



# CATALOG

## MEDICAL CAREER COLLEGE

41300 Christy Street

Fremont, California 94538

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Website: [www.medicalcareercollege.us](http://www.medicalcareercollege.us)

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## Contents

2017 School Holidays.....	4
Schedule of Operations .....	4
School Location and Direction .....	5
Welcome to Medical Career College .....	6
Approval .....	7
Accreditation.....	7
Mission Statement.....	8
Objectives.....	8
Vision.....	8
Accuracy Policy .....	9
Programs.....	10
Curricular Offerings .....	10
Class Size.....	10
Admissions and Registration .....	10
Students Rights and Responsibilities .....	22
School's Physical Facilities & Equipment .....	23
Faculty.....	27
Student Assessment.....	27
English Language Proficiency .....	27
Sources of Credit.....	28
Notice Concerning Transferability of Credits and Credentials Earned.....	28
Articulation Agreement .....	28
Ability-to-Benefit Student Policy.....	29
International Students.....	29
Student Orientation.....	29
Procedure for Adding and Dropping Classes .....	29
Course Withdrawal .....	30
Cancellation of Classes or Programs .....	30
Fee Payment Procedure.....	30
Fees and Expenses.....	31
Financial Assistance.....	32



# Medical Career College

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Fee schedules .....	32
Enrollment Agreement.....	32
Cancellation and Refund Policy with Example .....	32
Student Tuition Recovery Fund (STRF) .....	33
Academic Regulations.....	34
Attendance Policy.....	34
Make-up and Absenteeism Policy and Procedures .....	35
Evaluation and Grading Standards Policy .....	35
Classroom and Clinical Behavior Policy .....	37
Dress and Uniform Policy .....	37
Drop-out Policy .....	38
Probation and Dismissal Policies.....	39
Grievance/Complaint Policy and Procedure .....	40
Leave of Absence Policy .....	41
Satisfactory Academic Progress (SAP) Guidelines .....	42
(Eligibility for Federal Financial Aid) .....	42
Students Services.....	43
Admissions and Records.....	43
Guidance and Counseling .....	44
Career Services.....	44
Faculty Advising .....	44
Tutorial Services.....	45
Housing .....	45
Students with Disabilities .....	45
Student Records Management and Retention.....	46
Class Schedule.....	48
Course Descriptions .....	49
School Administration.....	53
School Advisory Board .....	53
Faculty.....	53



## 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)  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95834  
Phone: (916) 431-6959 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

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](http://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) 445-0504  
Web site: [www.medicalcareercollege.us](http://www.medicalcareercollege.us)  
[www.medcareercollege.com](http://www.medcareercollege.com)



## 2017 School Holidays

Martin Luther King.....	January 16
President's Day.....	February 20
Memorial Day.....	May 29
Independence Day.....	July 4
Labor Day .....	September 4
Veterans Day .....	November 11
Thanksgiving Break.....	November 23-24
Winter Break.....	December 18-January 1

