification Section approved the Hemodialysis Technician Program.

In 2008, the California Department of Public Health Licensing and Certification Section approved the Home Health Aide Program and Acute Care CNA Program.

In 2016, the Accrediting Bureau of Health Education Schools approved the Medical Assistant Program.

In 2019, the Accrediting Bureau of Health Education Schools approved the Distance Education Delivery for the Associate of Science in Healthcare Management Program.

In 2020, the Accrediting Bureau of Health Education Schools approved the Blended Delivery for Medical Assistant Program

Accreditation

Medical Career College is institutionally accredited by Accrediting Bureau of Health Education Schools recognized by the United States Department of Education. ABHES address is 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia 22043 and telephone number is (703) 917-9503.



Mission Statement

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

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

Objectives

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

Vision

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



Accuracy Policy

The current catalog is in effect January 2020 until December 2020. Every reasonable effort has been made to determine that everything stated in this catalog is accurate. However, courses and programs offered, together with other matters contained herein, are subject to change, without notice. This may be related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. MCC further reserves the right to add, amend, or repeal any of its rules, regulations, tuition rates, policies, and procedures. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students.

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 N. Market Blvd., Suite 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
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Medical Career College

Programs

The following programs are offered by Medical Career College, residential and distance mode for the ASHM and Medical Assistant Programs. Instructions are all in English.

A certificate or diploma will be given on successful completion of the program.

PROGRAM	THEORY	LAB/CLINICAL	EXTERNSHIP	RECOGNIZED OUTSIDE CLOCK HOURS	TOTAL CLOCK HOURS
Nursing Assistant	60	0	100	0	160
Acute Care Certified Nurse Assistant	35	0	40	0	75
Medical Assistant	400	140	180	0	720
Associate of Science in Healthcare Management	900	0	0	0	900

Curricular Offerings

Program Name Awarded	SOC Code	Clock Hours		Recognized Outside Clock Hours	Credential
		Theory	Clinical		
Nursing Assistant	31-1014	60	100	N/A	Certificate
Acute Care CNA	31-1014	35	40	N/A	Certificate
Medical Assistant	31-9092	400	320	N/A	Certificate
ASHM	51.0711	900	0	N/A	Diploma

Medical Career College awards clock hour for the successful completion of courses (i.e. 15 clock hours of instruction in a lecture setting; 30 clock hours of instruction in a laboratory setting; or 45 clock hours of instruction in an externship setting, or an appropriate combination of all three). It awards semester credits for the ASHM.

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



Class Size

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

Admission Requirements and Registration

Medical Career College offers the following programs: Nursing Assistant, Acute Care Certified Nursing Assistant (CNA), Medical Assistant and Associate of Science in Health Care Management. Each program has specific requirements to follow. Students admitted to an undergraduate degree program or a diploma program with an ability-to-benefit examination are required to take an independently administered examination approved by the United States Department of Education prior to enrollment.

Nursing Assistant Program:

1. Possess a High School Diploma or GED;
2. Pass the entrance examination administered by the school with at least a 70% grade, testing fee \$10.00;
3. Possess adequate math skills;
4. Minimum age requirement at 17 years of age with parents' consent;
5. Students must submit a physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others; and a tuberculosis clearance that is no more than sixty (60) days prior to admission. A purified protein derivative intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated. Students with positive PPD results and negative chest x-ray will be referred to their physician for clearance. The cost for the physical examination and tuberculosis clearance is the student's responsibility.
6. Completed live scan form;
7. Completed CDPH 283 B application form.
8. Valid I.D. and Social Security Card
9. Submit a valid CPR for the Health Care Provider or Professional Rescuer Certification (AHA-approved)
10. Completed Enrollment Agreement Form
11. Must not have been convicted in any court of law of any major crime



Acute Care CNA Program

1. Possess a High School Diploma or GED;
2. Possesses a valid certified nursing assistant certificate;
3. Minimum age requirement at 17 years of age with parents' consent;
4. Meet the required health requirements such as history and a physical exam performed by a physician or nurse practitioner and a negative P.P.D. skin test or negative Chest X-ray (if P.P.D. test result is positive) indicating no active tuberculosis;
5. Valid I.D. and Social Security Card
6. Certified in BLS. (Basic Life Support) by the American Heart Association;
7. Completed Enrollment Agreement Form

Medical Assistant Program:

