

# *Contra Costa Medical Career College*

## *General Catalog*



**October 15, 2017–October 15, 2018**

### **Notice for Students**

This catalog is the official publication of the programs, policies, and requirements of Contra Costa Medical Career College. Students enrolling in Contra Costa Medical Career College are subject to these provisions and should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of Contra Costa Medical Career College. Prior to enrollment students will be given a copy of this catalog either in writing or electronically. Enrollment at Contra Costa Medical Career College constitutes an agreement to abide by its rules and regulations and failure to read this catalog does not excuse students from such rules and regulations.

**Publication Date of Catalog October 15<sup>th</sup>, 2017**

### **Licensure and Accreditation**

**National Institutional Accreditation was granted on 4/15/2013 from the Accrediting Council for Continuing Education and Training (ACCET). ACCET is recognized by the Department of Education.** The California Department of Health Services Field and Laboratory Division, The California State Board of Pharmacy, and the California Board of Licensed Vocation Nursing and Psychiatric Technicians has granted programmatic approvals.

**CCMCC is a private institution which received FULL approval to operate from the California State Bureau for Private Postsecondary Education on July 5<sup>th</sup>, 2011. The approval to operate means Contra Costa Medical Career College is in compliance with California State standards as set forth in the Education Code. CCMCC under section 94802 (a) of CPPEA, will by operation of law, be licensed until April 15, 2022. The Bureau may be reached at: 2535 Capitol Oaks Drive, Suite 400, PO Box 980818, Sacramento, Ca. 95798-0818 Toll free: 1-888-370-7589 Fax: 916-263-1897**

### **Programs Offered**

Phlebotomy Technician 1  
Phlebotomy Online (E-learning)  
Medical Assisting  
Clinical Medical Assisting  
Medical Administrative Assistant/Billing and Coding Specialist  
Medical Assisting with Phlebotomy  
Pharmacy Technician  
EKG/ECG Technician  
Sterile Processing Technician  
Surgical Technology  
Diagnostic Medical Sonography  
Physical Therapist Assistant

### **Contra Costa Medical Career College**

4041 Lone Tree Way, Suite 101  
Antioch, Ca. 94531  
Phone (925)757-2900 Fax (925)757-5873  
www.ccmcc.edu

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All information in the content of this catalog is current and correct and is certified as true by Stacey Orozco RN,

*Stacey Orozco, RN*  
Director/CEO

### **Business Office and Admissions Hours of Operation:**

Monday-Thursday: 8:30am- 10:00pm

Friday: 8:30am- 5:00pm

Saturday: 8:30am- 12:30pm

Sunday: Closed

### **Holidays**

CCMCC is closed on the following holidays:

- New Year's Eve, New Year's Day
- Memorial Day, Independence Day
- Labor Day
- President's Day
- Veteran's Day
- Thanksgiving Day, Day after Thanksgiving
- Christmas Eve, Christmas Day
- Martin Luther King Day
- Other scheduled class breaks or holidays will be announced

**Registration is continuous.**

### **Administrative Personnel**

**Stacey Orozco RN**-Campus Director/President (50% shareholder)

**Bo Orozco**- Director of Operations/Vice President (50% shareholder)

**Karina Orozco CPhT**- Business Office Manager

**Brenda Alanis**- Administrative Assistant

**Maureen DeGrano MA**- Administrative Assistant

**Imelda Rios**- Admissions Counselor

**Kayla DeOliveira**- Admissions Counselor

**Mindi Guarino CMA**- Administrative Director

**Lhyn Fontecha**- Career Services Coordinator

**Lisa Dam**- Career Services Coordinator

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## **Faculty**

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum. Contra Costa Medical Career College is a private, postsecondary school. It is a California S-Corporation. The school is in compliance with all local, state, and federal laws and regulations.

**Steve Condon CPT1-** Phlebotomy Instructor- 13 years of experience in the healthcare field

**Chris Morehouse Paramedic, CPT-1, EMT, EKG Tech.-**EKG Technician Instructor - 10+ years of experience in the healthcare field

**Lorena Gonzalez LVN CCMA-** MA Program Director/Instructor- 12 years of experience in nursing and healthcare

**Shelly Scolari CMA-CMA** Instructor- 10 years of experience in healthcare

**Jennifer Pereira CMAA, CBCS-** AMA/Billing and Coding Instructor- 18 years of experience in HIT

**Aurelio Picart (Mr. P)**– AMA/Billing and Coding Instructor-30 years of experience in Healthcare Education and the healthcare industry.

**Anna Vasquez CPhT-** CPhT Instructor-18 years of experience in the Pharmacy industry.

**Sarah Kirk CPhT-** CPhT Instructor- 20 years of experience in the Pharmacy industry.

**Maria Duran Ruiz CST-**Surgical Technology Program Director- 14 years of experience in the OR

**Stephen Vallerga CST-** Surgical Technician Program Instructor - 4 years of experience in the OR -Trauma

**Noy Neak ORT, CRCST-** Sterile Processing Technician Program Director - 7 years of experience in the OR and SPD

**Von Neak CRCST-** Sterile Processing Technician Program Instructor - 4 years of experience in SPD

**Eric Stout, CRCST-** Sterile Processing Technician Program Instructor - 8 years of experience in SPD

# **College Vision, Values, Goals and Mission**

## **College Vision**

- To educate, motivate, and inspire students to reach their full potential.

## **College Values**

- Accountability
- Diversity
- Innovation
- Integrity
- People
- Quality

## **Mission Statement**

Contra Costa Medical Career College will assist its students in their development of good judgment, clinical and interpersonal skills, and scientific knowledge which will enable them to function competently as a member of any health care team. We will supply our students with the necessary tools and technical training needed to function in a variety of medical settings. We believe that education is the development of the person's character. We believe in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider.

## **College Goals**

- This institution will train its students to use scientific principles to take appropriate actions in many different health care situations.
- This institution shall provide the necessary support, resources, and equipment to ensure an exceptional, safe learning environment.
- This institution will stress the importance of continuing education in the health care field.
- This institution will promote the development of professionalism, responsibility, and integrity of its students thereby contributing to the purpose of providing quality health care for the people of this community.

## **About Contra Costa Medical Career College**

Contra Costa Medical Career College is a small, Private Vocational Training School. The school was formed in response to the growing need for qualified, entry level healthcare professionals in this community. CCMCC offers low tuition, flexible schedules, and instructors who are experts in their fields of study. Our class sizes are kept small so that we can concentrate on quality instruction. We work hand in hand with employers in the community to ensure the most up to date curriculum possible. All of our programs are career focused so our graduates are prepared to make a positive impact from the start of their new career in the healthcare industry. CCMCC has never had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a 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.).

## **General Description**

Contra Costa Medical Career College is a Private Vocational Training School, believing in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider. Our campus is 20,000 square feet of classroom/laboratory and office space located at 4041 Lone Tree Way Suite 101 in Antioch, Ca. 94531. All classes are held at this location.

## **General Admission and Entrance Policies**

### **Admission Requirements**

Contra Costa Medical Career College programs are open to all students that have an interest in the medical field. For any individual interested in attending our programs, we ask that they be willing to and prepared to dedicate the time, energy, and effort to the courses offered. Programs to participants regardless of race, creed, color, religion, national origin, sex, age; veteran status, marital status, and sexual orientation as long as the student can meet the academic and technical standards to safely participate in, and benefit from the program. The College complies with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to both students and employees with disabilities.

**Registration Procedures for all programs excluding Surgical Technology-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.** There are four ways to complete registration at Contra Costa Medical Career College:

1. Telephone Registration. Students may call the school Monday through Friday, from 9:00 AM – 4:30 PM (except holidays) to register. Please, note that all telephone registrations must be paid by credit card (Visa, Mastercard). Telephone registration is not available on Saturdays. The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
2. Facsimile Registration. Students may register via facsimile throughout the day Monday through Friday. Registration forms received during the weekend will not be processed until the following Monday. The prospective student may register for up to three (3) courses per registration form. All facsimile registrations must be paid by credit card (Visa, Mastercard). The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
3. Walk-in Registration. Students may appear at the school Monday through Friday, from 9:00 AM – 5:00 PM (except holidays) to register in person. Registration fees may be paid by credit card (Visa, Mastercard), check, or money order. **CCMCC DOES NOT ACCEPT CASH PAYMENTS.** Walk-in registration is not available on weekends.
4. On-line registration is also available 24 hours a day, seven days a week. Payment arrangements are available. Payment arrangements are approved on a case by case basis and must be made in person with the Business Office Manager prior to the first day of class.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education. Contra Costa Medical Career College **is** approved to accept Veterans Affairs/GI Montgomery Bill benefits. (Post 9/11 GI Bill) CCMCC also accepts VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

## Steps in Admissions

1. Obtain and read the CCMCC catalog/performance fact sheet and choose a Program or Course.
2. Complete an enrollment agreement and pay registration fee. (Registration fee is non-refundable/non-transferrable)
3. Finalize funding for Program.
4. Purchase text and required equipment.
5. Attend Orientation on scheduled dates (with the exception of Phlebotomy).

In addition to these provisions, there are specific admissions requirements for each of the programs as follows:

## General Admissions Requirements

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanor (drug and theft), convictions are not allowed. A pre-employment background check and drug screening will be required. This is required by the clinical training facility and for State licensure depending on the program.
4. **Pass entrance exam (Surgical Technician and Sterile Processing Technician programs ONLY).** This is a Scholastic level exam (Wonderlic exam) used to ensure that the applicant will benefit from the curriculum taught in the Surgical Technician and Sterile Processing Technician Programs. The minimum passing score on this test is 17 for Surgical Technician and 12 for Sterile Processing Technician. It is a twelve minute test given online, on campus at CCMCC. This test must be passed prior to enrollment into the Sterile Processing Technician Program and prior to submission of application for Surgical Technology. The exam may be attempted a maximum of two times per enrollment cycle. (There is a \$10.00 testing fee, Sterile Processing only)
5. Once application is received an **Interview will be scheduled with the Campus Director, program director and program faculty. (Surgical Technician only)**

**Additional Admissions Requirements** International high school diploma or other international degrees must be evaluated for US equivalency. The candidate will be notified by the evaluating company by telephone and/or by letter of the status of his/her application. At that time, the student is responsible for presenting the evaluated transcripts to the admissions office. The student will be allowed to complete the enrollment process at that time. All entrance requirements and documentation should be completed and turned in by the class start date. It is the responsibility of the applicant to meet these requirements in a timely manner. All programs are taught in English. Due to that fact, it is important that the student can read, write, understand and speak the English language well.

## Re-admission Procedures

Students who are in good standing and have not satisfactorily completed a program may be readmitted to Contra Costa Medical Career College upon application. They are required to follow the policies of the catalog in effect at the time of re-enrollment and repay the enrollment fee in addition to the tuition for the program the student is repeating.

## **Enrollment**

All programs with the exception of Phlebotomy are required to attend Orientation prior to the first day of class.

## **Granting Credits**

Contra Costa Medical Career College awards credit in clock hours for the programs offered. One quarter credit hour is granted for the successful completion of one of the following: 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; 30 clock hours of instruction in an externship setting, or an appropriate combination of all three. One clock hour is equivalent to a minimum of 50 minutes.

## **Transfer Credit/Credit Evaluation**

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at CCMCC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCMCC to determine if your certificate will transfer.”

Contra Costa Medical Career College allows for the transfer of credits earned at another institution if that institution is Nationally or Regionally accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education, and if the previous credits earned are comparable to those offered in the institution’s program in which the student seeks to enroll. All considered credits must have been earned within the last three years, and be of “C” average or above. Contra Costa Medical Career College will allow no more than 50% of any program to be credited by transferring credits from another institution. Course credits for advanced placement through outside examination may be considered, but are generally not accepted. There is no fee for the evaluation or the granting of transfer of credit.

A written request for credit transfer must be made to the Campus Director at least two weeks prior to the start of class, in order to allow Contra Costa Medical Career College adequate time for evaluation. The request must include an official transcript from the student’s prior institution, and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within one week of receipt of the requisite documents, and the student will be advised by mail or email. Any appeal to the institution’s decision must be made in writing and submitted to the Campus Director. The subsequent decision will be final.

Any reduction in tuition resulting from the transfer of credits will be based on the per hour cost of training for the program times the number of clock hours of the institution’s comparable program for which the student is being given credit. The student is allowed and encouraged to sit, free of charge, for purposes of review, any portions of the program for which s/he has been given credit, as long as classroom space is available. If an enrollment agreement had been signed by the student prior to a request for credit transfer, and credit is accepted, a new enrollment agreement must be signed to include any changes to the amount of financial obligation of the student due to the transfer of credit.

Contra Costa Medical Career College makes no guarantee of transferability of credits to another institution, but will assist the student wishing to “transfer out” by providing guidance, and providing official transcripts, syllabi, course outlines, or institutional catalogs as requested, at no charge to the student. At this time the Institution does not have any written articulation agreements with other proprietary, post-secondary or other institutions of higher learning.

## **Refused Attendance**

Students may be refused from enrolling or attending classes for failure to:

- Comply with admission requirements
- Respond to official Contra Costa Medical Career College notices
- Settle financial obligations when due

Students are generally notified in advance if they are not going to be allowed entrance into the classroom.

Contra Costa Medical Career College, except for assistance toward reinstatement, can drop the student from all current and future classes if appropriate. A Student that has been removed from classes will not have attendance or receive a grade.

## **Payment, Cancellation, Withdrawal, and Refund Policies**

### **Methods of Payment**

Forms of payment accepted by Contra Costa Medical Career College are credit card, personal/business check, money order, cashier check and ATM/Debit card. Cash is NOT accepted. Registration fees are non-refundable and are mandatory for applicable students. Contra Costa Medical Career College does not offer student tuition discounts of any sort. Registration or Application Fees vary per program.

**Transcript Fee \$25.00**

**Fee for each transcript or duplicate certificates is \$25.00**

**Returned Check Charge \$25.00**

**Late Payment Fee \$50.00**

Certificates of completion will not be issued until all financial obligations are fulfilled.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education, however we are approved to accept GI Bill benefits. CCMCC also does accept VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

### **Collection Process of Unpaid Tuition**

In the event that a student does not pay tuition or fees due to the school, CCMCC will make every attempt possible to arrange a plan with the student to collect. If the student fails to comply with the arrangements agreed upon, the unpaid balance will be reported and an outside collection agency will be notified.

### **Current Schedule of Charges for 2016-2017**

All tuition costs and payment arrangements must be arranged prior to enrollment. Current schedule of charges are listed with program and course descriptions.

### **Cancellation of Classes or Programs**

Contra Costa Medical Career College reserves the right to cancel or postpone a class or a program if student enrollment is insufficient (less than 5 students). However, every effort will be made to cancel the class or program well in advance of the beginning date. Refunds will be issued for tuition and registration fees in this instance.

### **Cancellation Period**

1. You have the right to cancel this agreement, including any equipment or other goods and services included in the agreement, and receive a full refund (less a deposit or application fee not to exceed \$200) through attendance of the first class session, or the seventh day after enrollment, whichever is later.

2. Cancellations due to **rejection of application** and **program cancellation** by the school, will receive a full refund including the registration fee. No show/non starts and cancellation by student during the cancellation period, will receive a full refund (less a deposit or application fee not to exceed \$200) within 30 days of

cancellation date.

3. Your cancellation takes effect when you give written *Notice of Cancellation* to this College at the address on page 1. Any written expression that you wish not to be bound by this agreement will serve as a *Notice of Cancellation* of this agreement. Read the *Notice of Cancellation* form provided to you for an explanation of your cancellation rights and responsibilities. If you have lost your *Notice of Cancellation* form, ask the College for a sample copy.

4. You are due a complete refund within 30 days after the College receives a valid *Notice of Cancellation*.

5. After the end of the cancellation period, you have the right to stop College up to the 60% completion of course, and the right to receive a refund for the part of the course not taken.

6. Cancellation shall occur when the student provides a written notice of cancellation to:

**Contra Costa Medical Career College** 4041 Lone Tree Way, Suite 101 Antioch, Ca. 94531 The written *Notice of Cancellation*, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

### **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 the admissions representative or campus director 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 withdrawing from one course while retaining their registration with Contra Costa Medical Career College should refer to the Withdrawal section under Grading System in this catalog. Students who wish to withdraw permanently from Contra Costa Medical Career College must fill out a “Withdrawal Form,” which is available at the media center located in the lobby area of the campus. An exit interview is conducted by the Program Director. The enrollment status of such students will be changed to “Drop.” They will be immediately withdrawn from Contra Costa Medical Career College and their future classes will be deleted from their schedules

### **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Contra Costa Medical Career College is the date the student began the withdrawal process by completing an official withdrawal form, by submitting that form to the Student Services office and ceasing to attend classes or other College activities. A student who submits a completed official withdrawal form, but continues to attend classes or other College activities will not be considered to have officially withdrawn from College. If a student does not complete the official withdrawal process, the College will determine its withdrawal date based upon federal regulation and institutional records. If a student is absent for 7 consecutive days, excluding holidays, does not communicate directly with the College regarding the nature of those absences, and does not officially withdraw from the program in writing, he/she will be considered withdrawn from the program. The refund will be calculated based on the last day attended (LDA) according to the pro-rate refund policy described above.