## Schedule of Operations

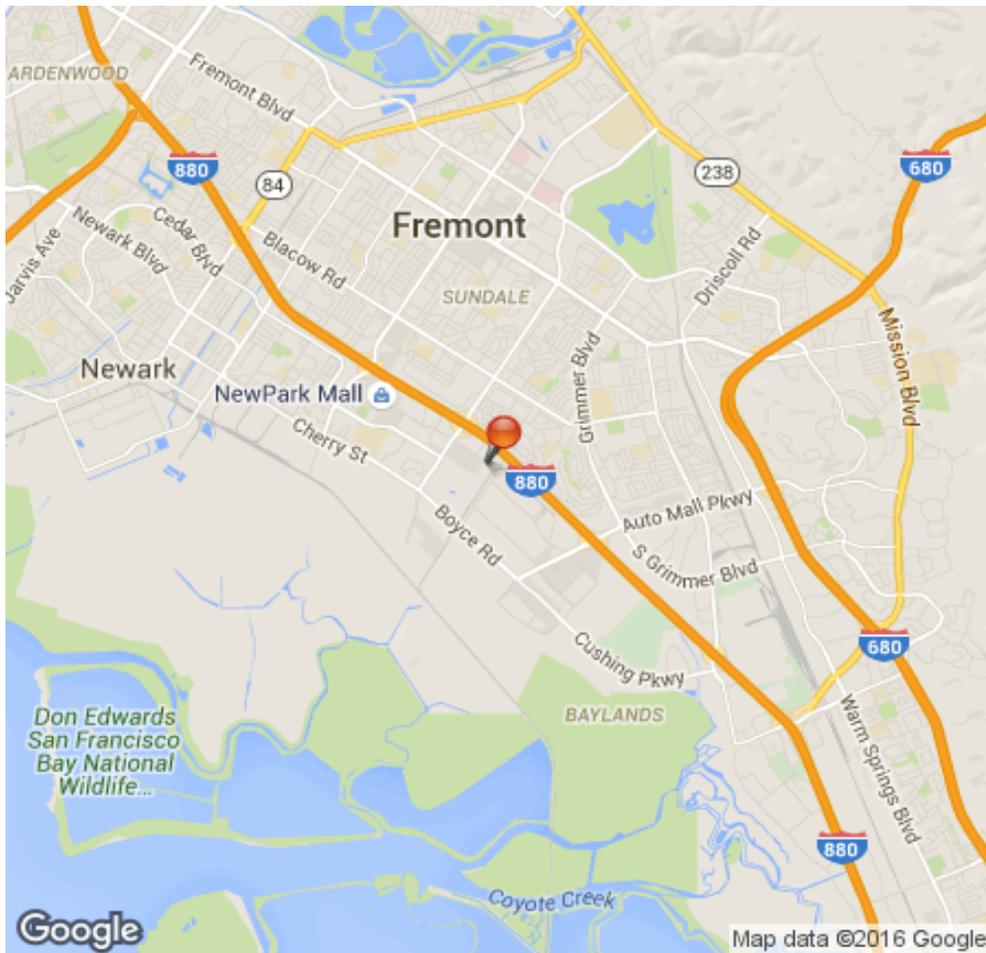
The business hours of operation are from 8:30 a.m. to 6:00 p.m. Monday thru Friday. All class sessions and instructions are held at 41300 Christy Street, Fremont, CA 94538.



# 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

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## 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



# Medical Career College

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## 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.

## Accreditation

Medical Career College is accredited by Accrediting Bureau of Health Education Schools recognized by the United States Department of Education.



# Medical Career College

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## 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 into 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 2017 until December 2017. 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 (2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, P.O. Box 980818, West Sacramento, California 95798-0818), ([www.bppe.ca.gov](http://www.bppe.ca.gov)), (telephone numbers 888-370-7589 and 916-431-6959 or fax number 916-263-1897).

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 telephone number 888 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).



# Medical Career College

## Programs

The following programs are offered by Medical Career College, residential mode and instructions are all in English.

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

PROGRAM	THEORY	LAB/CLINICAL	EXTERNSHIP	TOTAL CLOCK HOURS
Nursing Assistant	50		100	150
Hemodialysis Technician	90	235		325
Acute Care Certified Nurse Assistant	35		40	75
Home Health Aide	20		20	40
Medical Assistant	380	160	180	720

## Curricular Offerings

Program Name	*SOC Code	Clock Hours		Credential Awarded
		Theory	Clinical	
Hemodialysis Technician	29-2099	90	235	Certificate
Nursing Assistant	31-1014	50	100	Certificate
Home Health Aide	31-1011	20	20	Certificate
Acute Care CNA	31-1014	35	40	Certificate
Medical Assistant	31-9092	380	340	Certificate

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).

\*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 and skills laboratory is in compliance with the program requirements.