1. Provide proof of graduation from high school or GED transcript and or diploma;
2. Certified in BLS. (Basic Life Support) by the American Heart Association;
3. Must pass the entrance test administered by Wonderlic with at least a score of 16 out of 50 questions within 12 minutes to assess the aptitude of prospective applicants. Testing fee is \$ 20.00.
4. Students must submit a physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others; and a tuberculosis clearance that is no more than sixty (60) days prior to admission. A purified protein derivative intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated. Students with positive PPD results and a negative chest x-ray will be referred to their physician for clearance. The cost for the physical examination and tuberculosis clearance is the student's responsibility.
5. Proof of Hepatitis B series, MMR and Varicella and Tetanus immunization prior to externship.
6. Proof of liability insurance prior to externship.
7. Criminal Background Screening and 10 Panel Drug Screen (MA Externship at Stanford).
8. Valid I.D. and Social Security Card
9. Computer literacy
10. Basic knowledge of computer and internet skills
11. Knowledge of terminology such as browser, application, etc.
12. Understanding of basic computer hardware and software
13. Ability to perform computer operations
14. Knowledge of copying and pasting, spell checking, saving files
15. Knowledge of sending and downloading attachments
16. Internet skills and ability to perform online research using various search engines and visit distance library databases
17. Ability to use online communication tools such as email, discussion boards, chats and Messenger
18. Undergone orientation with the Learning Management System
19. Completed Enrollment Agreement Form



Associate of Science in Healthcare Management

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

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

REQUIREMENTS FOR PROGRAM COMPLETION

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

PROGRAM DESCRIPTION

NURSING ASSISTANT 160 HOURS

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

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



Program Objectives

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

Program Learning Outcomes

Graduates of this program will be able to:

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

GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to those students meeting the Nursing Assistant Program graduation requirements. Students eligible for certificates of completion are those who have



satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of C, passed the final exam with letter grades of “C” or better, and are cleared through Student Accounts.

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

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

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

ACUTE CARE CNA

75 HOURS

The acute care CNA course focuses on broadening the CNA’s scope of knowledge and clinical experience to include skills required to work in an acute care setting (hospital). “This course covers the pathophysiology, treatment and nursing care of various disorders/diseases. Studies body structure and function, and disease process are done in more depth. Students gain experience with more advanced equipment and the faster pace of caring for short-term, acutely ill patients.

Program Objectives

1. define acute care
2. explain the roles and responsibilities of acute care CNA
3. demonstrate skills in basic and emergency care of medical, surgical, orthopedic, pediatric and obstetric care.

Program Learning Outcomes

1. Recognize, identify and report normal and abnormal patterns in clinical findings and behaviors of patients.
2. Show adherence to clients’ plan of care.
3. Comprehend the body systems, pain, treatments and symptoms.
5. Return and demonstrate new technical and interpersonal skills and designated tasks.
6. Demonstrate proper use of diagnostic, safety, and therapeutic devices within the Nursing Assistant’s scope of care.
7. Recognize and encourage the appropriate client attitudes and actions which reinforce client independence and healing.
8. Model appropriate behavior to peers, demonstrating proper methods for addressing client care needs on an individualized basis.



GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to those students meeting the ACUTE CARE CNA Program graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of C, passed the final exam with letter grades of “C” or better, and are cleared through Student Accounts.

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Upon successful completion of the ACUTE CARE CNA Program and all financial obligations to the school obligations are settled, the student is eligible for the ACUTE CARE CNA certificate. Below are the requirements of the California Department of Public Health:

1. The applicant should at least be 17 years old.
2. Completed 75 hours of Acute Care CNA training.
3. Holder of a CNA license.

MEDICAL ASSISTANT

Program Description

720 HOURS

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

Program Objectives

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



Program Learning Outcomes

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

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

GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to those students meeting the Medical Assistant Program graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of C, passed the final exam with letter grades of “C” or better, and are cleared through Student Accounts.

REQUIREMENTS for ELIGIBILITY for LICENSURE

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



Associate of Science in Healthcare Management

Program Description

60 Semester Credits Online

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

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

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

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



Program Learning Outcomes

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

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

GRADUATION REQUIREMENTS

A Diploma will be awarded to those students meeting the Associate of Science in Healthcare Management Program graduation requirements. Students eligible for diploma are those who have satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of C, passed the final exam with letter grades of "C" or better, and are cleared through Student Accounts.