### **Withdrawal after the Cancellation Period**

Students have the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance of the first class session, or the seventh day after enrollment, whichever is later. Students have the right to withdraw from a program of instruction up to the 60% point of the course and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment until the 60 percent point of the program, as measured in hours, after which no refund will be possible. Please note that refunds are based on the elapsed time in a program, not just the hours actually attended by a student. If a separate charge for equipment is specified in the agreement, and the student actually obtains the equipment, and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days

following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, CCMCC may offset against the refund calculated the documented cost to the institution of that equipment. The student is liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **STRF (Student Tuition Recovery Fund)**

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

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

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

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

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

### **Calculation of Refund**

How Contra Costa Medical Career College calculates refunds: For example, if a student enrolls in a 500 hour program and withdraws after receiving 250 hours of instruction, and if the student paid a \$75.00 registration fee and \$2,500 tuition, the school would deduct the \$75.00 registration fee from the amount received, divide the remaining \$2,500 by the number of hours in the program ( $\$2500 / 500 = \$5.00/\text{hr.}$ ) and multiply that hourly amount times the number of hours received by the student ( $250\text{hrs} \times \$5.00 = \$1250.00$ ) The amount paid, in excess of that amount would be the amount of the refund. ( $\$2,500 - \$1250.00 = \$1250.00$ ) Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition. If you attend class and drop before payment is made, you will be responsible for tuition accrued up to the date formal withdrawal notice is given. No refund will be given after 60% of total program clock hours including externship are completed.

### **Hypothetical Refund Calculation**

Sterile Processing Technician

500 Hours total hours

Withdrew after 65 hours of instruction

$\$2500.00$  tuition/ 500 hours= $\$5.00$  per hour

$\$5.00$  per hour X 65 hours attended =  $\$325.00$

$\$2500.00$  Tuition paid -  $\$325.00 = \$2175.00$

**Refund Amount: \$2175.00**

### **Payment of Refunds**

Refunds are made within 30 days following the date upon which the student's withdrawal has been determined.

### **Academic and Attendance Progress Policies**

If, at any point, the CCMCC staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student must be dismissed from the College. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a condition of the academic monitoring, students on warning and Term Action status must participate in academic remediation as deemed necessary by the institution.

## **Satisfactory Academic Progress (Grade Point Average) SAP**

All students must maintain satisfactory academics in both the didactic and skills portion of the program in order to meet Program Standards and remain enrolled at the College. Satisfactory academic progress is determined by computing the student's Cumulative Grade Point Average (CGPA) of 2.0 (70%) for didactic course work (80% for Surgical Technician program) and must display competency during laboratory skills training. Each education program has its own detailed evaluation standards. Grades may be based on homework, assignments, class participation, oral or written tests, and manipulative performance examinations given with each unit of learning. Students are required to complete 90% of the didactic portion of the program and 100% of the externship.

**Contra Costa Medical Career College conducts evaluations of each student's progress on a weekly basis to assess compliance with minimum program standards.** Grades are recorded using Diamond. This is an online student grade record. Grades are recorded and updated on a weekly basis. Students are given access to their record with a log-in and password. The student has access to their progress and status 24 hours a day, seven days a week.

**A student who has not achieved the minimum program standard will be placed on a Term Action Plan for a period of two weeks.** The program instructors will make every attempt possible to help the student improve his/her grade by offering one on one tutoring to the student, suggesting study groups and techniques, and being available to the student for questions. A Status Update Form will be completed 2 weeks following the initiation of the Term Action Plan.

1. If the student grade has not improved with remediation attempt, student will be dismissed.
2. If the student meets the standard, they will be removed from Term Action status.
3. If the student's grade has improved, but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring his/her grade up, a second Term Action Plan will be initiated for a period of 2 additional weeks. If the student has not brought the grade up to the program standard by the end of the 2<sup>nd</sup> two week period the student will be dismissed. A maximum of 2 Term Action Plans can be initiated per student per program term.

**Laboratory skills competency** is evaluated by the program instructor using a skills checklist method. Each skill must be performed competently by the student evidenced by return demonstration. **Laboratory skills are evaluated on a weekly basis.** A student who demonstrates poor skills performance in the laboratory portion of the program will be put on a Performance Progress Term Action Plan for a period of 2 weeks. A status update will be done at the end of the 2 week period to determine if the student's skill performance has improved to meet the program standards.

1. If the student skill performance has not improved with remediation attempt, student will be dismissed.
2. If the student skill performance meets the program standard, they will be removed from Term Action Plan status.
3. If the student's skill performance has improved, but does not meet the program standard a second Performance Progress Term Action Plan will be initiated for a period of 2 additional weeks. If the student has not improved enough to meet the program standards at this time, the student will be dismissed. A maximum of 2 Performance Progress Term Action Plans can be initiated per student per program term.

**Phlebotomy Program**-Student progress is evaluated twice per week following each quiz to assess compliance with minimum program standards. If a student has fallen below the standard a Term Action plan will be

initiated. Following initiation of a Term Action Plan, Status Updates are done twice a week after each quiz due to the short nature of the Phlebotomy Program. A maximum of 2 Status Updates will be allowed

1. If the students grade has not improved with remediation attempt, student will be dismissed.
2. If the student has brought his/her grade up to the standard, he/she will be removed from Term Action status.
3. If the students grade has improved, but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring his/her grade up, a second Status Update will be conducted following the next quiz. If the student has not brought the grade up to the program standard at that time the student will be dismissed. A maximum of 2 Status Updates can be performed following initiation of a Term Action Plan which limits the Term Action Plan period to 1 week. A student will only be allowed to initiate 1 Term Action Plan per Phlebotomy Program term.

**A student who demonstrates poor skills performance in the laboratory portion of the Phlebotomy Program will be put on a Performance Progress Term Action Plan for a period of 1 week.** A status update will be done at the end of the 1 week period to determine if the student's skill performance has improved to meet the program standards.

1. If the student skill performance has not improved with remediation attempt, student will be dismissed.
2. If the student skill performance meets the program standard, they will be removed from Performance Progress Term Action Plan status.
3. If the students skill performance has improved, but does not meet the program standard a second Performance Progress Term Action Plan will be initiated for a period of 1 additional week. If the student has not improved enough to meet the program standards at this time, the student will be dismissed. A maximum of 2 Performance Progress Term Action Plans can be initiated per student per Phlebotomy Program term

## **Grading and Evaluation Procedures**

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course or program syllabus. The grading scale is as follows: The following grading policy is in effect: at CCMCC, a pass is understood to be 70% or more(80% for Surgical Technology). Courses also may be designated as Pass/Fail by class Instructor. Students must take and complete all required modules. The following grading policy is in effect:

- **A = 90%-100 % (Superior)**
- **B = 80%-89% (Above average)**
- **C = 70% - 79% (Average)**
- **D\* = 50%-69% (Below Average)**
- **F\* = less than 50% (Failure)**

Grades D and F are considered fail. The externship grading policy involves only:

- **P (Pass) F (Fail)**

In the event a student receives a failing grade or is dismissed during externship, the student will be given the opportunity to find an alternate site, without the assistance of the school, and finish his/her own externship within a limited time frame. (Rules apply, see externship procedure). A Failing grade in the externship training is caused by poor attendance, unprofessional conduct, unethical behavior, etc. that contradicts school and affiliated facilities policies. A student who during his/her clinical curriculum shows poor attendance, poor participation and poor grades may be dismissed from the site resulting in a fail grade.

## **Appeal**

A student who has been behaviorally put on warning, term action plan, probation or dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing by either email

correspondence or written letter within 5 days of the event, to the Campus Director. The student should explain what type of circumstances contributed to the problem and what plans the student has to eliminate those potential problems in the future. The decision of the College is final and may not be further appealed. Decisions regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed or dropped students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate.

### **Application of Grades and Credits**

The grade policy above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of "F" (failure) and "W" (withdrawn), are counted as hours attempted, but are not counted as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F".

### **General Attendance Policy**

All students must be officially registered for a class to attend the class or to receive a grade. Contra Costa Medical Career College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students. Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Campus Director. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's transcript and tuition will not be refunded. With instructor approval, students may be allowed to make up examinations or class assignments missed due to an **excused** absence or excused tardiness. Work must be completed immediately upon return and in the same delivery method as originally required. Students may not make-up exams or homework missed due to an unexcused absence. An excused absence still counts as an absence. Students may not miss more than 10% of the required program/course clock hours. Students are required to complete 90% of total clock hours. 100% of the hours required during the clinical externship portion of the program must be completed. Being tardy to class is strongly discouraged. Being tardy is coming to class 1-14 minutes after the designated start time. Tardiness and leaving early have a negative effect on the grades. Being tardy more than 15 minutes is considered an absence and leaving more than 15 minutes early is also considered an absence. 3 times tardy = 1 absence. Students will be warned in writing when they are in danger of being dismissed for excessive absenteeism or tardiness. If a student is in violation of this policy, and exceeds the maximum allowed absences, he/she will be dismissed and will need to ask for re-admittance. If re-admittance is granted, the student will have to start the program over and will be responsible for paying all published tuition charges and fees associated with the program. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

**E-Learning**-100% attendance is required for completion of the Comprehensive Basic and Advanced Phlebotomy on-line courses. Students are required to successfully complete 100% of E-learning coursework to receive a certificate of completion for both Comprehensive Basic and Advanced Phlebotomy on-line.

### **Disciplinary Term Action Status**

Students may also be placed on a Disciplinary Term Action Plan for reasons including but not limited to unacceptable conduct, violation of the uniform policy or drug or alcohol use. These students will be closely monitored by their instructors and can be dismissed for non-compliance.

### **Change of Course Policy**

Any student wishing to transfer from one course to another after beginning the coursework must:

- Enroll in the new course of study through the Admissions Department.

Arrange to satisfy financial requirements of the contract regarding the dropped course. The refund policy will determine the financial obligations.

## Course Scheduling

Contra Costa Medical Career College does not allow any course substitutions or changes in any program. Students may drop a course prior to the end of the cancellation period, which ends on the seventh day after enrollment or on the third day of instruction, whichever is later. No grade will be given and no tuition will be charged, but the student must drop the course **prior** to the end of the cancellation period to avoid incurring a tuition charge or receiving a grade.

## Retake/Make-Up Policy

The student may make up exams and assignments missed due to an **excused** absence only. An excused absence is defined as any absence caused by an **unforeseen circumstance**. The student must notify the school either by calling the business office and/or e-mailing the instructor on the day of the absence or prior. If the student makes no attempt to contact the school regarding his/her absence, the absence will be considered unexcused and any missed work, including exams, will not be allowed to be made up. All work must be made up **immediately** upon the student's return or credit will not be given. Make-ups must be done prior to or after regularly scheduled program hours. Make-ups will not be allowed during class time. Re-taking exams in which the student received a "D" or "F" is not allowed. If there are extenuating circumstances for the failing grade, a grade appeal may be initiated. (See grade appeals).

## Graduation Requirements

A Certificate of Completion will be awarded to those students meeting the graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study with appropriate number of clock-hours with a cumulative grade point average of 2.0, (3.0 for Surgical Technology), passed the final exam with letter grades of "C" or better, ("B" for Surgical Technology) and have fully paid all tuition charges. Students must meet all minimum attendance requirements as stated on page 12 of this catalog. Refer to the Surgical Technology section for graduation criteria.

## Grade Appeals

It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each program and apply all grading criteria uniformly and in a consistent and timely manner. Grades submitted by faculty are presumed to be accurate. A student who has questions about a grade received within a program or course should ordinarily seek to resolve the issue immediately by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade appeal procedure outlined below.

## Grounds for a Grade Appeal

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., prejudice or discrimination
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this catalog for "Complaints Relating to Discrimination and Sexual Harassment."

## **The Process**

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

1. The student must submit a written appeal to the Program Lead Instructor within 5 days of issuance of the grade. If the immediate instructor is the Lead instructor, an alternate Instructor within the program will be assigned the appeal.
2. The student must provide clear documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of email correspondence, proof of graded assignments, etc.
3. The student must also provide evidence of the level of achievement in support of the appeal proving the particular grade that the student believes he/she should have been awarded.
4. If the evidence meets the criteria, the Program Lead Instructor, or alternate, forwards the student's written statement to the Campus Director for final review, which the Campus Director must provide within 5 days. .

## **Change of Academic Program**

Students may apply for a change of academic program at any time, provided they are not dismissed or terminated for behavioral reasons from their current program. Application for such a change does not, however, mean automatic acceptance into the new program. Entering a program after the program has started is not permitted. The student will only be able to start a new program on the following cohort start date. Official acceptance into the new program occurs only when the student receives official notification and the student has met all admission requirements specific to that program. Students on probation must submit their request for a change of program to the Admissions Counselor of Contra Costa Medical Career College for approval. The third and any subsequent application for a change in program must be accompanied by a letter of intent that must be approved by the Campus Director. This letter should explain the reason for the change along with the plan for completion. The student must arrange to satisfy financial requirements of the enrollment agreement regarding the dropped Program. The refund policy will determine the financial obligations

## **Grade Reporting**

All grades are posted on Diamond or submitted to the students directly. Students are given a log-in to the student portal through Diamond which is the college's online grading management system. They have 24 hour access to their grades. Grades are not given over the telephone. Students may request an unofficial transcript from the Administrative staff. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor. Due to the requirements of each course, instructors are allowed a reasonable time to submit grades.

## **Dropout and Leave-of-Absence Policies**

The College's programs are designed as a series of uninterrupted courses and programs. If it becomes necessary for a student to interrupt training, a student may either take a leave of absence, which must be approved by College administration, or make a Permanent Withdrawal. If a leave of absence is approved, the student will be granted a leave of absence for up to a maximum of 180 days or ½ the published program length, whichever is shorter. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the CCMCC refund policy. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request in order that CCMCC may have reasonable expectation of the student's return, and the student must attest to understanding the procedures and implications for return (or failure to do so). A leave of absence period may not exceed 180 days within any 12-month period or ½ the published program length, whichever is shorter. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period or ½ the published program length, whichever is shorter. If the student does not return following the leave of absence period,

CCMCC will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

## **Repeating Courses**

Students who need to repeat a particular course will be responsible for the tuition for that course.

## **Maximum Time (in clock hours) in Which to Complete**

**(VA benefits are paid for approved program length only)**

Students are not allowed to attempt more than 1 and 1/2 times, (150%) of the number of clock hours in their program of study. This ensures that students will complete their program within the maximum time frame.

## **Maximum Length of Time (in clock hours) for Course Completions**

**(VA benefits are paid for approved program length only)**

Phlebotomy Technician: 180 hours

## **Maximum Length of Time (in clock hours) for Program Completions**

**(VA benefits are paid for approved program length only)**

Surgical Technology: 2040 hours

Pharmacy Technician: 624 hours

Sterile Processing Technician: 750 hours

Medical Admin/Billing/Coding Specialist: 480 hours

Clinical Medical Assisting: 480 hours

EKG/ECG Technician: 480 hours

## **Maximum Class Enrollment**

The maximum enrollment for each class at Contra Costa Medical Career College will be 18 students per instructor. (Surgical Technology maximum is 15 students per instructor). This means that each instructor will have no more than 18(15 for Surgical Technology) students per class section during each program. During the skills laboratory portion of the training the maximum student to instructor ratio is 15 students to 1 instructor (Surgical Technology maximum is 10 students to 1 instructor).

## **English Language Proficiency**

Contra Costa Medical Career College does not provide English as a Second Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

## **Academic Dishonesty**

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take:

- Using or attempting to use unauthorized materials, information or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;
- Sitting for an examination by surrogate or acting as a surrogate
- Representing the words, ideas, or work of another as one's own in any academic exercise
- Conducting any act that defrauds the academic process. Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options
- Require a timed writing sample to be given on the assigned topic to determine the veracity of the suspicion
- Require that the work be rewritten
- Issue a lowered or failing grade for the assignment

• Issue a lowered or failing grade for the course...If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing convened by Contra Costa Medical Career College. It is the instructor's responsibility to report any reasonable suspicion of plagiarism to Contra Costa Medical Career College so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the campus Director will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

## **Externship Policies**

Students may be required to complete a practical training component in the form of externship depending on the academic discipline in which they are enrolled. This training is accomplished off campus. See each individual program section for program specific externship requirements. At the time of completing his or her on-campus academic studies, the student must be maintaining satisfactory academic progress to proceed to his/her or externship course. Agencies and institutions that CCMCC students attend for externship as well as potential employers require criminal and personal background checks. Students with criminal records that include felonies and certain misdemeanors are not accepted by these agencies for externship or employment placement. All students are required to submit to a drug test.