## Admissions and Registration

Medical Career College offers the following programs: Hemodialysis Technician, Nursing Assistant, Home Health Aide and Acute Care Certified Nursing Assistant (CNA) and Medical Assistant. 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.

### Hemodialysis Technician Program:

1. Possess a High School Diploma or GED;
2. Certified in BLS. ( Basic Life Support) by the American Heart Association;
3. Must pass the entrance test administered by the Wonderlic with at least a score of 15 out of 50 questions within 12 minutes to assess the aptitude of prospective applicants. Testing fee is \$10.
4. Students must submit a physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others; and a tuberculosis clearance that is no more than sixty (60) days prior to admission. A purified protein derivative intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated. Students with positive PPD results and negative chest x-ray will be referred to their physician for clearance. The cost for the physical examination and tuberculosis clearance is the student's responsibility.
5. Must not have been convicted in any court of law of any major crime.
6. Valid I.D. and Social Security Card
7. Proof of Hepatitis B Series Vaccination
8. Interview
9. Completed Enrollment Agreement Form
10. Attend orientation

### 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;
3. Possess adequate math skills;
4. Minimum age requirement at 16 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. Must not have been convicted in any court of law of any major crime.
7. Completed live scan form;
8. Completed DHS 283 B application form.
9. Valid I.D. and Social Security Card
10. Submit a valid CPR for the Health Care Provider or Professional Rescuer Certification (AHA-approved)
11. Interview
12. Completed Enrollment Agreement Form
13. Attend an orientation

## Home Health Aide Program

1. Possess a High School Diploma or GED;
2. Possesses a valid certified nursing assistant certificate;
3. Minimum age requirement at 16 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. Must not have been convicted in any court of law of any major crime.
6. Valid I.D. and Social Security Card
6. Certified in BLS. (Basic Life Support) by the American Heart Association;
7. Interview
8. Completed Enrollment Agreement Form

## 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 16 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. Must not have been convicted in any court of law of any major crime.
6. Valid I.D. and Social Security Card
6. Certified in BLS. (Basic Life Support) by the American Heart Association;
7. Interview
8. 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 \$ 10.00.
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. Valid I.D. and Social Security Card
8. Interview
9. Completed Enrollment Agreement Form
10. Attend orientation

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

## REQUIREMENTS FOR PROGRAM COMPLETION

A certificate 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 150 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



4. identify changes in condition and/or complications, report these changes to the appropriate person, and document properly
5. provide meaningful communication to clients/patients, family and other healthcare team members
6. establish and maintain a collaborative relationship when working with clients/patients, family and other health care team members
7. give basic nursing care by recognizing the responsibilities of the nurse assistant role and the role of the ancillary health team members
8. ensures safety of clients/ patients and personnel in the clinical sites
9. meet the eligibility requirements of the State of California Department of Public Health to take the Nurse Assistant Certification Examination
10. 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 2.0 (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 16 years old
2. Training should at least be 150 hours
3. Applicants should submit their fingerprints to the California Department of Justice
4. Cleared of any criminal record upon admission.

## **PROGRAM DESCRIPTION**

### **HOME HEALTH AIDE**

#### **40 HOURS**

Home health aides help elderly, convalescent, or disabled persons live in their own homes instead of health care facilities. Under the direction of nursing or medical staff, they provide health-related services, such as administering oral medications. Like nursing aides, home health aides may check patients' pulse rate, temperature, and respiration rate; help with simple prescribed exercises; and help



patients to get in and out of bed, bathe, dress, and groom. Occasionally, they change non-sterile dressings, give massages and provide skin care, or assist with braces and artificial limbs. Experienced home health aides, with training, also may assist with medical equipment such as ventilators, which help patients breathe. Home Health Aide's work with elderly or disabled persons, who need more extensive care than what family or friends can provide. Some help discharged hospital patients who have relatively short-term needs.

## Program Objectives

1. define home care
2. explain the roles and responsibilities of the Home Health Aide
3. discuss the special concerns for home care
4. discuss the role of the healthcare team
5. discuss home maintenance and healthy issues
6. describe family care.