REQUIREMENTS FOR ELIGIBILITY FOR A DEGREE IN ASHCM

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

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

Students Rights and Responsibilities

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

Academic Integrity

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

Drug and Alcohol Policy

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

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



Student Behavior Rules and Regulations

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

Grade Disputes

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

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

School's Physical Facilities & Equipment

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

Classrooms

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

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

Skills Laboratory

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

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

Library/Computer Room

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

**Conference Room**

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

Front Desk/Reception

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

Faculty Room

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

Records/Storage Room

It contains storage cabinets and file cabinets for storing student files. It measures 190 square feet.

Office Rooms

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

Break Room

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



Instructional Equipment and Supplies:

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

MEDICAL ASSISTANT PROGRAM EQUIPMENT & SUPPLIES

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



NURSING ASSISTANT/ACUTE CARE CNA PROGRAM EQUIPMENT & SUPPLIES

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



Faculty

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

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

Policy on Diversity

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

Student Assessment

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

English Language Proficiency

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



Sources of Credit

Transfer Credit

MCC accepts credits from CHEA accredited or California approved institutions if they apply to the student's program. MCC accepts transfer credit if the courses meet the standards of the College and if the courses were satisfactorily completed. Transfer students do not receive credit for courses with a "D" grade. If the student is seeking admission following attendance at an institution that is not accredited, MCC considers the transfer credits on an individual basis. All credits must be determined and evaluated by the Office on a case-by-case basis. The following guidelines apply in allowing credit for previous education:

Credits from institutions of collegiate level that are not CHEA accredited or California approved may be rejected entirely, accepted wholly or in part, or accepted on a provisional basis to be validated by satisfactory course work in residence.

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

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

Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Medical Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in the educational program (Nursing Assistant Program, Acute Care CNA Program, Medical Assistant and Associate of Science in Healthcare Management) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Medical Career College to determine if your certificate or diploma will transfer.

Articulation Agreement

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

Ability-to-Benefit Student Policy

The school accepts ATB (ability-to-benefit) students for its programs. MCC utilizes the Wonderlic Basic Skills Test, an approved examination by the United States Department of Education, to applicants who haven't graduated from high school or their GED. It is done online and is independently administered by Wonderlic, Inc. It measures adult language and math skills which are generally learned in high school. The content of the WBST measures levels of General Educational Development with a passing score of Verbal 200 and Quantitative 210. This is done in the Nursing Assistant and Acute Care CNA program applicants prior to enrollment.



International Students

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

Student Orientation

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

What is a Prerequisite?

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

Procedure for Adding and Dropping Classes

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

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

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

Course Withdrawal

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



Cancellation of Classes or Programs

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

Fee Payment Procedure

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

Fees and Expenses

Course	Registration Non-Refundable	Tuition	Equipment/ Lab Fees	Textbooks/ Handouts	STRF Assessment Non-Refundable	Uniform	Total Charges
Nursing Assistant	\$150	\$975	\$300	\$300	\$0	\$25	\$1,750.00
Acute Care CNA	\$50	\$600	\$50	\$75	\$0	\$25	\$800.00
Medical Assistant	\$150	\$6850	\$950	\$750	\$0	\$50	\$8,750.00
Associate of Science in Health Care Management	\$150	\$475 per course x 20 courses = \$9,500	\$0	\$0	\$0	\$0	\$9,650

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

1. Entrance Test Fee (required for Medical Assistant) Wonderlic Test: \$25.00
2. Entrance Test Fee for Nursing Assistant: \$10.00
3. Physical Examination done by an M.D. or Nurse Practitioner: fee may vary depending upon the provider
4. P.P.D Skin Test: fee may vary depending upon the provider



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5. Chest X-Ray if P.P.D. Skin Test is positive: fee may vary depending upon the provider
6. C.P.R. (BLS for Healthcare Provider thru American Heart Association): fee may vary depending upon the provider
7. MMR, Varicella, Tetanus, Hep B (Medical Assistant) - fee varies depending upon provider
8. Liability Insurance (required for Medical Assistant- HPSO \$35.00 per year)
9. Wonderlic ATB Test (for NA students without High School Diploma or GED): \$20.00
10. Live Scan Fingerprinting (for Nursing Assistant): fee varies depending upon provider
11. Criminal Background Screening and 10 Panel Instant Drug Screen prior to MA externship (only for Stanford Health Care)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