## **Clinical Externship Guidelines:**

**A BACKGROUND CHECK AND DRUG SCREENING WILL BE PERFORMED ON ALL STUDENTS PRIOR TO EXTERNSHIP PLACEMENT. NO felony and certain misdemeanor (pending charges or convictions) are permitted. Charges include but are not limited to: theft, grand theft, drug offenses, burglary, breaking and entering, assault and/or battery offenses, are not permitted.**

**Students will be responsible for arranging means of travel to and from their assigned externship site. This distance of travel will vary per site location and may be located up to 70 miles away from school.**

### **Immunization (titers) Requirements**(per Facilities request)

Students must provide proof of immunity for the following:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. TB skin test and appropriate follow-up (chest x-ray) within the last year
5. Varicella (chicken pox) immunity

**\*\*ALL REQUIRED DOCUMENTS, INCLUDING RESUME AND COVER LETTER, ARE DUE BY THE HALF WAY POINT OF THE DIDACTIC PORTION OF ALL PROGRAMS. IF REQUIRED DOCUMENTS ARE NOT TURNED IN BY THE DUE DATE, EXTERNSHIP PLACEMENT WILL BE DELAYED. NO ACCEPTIONS. STUDENTS WHO FAIL TO TURN IN REQUIRED DOCUMENTS WILL AUTOMATICALLY BE DROPPED FROM THE PROGRAM 30 DAYS AFTER THE LAST DAY OF DIDACTIC TRAINING.**

**BLS Policy** per Facilities requests all students are required to submit proof of completion and current BLS certification through American Heart Association for the Healthcare Provider.

- CCMCC will begin the process of providing an externship site to students as soon as the student has passed the didactic portion of their program and turned in all paperwork/documents.

- **All documents must be turned in by the due date given on the first day of class. If required documents are not turned in by the due date, externship placement WILL be delayed.**
- Students may secure their own externship site, but must furnish CCMCC with the name of the facility and a contract and evaluation form. Students will have limited time (program specific) from the last day of class to complete the externship.
- **In the event that the student is dismissed from the facility, or does not complete the externship hours, CCMCC will not be responsible for providing another externship site. The student may then find his/her own externship, which cannot be a site currently contracted with CCMCC, with limited time to complete it and must inform CCMCC with the name of the facility and name of the supervisor. A clinical evaluation form from CCMCC must be sent to the facility for the student to get credit for the clinical. The student will no longer be covered under the school student blanket liability insurance. This applies to all programs requiring externship.**
- Students should understand that the externship site should be treated like a regular job and therefore **must** adhere to the rules of the facility, including scheduling hours and transportation. If you are going to be absent from your externship, you are required to call the site **AND CCMCC** prior to your absence. You are required to call every day that you miss to report on your status. Not following this policy is grounds for dismissal.
- **Students are not allowed to contact the facility or its employees if dismissed. Violating this policy WILL result in program expulsion.**
- **Once a student is placed in his/her externship, all required hours must be completed no later than 6 months following the last day of didactic training. Students who do not complete their externship within this time frame will be dropped from the program and required to retake the didactic training. The student will be responsible for payment of all program fees.**
- **\*If, for any reason “WITHIN THE CONTROL OF THIS INSTITUTION”, the school is unable to place its student in an externship, a full refund of the program tuition and fees, minus the registration fee, will be refunded. (Surgical Technology student please see externship placement information and guidelines in the Surgical Technology Handbook for specific program guidelines.)**

## **Student Services Policies**

### **Facilities**

Contra Costa Medical Career College occupies 20,000 square feet of classroom space and offices with ample parking for tenants, students and guests. The general environment of CCMCC is professional, spacious and orderly. There are twelve administrative offices, ten classrooms; nine skills laboratories, a library/computer lab area, and an indoor student break area. Vending machines and a copy/fax machine are available for student use. Students may access the library/ computer lab during posted hours. The library/computer lab consists of twelve computers, a printer a resource working area and an ample selection of books, magazines, and journals. Lecture rooms have a max capacity of 24 students. There are 4 restrooms available in the facility.

### **Career and Assessment Service**

CCMCC is committed to providing professional career and employment related services to current students and graduates from programs, regardless of the geographical location of our students. Dedicated personnel will provide resume review and critique; job search assistance; interviewing and negotiating techniques; career development and assessment for those students seeking career direction.

## **Contra Costa Medical Career College does not guarantee employment.**

### **Student Services Policies, Procedures and Resources**

Contra Costa Medical Career College provides a number of services to help students attain their educational goals. These services are designed for the academic, economic, and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, student finance, and other services.

### **Guidance and Counseling**

When problems at College, home, or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director, admission representative, or the Externship/Career counselor. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies.

### **Housing**

Contra Costa Medical Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers housing assistance. One bedroom apartments in the 94531 area are available for rent, ranging from \$800-\$1,500 per month. [www.apartments.com](http://www.apartments.com)

### **Campus Security**

A crime report is available to any student who requests such information. These reports are generated from local police department reports. Contra Costa Medical Career College policies are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing.

When a violation has occurred, an electronic incident report, including the date, time and circumstances of the alleged act, must be submitted to the Campus Director of Contra Costa Medical Career College. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the responsible administrator of the campus or a full-time faculty member. Upon receipt of the report, the Campus Director of Contra Costa Medical Career College will determine if a Contra Costa Medical Career College policy may have been violated by the student. If there is insufficient information to make that determination, the Campus Director of Contra Costa Medical Career College will notify the person making the report. If there is sufficient information, the Student Affairs Coordinator of Contra Costa Medical Career College will contact the student.

### **Media Lab Regulations**

Computer labs are available at the College for use by students, faculty, and staff. By using any Contra Costa Medical Career College Media Lab, students agree to comply with the computer and Internet access policy and additionally agree to follow these regulations:

- 1) Students must sign in to use the facilities. They may be asked to show identification.
- 2) Students may not install privately owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
- 3) Students may not bring food or drink into the area.
- 4) Students may use computing resources for College-related purposes only.
- 5) Students should minimize their use of lab printer.

### **Computer Software and E-Mail Policies**

The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted software. Copyright infringement could subject the violator to civil damages and criminal penalties, including a fine or imprisonment.

College policy further prohibits any use or copying not authorized by the purchase agreement or license under which the college acquired the software. Unauthorized use or copying may subject employees, faculty, and

students to disciplinary action. Students may not use the e-mail addresses of other students, faculty, or staff for purposes unrelated to the College. Violations may lead to disciplinary action.

### **Contra Costa Medical Career College Library and Resource Center**

Contra Costa Medical Career College has a Media Center with computer stations and internet access as well as an array of books and resources available to students while on campus to check out for the day. Students can also check out materials through the receptionist.

### **Students with Disabilities**

Contra Costa 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 CCMCC provides to all students. Students or prospective students, who want to read the complete Contra Costa Medical Career College Policy and Procedures, Services to Students with Disabilities, should request a copy from an advisor. Applications for accommodations for a disability may be sent to the Campus Director.

### **Student Records Policies**

Transcripts and other documents received by Contra Costa Medical Career College for the purpose of admission or recording supplemental work become the property of Contra Costa Medical Career College and will not be released or copied without prior permission from the student. California regulatory agencies require that student records be kept for five years. All application materials and documents are collected in person or by mail. Original signatures must accompany forms where signatures are required. Photocopies of application paperwork are not acceptable. All records are stored in a computer database and in fire-proof cabinets and are accessible by CCMCC staff. In the event that Contra Costa Medical Career College discontinues operation, Contra Costa Medical Career College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use. Students will also be advised on how to gain additional copies through the office: **Contra Costa Medical Career College** 4041 Lone Tree Way, Suite 101 Antioch, Ca. 94531(925)757-2900 Fax (925)757-5873

### **Transcript Requests**

Students should direct requests for transcripts to the Student Services Coordinator's office. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student signature and either the student's identification number or social security number. Contra Costa Medical Career College will not release transcripts without appropriate authorization from the student. The Education Office issues transcripts and other official documents only after students have settled all financial obligations to the College. All records and services are withheld from students who have any outstanding financial obligations to the College. Transcripts contain only coursework completed at the College. The request takes 5-10 working days to process.

### **Payments and Release of Records**

Contra Costa Medical Career College may withhold a student's transcript or grades if the student is in default on an enrollment agreement. If the student has made partial payment of his or her tuition obligation, Contra Costa Medical Career College will only withhold that portion of the grades that corresponds on a pro rata basis to the amount of tuition or loan obligation the student has not paid. If the course of study consists of only one course, CCMCC will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

## **Student Record Retention**

Enrollees are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for a five-year period. Transcripts are maintained permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to information requested.

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Contra Costa Medical Career College maintains all student records in accordance with the provisions of FERPA as amended. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.
- The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.
- A College official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student: providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the College may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll.

## **Student Complaint and Grievance Policies**

### **Discrimination or Harassment Complaints**

Contra Costa Medical Career College is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The College prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital or veteran status under any program or activity offered under its control. In keeping with this commitment, the College also maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical condition and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser. It is College policy that all persons should enjoy freedom from unlawful discrimination of any kind, as well as from sexual harassment, or retaliation for reporting a complaint. This policy applies to prohibit unlawful discrimination or harassment between members of the College community, including between students and other students and between students and employees or third parties, if the College has notice

regarding or control over the third party. Individuals who engage in prohibited conduct will be subject to disciplinary action.

## **Grievance Procedures for Civil Rights Violations**

Contra Costa Medical Career College encourages prompt reporting of complaints so that a rapid response can be made and an appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment. The following person is designated to coordinate Contra Costa Medical Career College responsibilities under the law and to ensure compliance with Contra Costa Medical Career College policies against discrimination: Contra Costa Career College, 4041 Lone Tree Way Suite 101 Antioch, Ca. 94531.

## **Hearing Procedures**

Hearing committees consist of three members. The Campus Director of Contra Costa Medical Career College appoints two members from the faculty or administrative staff and the student selects one member from the faculty. The campus Director of Contra Costa Medical Career College also designates the chairperson to conduct the proceedings and report the committee's decision. Members of hearing committees must be unbiased and must not have had direct involvement in the case prior to the hearing. Parties to the hearing are notified in writing of the hearing date, time, location, and procedures at least seven (7) business days before the hearing.

### **Hearing procedures include the following:**

- A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A designated secretary will be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaint to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.
- The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
- If either party fails to appear, the hearing will continue as if the absent party were present.
- After the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The campus Director of Contra Costa Medical Career College sends written notification of the committee's decision and of the right to appeal.

## **Appellate Procedures**

Students who believe they have been wrongfully or excessively penalized may appeal the hearing decision. Such an appeal must be requested in writing within 30 days of notification of the action and must be directed to the Director of College. In order for the Director to convene an appeals committee, the student must establish that there is sufficient cause for such an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation. For an appeal to be granted, the student must present:

- A reasonable possibility that the unfavorable decision was clearly wrong, given the hearing committee's interpretation of the evidence or in the disciplinary action imposed; and new evidence that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. In

addition, a satisfactory explanation must be provided for the failure to present such evidence at the hearing. At the discretion of Contra Costa Medical Career College, any disciplinary action previously imposed may be suspended pending disposition of the appeal. The Campus Director of Contra Costa Medical Career College will appoint a panel of three individuals from the faculty, administration, or both, and will designate one of them to conduct appeal proceedings. Members of the committee must not have had direct involvement in the case prior to the appellate hearing. A meeting time is arranged within 30 days of receiving of the request for an appeal. All relevant information is then considered by the committee, including the record of the proceedings of the original hearing, written statements of the case, the testimony of any witnesses for each of the opposing parties, and any new evidence presented. The hearing procedures for the appeal will be identical to the procedures for the original hearing (see Hearing Procedures). The appeal committee's recommendation, including a description of the appeal and the rationale for its recommendation, is sent to the campus Director of Contra Costa Medical Career College. Within 14 days of receiving the recommendation, the Campus Director will send written notification of his/her decision to the student. This decision is final. All documentation for all hearings will be kept on file. Disciplinary expulsions are noted on student transcripts. Probation and suspension are also noted on transcripts but only for the duration of the probation or suspension. Any retaliatory action of any kind by an employee or student of Contra Costa Medical Career College against any other employee or student of Contra Costa Medical Career College as a result of that person's seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

## **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires submission of written complaint. Refer to the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

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

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred
  - d. The names and titles/positions of all individual(s) involved in the problem;
  - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g. The status of the complainant with the institution (e.g. current student, former student, etc.)

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. **SEND TO: ACCET**  
**CHAIR, COMPLAINT REVIEW COMMITTEE**  
**1722 N STREET, NW**  
**WASHINGTON, DC 20036**  
**TELEPHONE: (202) 955-1113**  
**FAX: (202) 955-1118 OR (202) 955-5306**  
**EMAIL: [COMPLAINT@ACCET.ORG](mailto:COMPLAINT@ACCET.ORG)**  
**WEBSITE: [WWW.ACCET.ORG](http://WWW.ACCET.ORG)**

### **Student Conduct and Discipline**

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of Contra Costa Medical Career College. It is the student's responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of Contra Costa Medical Career College through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by Contra Costa Medical Career College. Students will be informed in writing of the nature of the charges against them, and will be given a fair chance to refute the charges. There will be provisions for appeal of a decision.

### **Reasons for Probation, Suspension and Dismissal of Students from programs**

Students may be disciplined for violation of **ANY** of CCMCC's policies including but not limited to the following:

- Academic dishonesty
- Forgery, altering Contra Costa Medical Career College documents, or knowingly providing false information
- Disruption of the educational or administrative process Contra Costa Medical Career College, by acts or expression
- Physical abuse or threat of abuse to students, Contra Costa Medical Career College employees, or their families
- Verbal abuse or intimidation of students or Contra Costa Medical Career College employees or externship facilities including but not limited to shouting, use of profanity, or other displays of hostility
- Theft of Contra Costa Medical Career College property or the property of a Contra Costa Medical Career College employee, student, or visitor
- Vandalism or unauthorized destruction of Contra Costa Medical Career College property or the property of an employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics
- Possession, use, or threats of use of explosives or deadly weapons on Contra Costa Medical Career College property
- Lewd, indecent, or obscene behavior on Contra Costa Medical Career College property or by any means of communication
- Sexual harassment, Sexual assault, Slander of CCMCC or any of its employees or affiliates
- Soliciting or assisting another in an act that would subject students to a serious Contra Costa Medical Career College sanction
- Trespassing in an area of Contra Costa Medical Career College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of Contra Costa Medical Career College
- Using Contra Costa Medical Career College equipment or networks to violate software copyrights

- Violation of Contra Costa Medical Career College’s visitor policy
  - Violation of academic policies such as terms of probationary status (term action plan terms).
  - Violation of any other lawful policy including HIPAA or directive of Contra Costa Medical Career College or its employees. Violation of HIPAA is grounds for immediate expulsion and may include jail time and/or monetary penalties up to \$30,000 if prosecuted.
  - Any action that would grossly violate the purpose of Contra Costa Medical Career College or the rights of those who comprise College
  - Behavior harmful to Contra Costa Medical Career College’s image, function or contractual arrangements including but not limited to contacting an externship site or its employees or affiliates after dismissal.
  - Failure to follow any safety rules or regulations of any kind, including dress codes.
  - Failure to follow other posted rules
- Disciplinary action may include probation, suspension, or dismissal from Contra Costa Medical Career College.

## **Hearing Rights**

In disciplinary, administrative, grievance and appeal hearings, parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee
- To present witnesses
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit evidence on behalf of their own position.
- To make a summary argument and to respond to the argument of the opposing party
- To bring another person to the hearing as support or as a spokesperson.

## **Student Complaint Procedure**

Contra Costa Medical Career College does not expect its students to experience any serious problems while attending the College. However, if that circumstance does occur, the student should follow these procedures:

- a. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The person receiving the complaint must (1) transmit it immediately to the, who is the administrator overseeing student complaints, or if the Director is not available, then to the Student Services Coordinator and (2) attempt to resolve complaints related to that person’s duties.
- b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the College will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the College’s complaint procedure.
- c. If a student complains in writing, the College will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the College’s investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be given.
- d. The student’s participation in the complaint procedure and the disposition of a student’s complaint does not limit or waive any of the student’s rights or remedies. Any document signed by the student that purports to limit or waive the student’s rights and remedies is void.
- e. If the student feels that the College has not satisfactorily resolved the complaint, the student has the option of notifying either or both of the following agencies: (1) the State of California, Department of Consumer Affairs; or (2) the Bureau for Private Postsecondary and Education (BPPE)

## **BPPE Complaint Procedure**

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 Department of Consumer Affairs **2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833 or PO box 980818, West Sacramento, Ca. 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959 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 1 (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).

## General College Policies

### Dress Code

- **ID Badge:** Identification badge is to be worn at all times above the waist, with name visible.
- **Hair:** Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Hair should be natural in color. No green, blue, purple etc. Facial hair must be clean, neat and well groomed.
- **Headwear:** Religious head covers may be worn; baseball-type caps are inappropriate.
- **Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Absolutely no piercings allowed: No lip, eyebrow, nose, bar or tongue piercings will be permitted.
- **NO** denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest.
- **Absolutely NO** sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.
- **Skirts/Dresses:** White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
- **Uniforms/Scrubs:** Uniforms can be any color, so long as they match and look professional. Scrubs are to fit appropriately, no sagging and no extremely form fitting uniforms are to be worn. No sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
- **Footwear:** Clean, white or predominately white leather or leather like tennis shoes will be worn. Nursing shoes are acceptable, however no open toed shoes are allowed.
- **Grooming:** Fragrances: Do not wear any perfume or cologne it may cause allergic reactions for some. Many people are also sensitive to smell.
- **Fingernails:** Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed. Only clear nail polish will be permitted.
- **Tattoos:** All tattoos that are visible must be covered at all times.
- **Hygiene:** The College and its externship affiliations require high standards of personal grooming and hygiene which is **neat, clean, and professional**. Students are required to maintain an environment free of odors. Dirty, torn or stained uniforms are not permitted.
- **Surgical Technology students please refer to the Surgical Technology Handbook for specific required attire and dress code.**

### Copyright Infringement Policy

Violating copyright infringement laws, including unauthorized use/distribution of any materials used for academic purposes at CCMCC will incur civil/criminal liabilities and will be prosecuted to the fullest extent of the law.