## Program Learning Outcomes

1. understand basic structure and function of the human body
2. familiar with medical word elements and abbreviations
3. comprehend preventive health practices and potential hazards for the safety of the patient and co-workers
4. apply Universal Standard Precautions , Infection Control and basic body mechanics
5. communicate effectively with patients and family in a culturally diverse environment
6. demonstrate knowledge of carrying out personal services in the home
7. assist in the activities of daily living ( dressing, bathing, meal planning)
8. recognize the importance of family stability and well-being in the patient's healing process.

## GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to those students meeting the Home Health Aide 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 2.0 (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 Home Health Aide Program and all financial obligations to the school obligations are settled, the student is eligible for the HHA license. Below are the requirements of the California Department of Public Health:

1. The applicant should at least be 16 years old
2. Completed 40 hours of HHA training
3. Holder of a CNA license



## PROGRAM DESCRIPTION

### ACUTE CARE CNA

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, 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 2.0 (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 16 years old.
2. Completed 75 hours of Acute Care CNA training.
3. Holder of a CNA license.

## HEMODIALYSIS TECHNICIAN

### Program Description

### 325 HOURS

The hemodialysis technician provides basic renal care for clients under the supervision of a registered nurse or physician. The theoretical and practical preparation in the duties and responsibilities of a hemodialysis technician are discussed. The program includes simulation training to provide students an opportunity to develop and practice the skills of the hemodialysis technician. Team work is emphasized.

### Program Objectives

1. Use basic knowledge of normal human anatomy and function, principles of communication of different diseases and human psychological conditions related to the practice of hemodialysis
2. 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
3. Recognize each client as a unique entity as well as an integral part of the 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
4. Function and assume responsibilities within the legal and ethical boundaries of his/her role as a dialysis technician
5. Assume for personal and professional growth to broaden and advance one's knowledge and skills

### Program Learning Outcomes

1. initiates, monitors and completes dialysis procedures
2. monitors vital signs, prepare and administer medications, and maintain reports and records
3. maintains equipment and supplies
4. provides psychological support to clients with end-stage renal disease who are undergoing dialysis procedures
5. updates students on safe and best practices in the field.



## GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to those students meeting the Hemodialysis Technician 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 2.0 (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 HEMODIALYSIS TECHNICIAN Program and all financial obligations to the school obligations are settled, the student is eligible for the HEMODIALYSIS TECHNICIAN license. Below are the requirements of the California Department of Public Health:

1. The applicant should at least be 16 years old
2. Completed 325 hours of Hemodialysis Technician training
3. Holder of a High School Diploma or GED.

## 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.

## COURSE CONTENT

### Term 1

- Medical Terminology (40 Hours)
- Anatomy & Physiology (60 Hours)
- Introduction to Medical Assisting (40 Hours)

### Term 2

- Fundamentals of Administrative Medical Assisting (60 Hours)
- Medical Practice and Health Information Management (30 Hours)
- Managing the Finances in the Practice (30 Hours)

### Term 3

- Fundamentals of Clinical Medical Assisting (30 Hours)
- Assisting with Surgeries (30 Hours)
- Pharmacology (60 Hours)
- Clinical Duties Related to Medical Specialties (60 Hours)

### Term 4

- Fundamentals of Laboratory Procedures (40 Hours)
- Assisting in Phlebotomy/Blood Analysis and Chemistry (40 Hours)

### Term 5

- Career Strategies and Development (20 Hours)
- Externship (180 Hours)