- Nursing Assistant Program (1 month- \$1,600)
- Acute Care Nurse Assistant (75 hours- \$750)
- Medical Assistant Program (6/7 months- \$8,600)
- Associate of Science in Healthcare Management Program (\$ 9,500)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

- Total of tuition & registration due to the school is \$1,750 for the Nursing Assistant Program
- Total of tuition & registration due to the school is \$800 for the Acute Care Nurse Assistant
- Total of tuition & registration due to the school is \$8,750 for the Medical Assistant Program
- Total of tuition & registration due to the school is \$9,650 for the Associate of Science in Healthcare Management Program

Financial Assistance

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

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

Fee schedules

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

Registration or Application Fee	\$150.00 (Medical Assistant, Nursing Assistant and ASHM) \$50.00 (Acute Care CNA)
Transcript Fee	\$25.00 (per copy fee for each transcript)
Returned Check Charge	\$25.00
Late Payment Fee	\$25.00
Library/Technology	\$50.00

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



Enrollment Agreement

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

Cancellation and Refund Policy

1. You have the right to cancel your enrollment agreement or withdraw from Medical Career College and obtain an applicable refund without any penalty or obligations, if the notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
2. The College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), and any other nonrefundable fees.
3. If the College cancels or discontinues a course or educational program, the College will return all unearned institutional charges paid to the College.
4. You have the right to withdraw from the program of instruction at any time.
5. You must notify the schools in writing of your desire to withdraw from the program as contained in the "Notice of Cancellation" addressed to the school location at 41300 Christy St, Fremont CA 94538. Cancellation notice can either be by mail or can be hand delivered to the school campus.
6. If any portion of your tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or state or federal agency which guaranteed the loan. After repayment of the loan, any amount left over will be used to repay any student financial aid program from which you received benefits. Any remaining pre-paid tuition will be refunded to you.
7. A refund, if appropriate, will be issued within 30 days of your notice of cancellation. A letter will be included with the check (if appropriate) showing how your refund was calculated.
8. If the student defaults on the federal or state loan, both of the following may occur:
 - (A) the federal or state government or loan guarantee agency may take action against the student, including garnishing an income tax refund; and
 - (b) the student may not be eligible for any government financial assistance at another institution until the loan is repaid
9. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student aid program funds. Grounds for termination of students enrolled by Medical Career College prior to completion of the course or program include insufficient academic progress, nonpayment and failure to comply with published school policies.



Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, 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 N. Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, telephone # (916) 574-8900 or (888) 370-7589 or fax # (916)263-1897. The website address is www.bppe.ca.gov

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

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



To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Distance Education Delivery

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

Academic Regulations

Attendance Policy

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

Procedure:

1. Students must regularly attend scheduled classes and be on time.
2. Students must attend and report on time for both clinical and theoretical classes as designed by the Administrator/Director or the Director of Nursing.
3. Each student will be provided with a daily sign-in sheet to record hours of attendance for both theory and clinical portions of the program. Students will sign the sheet each day of attendance, the instructor will countersign the time the class starts and the time the class ends.
4. Students who are unable to attend theory or clinical portions of the training must notify the school of their absence TWO hours before the start of the class by calling the Administrator/Director.



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

Make-up and Absenteeism Policy and Procedures

Policy statement:

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

Procedure:

- A. Refer to the school attendance policy
- B. Written assignments and make-up tests
 - No make-up tests or written assignments will be permitted unless the instructor gives approval.
 - There will be no make-up test for unexcused absences and the student will receive a grade of 0 points for the test.
 - With the approval of the Administrator/Director, the student will have FIVE- day period to make up a test. If the test is not made up within the FIVE- day period, the grade will be dropped one grade level for each day not made up.
 - All make-up written assignments will be lowered one grade level for lateness.
- C. Theory Make-up
 - The student must make an arrangement by scheduling make-up time(s) as per the school attendance policy.
 - The make-up should consist of the scheduled topic or components and the required hours of that day that the student missed in order to be counted as make-up credit.
- D. Clinical Make-up
 - The student must make an arrangement for scheduled make-up as outlined in the school attendance policy.
 - Additional time in clinical area and performance evaluation, which should reflect the clinical objectives missed, will be required and the number of required hours for it to be considered a make-up credit.