### Visitors

No one may visit the classroom during class hours without the prior approval of the instructor and the Campus Director. Students may not bring children to the classroom or computer lab or leave them at any other college location while attending class.

**Cell Phone Policy**

Cell phone use is not permitted during class time. Cell phones are to be turned off while instructors are lecturing. No texting during class is permitted under any circumstance. Family members may contact the school directly in case of emergency. Failure to comply with this policy is grounds for termination.

**Animals on Campus**

Animals, other than trained service animals for persons with disabilities, are not permitted in the college facility. Violations may result in disciplinary action.

**Drug and Alcohol Policy**

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation Contra Costa Medical Career College wishes to make known its concern for the health and well-being of all members of the College community—students, staff, and faculty—as well as the health and well-being of the community as a whole. Contra Costa Medical Career College policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana. The sale of any controlled substance, which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized College activity. Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

# **Programs and Courses Offered at Contra Costa Medical Career College**

## **Phlebotomy Technician 1 Course**

**Goals and Purpose:** This is a **COURSE** intended for a-vocational purposes only. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association's (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have a high school diploma or GED, have no felony convictions on their record and have passed an approved certification exam. This program is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and clinical instruction, training in venipuncture.

Pre-requisite for this course is: documentation of 1) health-care industry experience 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement. **\*State licensure is a requirement for completion of this course. It takes up to 90 business days after successful completion of all course requirements to obtain California State licensure.**

### **Standard Occupational Classification**

31-9097

### **Employment Positions**

CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

### **Outcomes and Objectives:**

At the end of the program the student will be able to:

- Explain basic anatomy and physiology of the circulatory system.
- Define “standard precautions” and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification

- Complete 48 hours of practical training in a classroom setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

**Instructional Methods:**

- Multimedia
- Demonstration and Laboratory Practice
- Small and Large Group Discussion
- Handouts
- 1 on 1 Instruction
- Instructor led lectures

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Infection Control and Safety Precautions .....	2
2. Anatomy and Physiology .....	2
3. Medical Terminology.....	1
4. Identification .....	1
5. Site Selection and Preparation .....	2
6. Blood Collection Equipment.....	4
7. Venipuncture.....	15
8. Skin Puncture .....	4
9. Post-Puncture Care.....	2
10. Error, Risks and Complications .....	2
11. Problem Solving .....	1
12. Communications, Stress, Behavior, Law and Ethics .....	3
13. Quality Assurance.....	1
14. Laboratory Practice.....	40
15. Externship.....	40
40 didactic, 40 laboratory, 40 externship.....	Total Clock Hours –120
	Quarter Credit Hours- 7
<b><u>*Waiting period for California State Licensure.....up to 90 business days</u></b>	

**Course Requirements**

**Immunization Requirements**

Students must provide proof of immunity for the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella immunity(titer)

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D

- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

6 lecture quizzes, 25 pts each(150 pts)	50%
Affective evaluations/Lab check-offs	Must complete
Skills Lab Competency test	Pass/Fail
Final exam (150 pts)	<u>50%</u>
Total (300 pts)	100%

2. Laboratory experience: A “C” average must be achieved in order to pass the course. Affective evaluations from each laboratory experience will be averaged and counted as 10% of the total grade.

3. Clinical evaluations are graded on a Pass, Fail basis.

**\*State licensure is a REQUIREMENT for completion of this course. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Licensure.**

### **Evaluation Method**

**Lecture-** Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

**Student Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 40 hours of externship training are required by the state of California to be eligible to test for CPT1 Certification. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day there for students must be available during normal daytime working hours.

## **2016/2017 Phlebotomy Technician 1 (CPT1) Certificate Course Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2300.00 (refundable)
Text Book	\$60.00(refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$2435.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00 (non-refundable)
Background check and drug screen	\$102.00(non-refundable)
State application fee	\$100.00(non-refundable)
BLS	\$85.00(non-refundable)
NHA Certification Examination	\$135.00(non-refundable)
<b>Total out of pocket expenses</b>	<b>\$452.00</b>

## **2016-2017 Phlebotomy Technician 1 Certificate Course Schedule**

**Day course meets Monday through Thursday from 9am-2:30pm for 4 weeks  
(May include some Fridays to make-up for holidays)**

### **Day course Schedule 2016-2017**

Class begins Tuesday Sept. 5<sup>th</sup> through Thursday Sept. 28<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 2<sup>nd</sup> through Thursday Oct. 26<sup>th</sup>

Class begins Monday Oct. 30<sup>th</sup> through Wednesday Nov. 22<sup>nd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Nov. 17<sup>th</sup>

Class begins Monday Nov. 27<sup>th</sup> through Thursday Dec. 21<sup>st</sup>

### **Evening course meets Monday and Wednesday from 5pm-10pm for 8 weeks**

**(May include some Fridays to make-up for holidays)**

### **Evening course Schedule 2016-2017**

Class begins Wednesday Sept. 6<sup>th</sup> through Oct. 30<sup>th</sup>

Class begins Wednesday Nov. 1<sup>st</sup> through Wednesday Dec. 27<sup>th</sup>

- No class will be held Dec. 25<sup>th</sup> in observance of Christmas Day

### **Weekend course meets every Saturday and Sunday from 9am-5:30pm for 5 weeks**

### **Weekend course Schedule 2016-2017 (weeks may not be consecutive)**

Class begins Saturday Oct. 21<sup>st</sup> through Sunday Dec. 3<sup>rd</sup>

- No class will be held the weekend of Nov. 10<sup>th</sup>-12<sup>th</sup> in observance of Veterans Day and the weekend of Nov. 24<sup>th</sup>-26<sup>th</sup> for the Thanksgiving holiday

\*State licensure is a **REQUIREMENT** for completion of this course. It takes up to 90 business days for the State of California to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your application. California State Licensure is **REQUIRED** for Phlebotomy Technician 1 employment in the state of California.



## **E-Learning: Comprehensive Basic and Advanced On-line Phlebotomy**

**Goals and Purpose:** Upon successful completion of these online courses, the student will receive a certificate of completion from Contra Costa Medical Career College Online. Participants qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association's (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have a high school diploma or GED, have no felony convictions on their record and have passed an approved certification exam. This program is designed to help students meet all the criteria set forth by the state of California. CCMCC online will provide, through online didactic instruction, training in venipuncture theory. Pre-requisite for this course is: 1) documented, paid experience drawing blood on real patients 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement. **\*State licensure is a requirement for employment as a phlebotomist in the state of California. It takes up to 90 business days after successful completion of all course requirements to obtain California State licensure.**

### **Standard Occupational Classification**

31-9097

### **Employment Positions**

CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

### **Outcomes and Objectives:**

At the end of the program the student will be able to:

- Explain basic anatomy and physiology of the circulatory system.
- Define “standard precautions” and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Describe the preparation of the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Outline the process of venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Describe how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Describe post-puncture care of the client.
- Describe the preparation of blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification

**Instructional Method:**

- Online/E-learning
- Videos
- Interactive exercises
- Multiple choice and matching exercises
- Quizzes

**Instructional hours:** The E-learning courses are available online 24 hours a day 7 days a week.

**Instructional Hours:**

**Comprehensive Basic Phlebotomy**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction to Phlebotomy and the Healthcare Setting .....	2
2. Basic Infection Control, Universal Precautions and Safety .....	2
3. Medical Terminology and Systems of the Human Body .....	2
4. Blood Components .....	2
5. The Circulatory System .....	2
6. Laboratory Sections .....	2
7. Blood Collection Equipment .....	2
8. Proper Patient/Specimen Identification .....	2
9. Skin Puncture Procedure .....	2
10. Venipuncture Procedure .....	2
Total Hours .....	20

**Advanced Phlebotomy**

<u>Topic</u> .....	<u>Hours</u>
1. Advanced Infectious Disease Control .....	2
2. Anti-coagulation Theory .....	2
3. Pre-analytical sources of error .....	2
4. Risk Factors and Complications .....	2
5. Anatomical site selection and Patient Preparation .....	2
6. Recognition of problems and corrective actions to take .....	2
7. Non-blood specimen .....	2
8. Communication in Phlebotomy .....	2
9. Quality Assurance .....	2
10. Legal and Ethical Issues related to blood collection .....	2
Total Hours .....	20

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**Grading**

The numerical range for this course will be:

- 80-100 = Pass
- 79 and below = Fail

1. Students must take and pass all module quizzes with an 80% or higher to proceed to the next module. Students will be given unlimited opportunities to pass each module exam.

2. Students must take and pass the final exam with an 80% or greater and will be given 2 opportunities to do so. The student will be required to review the course content prior to taking the test a third time.

**\*State licensure is a REQUIREMENT for completion of this course. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Licensure.**

### **Evaluation Method**

Quizzes will consist of multiple choice answer questions. Quizzes cover assigned interactive activities, videos, module content, and reading assignments. Tests are cumulative in that each test will contain questions from material covered in throughout the entire module. A final exam will be given at the end of the course.

**Clinical Component** There is no clinical component to the online course. Students are expected to have paid experience drawing blood on real patients prior to registering for this course online.

## **2017 Comprehensive Basic Phlebotomy Course Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$0.00</u> (non-refundable)
Tuition	<u>\$299.00</u> (refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$299.00</u></b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Textbook	<u>\$65.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$65.00</u></b>

## **2017 Advanced Phlebotomy Course Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$0.00</u> (non-refundable)
Tuition	<u>\$399.00</u> (refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$399.00</u></b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Textbook	<u>\$65.00</u> (non-refundable)
State application fee	<u>\$100.00</u> (non-refundable)
NHA Certification Examination	<u>\$135.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$300.00</u></b>

## **2017 E-learning Phlebotomy Course Schedule**

Online courses are available 24 hours a day 7 days a week at [www.online.ccmcc.org](http://www.online.ccmcc.org)

## **Clinical Medical Assistant Program**

**Goals and Purpose:** This Clinical Medical Assistant Program focuses **solely on the back office procedures** performed in the clinical setting of a physician's office or clinic. Medical Terminology and **Basic** Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. There are no pre-requisites for this program.

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

CMA, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendant

### **Outcomes and Objectives:**

At the end of the program, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery

- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one’s value to an employer

**Instructional Methods:**

- Lecture
- Laboratory Skills Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. The Medical Record.....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard.....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs.....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care.....	2
11. The Pediatric Exam.....	5
12. Assisting with Minor Office Surgery.....	4
13. Cardiopulmonary Procedures (EKG).....	5
14. Administration of Medication (IM, SQ, ID).....	5
15. Colon Procedures and Male Reproductive Health.....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology.....	4
20. Blood Chemistry & Serology.....	4
21. Medical Microbiology .....	4
22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Basic Anatomy & Physiology.....	20
25. Medical Terminology.....	20
26. Laboratory practice.....	40
<u>27. Externship.....</u>	<u>160</u>

120 didactic, 40 laboratory, 160 externship Total Clock Hours – 320 Quarter Credit Hours- 19

## Course Requirements

### Immunization Requirements

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella titer

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

### Grading

The numerical range for this course will be:

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

The final course grade is based on theory grade for both modules and a “satisfactory” in student lab. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

Theory grade is determined by:

#### Grading:

12 CMA lecture quizzes, 25 pts each (300 points).....	30%
Attendance, Participation, Employability (100 points).....	10%
CMA Homework, 20 assignments, 10 pts each (200points).....	20%
Skills Lab Competency test .....	Pass/Fail
CMA final exam 200 questions, 2 pts each(400 points).....	40%
<u>Total (1000 points)</u>	<u>100%</u>

#### Medical Terminology:

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts)..	20%
<u>Terminology final exam(200 pts).....</u>	<u>20%</u>
<u>Total(1000 pts)</u>	<u>100%</u>

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

### Evaluation Method

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of

the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

## **2017 Clinical Medical Assistant Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$247.00 (refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3272.00</u></b>

### **Out of pocket expenses are approximate**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b><u>\$217.00</u></b>

### **Optional fee- upon program completion**

NHA Certification Examination	\$179.00 (non-refundable)
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## **2017 Clinical Medical Assistant Program Schedule**

**Day program meets Monday through Thursday from 9:00am-1:00pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Day program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Mid-day program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Evening program meets Monday- Thursday from 6pm-10pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Evening program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Weekend Program meets Saturdays from 9am-5:30pm for 20 weeks**

**Weekend (Saturday)program Schedule 2017 (weeks may not be consecutive)**

Class begins Saturday June 17<sup>th</sup> through Saturday Nov. 4<sup>th</sup>

- No class will be held Sept. 2<sup>nd</sup> in observance of Labor Day

Class begins Saturday Nov. 18<sup>th</sup> through Saturday May 12<sup>th</sup>

- No class will be held Nov. 25<sup>th</sup> in observance of Thanksgiving Day
- No class will be held Dec. 9<sup>th</sup>
- No class will be held Dec. 23<sup>rd</sup> in observance of Christmas Day
- No class will be held Dec. 30<sup>th</sup> in observance of New Years Day
- No class will be held Jan. 13<sup>th</sup> in observance of Martin Luther King Jr. Day
- No class will be held Feb. 17<sup>th</sup> in observance of Presidents' Day



## **Medical Administrative Assistant/Billing and Coding Specialist Program**

**Goals and Purpose:** Upon successful completion of program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Medical Administrative Assistant and Certified Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. There are no pre-requisites for this program.

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant

### **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Demonstrate proper telephone handling techniques
- Compose and prepare medical correspondence
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models

- Apply the basic steps in coding diagnoses using the New ICD-10 coding system
- Explain the basic format of the CPT-4 system
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - a. Commercial fee-for-service
  - b. Blue Cross/Blue Shield
  - c. Medicare
  - d. Medicaid
  - e. CHAMPUS/CHAMPVA/TRICARE
  - f. Worker’s Compensation
  - g. Disability Compensation

**Instructional Methods:**

- Lecture
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3
11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5

15. Anatomy & Medical Terminology.....	40
16. HIPAA .....	6
17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims.....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding.....	8
21. Reimbursement & Coding Practice .....	8
22. CMS 1500 .....	8
23. Filing Commercial Claims.....	8
24. Blue Cross/Blue Shield.....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers' Compensation .....	5
<u>27. Externship.....</u>	<u>160</u>
120 didactic. 40 lab, 160 externship .....	Total Clock Hours –320
.....	Quarter Credit hours -19

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical:

- Diphtheria/Tetanus (DT) immunization within the last 10 years
- MMR titer or second dose
- Varicella
- Hepatitis B or signed waiver to refuse
- Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade for both modules. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

**Grading:**

12 MAA lecture quizzes, 25 pts each (300 pts).....	30%
Attendance, Participation, Employability(100 pts).....	10%
MAA homework(200 pts).....	20%
Computer Skills Lab 40 assignments, 5 pts each(200 pts).....	20%
<u>MAA final exam(200 pts).....</u>	<u>20%</u>
Total (1000 pts)	100%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts).....	20%
<u>Terminology final exam(200 pts).....</u>	<u>20%</u>

**Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice, short answer, and fill in the blank questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and computer lab notes. All homework assignments must be turned in to get credit for homework assigned. A final exam will be given at the end of the course. All students must pass the final with a grade of 70% in order to pass the course. Student Computer Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

**2017 Medical Administrative Assistant/Billing and Coding Specialist Program****Fees****Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$325.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b>\$3350.00</b>

**Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$217.00</b>

**Optional fee-upon program completion**

NHA Certification Examinations	\$198.00 (non-refundable)
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**2017 Medical Administrative Assistant/Billing and Coding Specialist Program****Schedule**

Day program meets Monday-Thursday from 9:00am-1:00pm for 10 weeks.

**(May include some Fridays to make-up for Holidays)**

**Day program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks

**(May include some Fridays to make-up for Holidays)**

**Mid-day program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Evening program meets Monday- Thursday from 6pm-10pm for 10 weeks**

**(May include some Fridays to make-up for holidays)**

**Evening program Schedule 2017**

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st



## **Medical Assisting Program**

**Goals and Purpose:** This Medical Assisting Program **combines** both the **Clinical and Medical Administrative/Billing and Coding programs into one comprehensive program**. Medical Terminology and basic Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting as well as the Medical Administrative Assistant and Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory and practical instruction, a comprehensive overview of the role of the procedures of the Medical Assistant. There are no pre-requisites for this program.