## COURSE OUTLINE

Course Name	Lecture Hours	Laboratory Hours	Total Hours	Externship Hours	# Weeks AM Class	# Weeks PM Class
Medical Terminology	40	0	40		1.33	1.75
Anatomy and Physiology	60	0	60		2	2.05
Introduction to Medical Assisting	40	0	40		1.33	1.75
Fundamentals of Administrative Medical Assisting	40	20	60		2	2.05
Medical Practice and Health Information Management	20	10	30		1	1.50
Managing Finances	20	10	30		1	1.50
Fundamentals of Clinical Medical Assisting	20	10	30		1	1.50
Assisting with Surgeries	20	10	30		1	1.50
Pharmacology	40	20	60		2	2.05
Clinical Duties Related to Medical Specialties	40	20	60		2	2.05
Fundamentals of Laboratory Procedures	20	20	40		1.33	1.75
Assisting in Phlebotomy/Blood Analysis and Chemistry	20	20	40		1.33	1.75
Career Strategies and Development	20	0	20		0.67	0.80
Externship			180	180	6	6.80
Totals	400	140	720		24	28.80



## **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 2.0 (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 which is equivalent to 2.0 on a 4.0 scale 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.

## **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:

### 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
Mayo Stands	Model Skeleton	Microscopes

### HEMODIALYSIS TECHNICIAN PROGRAM EQUIPMENT & SUPPLIES

Alcohol Wipes	Stethoscope	Lidocaine 1%
Betadine Wipes	Sharps Container	Lidocaine Needles
BP Cuff (Standard Adult)	Artificial Arms	Heparin Sodium
Disposable Gloves (S,M,L,XL)	Cannulating Needles (17g,16g,15g,14g)	Residual Test Strips
Clothing Protector	Normal Saline 0.9%	pH E-Z Chek Test Strips
Hand Sanitizer	Acid (Naturalyte)	H Machines & K Machines
Paper Towels	Bicarbonate Mix	Occluding Clamps
Pen and Paper	Blood Lines	Dialyzer
Paper Tape	Underpads	Gauze Pads
Face Shield	10cc syringe with needles	Lab tubings



## NURSING ASSISTANT/HOME HEALTH AIDE/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 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 you earn in the educational program (Hemodialysis Technician Program, Nursing Assistant Program, Home Health Aide and Acute Care CNA Program and Medical Assistant) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 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 Wonderlic ATB 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. with at least 13 to 16 out of 50 questions within 12 minutes to assess the aptitude of prospective applicants prior to enrollment. Admissions will make any necessary arrangements for entrance examinations.

## 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	Live scan	Total Charges
Hemodialysis Technician	\$100	\$4400	\$300	\$175	\$0	\$25	NA	\$5,000.00
Nursing Assistant	\$100	\$950	\$100	\$70	\$0	\$25	\$55	\$1,300.00
Home Health Aide	\$50	\$300	\$55	\$70	\$0	\$25	NA	\$500.00
Acute Care CNA	\$50	\$600	\$50	\$75	\$0	\$25	NA	\$800.00
Medical Assistant	\$100	\$7325	\$250	\$250	\$0	\$25	NA	\$7,950.00

The fees listed above are subject to change.

All other charges not included in the tuition but are required for admissions to the program that must be paid by the student are the following:

1. Entrance Test Fee (required for Hemodialysis Technician and Medical Assistant) - Wonderlic Test \$10.00
2. Physical Examination done by an M.D. or Nurse Practitioner- \$50.00 to \$75.00 or it may vary depending upon the provider
3. P.P.D Skin Test - \$10.00 or it may vary depending upon the provider
4. Chest X-Ray if P.P.D. Skin Test has positive result - \$ 50.00 to \$75.00 or it may vary depending upon the provider
5. C.P.R. (BLS for Healthcare Provider thru American Heart Association) - \$50.00 to \$75.00
6. Hepatitis B Vaccination (Hemodialysis Technician) – fee varies depending upon 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 students without High School Diploma or GED) - \$10.00

### TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

Hemodialysis Technician Program (3 months-\$4,900)  
 Nursing Assistant Program (1 month- \$1,200)  
 Home Health Aide Program (40 hours- \$450)  
 Acute Care Nurse Assistant (75 hours- \$750)  
 Medical Assistant Program (6 months- \$7,850)

### ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

Total of tuition & registration due to the school is \$5,000 for the Hemodialysis Technician  
 Total of tuition & registration due to the school is \$1,300 for the Nursing Assistant Program  
 Total of tuition & registration due to the school is \$500 for the Home Health Aide 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 \$7,950 for the Medical Assistant 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	\$100.00 (Nursing Assistant, Hemodialysis Technician and Medical Assistant)
	\$50.00 (Other Courses)
Transcript Fee	\$5.00
Per copy fee for each transcript including Continuing Education courses.	
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 with Example

Should a student cancel for any reason, all refunds will be made according to the following policy:

Notice of Cancellation and Refund Provisions information is included in the Enrollment



Agreement. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student must turn in a "Notice of Cancellation" form to the school administrator. *Refund Example:*

\$1,300.00 (Total Paid) less \$100.00 (Non-refundable registration fee) = \$1,200.00 (Instruction for 150 hours) less \$ 200.00 (\$8.00 per hour of instruction x 25 hours of instruction received) = \$1,000.00 (Refunded hours of instruction not received). For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: a) you notify the school of your withdrawal or the actual date of withdrawal. b) the school terminates your enrollment. c) you fail to attend classes for a three day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. d) You fail to submit three consecutive lessons. If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount will be paid to you.

The student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the scheduled period of attendance and withdraws.

## Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

- 1) You are not a California resident, or are not enrolled in a residency program, or
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. However, no claim can be paid to any student without a social security number or taxpayer identification number.

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

- 1) The school closed before the course of instruction was completed.
- 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge



- was collected within 180 days before the closure of the school.
- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
  - 4) There was a material failure to comply with the Act or Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
  - 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## 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

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.



## 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 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. Nurse Assistant Training Program, Acute Care & HHA: tops and pants shall be teal green colored scrubs.
  - b. Hemodialysis Technician Program: tops and pants shall be maroon in color.
  - c. Medical Assistant Program: tops and pants shall be white 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 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 guidelines for student Leaves 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 (Eligibility for Federal Financial Aid)

### 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.

**Program: Hemodialysis Technician** Program Length: 325 clock hours, 13 weeks, 25 hours/week Academic Year: One and one-half times the length of the course (19.5 weeks) Required Grade Average: You must achieve a C grade average or better throughout the entire program. Payment periods for disbursements of federal funds are scheduled to be paid after the completed of:

1. From 1- 81= First payment
2. From 82-162= Second payment
3. From 163-244= Third payment
4. From 245-325= Fourth payment

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 19.5 weeks.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress only until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students who make an over-all 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.

**Program: Nursing Assistant Program** Length: 150 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.

## **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 adds, 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, Credit by Examination, 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.



## 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 \$5.00 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.



## Medical Career College

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8. Student personal information in their records include the following: Application, Physical Examination, Medical History, PPD/Chest X-Ray result, copy of valid ID and Social Security card, enrollment agreement, attendance records (theory and clinical), copy of entrance test, absenteeism and make-up record, disciplinary section forms, CDPH 283B, copy of Live Scan BCiA8016.
9. After completion of the certification training program, the student will receive a certificate of completion which will indicate course instructor name and signature, name and address of the school, name of the program, date of start and completion, student's name and RN Program Director's name and signature. Copy of the certificate will be filed in the student record file.
10. If the student passes the State Competency Examination, a copy of his/her certification will be made and placed in the student record file.
11. The Registrar 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

### Hemodialysis Class Schedule

Full Time: AM Class (3 Months or 12 weeks)  
Theory – Wednesday – Thursday 10:00am - 3:15pm  
Clinical – Monday – Tuesday – Friday 10:00am - 3:15pm

Full Time: PM Class (3 Months or 12 weeks)  
Theory – Wednesday – Friday 4:00pm - 9:15pm  
Clinical – Monday – Tuesday – Thursday 4:00pm - 9:15pm