Evaluation and Grading Standards Policy

Purpose:

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

Policy:

Written tests and quizzes

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

Written worksheets

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

Make-up tests and worksheet due to absences

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

Cheating

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

Class Participation

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

Repeating the course

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

Course grades are based on the following tests:

- Written and oral tests; Quizzes; Worksheets; Homework; Attendance
Clinical performance is 50% of the total grade.



Clinical Evaluation

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

Grading Scheme

A	90 %-100%
B	80%-89%
C	70%-79%
D	60 %-69%
F	Below 60%

Classroom and Clinical Behavior Policy

Purpose:

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

Policy:

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



Dress and Uniform Policy

Purpose:

To establish the guidelines and standards of professionalism.

Policy:

A. Classroom

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

B. Clinical

1. Name badges are part of the uniform and are to be worn on the upper left side of the attire.
2. No excessive jewelry is to be worn with the exception of wedding bands and, for your protection, non-dangling earrings.
3. White, non-skid shoes and laces are to be kept clean and in good repair at all times.
4. No drinking, smoking or gum-chewing while on duty.
5. Deodorants and antiperspirants are to be used daily.
6. Hair must be neat and clean. Long hair should be pulled back and/or tied for your protection.
7. Makeup should be used sparingly.
8. No strong perfumes or colognes are allowed to avoid possible allergic reactions by residents.
9. No long nails are allowed for your protection.
10. No textured hosiery is allowed. Plain white stockings or white socks are recommended.
11. Uniforms Standards:
 - a. Nursing Assistant Training Program and Acute Care: tops and pants shall be sky blue colored scrubs.
 - b. Medical Assistant Program: tops and pants shall be maroon in color.
12. T-shirts and jeans are not allowed during clinical internship.
13. A black ink pen and a small notebook or pad is integral parts of the uniform.



Drop-out Policy

Purpose:

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

Policy:

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

Probation and Dismissal Policies

Purpose:

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



Policy:

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

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

Grievance/Complaint Policy and Procedure

Policy:

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

Purpose:

To ensure the satisfaction of students and staff.

Scope:

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

Procedures:

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

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



Leave of Absence Policy

Purpose:

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

Policy:

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

The notice must include the following items:

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

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

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



Satisfactory Academic Progress (SAP) Guidelines

Satisfactory Academic Progress and Attendance Policy Clock Hour Program

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

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

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

Required Completion Rate/evaluation standards:

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

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

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



Medical Career College

Students Services

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

Admissions and Records

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

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

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

Guidance and Counseling

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

Career Services

Career Services provides guidance in career selection and goal setting. Resources include an up-to-date computer lab with internet access, a career reference, library, job search and training information. Computerized career assessments/ inventories are available free-of-charge. School cannot guarantee employment. However, employment assistance is provided. Bulletin board with job postings of the different local businesses and agencies are available for the students regarding job search opportunities.

Faculty Advising

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



Library Services

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

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

Service Hours: Monday-Friday 9am – 8pm

Tutorial Services

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

Housing

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

Students with Disabilities

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

Non-discrimination Policy

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



Student Records Management and Retention

Policy:

Student Records-State law requires that student records be kept for five years after the student graduates or otherwise cancels enrollment. A written request for a transcript must include \$25.00 made payable to: Medical Career College with address 41300 Christy Street, Fremont, California 94538.

Transcripts must be kept permanently. The remainder of student files will be destroyed after five years.

Access to student's records is governed by FERPA (Family Educational Rights and Privacy Act of 1974. Institution must have written permission from the student before releasing any information from the student's educational record.

Procedure:

1. The instructors will be responsible for completing daily attendance for theory and clinical sign-in sheets.
2. Instructors are responsible for completing student records on a timely manner during the course and at the completion of the program such as general and clinical orientation, theory and clinical attendance record, theory individual student record and individual skills checklist.
3. Completed student records must be filed and kept in a locked filing cabinet located in the Human Resources office by the Registrar to ensure confidentiality and safety of these records.
4. School records will be maintained for a period of FIVE years.
5. Only authorized school employees, such as Registrar, Administrator or Head of School, RN Program Director, Instructors and Finance Director will have access to the student records.
6. The student's skills checklist records include the following: Student Name, Enrollment Date, Social Security Number, Training Program, Clinical Site Name, Completion Date, Instructor's Names with Titles, Initials and Signatures, clinical dates and hours, skills demonstrated, date when skill was performed and performance evaluation.
7. The student's theory record include the following: Student Name, Social Security Number, Start Date, Completion Date, Instructor's Name with signature and initials, final grade, content of the program, hour required for each content section and date when the content section was taught.
8. Student personal information in their records include the following: Application, Physical Examination, Medical History, PPD/Chest X-Ray result, copy of valid ID and Social Security card, enrollment agreement, attendance records (theory and clinical), copy of entrance test, absenteeism and make-up record, disciplinary section forms, CDPH 283B, copy of Live Scan BCiA8016.
9. After completion of the certification training program, the student will receive a certificate of completion which will indicate course instructor name and signature, name and address of the school, name of the program, date of start and completion, student's name and RN Program Director's name and signature. Copy of the certificate will be filed in the student record file.