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

MA, Medical Assistant, CMA, MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant, CMA, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendant

### **Module 1- Medical Administrative Assistant/Billing and Coding Specialist**

After successful completion of this program the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Demonstrate proper telephone handling techniques
- Compose and prepare medical correspondence
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment

- List the managed care models
- Apply the basic steps in coding diagnoses using the New ICD-10 coding system
- Explain the basic format of the CPT-4 system
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - ✓ Commercial fee-for-service
  - ✓ Blue Cross/Blue Shield
  - ✓ Medicare
  - ✓ Medicaid
  - ✓ CHAMPUS/CHAMPVA/TRICARE
  - ✓ Worker's Compensation
  - ✓ Disability Compensation

## **Module 2- Clinical Medical Assistant**

### **Outcomes and Objectives:**

At the end of the module, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check

- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one’s value to an employer

**Instructional Methods:**

- Instructor led Lecture
- Laboratory Skills Techniques Demonstration
- Return Demonstration
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours Module 1:**

<u>Topic</u> .....	<u>Hours</u>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3
11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5
15. Anatomy & Medical Terminology.....	40
16. HIPAA .....	6
17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims.....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding .....	8
21. Reimbursement & Coding Practice .....	8
22. CMS 1500 .....	8
23. Filing Commercial Claims.....	8
24. Blue Cross/Blue Shield.....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers’ Compensation .....	5

**Instructional Hours Module 2:**

<b>Topic .....</b>	<b>Hours</b>
1. The Medical Record.....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard.....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs.....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care.....	2
11. The Pediatric Exam.....	5
12. Assisting with Minor Office Surgery.....	4
13. Cardiopulmonary Procedures (EKG).....	5
14. Administration of Medication (IM, SQ, ID).....	5
15. Colon Procedures and Male Reproductive Health.....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology.....	4
20. Blood Chemistry & Serology.....	4
21. Medical Microbiology .....	4
22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Laboratory practice.....	40
25. Externship.....	160
200 didactic, 80 laboratory, 160 externship	Total Clock Hours – 440
	Quarter Credit Hours- 29

**Program Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella titer

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

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

The final course grade is based on theory grade for both modules and a “satisfactory” in student lab. Both modules must be passed to pass program.

**Module 1- Medical Administrative Assistant/Billing and Coding Specialist**

**Grading:**

12 MAA lecture quizzes, 25 pts each (300 pts).....	30%
Attendance, Participation, Employability(100 pts).....	10%
MAA homework(200 pts).....	20%
Computer Skills Lab 40 assignments, 5 pts each(200 pts).....	20%
MAA final exam(200 pts).....	20%
Total (1000 pts)	100%

**Module 2-Clinical Medical Assistant**

**Grading:**

12 CMA lecture quizzes, 25 pts each (300 points).....	30%
Attendance, Participation, Employability (100 points).....	10%
CMA Homework, 20 assignments, 10 pts each (200points).....	20%
Skills Lab Competency test .....	Pass/Fail
CMA final exam 200 questions, 2 pts each(400 points).....	40%
Total (1000 points)	100%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts)..	20%
Terminology final exam(200 pts).....	20%
Total(1000 pts)	100%

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

**Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of each module.

**Student Clinical Skills Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Student Computer Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

**2017 Medical Assistant Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$5700.00 (refundable)
Text Book	\$437.00 (refundable if unused)

STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$6212.00</u></b>
<b><u>Out of pocket expenses are approximate</u></b>	
Uniform/shoes	<u>\$30.00</u> (non-refundable)
Background check and drug screen	<u>\$102.00</u> (non-refundable)
BLS	<u>\$85.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$217.00</u></b>
<b><u>Optional fee- upon program completion</u></b>	
NHA Certification Examination	<u>\$377.00</u> (non-refundable)

## **2017 Medical Assistant Program Schedule**

**Day program meets Monday through Thursday from 9:00am-1:00pm for 20 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Mid-day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**Evening program meets Monday- Thursday from 6pm-10pm for 20 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Evening program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>  
Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>
- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

## **Medical Assisting with Phlebotomy**

**Goals and Purpose:** This Medical Assisting Program **combines the Clinical and Medical Administrative/Billing and Coding, EKG/ECG Technician, and Phlebotomy Technician programs into one comprehensive program.** Medical Terminology and basic Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting, Medical Administrative Assistant and Billing and Coding Specialist, EKG/ECG Technician, and CPT 1 offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory and practical instruction, a comprehensive overview of the role of the procedures of the Medical Assistant. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have a high school diploma or GED, have no felony convictions on their record and have passed an approved certification exam. This program is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and clinical instruction, training in venipuncture.

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

MA, Medical Assistant, CMA, MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant, CMA, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendent, CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

### **Outcomes and Objectives:**

#### **Module 1- Medical Administrative Assistant/Billing and Coding Specialist**

After successful completion of this program the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Demonstrate proper telephone handling techniques
- Compose and prepare medical correspondence

- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding diagnoses using the New ICD-10 coding system
- Explain the basic format of the CPT-4 system
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - ✓ Commercial fee-for-service
  - ✓ Blue Cross/Blue Shield
  - ✓ Medicare
  - ✓ Medicaid
  - ✓ CHAMPUS/CHAMPVA/TRICARE
  - ✓ Worker's Compensation
  - ✓ Disability Compensation

## **Module 2- Clinical Medical Assistant**

### **Outcomes and Objectives:**

At the end of the module, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions

- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one's value to an employer

### **Module 3-EKG/ECG Technician/Phlebotomy Technician 1**

#### **Outcomes and Objectives:**

At the end of the module, the student will be able to:

- Define the anatomy, physiology, and terminology of the coronary system.
- Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
- Understand the necessity and placement of 12-Lead EKG.
- Demonstrate performance and interpretation of 12-Lead EKG.
- Demonstrate how to take a blood pressure reading.
- Demonstrate how to obtain pulse and respiration assessment.
- Identify and troubleshoot the different kinds of artifact.
- Calculate heart rate and differentiate between types of rhythm regularity.
- Identify and interpret a variety of rhythms.
- Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
- State the criteria, interpretation and adverse effects of sinus and atrial rhythms.
- State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
- State the criteria, identification, and adverse effects for each type of AV block.
- Understand EKG changes associated with myocardial infarction.
- Identify the function, indication, and components of a pacemaker.
- Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
- Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
- Describe indications, contradiction, and demonstration of Holter monitoring.
- Explain basic anatomy and physiology of the circulatory system.
- Define "standard precautions" and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.

- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification
- Complete 48 hours of practical training in a classroom setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

**Instructional Methods:**

- Instructor led Lecture
- Laboratory Skills Techniques Demonstration
- Return Demonstration
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours Module 1:**

<u>Topic</u> .....	<u>Hours</u>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3
11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5
15. Anatomy & Medical Terminology.....	40
16. HIPAA .....	6

17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims.....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding .....	8
21. Reimbursement & Coding Practice .....	8
22. CMS 1500 .....	8
23. Filing Commercial Claims.....	8
24. Blue Cross/Blue Shield.....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers' Compensation .....	5

**Instructional Hours Module 2:**

<i>Topic</i> .....	<i>Hours</i>
1. The Medical Record.....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard.....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs.....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care.....	2
11. The Pediatric Exam.....	5
12. Assisting with Minor Office Surgery.....	4
13. Cardiopulmonary Procedures (EKG).....	5
14. Administration of Medication (IM, SQ, ID).....	5
15. Colon Procedures and Male Reproductive Health.....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology.....	4
20. Blood Chemistry & Serology.....	4
21. Medical Microbiology .....	4
22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Laboratory practice.....	40

**Instructional Hours Module 3:**

<i>Topic</i> .....	<i>Hours</i>
1. HIPAA Compliance .....	2
2. Infection Control.....	4
3. Coronary Anatomy and Physiology.....	8
4. Electrophysiology .....	4
5. Lead Morphology and Placement .....	4
6. Technical Aspects of the EKG.....	2
7. Calculating Heart Rate.....	4
8. How to Interpret a Rhythm Strip .....	4
9. Rhythms Originating In the Sinus Node.....	4
10. Rhythms Originating In the Atrium.....	4
12. Rhythms Originating In the Ventricles .....	4

14. Rhythm Practice Strips .....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction .....	2
17. Artificial Pacemakers.....	2
19. Cardiac Medications and Electrical Therapy.....	2
20. Diagnostic Electrocardiography.....	2
21. Electrocardiography Skills Practice.....	20
22. Infection Control and Safety Precautions .....	2
23. Anatomy and Physiology.....	2
24. Medical Terminology.....	1
25. Identification .....	1
26. Site Selection and Preparation .....	2
27. Blood Collection Equipment.....	4
28. Venipuncture.....	15
29. Skin Puncture.....	4
30. Post-Puncture Care.....	2
31. Error, Risks and Complications .....	2
32. Problem Solving .....	1
33. Communications, Stress, Behavior, Law and Ethics .....	3
34. Quality Assurance.....	1
35. Laboratory Practice.....	40
36. Externship.....	200
300 didactic, 140 laboratory, 200 externship Total Clock Hours – 640 Quarter Credit Hours-	43

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical:

- Diphtheria/Tetanus (DT) immunization within the last 10 years
- MMR titer or second dose
- Varicella
- Hepatitis B or signed waiver to refuse
- Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students during orientation.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade for all modules. All modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

**Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover

assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of each module.

**Student Clinical Skills Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Student Computer Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 200 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

## **2017 Medical Assisting with Phlebotomy Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$7950.00 (refundable)
Text Book	\$552.00 (refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$8577.00</b>

### **Out of pocket expenses are approximate**

Uniform/shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$217.00</b>

### **Optional fee- upon program completion**

NHA Certification Examination	\$647.00 (non-refundable)
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## **2017 Medical Assisting with Phlebotomy Program Schedule**

**Day program meets Monday through Thursday from 9:00am-1:00pm for 30 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Day program Schedule 2017**

Class begins Monday Oct. 9<sup>th</sup> through Thursday May 3<sup>rd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 30 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Mid-day program Schedule 2017**

Class begins Monday Oct. 9<sup>th</sup> through Thursday May 3<sup>rd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>

- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

### **Evening program meets Monday- Thursday from 6pm-10pm for 30 weeks**

**(May include some Fridays to make-up for Holidays)**

#### **Evening program Schedule 2017**

Class begins Monday Oct. 9<sup>th</sup> through Thursday May 3<sup>rd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

## **EKG/ECG Technician Course**

**Goals and Purpose:** Upon successful completion of this course, the student will receive a certificate of completion from Contra Costa Medical Career College. The course is designed to provide instruction in electrocardiography testing and interpretation procedures used in detecting heart disease and other cardiovascular disorders. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for certification by examination through the National Healthcareer Association (NHA). There are no pre-requisites for this course.

### **Standard Occupational Classification**

29-2031

### **Employment Positions**

EKG Technician, Cardiovascular Technologist, Cardiovascular Technician, Cardiac Catheterization Technologist

### **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

1. Define the anatomy, physiology, and terminology of the coronary system.
2. Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
3. Understand the necessity and placement of 12-Lead EKG.
4. Demonstrate performance and interpretation of 12-Lead EKG.
5. Demonstrate how to take a blood pressure reading.
6. Demonstrate how to obtain pulse and respiration assessment.
7. Identify and troubleshoot the different kinds of artifact.
8. Calculate heart rate and differentiate between types of rhythm regularity.
9. Identify and interpret a variety of rhythms.
10. Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
11. State the criteria, interpretation and adverse effects of sinus and atrial rhythms.

12. State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
13. State the criteria, identification, and adverse effects for each type of AV block.
14. Understand EKG changes associated with myocardial infarction.
15. Identify the function, indication, and components of a pacemaker.
16. Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
17. Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
18. Describe indications, contradiction, and demonstration of Holter monitoring.

**Instructional Units/Hours of Instruction:**

<i>Topic</i> .....	<i>Hours</i>
1. HIPAA Compliance .....	2
2. Infection Control .....	4
3. Coronary Anatomy and Physiology .....	8
4. Electrophysiology .....	4
5. Lead Morphology and Placement .....	4
6. Technical Aspects of the EKG.....	2
7. Calculating Heart Rate .....	4
8. How to Interpret a Rhythm Strip .....	4
9. Rhythms Originating In the Sinus Node .....	4
10. Rhythms Originating In the Atrium .....	4
12. Rhythms Originating In the Ventricles .....	4
14. Rhythm Practice Strips .....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction .....	2
17. Artificial Pacemakers.....	2
19. Cardiac Medications and Electrical Therapy .....	2
20. Diagnostic Electrocardiography.....	2
21. Electrocardiography Skills Practice .....	20
<b>60 didactic, 20 laboratory hours .....</b>	<b>Total Clock Hours – 80 Quarter Credit Hours-7</b>

**Instructional Method:**

- Lecture
- Demonstration
- Practical Laboratory
- Individualized Study
- Independent Research

**Methods of Evaluation:**

- Quizzes
- Exams
- Exercises
- Observation
- Self -Evaluation

**Course Requirements:**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B

- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

5 lecture quizzes, 30 pts each(150 points)...	50%
Affective evaluations/Lab check-offs.....	Must complete
Skills Lab Competency test.....	Pass /Fail
Final exam (150 pts).....	50%
<b>Total (300 pts)</b>	<b>100%</b>

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

**Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**2017 EKG/ECG Technician Course Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Tuition	<u>\$1500.00</u> (refundable)
Text Book	<u>\$50.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$1625.00</u></b>

**Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	<u>\$30.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$30.00</u></b>

**Optional fee-upon program completion**

NHA Certification Examination	<u>\$135.00</u> (non-refundable)
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**\*This Program has NOT been approved for Veterans training benefits.**

**2017 EKG/ECG Technician Course Schedule**

**Evening courses meet on Tuesdays and Thursdays from 6pm-10pm for 10 weeks**

**Evening course Schedule 2017**

Class begins Tuesday Aug. 1<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

Class begins Tuesday Oct. 10<sup>th</sup> through Tuesday Dec. 19<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day



## **Surgical Technology Program** **ABHES Accredited**

**Goals and Purpose:** The Contra Costa Medical Career College Surgical Technology Program is committed to providing an environment that facilitates student success in acquiring the theory and technical skills pertinent to a professional surgical technologist. Upon successful completion of the Surgical Technology program, the student will receive a certificate of completion from Contra Costa Medical Career College. The following courses are highly recommended but not required: anatomy, physiology, and medical terminology.

**Standard Occupational Classification**  
29-2055

### **Employment Positions**

Surgical Technologist, Surgical Scrub Technologist, Operating Room Technician, Certified Surgical Technologist, Scrub Technician

### **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Demonstrate the knowledge and skills to monitor assess and provide for the needs of the patient and the surgical team intra-operatively.
- Demonstrate the knowledge and skills to provide a safe Perioperative environment.
- Demonstrate a thorough knowledge of aseptic technique and principles.
- Demonstrate competency in the use of instrumentation and equipment used intra-operatively.
- Demonstrate a professional attitude in interactions with other members of the health care team and patients.
- Demonstrate knowledge of basic anatomy and physiology and pathophysiology as it relates to general surgical procedures and commonly performed specialty procedures.
- Integrate the surgical technology knowledge base in cognitive, affective and psychomotor domains; demonstrate skills following established criteria, protocols and objectives in the cognitive, affective and psychomotor domains
- Function safely, effectively and efficiently and exhibit ethical behavior in a surgical technologist role
- Describe actions and uses of anesthetic and pharmacological agents in the care of surgical patients

- Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a surgical technologist's perspective when working with patients, patients' significant others, colleagues and other members of a healthcare team, as well as other members of the community

**Instructional Methods:**

- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- Practical Laboratory
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

**SURGICAL TECHNOLOGY – PROGRAM LENGTH AND CREDIT**

	<u>Weeks</u>	<u>Clock Hours</u>	<u>Quarter Credit Hours</u>
<b>Didactic</b>	<b>16.5</b>	<b>576</b>	<b>57.50</b>
<b>Laboratory</b>	<b>6.5</b>	<b>224</b>	<b>11</b>
<b>Externship</b>	<b>14</b>	<b>560</b>	<b>19</b>
<b>Total</b>	<b>37</b>	<b>1360</b>	<b>87.50</b>

<u>COURSE #</u>	<u>COURSE</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
ST.1	Orientation	2	0
ST.2	Professional Practice	53.67	5.0
ST.3	Medical Terminology	53.67	5.0
ST.4	Microbiology	18.67	2.0
ST.5	Anatomy & Physiology 1	31.50	3.0
ST.6	Anatomy & Physiology 2	45.50	5.0
ST.7	Anatomy & Physiology 3	52.50	5.0
ST.8	Anatomy & Physiology 4	45.50	5.0
ST.9	Pharmacology & Anesthesia	38.50	3.0
ST.10	Patient Care Concepts	17.50	1.0
ST.11	Surgical Techniques 1	73.50	6.0
ST.12	Surgical Techniques 2	87.50	7.0
ST.13	Technological Sciences	31.50	2.5
ST.14	Surgical Procedures 1	66.50	5.0
ST.15	Surgical Procedures 2	87.50	7.0
ST.16	Surgical Procedures 3	94.50	7.5

<b>ST.17</b>	<b>Externship</b>	<b>560</b>	<b>18.5</b>
<b>Totals</b>		<b>1360</b>	<b>87.50</b>

### **ST.1 Orientation**

*Clock Hours: 2 Lecture*

*Quarter Credit Hours: 0*

*Prerequisites: Admittance into program*

This preliminary course will introduce the policies and procedures of Contra Costa Medical Career College and the surgical technology program. The student will be provided with information regarding requirements and materials required to successfully complete the surgical technology program. It is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study.