### Nursing Assistant Class Schedule

Full Time: AM Class (4 Weeks)  
Theory - 7 days Monday – Friday 8:00am - 4:30pm  
Clinical - 12 ½ days Monday – Friday 7:00am - 3:30pm

Full Time: PM Class (6 Weeks)  
Theory - 10 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

### Home Health Aide Class Schedule

Full Time: AM Class (5 Days)  
Theory - Monday – Friday 8:30am - 4:30pm  
Clinical - Monday – Friday 7:00am - 3:30pm

Full Time: PM Class (8 Days)  
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



## Course Descriptions

### **ACNA 103 Acute Care Nurse Assistant**

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.

### **HDT 101 Overview of Dialysis**

The course discusses the basics procedures, standards, reimbursement and professional behavior for the dialysis technician. Certification process is included

### **HDT 102 The Person with Kidney Failure**

Anatomy and physiology of the renal glands are discussed. Kidney failure explained and team roles emphasized

### **HDT 103 Principles of Dialysis**

The essential concepts of fluid dynamics as it affects kidney function are explained. Key principles are tackled

### **HDT 104 Hemodialysis Devices**

The mastery of the devices is vital to the safe delivery of the treatments. Thorough understanding of the operating system is vital.

### **HDT 105 Vascular Access**

Pre-dialysis assessment is emphasized. Step by step procedure is described. Skills in this module are measured.

### **HDT 106 Hemodialysis Procedures and Complications**

The treatment procedure and possible complications are discussed. Importance is given to proper documentation and need for privacy and confidentiality.



## **HDT 107 Dialyzer Reprocessing**

Discusses the history and process and potential hazards of dialyzer reprocessing.

## **HDT 108 Water Treatment**

Importance of water and water treatment in hemodialysis are discussed.

## **HHA 102 Home Health Aide**

State and Federal regulations for HHA certification, interpretation of client's medical and social needs.

Personal care services, nutrition, cleaning and care tasks in the home.

## **NATP 101 Nursing Assistant Training Program**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

This course provides theory 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**

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**

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**

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**

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.



## School Administration

Marilyn Castillo - President /CEO/ School Director  
Delfin Tatad - Vice President/Admissions/Marketing  
Rhoda Quebral - Finance/Human Resources  
Evangeline Yagi – Staff Support/Bookkeeper  
Bashi Kashyap - Staff Support/Front  
Esperanza Bolton- Staff Support/Front

## School Advisory Board

Jack Lau- Facility Administrator, Davita Union City, CA  
Janet Weiwin, CHT, Satellite Healthcare, San Jose, CA  
Danielle Ybarra, LVN, D.S.D, Windsor Country Drive Care Center, Fremont, CA  
Wilma Tulao, LVN, Kaiser Hospital, San Leandro, CA  
Norma Avalos, RN, Director of Nursing, Gardner Clinic, San Jose, CA  
Dr. Anupama Rangaswamy, Instructor, Unitek College, Fremont  
Sarojina Namburi – Lead Medical Assistant Supervisor, Tricity Health, Fremont, CA  
Lina Gourova, MD Family Medicine, Kaiser Permanente, Fremont, CA  
Rosemary Bautista, M.D., C.M.A., San Jose City College, San Jose, 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  
Florielle Cachero, L.V.N., Medical Career College, Fremont, California  
Sheryl Collins-Eaton, R.N., B.S.N., San Jose State University, San Jose, California  
C.N.N. The Nephrology Nursing Certification Commission  
Michael Corpuz, C.H.T., C.C.H.T., B.S.N. Pines City Educational Center, Baguio City,  
Philippines  
Elizabeth Lee, L.V.N., Good Samaritan School of Nursing, Philippines  
Colleen Perez, C.M.A., Bryman College, San Francisco, California  
Elisa Reyes, R.N. Graduate in Nursing, De Ocampo Memorial College, Manila, Philippines  
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L.V.N., C.M.A, Mission College, Santa Clara, California  
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