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10. If the student passes the State Competency Examination, a copy of his/her certification will be made and placed in the student record file.
11. The Registrar is responsible for filing and auditing student records for completeness.
12. RN Program Director is responsible for the oversight and ensures implementation of the procedures for recordkeeping.



Class Schedule

Nursing Assistant Class Schedule

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

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

Acute Care CNA Class Schedule

Full Time: AM Class (2 Weeks)
Theory - Monday – Friday 8:30am - 4:30pm
Clinical - Monday – Friday 7:00am - 3:30pm

Full Time: PM Class (3 Weeks)
Theory - Monday – Friday 4:00pm - 9:15pm
Clinical - Monday – Friday 2:45pm - 8:00pm

Medical Assistant Class Schedule

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

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

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

***Associate of Science in Healthcare Management is online.**



Course Descriptions

ACNA 103 Acute Care Nurse Assistant 75 Hours

Care in a hospital setting such as safe handling, moving and transferring patients, infection control, principles of rehabilitative and restorative nursing, knowledge in using hospital equipment and procedures and communication with healthcare team in the hospital setting.

NATP 101 Nursing Assistant Training Program 160 Hours

Certification requirements, role and responsibilities of a nursing assistant, being professional, control and providing basic care skills, following safety procedures, restorative care and dealing with death and dying. Understanding long term care and providing good nutrition and managing information

MA 100 Medical Terminology 40 Hours lecture/0 lab

This course introduces the student to concepts of medical vocabulary system and its practical application to body structure, cells, tissues and organs. It provides information on how to use different combinations of word elements to form new terms from prefixes, suffixes, roots and combining forms as well as learn proper pronunciation and spelling.

MA 101 Anatomy and Physiology 60 Hours/0 lab

This course is designed to provide essential knowledge of the normal structure and function of the body as it relates to different structure of body processes from the cells to the body systems in relation to normal functioning, health and diseases.

MA 102 Introduction to Medical Assisting 40 Hours/0 lab

This course introduces the student to the field of medicine and medical assisting. It provides vital help in communication skills, legal and ethical responsibilities affecting medical professionals and patient education.

MA 103 Fundamentals of Administrative Medical Assisting 40 Hours lect/20 Hours lab

This course will address the administrative duties performed in the medical office which include telephone and reception, appointment management, written communication, health information management, computer use, and medical office management.

MA 104 Medical Practice and Health Information Management 20 Hours lect/10 Hours lab

This course is designed to give the student a detailed understanding of the various issues facing medical assistants during the practice of the profession. It includes medical practice management, marketing, customer service and health information management.

MA 105 Managing Finances 20 Hours lect/10 Hours lab

This course provides information on various aspects of medical office finances beginning with diagnostic and procedural coding and health insurance reimbursement, bookkeeping, banking skills and other accounting responsibilities as well as collecting medical fees.



MA 106 Fundamentals of Clinical Medical Assistant 20 Hours lect/10 Hours lab

This course is designed to provide the student an overview on nutrition and wellness, medical asepsis and infection control, medical history and patient assessment, vital signs and assisting with physical examination.

MA 107 Assisting with Surgeries 20 Hours lect/10 Hours lab

This course provides instructions on preparing and maintaining sterile field, preparing patient for minor office surgery, assisting the physician in basic surgical and postsurgical procedures.

MA 108 Pharmacology 40 Hours lect/20 Hours lab

This course is designed to provide knowledge on concepts and application on pharmacological principles, medication names with drug actions and interactions, legal regulations, preparing and administering medications as well as routes of medication administration and prescriptions.

MA 109 Clinical Duties Related to Medical Specialties 40 Hours lect/20 Hours lab

This course provides didactic and practice on the clinical duties in assisting the physicians in the different medical specialties and learn the different diseases and medical conditions being treated in the medical office specialties.