### **ST.2 Professional Practices**

*Clock Hours: 53.67 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1*

This course introduces professional management and employability skills that are necessary for the surgical technology profession. It elaborates on the importance of communication and teamwork while pointing out the ethical, moral, and legal issues involved in caring for patients. Recommended practices and legal elements of proper documentation are identified and positive risk management techniques are taught. This course also explains healthcare facility organization and management in detail. Additionally, the physical environment of the healthcare facility is described and hazard preparation is discussed.

### **ST.3 Medical Terminology**

*Clock Hours: 53.67 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2*

This course introduces medical terminology by focusing on the important word parts – common prefixes, suffixes, and word roots which provides a foundation for learning hundreds of medical terms. The students will be taught medical terminology by body system beginning with an overview of the terminology related to the body's structures and functions, proceeding to diseases and disorders, and ending with diagnostic procedures and treatments. This methodical approach to medical terminology will allow the students to master the necessary language to describe how the human body works, what goes wrong with it, and how we treat it.

### **ST.4 Microbiology**

*Clock Hours: 18.67 Lecture*

*Quarter Credit Hours: 2.0*

*Prerequisites: ST.1, ST.2, ST.3*

This introductory course provides students with an overview of microbes and process of infection. The student will be taught classification of organisms as well as cell theory. In addition, the student will learn about the tools for identifying microbes, the process of infection, disease prevention, immunity, and obtain knowledge of microorganisms and the diseases they cause.

### **ST.5 Anatomy & Physiology 1**

*Clock Hours: 31.50 Lecture*

*Quarter Credit Hours: 3.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4*

During this course the student will be introduced to the structure and function of the human body. The student will study the anatomy and physiology of the integumentary system and the skeletal system in which structural information and important functional concepts will be identified and discussed.

## **ST.6 Anatomy & Physiology 2**

*Clock Hours: 45.50 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5*

During this course the student will study the anatomy and physiology of the muscular system, nervous system, and endocrine system in which structural information and important functional concepts will be identified and discussed.

## **ST.7 Anatomy & Physiology 3**

*Clock Hours: 52.50 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6*

During this course the student will study the anatomy and physiology of blood, the cardiovascular system, the lymphatic system and immunity, and the respiratory system in which structural information and important functional concepts will be identified and discussed.

## **ST.8 Anatomy & Physiology 4**

*Clock Hours: 45.50 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7*

During this course the student will study the anatomy and physiology of the digestive system, urinary system, and reproductive systems in which structural information and important functional concepts will be identified and discussed.

## **ST.9 Pharmacology & Anesthesia**

*Clock Hours: 21 Lecture 17.50 Lab*

*Quarter Credit Hours: 3.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8*

This course focuses on the medication processes and the role of the surgical technologist in drug handling, as well as an emphasis of drugs used on the sterile field. The students will be provided with an introduction to the process of anesthesia and physiological monitoring. While in this course the student will also learn basic procedures and techniques in which the student may be required to assist. The primary purpose of this course is to familiarize the student with basic concepts and terms that are associated with pharmacology, anesthesia, and basic monitoring.

## **ST.10 Patient Care Concepts**

*Clock Hours: 10.50 Lecture 7 Lab*

*Quarter Credit Hours: 1.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9*

During this course the student will be taught to directly contribute to the patient's physical and psychosocial well-being by utilizing patient-centered care which encompasses therapeutic care, communication, and intervention specific to the unique needs of the patient. The student will also study and explore death and dying focusing on the social, personal, ethical, legal, and medical perspectives specifically.

## **ST.11 Surgical Techniques 1**

*Clock Hours: 38.50 Lecture 35 Lab*

*Quarter Credit Hours: 6.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10*

In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be

introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied.

### **ST.12 Surgical Techniques 2**

*Clock Hours: 45.50 Lecture 42 Lab*

*Quarter Credit Hours: 7.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11*

This course provides an introduction to hands-on technique necessary to ensure the safety of patients and surgical team during transferring, transporting, and positioning the surgical patient. In addition, students will be taught skin prep and draping guidelines that are presented in a timewise and stepwise way to help clarify who does what, and when. The student will be oriented to the flow of a surgical procedure from the time of preparation to the close of surgery. Postanesthesia Recovery will also be introduced, topics include: PACU facility, procedures, psychosocial care, postoperative complications, Elements of discharge planning, and unanticipated PACU outcomes.

### **ST.13 Technological Sciences**

*Clock Hours: 17.50 Lecture 14 Lab*

*Quarter Credit Hours: 2.5*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12*

This course introduces technology and medicine. Topics include: physics, information technology, energy sources in surgery, minimally invasive surgery (MIS), and robotic surgery. Students will be taught to use computers professionally in the Perioperative environment. This course will also cover common surgical devices that use electromagnetic energy as well as other types of energy utilized in the Perioperative environment.

### **ST.14 Surgical Procedures 1**

*Clock Hours: 35 Lecture 31.50 Lab*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13*

During this course the student will be oriented to commonly performed tests and diagnostic procedures, both invasive procedures and noninvasive procedures. Students will review the surgical anatomy involved in general, gynecological, obstetrical, and genitourinary surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

### **ST.15 Surgical Procedures 2**

*Clock Hours: 45.50 Lecture 42 Lab*

*Quarter Credit Hours: 7.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14*

Students will review the surgical anatomy involved in ophthalmic, ENT, oral maxillofacial, plastic, reconstructive, and orthopedic surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

### **ST.16 Surgical Procedures 3**

*Clock Hours: 59.50 Lecture 35 Lab*

*Quarter Credit Hours: 7.50*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15*

Students will review the surgical anatomy involved in peripheral vascular, thoracic, pulmonary, cardiac, pediatric, neuro, and emergency trauma surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

## **ST.17 Externship**

*Clock Hours: 560*

*Quarter Credit Hours: 18.50*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15, ST.16*

This course provides students with 560 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on the scrub and circulating roles of the surgical technologist. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required case loads and 560 externship hours.

### **Immunization Requirements:**

Students must provide proof of immunity for the following:

1. Proof of Varicella (Chicken Pox) immunity as shown by a serum titer containing immunity
2. Proof of a complete (3 injection series) Hepatitis B vaccination and a serum titer confirming immunity
3. Proof of Measles, Mumps and Rubella (MMR) immunity as shown by a serum titer confirming immunity to each disease
4. Proof of Tetanus vaccination within the last 10 years
5. Two negative TB Skin Tests (Mantoux PPD) within 6 months prior to the start of externship
6. BLS Certified, Healthcare Provider. (Offered at CCMCC)
7. Proof of medical insurance

**\*All students must be BLS Certified- for the healthcare provider**

**\*A mandatory background check and 2 drug screens are done on all students prior to externship placement.**

### **Grading Policy:**

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain a 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module.

### **Grades are as follows:**

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60 = F

***Below 80% is Failing!***

### **Grading Scale is as follows:**

Homework = 10% of total grade

Quizzes = 40% of total grade

Tests = 50% of total grade

### **Evaluation Method**

**Quizzes** will consist of multiple choice and true/false questions. Quizzes will cover classroom lectures, assigned readings, group activities, workbook materials, and clinical lab notes.

**Tests/Midterms/Final** will consist of multiple choice, true/false and short answer questions. Tests are cumulative in that each test will contain questions from material covered in all previous lectures within the present module. Tests will also cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes.

**Student Lab** will allow the student to demonstrate knowledge of lecture components by simulating surgical

skills and techniques in the presence of the instructor. A competency check list must be maintained throughout the course. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 560 hours of externship training are required. Externship sites will be arranged by CCMCC and assignments will be given out no later than 90 days after the last day of the course, or 90 days from the date in which all required paperwork/documents have been received, whichever is later.

**GRADUATION CRITERIA:**

Upon satisfactory completion of classroom/lab hours, passing each module with a B (80%) or better, and successful completion of required clinical externship hours the student will be **required** to take the certification exam provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)\*. Upon completion of the exam they will then receive a Certificate of Completion from Contra Costa Medical Career College, and upon passing the certification exam the student will receive a certificate which certifies them nationally as a Certified Surgical Technologist (CST) from the NBSTSA.

\*Please note that students will take the certification exam no more than 30 days prior to the completion of their clinical externship hours and no more than 30 days following the completion of their clinical hours.



**2017 Surgical Technology Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	\$125.00(non-refundable)
Tuition	\$14,500.00 (refundable)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$14,625.00</b>

**Out of pocket expenses are approximate (not paid to the institution)**

Text Book	\$500.00 (refundable if unused)
Uniform/ shoes	\$100.00(non-refundable)
Background check &drug screens	\$152.00(non-refundable)
BLS	\$85.00
Certification Examination	\$247.00(non-refundable)
<b>Total out of pocket expenses</b>	<b>\$1084.00</b>

**2017 Surgical Technician Program Schedule**

**The Didactic/Laboratory portion of the Program meets Monday through Friday from 9am-4:30pm for 800 hours. \*560 Externship hours to be arranged**

**Program Schedule 2017 (Didactic training), externship hours are to be arranged**

Class begins: June 26, 2017



## **Sterile Processing Technician Program**

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

### **Standard Occupational Classification**

31-9093

### **Employment Positions**

Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

### **Outcomes and Objectives:**

At the end of the course the participant will be able to successfully demonstrate:

- Decontamination procedures
- Preparation and packaging for sterilization
- Monitor the process of steam, dry heat, and liquid chemical sterilization
- Maintenance of product sterility through shelf-life/rotation
- Storage distribution, inspection and inventory control of supplies, instruments and equipment
- Medical Terminology

**Instructional Strategies:**

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Workbook/Homework Assignments
- Textbook Assignments
- Multimedia

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction to Central Service.....	3
2. Medical Terminology for Central Service Technicians.....	2
3. Anatomy for Central Service Technicians.....	7
4. Microbiology for Central Service Technicians.....	7
5. Regulations & Standards.....	5
6. Infection Prevention.....	4
7. Decontamination; Point of Use Preparation & Transport.....	4
8. Cleaning & Decontamination .....	2
9. Disinfection.....	6
10. Surgical Instrumentation.....	6
11. Complex Surgical Instruments.....	7
12. Assembly & Packaging.....	4
13. Point of Use Processing .....	5
14. High Temperature Sterilization.....	5
15. Low Temperature Sterilization .....	7
16. Sterile Storage & Transport .....	5
17. Monitoring & Record Keeping for Central Service.....	4
18. Quality Assurance .....	4
19. Managing Inventory Within the Central Service Department .....	2
20. The Role of Central Service in Ancillary Department Support.....	2
21. The Role of Information Technology in Central Service .....	3
22. Safety & Risk Management for Central Service.....	3
23. Success Through Communication.....	3
24. Personal & Professional Development.....	15
25. Laboratory Practice.....	285
<u>26. Externship.....</u>	<u>200</u>

115 didactic, 285 laboratory hours, 200 externship Total Clock Hours – 600 Quarter Credit Hours 32.25

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following by the first day:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse

4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year

5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students prior to placement in externship.**

### **Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-89 = B
- 70-79 = C (Any grade below 70 will result in a term action plan\*)
- 60-69 = D
- Below 60 = F

\*Any student falling below 70% in overall class grade will be counseled and a plan of action will be established. The student will be given sufficient time to raise his/her grade, otherwise will be dismissed from program.

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

Final Exam	30%
Final Instrumentation Exam	20%
7 Lecture quizzes	15%
7 Instrumentation quizzes	15%
Homework	5%
Project	5%
Major Tray Quiz	5%
Major Instrument Assembly	(Pass or Fail)
Instrument peel pack/wrap	(Pass or Fail)
<u>Attendance</u>	<u>5%</u>
Total	100%

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

Skills Lab Competency test Pass /Fail – all lab check offs must be completed to pass lab portion of class

### **Evaluation Method**

**Lecture-** Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

**Student Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be during and after classroom instruction.

400 hours of training is required by IAHCMM to be eligible to test for Certification. 200 hours is acquired in our fully functional Sterile Processing laboratory and 200 guaranteed hours at an externship site arranged by CCMCC. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the program, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2016-2017 Sterile Processing Technician Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Note: The maximum <b>non-refundable</b> registration fee allowed by VA is \$10.00	
Tuition	<u>\$2950.00</u> (refundable)
Text Book	<u>\$185.00</u> (refundable if unused)
Wonderlic exam	<u>\$10.00</u> (non-refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3220.00</u></b>

**Out of pocket expenses approximate (not paid to the institution)**

Uniform/ shoes /lab coat	<u>\$115.00</u> (non-refundable)
Background check and drug screen	<u>\$102.00</u> (non-refundable)
BLS	<u>\$85.00</u>
IAHCSMM exam (optional)	<u>\$125.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$427.00</u></b>

**2016-2017 Sterile Processing Technician Program Schedule**

**Day program will meet Monday through Thursday from 9am-2pm for 20 weeks**

**Day Program Schedule 2017**

Class begins Tuesday Sept. 5<sup>th</sup> through Tuesday Jan. 30<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving
- No class will be held Monday Dec. 25<sup>th</sup> and Tuesday Dec. 26<sup>th</sup> in observance of Christmas
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Years Day
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King, JR Day

**Evening program meets Monday through Thurs from 5pm-10pm for 20 weeks**

**Evening program Schedule 2017**

Class begins Monday July 3<sup>rd</sup> through Tuesday Nov. 21<sup>st</sup>

- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day

Class begins Monday Nov. 27<sup>th</sup> through April 23<sup>rd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving
- No class will be held Monday Dec. 25<sup>th</sup> and Tuesday Dec. 26<sup>th</sup> in observance of Christmas
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Years Day
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King, JR Day
- No class will be held Monday Feb. 19<sup>th</sup> in observance of President's Day



**DISINFECTION**



**ASSEMBLY**



**WRAP**

## **Pharmacy Technician Program**

**Goals and Purpose:** The Pharmacy Technician certificate program at Contra Costa Medical Career College will give you the tools to enter the healthcare world as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesalers industry. Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. As a Certified Pharmacy Tech, you'll receive and verify prescriptions and prepare patient medication. CCMCC's Pharmacy Technician classes will also train you to maintain client profiles and insurance claim forms. Pharmacy Techs are the key communication liaison between medical professionals, doctors, pharmacists and patients. This course is fully approved by the Ca. Board of Pharmacy to earn the title of Registered Pharmacy Technician. The state requires a minimum of 240 hours of training in the subject of Pharmacy Technician. In addition, participants will be qualified to apply to sit for the **OPTIONAL** National Certification Exam through the National Healthcareer Association. Upon successful completion of this exam, students will earn the credential CPhT. There are no prerequisites for this program.

**\*State registration will be denied if the applicant has any felony convictions on record.\*State registration is a requirement for completion of this program. It takes up to 90 business days after successful completion of all course requirements to obtain California State Registration. California State Registration is REQUIRED for Pharmacy Technician employment in the state of California.**

## **Standard Occupational Classification**

29-2052

### **Employment Positions**

Pharmacy Technician, Pharmacist Technician, Certified Pharmacy Technician

### **Outcomes and Objectives:**

At the end of the course the participant will be able to:

- Design a study plan that fits his or her learning style and personal commitments.
- Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
- Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
- Purchase pharmaceuticals, devices, and supplies according to an established plan.
- Control the inventory of medications, equipment, and devices according to an established plan.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
- Maintain the pharmacy equipment and facilities.
- Assist the pharmacist in preparing, storing, and distributing investigational medication products.
- Assist the pharmacist in monitoring medication therapy.
- Participate in the pharmacy department's process for preventing medication misadventures.
- Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
- Complete externship requirements including TB test, and CPR.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.
- Utilize networking, informational interviews and other resources to generate job interviews.
- Orally express one's goals, skills and personal qualities in a manner that makes one a desirable employee.
- Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
- Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
- Describe and apply several strategies for managing stress on the job, at school, at home.
- Complete National Certification Examination.
- Define medical terms and abbreviations used for inpatient pharmacy orders
- Demonstrate proper hand washing and sterile gloving techniques
- Describe and utilize Standard Precautions established by the Center for Disease Control.

- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Define injectable routes and administration systems for parenteral products.
- Describe horizontal and vertical laminar airflow hoods (LAH) and a high efficiency particulate air (HEPA) filters
- Perform aseptic technique in a horizontal LAH.
- Differentiate between varying directions for reconstituting a sterile drugs contained in a vial, calculate and prepare an ordered dose in a LAH.
- Calculate and prepare an ordered dose from a sterile drug contained in an ampule in the LAH.
- Describe the risks involved in cytotoxic drug preparation and list the steps inpreparing, handling and transporting cytotoxic drugs.
- Identify the components of a Chemo Spill Kit and a biological safety cabinet.
- Identify IV maintenance fluids and equipment.
- Calculate and set up a total parenteral nutrition (TPN) electrolyte pooling field in a LAH.
- Correctly fill out a TPN mixing report and prepare a TPN.
- Calibrate and operate an Automix® compounder using specific gravity.
- Calibrate and operate a Pharm Assist® repeater pump.
- Correctly apply the following formulas and calculations used in IV preparation and administration:
  1.  $D/H \times Q = X$
  2.  $V/C \times C = R$
  3. BSA(m<sup>2</sup>), (Body Surface area in m<sup>2</sup>)
  4. Safe Dose (when ordered in BSA)
  5. mL/h
  6. gtt/min
  7.  $mL/h / \text{drop factor constant} = \text{gtt/min}$

**Instructional Methods:**

- Lecture
- Individualized Study
- Small and Large Group Discussions
- Skills Demonstration
- Competency Check-off

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction.....	4
2. Law and Ethics.....	4
3. Medical/Pharmacological Terminology.....	10
4. Pharmacology .....	15
5. Practice Sites, Technology.....	6
6. Body Systems/Anatomy.....	15
7. Calculations.....	10
8. Receiving and Interpreting Medication Orders.....	15
9. Filling and Distributing Medication Orders.....	20
10. Intravenous Compounding.....	10
11. Over the Counter Medications .....	5

12. Purchasing, Inventory and Reimbursement .....	8
13. Study Skills .....	4
14. Communication Skills.....	10
15. Technician Issues .....	10
16. Professionalism and the Workplace.....	7
17. Resumes and interview techniques .....	1
18. Laboratory Practice .....	72
19. Externship .....	120
144 didactic, 72 laboratory hours, 120 externship .....	Total Clock Hours – 336
.....	Quarter Credit Hours 22
<b><u>*Waiting period for California State Registration.....up to 90 business days</u></b>	

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*A mandatory background check and drug screen is done on all students prior to externship placement.**

**\*All students must be BLS- for the healthcare provider Certified**



**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory/lab total points.

1. Theory/lab grade is determined by:

Sixteen lecture quizzes	50%	(must maintain 70% to continue program)
One Mid-term Exams	20%	
Homework/Attendance	5%	
Final Skills Lab Competency	Pass/Fail	(must pass to pass course)
<u>Final exam</u>	<u>25%</u>	
Total	100%	

2. Laboratory experience: You must successfully perform all clinical competencies in order to pass the course.
3. Clinical evaluations are graded on a Pass, Fail basis.

**\*State registration is a REQUIREMENT for completion of this program. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Registration. California State Registration is REQUIRED for Pharmacy Technician employment in California**

### **Evaluation Method**

**Lecture:** Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

**Student Lab:** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 120 hours of externship training are required by the state of California which must be completed no later than 11 weeks following the last day of didactic instruction. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2016-2017 Pharmacy Technician Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00 (non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$250.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b>\$3275.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes/lab coat	\$60.00 (non-refundable)
Background checks/passport photo and drug screen	\$176.00(non-refundable)
BLS	\$85.00 (non-refundable)
State registration application fee	\$140.00 (non-refundable)
Self-Query fee req. for Ca. state license	\$16.00 (non-refundable)
<b>Total out of pocket expenses</b>	<b>\$477.00</b>

### **Optional fee- upon program completion (Not required for state registration)**

Certification Examination	\$135.00(non-refundable)
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## **2016-2017 Pharmacy Technician Program Schedule**

**Day Classes are held Mon, Wed and Friday from 9am-1pm for 18 weeks.**

### **Day program Schedule 2017**

Class begins Monday July 3<sup>rd</sup> through Monday Nov. 6<sup>th</sup>

- No class will be held Sept. 4<sup>th</sup> in observance of Labor Day

Class begins Monday Nov. 13<sup>th</sup> through Wednesday Mar. 28<sup>th</sup>

- No class will be held Nov. 24<sup>th</sup> in observance of Thanksgiving Day
- No class will be held Dec. 25<sup>th</sup> in observance of Christmas Day
- No class will be held Jan. 1<sup>st</sup> in observance of New Year's Day

- No class will be held Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day
- No class will be held Feb. 19<sup>th</sup> in observance of Presidents' Day

**Evening classes are held Monday, Wednesday, and Thursday evenings from 6-10pm for 18 weeks.**

**Evening program Schedule 2016-2017**

Class begins on Monday July 31<sup>st</sup> through Wednesday Dec. 6<sup>th</sup>

- No class will be held Sept. 4<sup>th</sup> in observance of Labor Day
- No class will be held Nov. 23<sup>rd</sup> in observance of Thanksgiving Day

Class begins on Monday Dec. 11<sup>th</sup> through Monday Apr. 23<sup>rd</sup>

- No class will be held Dec. 25<sup>th</sup> in observance of Christmas
- No class will be held Jan. 1<sup>st</sup> in observance of New Year's Day
- No class will be held Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day
- No class will be held Feb. 19<sup>th</sup> in observance of Presidents' Day

**\*State registration is a REQUIREMENT for completion of this program. It takes up to 90 business days for the California Board of Pharmacy to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your application. California State Registration is REQUIRED for Pharmacy Technician employment in the state of California**

### **Diagnostic Medical Sonography Program**

**Goals and Purpose:** The Diagnostic Medical Sonography (DMS) Program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner. A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service; as a free-lance sonographer; or as a traveling sonographer. It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardio Vascular Credentialing (CCI). Depending upon the graduate's prior education and experience, he or she may be eligible to sit for EITHER the CCI examination OR the ARDMS examination upon graduation, as prerequisites for these examinations are currently written. The graduate of the DMS program must pass all core theory and laboratory courses, and clinical externship courses with a grade of 80% or better to complete the program.

### **Standard Occupational Classification**

29-2032

### **Employment Positions**

Echocardiographer, Ultrasound Technologist, Registered Diagnostic Medical Sonographer

### **Outcomes and Objectives:**

*Upon successful completion of the program, graduates will:*

- Demonstrate the ability to efficiently perform basic abdominal and small parts, pelvic, obstetrical, and cardiac ultrasound examinations at an acceptable level of competence.
- Correlate ultrasound images with clinical findings, patient history, and pertinent pathophysiology.
- Possess the knowledge, skills and abilities of the student sonographer in caring for the ill patient.
- Demonstrate the ability to promote good interpersonal relations with members of the health team.
- Possess a medical and professional sense of values and a concern for public health and safety.
- Have an awareness of the responsibilities and limitations of the role of the sonographer and to be able to function within these limits.
- Understand the importance of continued personal and educational growth.
- Recognize and appreciate the cost, preparation, maintenance and care of sophisticated instrumentation found within the ultrasound department.

- Be prepared to successfully complete the registry examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) in the areas of Abdominal, OB/GYN, and Adult Echocardiography.

**Instructional Methods:**

- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- Practical Laboratory
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

***Program Admissions Requirements:***

1. Must be at least 18 years of age
2. High School Diploma or equivalent
3. An Associate of Arts or Associate of Science degree (or higher) in any discipline.  
A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
4. Successful completion of the following pre-requisite courses. Academic requirements specified below must be completed at a regionally accredited institution: Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. CCMCC does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits.
  - Human Anatomy & Physiology with a lab
  - Medical Terminology
  - General Physics (topics must include sound waves, heat, light, and motion)
  - Oral Communication (i.e. Speech)
  - Written Communication
  - College Algebra or higher level mathematics

Course work must be college level, completed and documented on an officially sealed transcript.
5. WONDERLIC SLE admissions score of 17 or higher

6. Criminal history background check – Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the ARDMS at [www.ardms.org](http://www.ardms.org), as to your eligibility to apply for ARDMS examination. Students who wish to sit for the CCI examination must seek clarification from CCI at [www.cci-online.org](http://www.cci-online.org).
7. Health screenings and immunizations (prior to program admission). Note: TB testing is required just prior to placement into clinical externship.
8. Physical Requirements You must be physically able to:
  - Stand/walk up to 8 hours during an 8-hour shift
  - Lift/move a maximum of a 290-pound patient in a 2-person/3-person transfer
  - Operate and manipulate all sonography equipment
  - Reach forward 18 inches holding an object up to 15 pounds
  - Bend, crouch, or stoop 20 times per hour
  - Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building
  - Move loads of up to 45 pounds 25 times per hour
  - Adequately differentiate sonographic images with subtle gray-scale and color distinctions
  - Adequately distinguish audible sounds in a Doppler signal
9. Drug and alcohol testing (required by CCMCC and the clinical externship sites prior to placement)
10. Current BLS for the Healthcare Provider certification through the American Heart Association.

***Diagnostic Medical Sonography***

<b>Module #</b>	<b>Course Title</b>	<b>Week #</b>	<b>Total Clock hours</b>	<b>Quarter Credit Units</b>
Module 1	DMS 100- Fundamentals of Sonography DMS 101- Physical Principals & Instrumentation of ultrasound (12 weeks)	1-12	240	18.5
Module 2	DMS 200- Professional Aspects of Sonography DMS 201- Abdominal & Small parts Ultrasound Imaging (12 weeks)	13-24	240	18.5
Module 3	DMS 300- Patient Care for Sonographers DMS 301- Obstetrics & Gynecology Ultrasound Imaging (12 weeks)	25-36	240	18.5
Module 4	DMS 400- Patient Interaction DMS 401- Vascular Sonography (12 weeks)	37-48	240	18.5
Module 5	DMS 500- Clinical Externship I DMS 501- Clinical Externship II (24 weeks)	49-72	960	32.0

***Diagnostic Medical Sonography***

<b>Course #</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Clock hours</b>	<b>Quarter Credit Units</b>

DMS100	Fundamentals of Sonography	48	0	0	48	4.5
DMS101	Physical Principals & Instrumentation	96	96	0	192	14.0
DMS200	Professional Aspects of Sonography	48	0	0	48	4.5
DMS201	Abdominal & Small parts Ultrasound Imaging	96	96	0	192	14.0
DMS300	Patient Care for Sonographers	48	0	0	48	4.5
DMS301	Obstetrics & Gynecology Ultrasound Imaging	96	96	0	192	14.0
DMS400	Patient Interaction	48	0	0	48	4.5
DMS401	Vascular Sonography	96	96	0	192	14.0
DMS500	Clinical Externship I	0	0	480	480	16.0
DMS501	Clinical Externship II	0	0	480	480	16.0
Totals		576	384	960	1920	106

***DMS Program Descriptions:***

***MODULE 1***

***DMS 100 – FUNDAMENTALS OF SONOGRAPHY***

Prerequisites: Successful admission into the program Co-requisite: Concurrent Module 1 courses

Total Clock Hours: 48

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques.

***DMS 101 – PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND***

Prerequisites: Successful admission into the program Co-requisite: Concurrent Module 1 courses

Total Clock Hours: 192

This course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, transducer operating principles and composition, the components of the ultrasound imaging unit, common artifacts in imaging, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound machine.

***MODULE 2***

***DMS 200 – PROFESSIONAL ASPECTS OF SONOGRAPHY***

Prerequisites: Successful completion of Module 1 courses Co-requisite: Concurrent Module 2 courses

Total Clock Hours: 48

The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing and interview techniques.

***DMS 201 – ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING***

Prerequisites: Successful completion of Module 1 courses Co-requisite: Concurrent Module 2 courses Total Clock Hours: 192

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture

component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist.

### **MODULE 3**

#### **DMS 300 – PATIENT CARE FOR SONOGRAPHERS**

Prerequisites: Successful completion of Module 2 courses Co-requisite: Concurrent Module 3 courses Total Clock Hours: 48

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, and emergency medical situations.

#### **DMS 301 – OBSTETRICS AND GYNECOLOGY ULTRASOUND IMAGING**

Prerequisites: Successful completion of Module 2 courses Co-requisite: Concurrent Module 3 courses Total Clock Hours: 192

This course will confer a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center upon the normal and pathological conditions of the uterus, ovaries and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the reading radiologist.

### **MODULE 4**

#### **DMS 400 – PATIENT INTERACTION**

Prerequisites: Successful completion of Module 1-3 courses, Co-requisite: Concurrent Module 4 courses Total Clock Hours: 48

Students will learn how to communicate with patients and other health care professionals, care for those with special needs, prepare the patient for different types of ultrasound examinations, recognize laboratory values that pertain to specific ultrasound examinations, and examine the role of different imaging modalities in patient diagnosis.

#### **DMS 401 – VASCULAR SONOGRAPHY**

Prerequisites: Successful completion of Module 1-3 courses, Co-requisite: Concurrent Module 4 courses Total Clock Hours: 192

This course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to instruct the student to ultrasound studies performed in the practice of vascular ultrasound imaging.

### **MODULE 5**

#### **DMS 500 – CLINICAL EXTERNSHIP 1**

Prerequisites: Successful completion of Module 1-4 courses, Co-requisite: None Total Clock Hours: 480

During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound

imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

### ***DMS 501 – CLINICAL EXTERNSHIP 2***

Prerequisites: Successful completion of Module 1-4 courses, Co-requisite: None

Total Clock Hours: 480

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

\*A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).

### **Immunization Requirements:**

Students must provide proof of immunity for the following:

1. Proof of Varicella (Chicken Pox) immunity as shown by a serum titer containing immunity
2. Proof of a complete (3 injection series) Hepatitis B vaccination and a serum titer confirming immunity
3. Proof of Measles, Mumps and Rubella (MMR) immunity as shown by a serum titer confirming immunity to each disease
4. Proof of Tetanus vaccination within the last 10 years
5. Two negative TB Skin Tests (Mantoux PPD) within 6 months prior to the start of externship
6. BLS Certified, Healthcare Provider. (Offered at CCMCC)
7. Proof of medical insurance

**\*All students must be BLS Certified- for the healthcare provider**

**\*A mandatory background check and drug screen are done on all students prior to externship placement.**

### **Grading Policy:**

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain an 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the program. Grades are based on the student's work in the didactic (classroom setting. Students must obtain a minimum average grade of 80% in didactic courses. Laboratory and clinical education is graded on a Pass/Fail basis. Students must pass the laboratory and clinical portions of the program to graduate.

### **Grading System**

A+	4.0	99 - 100%
A	3.9	96 - 98%
A-	3.7	94 - 95%
B+	3.3	92 - 93%
B	3.0	89 - 91%
B-	2.7	87 - 88%
C+	2.3	85 - 86%
C	2.0	82 - 84%
C-	1.7	80 - 81%
F	0	Below 80%

## **Evaluation Method**

**Quizzes** will consist of multiple choice and true/false questions. Quizzes will cover classroom lectures, assigned readings, group activities, workbook materials, and clinical lab notes.

**Tests/Midterms/Final** will consist of multiple choice, true/false and short answer questions. Tests are cumulative in that each test will contain questions from material covered in all previous lectures within the present module. Tests will also cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes.

**Student Lab** will allow the student to demonstrate knowledge of lecture components by simulating physical therapist assistant skills and techniques in the presence of the instructor. A competency check list must be maintained throughout the course. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 960 hours of externship training are required. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2018 Diagnostic Medical Sonography Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$125.00(non-refundable)
Tuition	\$19,500.00 (refundable)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$19,625.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Text Books	\$500.00 (refundable if unused)
Uniform/ shoes	\$100.00(non-refundable)
Background check &drug screen	\$152.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$1084.00</b>
Certification Examination	\$247.00(non-refundable)

### **Optional Fee- upon program completion**

## **2018 Diagnostic Medical Sonography Program Schedule**

**The Didactic/Laboratory portion of the Program meets Monday through Thursday from 9am-2:30pm for 48 weeks (960 hours). Externship schedule varies however you will be attending 40 hours each week for 24 weeks. \*960 Externship hours to be arranged**

## **2018 class schedule**

Class begins: April 30<sup>th</sup>, 2018

### **Physical Therapist Assistant Program**

**Goals and Purpose:** The Contra Costa Medical Career College Physical Therapist Assistant Program is committed to providing an environment that facilitates student success in acquiring the theory and technical skills pertinent to a professional Physical Therapist Assistant. The program prepares students for entry-level positions leading to careers or career advancement in a number of health care facilities including hospitals, medical centers, skilled nursing facilities, outpatient clinics, private practices. The program includes 640-hours of clinical experiences that must be completed prior to graduation. Upon successful completion of the Physical Therapist Assistant program, the student will receive a certificate of completion from Contra Costa Medical Career College. The graduate will be eligible to take the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE), which relates to the practice of physical therapy in California, to obtain licensure, as required for the practice of physical therapy assisting. The following courses are pre-requisites and must be completed prior to submitting an application for consideration into the program:

#### **Standard Occupational Classification**

31-2021

#### **Employment Positions**

Physiotherapy Assistant, Licensed Physical Therapist Assistant

#### **Outcomes and Objectives:**

*Graduates of the program in Physical Therapist Assistant will meet the following program objectives:*

1. Practice in safe, competent, legal and ethical manner, under the supervision of a physical therapist.
2. Students will have the capability to be successful on the PTA licensure exam, and acquire an entry-level position as a PTA.
3. Provide competent and compassionate patient care.
4. Demonstrate ability to implement interventions as developed by the supervising physical therapist for all patients in their care.
5. Demonstrate appropriate problem solving and critical thinking within the scope of work as a Physical Therapist Assistant.
6. Seek to advance their competence through the pursuit of lifelong learning.