MA 110 Fundamentals of Laboratory Procedures 20 Hours lect/20 Hours lab

This course provides instructions on both concepts and applications on the various types of clinical laboratories, common laboratory tests ordered to diagnose disease and illness, equipment found in the physician office laboratory and routine maintenance and the role of medical assistant in clinical laboratory testing.

MA 111 Assisting in Phlebotomy/Blood Analysis and Chemistry 20 Hours lect/20 Hours lab

This course is designed to provide instruction on the procedures including reasons or rationale for collection and processing of specimens, troubleshooting guidelines, quality control and safety in blood collection procedures.

MA 112 Career Strategies and Development 20 Hours lect/0 Hours lab

This course focuses on how to acquire a job as a medical assistant by knowing how to make resume, interview techniques and job search methods. It also includes an intensive review for medical assistant certification examination.

MA 113 Externship 180 Hours

Upon successful completion of classroom and laboratory instructions, students will be scheduled to attend and complete their clinical externship at the physician's office or medical clinic to be eligible for graduation. The students will be able to perform the duties of a medical assistant and assist the physician in the front and back office while under the direct supervision of the externship facility employee.



ART 180 Visual and Performing Arts 45 Hours 3 Semester Credits

Prerequisite: None

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

CLS 106 Business Information System 45 hours 3 Semester Credits

Prerequisite: None

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

CLS 200 Information System 45 Hours 3 Semester Credits

Prerequisite: CLS 106

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

BIO 110 Anatomy and Physiology 1 45 Hours 3 Semester Credits

Prerequisite: None

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

BIO 118 Anatomy and Physiology 2 45 Hours 3 Semester Credits

Prerequisite: BIO 110

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

ENG 130 Reading and Composition 45 Hours 3 Semester Credits

Prerequisite: None

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

MAT 150 45 Hours 3 Semester Credits

Prerequisite: None

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

PHI 230 Introduction to Ethics 45 Hours 3 Semester Credits

Prerequisite: None

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



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

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

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

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

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

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

HCM 265 Marketing 45 Hours 3 Semester Credits
Prerequisite: None

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



School Administration

Marilyn Castillo - President /CEO/ School Director
Delfin Tatad - Vice President/Admissions/Marketing
Rhoda Quebral - Finance/Human Resources
Evangeline Yagi - Staff Analyst/Bookkeeper

School Advisory Board

Jack Lau- Director of Business Development, Advanced Surgicare-Ambulatory Center, Santa Clara, CA
Baljit Sall, LVN, D.S.D., Hillside Care Center, Fremont, CA
Danielle Ybarra, LVN, D.S.D, Valley House Rehabilitation Center, Santa Clara, CA
Wilma Tulao, LVN, Kaiser Medical Center, Fremont, CA
Meliza Shaw, LVN, Clinical Coordinator/Employee Health Services, Palo Alto Medical Foundation Fremont, CA
Sherri Lara, RN, MSN, Center Nurse Manager, Satellite Healthcare, South San Francisco, CA
Janet Chin, Masters in Business & HCA, Autism Learning Center/ACES, San Jose, CA
Anupama Rangaswamy, M.D., C.M.A., Chinese Hospital, San Francisco, CA
Mirjana Zivkovic, M.D., Ph. D., University of Belgrade, Yugoslavia
Frank Bautista, M.D., CPC, Washington Medical Township Foundation, Fremont, CA

Faculty

Marilyn Castillo, R.N., B.S.N. University of the City of Manila, Manila, Philippines
M.D. Fatima College of Medicine, Valenzuela, Philippines, Part-time
Rosalinda Milla, M.D., M.H.A., University of the Philippines, Manila, Philippines, Part-time
Florielle Cachero, L.V.N., Medical Career College, Fremont, California, Part-time
Laila Delinela, L.V.N., Urdaneta Community College, Philippines, Part-time
Elizabeth Lee, L.V.N., Good Samaritan School of Nursing, Philippines, Part-time
Rosemary Bautista, M.D., C.C.M.A., University of the East, Philippines, Part-time
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Walden University, U.S.A.
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Roena Boffman, J.D., Thomas Jefferson College of Law, San Diego, California, Part-time
Susan Harman, Ph.D., University of Oklahoma Health Sciences, Oklahoma, Part-time
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