#### **Instructional Methods:**

- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- Practical Laboratory
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

<b>Module 1 (16 weeks) PTA Foundations</b>						
<b>Course</b>	<b>Course #</b>	<b>Theory (Clock hours)</b>	<b>Lab (Clock hours)</b>	<b>Clinical (Clock hours)</b>	<b>Total clock hours</b>	<b>Quarter Credits</b>
Applied Clinical Anatomy I (with lab)	PTA100	48	32	0	80	5.5
Physical Therapist Assisting Procedures	PTA110	48	48	0	96	7.0
Pathophysiology	PTA120	48	0	0	48	4.5
Kinesiology (with lab)	PTA130	48	48	0	96	7.0
<b>Module 1 total</b>		192	128	0	320	24.0

<b>Module 2 (16 weeks) PTA Orthopedics</b>						
<b>Course #</b>	<b>Course</b>	<b>Theory (Clock hours)</b>	<b>Lab (Clock hours)</b>	<b>Clinical (Clock hours)</b>	<b>Total clock hours</b>	<b>Quarter Credits</b>
Physical Agents I (with lab)	PTA200	48	48	0	96	7.0
Applied Clinical Anatomy II (with lab)	PTA210	48	48	0	96	7.0
Orthopedics Rehabilitation	PTA220	48	48	0	96	7.0

Human Development	PTA230	32	0	0	32	3.0
<b>Module 2 total</b>		176	144	0	320	24.0

<b>Module 3 (16 weeks) PTA Rehabilitation</b>						
<b>Course</b>	<b>Course #</b>	<b>Theory (Clock hours)</b>	<b>Lab (Clock hours)</b>	<b>Clinical (Clock hours)</b>	<b>Total clock hours</b>	<b>Quarter Credits</b>
Physical Agents II (with lab)	PTA300	32	32	0	64	4.0
Neuro-Rehabilitation Techniques (with lab)	PTA310	48	48	0	96	7.0
Orthotics & Prosthetics (with lab)	PTA320	16	16	0	32	1.0
Fundamentals of Pediatric Rehabilitation (with lab)	PTA330	16	16	0	32	1.0
PTA Evidence Based Practice/ Clinical Seminar	PTA340	48	48	0	96	7.0
<b>Module 3 total</b>		148	172	0	320	20.0

<b>Module 4 (16 weeks) PTA Core Clinical Rotation</b>						
<b>Course</b>	<b>Course #</b>	<b>Theory (Clock hours)</b>	<b>Lab (Clock hours)</b>	<b>Clinical (Clock hours)</b>	<b>Total clock hours</b>	<b>Quarter Credits</b>
Clinical Experience 1	PTA400	0	0	320	320	10.0
Clinical Experience 2	PTA410	0	0	320	320	10.0
<b>Module 4 total</b>		48	0	640	640	21.0

\*A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).

**Totals:**

**1600- Clock Hours**

**90-Quarter Credits**

**64 weeks (16 months)**

***PHYSICAL THERAPIST ASSISTANT COURSE DESCRIPTIONS:***

**MODULE 1-FUNDAMENTALS**

***APPLIED CLINICAL ANATOMY with LAB – PTA 100***

Prerequisite: None, Co-requisite: Concurrent Module 1 Courses

Total clock hours: 80

This course provides skeletal anatomy concepts necessary to implement procedures utilized in physical therapy

practice. Provides the technical and data collection knowledge necessary to assist a physical therapist with goniometry. Provides the skills necessary for palpation of bony landmarks. Prepares the student to perform PROM and goniometric measurements. Prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

### ***PHYSICAL THERAPIST ASSISTING PROCEDURES– PTA 110***

Prerequisites: Module 1, Co-requisite: Concurrent Module 1 Courses Total clock hours: 96

This course introduces basic principles of patient mobility. It focuses on the analysis of gait, gait training, use of assistive devices, patient transfers, postural assessment, balance and flexibility. During the lab portion of this course the student will perform and instruct basic therapeutic exercise, activities of daily living, kinematic gait analysis, gross postural assessment, transfer techniques, and gait training with assistive devices. Students also receive instruction in First Aid, Basic Life Support (BLS) for healthcare providers, vital signs, and the Heimlich maneuver.

### ***PATHOPHYSIOLOGY – PTA 120***

Prerequisites: Module 1, Co-requisite: Concurrent Module 1 Courses Total clock hours: 48

This course is a systems overview of the changes in body tissues and organs that cause or result from common health conditions. The course focuses on the disease processes; medical and pharmacological treatments; the implications for the movements system and physical therapy interventions; and the impairments associated with health conditions related to the immune, integumentary, endocrine, cardiovascular, hematologic, respiratory, gastrointestinal, renal, hepatic, pancreatic, metabolic and psychological body systems.

### ***KINESIOLOGY with Lab – PTA 130***

Prerequisites: Module 1, Co-requisite: Concurrent Module 1 Courses Total clock hours: 96

This course introduces the student to the science of human movement. Students evaluate biomechanical forces on the body; concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system, and covers the technical and data collection skills necessary to assist a physical therapist with goniometry and muscle testing. Prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

## **MODULE 2- ORTHOPEDICS**

### ***PHYSICAL AGENTS I with LAB – PTA 200***

Prerequisites: Module 1, Co-requisite: Concurrent Module 2 Courses Total clock hours: 96

This course emphasizes physical therapy treatments using physical agents, the use and application of mechanical forces like traction and compression using both equipment and manual techniques including soft tissue mobilization and therapeutic massage, deep thermotherapy, cryotherapy and more. The indications, contraindications, applications, and patient responses to modalities performed in physical therapy are examined. Emphasis is placed on safe use of equipment, patient safety, and documentation.

### ***APPLIED CLINICAL ANATOMY II with Lab – PTA 210***

Prerequisites: Module 1, Co-requisite: Concurrent Module 2 Courses Total clock hours: 96

This course provides the muscular anatomy and neuro-anatomy concepts necessary to implement procedures utilized in physical therapy practice. It provides the technical and data collection knowledge necessary to assist a physical therapist with manual muscle testing. It prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

### ***ORTHOPEDIC REHABILITATION with Lab – PTA 220***

Prerequisites: Module 1, Co-requisite: Concurrent Module 2 Courses Total clock hours: 96

This course introduces common orthopedic injuries and disabilities that affect adults and children. Provides entry-level principles and rationale needed to administer rehabilitation exercise programs for orthopedic

conditions. Provides entry-level technical skills needed to administer rehabilitation exercise programs for orthopedic conditions. Prepares the student to perform physical therapist's plan of care, under the direct supervision of the physical therapist.

***HUMAN DEVELOPMENT- Topics in Pediatrics & Geriatrics – PTA 230***

Prerequisites: Module 1, Co-requisite: Concurrent Module 2 Courses Total clock hours: 32

This first part of this course provides theory in and observation of normal and abnormal physical development from birth through adolescence.

The second part of this course provides theory and clinical application of normal and abnormal physical and cognitive development in the aging process and focus on a geriatric client. This course prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

**MODULE 3- REHABILITATION**

***PHYSICAL AGENTS II with Lab– PTA 300***

Prerequisites: Module 1 – Module 2, Co-requisite: Concurrent Mod 3 Courses Total clock hours: 64

This course provides the theory and principles necessary to understand electrical stimulation and other advanced modalities. It provides the technical skills necessary to perform electrical stimulation and other advanced modalities. This course prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

***NEURO-REHABILITATION TECHNIQUES with Lab – PTA 310***

Prerequisites: Module 1 – Module 2, Co-requisite: Concurrent Mod 3 Courses Total clock hours: 96

This course studies the advanced theory and treatment of patients with diagnosis of stroke, spinal cord injury, traumatic brain injury, as well as the treatments of sensor motor facilitation and inhibition techniques. It prepares student to utilize and perform treatment techniques for patients diagnosed with stroke, spinal cord injury, and traumatic brain injury. It also prepares students to perform sensory motor facilitation and inhibition techniques. This course prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

***ORTHOTICS & PROSTHETICS – PTA 320***

Prerequisites: Module 1 – Module 2, Co-requisite: Concurrent Mod 3 Courses Total clock hours: 32

This course promotes understanding of orthotic and prosthetic technologies. It studies appropriate use of these technologies. This course will prepare students to utilize orthotics and prosthetics, as well as to instruct patients to use this equipment. It prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

***FUNDAMENTALS OF PEDIATRIC REHABILITATION with Lab– PTA 330***

Prerequisites: Module 1 – Module 2, Co-requisite: Concurrent Mod 3 Courses Total clock hours: 32

Introduces students to various aspects of pediatric rehabilitation techniques for orthopedic and neurological disorders. Assesses abnormal behavior and discusses treatment techniques to enhance motor functions. Covers required documentation, legislative issues, and current topics related to providing physical therapy services for children. Prepares students to perform pediatric rehabilitation techniques for orthopedic and neurological disorders. Improves independence and function of the child by assessing equipment needs, utilizing adaptive devices, specific positioning techniques, and utilizing treatment techniques to enhance motor functions. Prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

***PTA EVIDENCE BASED PRACTICE/CLINICAL SEMINAR – PTA 340***

Prerequisites: Module 1 – Module 2, Co-requisite: Concurrent Mod 3 courses Total clock hours: 96

This course introduces the use of Evidence Based Practice (EBP) in Physical Therapy. Focuses on defining EBP, designing clinical questions and searching common physical therapy research databases to support clinical decision making in the treatment of patients. Presents and utilizes basic research designs. Includes practical application of a clinical situation. This course also studies professional, ethical, legal, and diversity issues related to clinical practice. It analyzes continuity and change in the health care system. This course introduces students to the American Physical Therapy Association (APTA) and the concepts of teaching and learning. Students expand their knowledge, skill and ability in providing the safe, ethical, legal and value-based behaviors needed for effective patient care within the context of the current healthcare system. Emphasis is placed on understanding the U.S. healthcare models, government influences and jurisdiction practice acts; duty to patients, employers and the profession; as well as the use of technology in effective written, oral and visual communication. Students will utilize all previously learned PTA skills and knowledge to demonstrate clinical reasoning, competence and readiness for PTA 400 Clinical Experience I. The course prepares the student to perform physical therapy intervention as part of a physical therapist's plan of care, under the direction and supervision of the physical therapist.

#### **MODULE 4- CLINICAL ROTATIONS** **CLINICAL EXPERIENCE I – PTA 400**

Prerequisites: Modules 1 – 3, Co-requisite: Mod 4 courses

Total clock hours: 320

This course is the first clinical experience. Students are expected to demonstrate the skills, knowledge and behaviors by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant. Students have completed all didactic courses and should be near the entry-level expectations of a PTA at the conclusion of the experience.

#### **CLINICAL EXPERIENCE II – PTA 410**

Prerequisites: Modules 1 - 3, PTA 400, Co-requisite: Mod 4 courses

Total clock hours: 320

This course is the culminating clinical experience. Students are expected to demonstrate the skills, knowledge and behaviors expected of an entry-level physical therapist assistant by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant.

#### **Immunization Requirements:**

Students must provide proof of immunity for the following:

1. Proof of Varicella (Chicken Pox) immunity as shown by a serum titer containing immunity
2. Proof of a complete (3 injection series) Hepatitis B vaccination and a serum titer confirming immunity
3. Proof of Measles, Mumps and Rubella (MMR) immunity as shown by a serum titer confirming immunity to each disease
4. Proof of Tetanus vaccination within the last 10 years
5. Two negative TB Skin Tests (Mantoux PPD) within 6 months prior to the start of externship
6. BLS Certified, Healthcare Provider. (Offered at CCMCC)
7. Proof of medical insurance

**\*All students must be BLS Certified- for the healthcare provider**

**\*A mandatory background check and drug screen are done on all students prior to externship placement.**

#### **Grading Policy:**

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain an 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the program. Grades are based on the student's work in the didactic (classroom setting). Students must obtain a minimum average grade of 80% in didactic courses. Laboratory and clinical education is graded on a Pass/Fail basis. Students must pass the laboratory and clinical portions of the program to graduate.

#### **Grading System**

A+	4.0	99 - 100%
A	3.9	96 - 98%
A-	3.7	94 - 95%
B+	3.3	92 - 93%
B	3.0	89 - 91%
B-	2.7	87 - 88%
C+	2.3	85 - 86%
C	2.0	82 - 84%
C-	1.7	80 - 81%
F	0	Below 80%

### **Evaluation Method**

**Quizzes** will consist of multiple choice and true/false questions. Quizzes will cover classroom lectures, assigned readings, group activities, workbook materials, and clinical lab notes.

**Tests/Midterms/Final** will consist of multiple choice, true/false and short answer questions. Tests are cumulative in that each test will contain questions from material covered in all previous lectures within the present module. Tests will also cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes.

**Student Lab** will allow the student to demonstrate knowledge of lecture components by simulating physical therapist assistant skills and techniques in the presence of the instructor. A competency check list must be maintained throughout the course. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 640 hours of externship training are required. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

### **2018 Physical Therapist Assistant Program Fees**

#### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$125.00(non-refundable)
Tuition	\$19,500.00 (refundable)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$19,625.00</b>

#### **Out of pocket expenses are approximate (not paid to the institution)**

Text Books	\$500.00 (refundable if unused)
Uniform/ shoes	\$100.00(non-refundable)
Background check &drug screen	\$152.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$1084.00</b>
Certification Examination	\$247.00(non-refundable)

#### **Optional Fee- upon program completion**

### **2018 Physical Therapist Assistant Program Schedule**

The Didactic/Laboratory portion of the Program meets Monday through Thursday from 9am-2:30pm for 48 weeks (960 hours). Externship schedule varies however you will be attending 40 hours each week for 16 weeks. \*640 Externship hours to be arranged

**2018 class schedule**

Class begins: August 27<sup>th</sup>, 2018

***A Message from the CEO/Campus Director –***

*Thank you for choosing Contra Costa Medical Career College for your entrance into the Allied Health Profession. I am honored and proud that you have selected this institution to pursue your higher education goals. Our faculty and staff are proud of CCMCC and ALL it stands for. We take the success of our students personally, and are very committed to meeting the needs of each of you who enroll at the college.*

*A primary goal of the college is to produce an educated, responsible member of society equipped with the skill sets and principals needed to be an exceptional, efficient and safe health care provider. Our faculty is exceptional and work diligently to engage students in the teaching and learning process. Our staff is dedicated to ensuring that every student has the best opportunity in success in the completion of their educational objective. Students are encouraged to pursue their academic interests with the sincere support of our faculty and staff.*

*The physical environment of our brand new facility with its new and up to date equipment creates an environment where a student may apply him/herself and reach their true potential.*

*I would like to thank you again for choosing our college and we look forward to serving you.*

*Sincerely,*

*Stacey Orozco, RN*

*Stacey Orozco RN, Founder/Director Contra Costa Medical Career College*



**ACCET** ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING





[www.cmcc.edu](http://www.cmcc.edu)

# *Contra Costa Medical Career College*

## *General Catalog*



**October 15, 2016–October 15, 2017**

### **Notice for Students**

This catalog is the official publication of the programs, policies, and requirements of Contra Costa Medical Career College. Students enrolling in Contra Costa Medical Career College are subject to these provisions and should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of Contra Costa Medical Career College. Prior to enrollment students will be given a copy of this catalog either in writing or electronically. Enrollment at Contra Costa Medical Career College constitutes an agreement to abide by its rules and regulations and failure to read this catalog does not excuse students from such rules and regulations.

**Publication Date of Catalog October 15<sup>th</sup>, 2016**

### **Licensure and Accreditation**

**National Institutional Accreditation was granted on 4/15/2013 from the Accrediting Council for Continuing Education and Training (ACCET). ACCET is recognized by the Department of Education.**

The California Department of Health Services Field and Laboratory Division, The California State Board of Pharmacy, and the California Board of Licensed Vocation Nursing and Psychiatric Technicians has granted programmatic approvals.

**CCMCC is a private institution which received FULL approval to operate from the California State Bureau for Private Postsecondary Education on July 5<sup>th</sup>, 2011. The approval to operate means Contra Costa Medical Career College is in compliance with California State standards as set forth in the Education Code. CCMCC under section 94802 (a) of CPPEA, will by operation of law, be licensed until April 15, 2022. The Bureau may be reached at: 2535 Capitol Oaks Drive, Suite 400, PO Box 980818, Sacramento, Ca. 95798-0818 Toll free: 1-888-370-7589 Fax: 916-263-1897**

### **Programs Offered**

Phlebotomy Technician 1  
Medical Assisting  
Clinical Medical Assistant  
Medical Administrative Assistant/Billing and Coding Specialist  
Pharmacy Technician  
EKG/ECG Technician  
Sterile Processing Technician  
Surgical Technology

**Contra Costa Medical Career College**

4051 Lone Tree Way, Suite C

Antioch, Ca. 94531

Phone (925)757-2900 Fax (925)757-5873

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All information in the content of this catalog is current and correct and is certified as true by Stacey Orozco RN,

*Stacey Orozco, RN*  
Director/CEO

### **Business Office and Admissions Hours of Operation:**

Monday-Thursday: 8:30am- 10:00pm

Friday: 8:30am- 5:00pm

Saturday: 8:30am- 12:30pm

Sunday: Closed

### **Holidays**

CCMCC is closed on the following holidays:

- New Year's Eve, New Year's Day
- Memorial Day, Independence Day
- Labor Day
- President's Day
- Veteran's Day
- Thanksgiving Day, Day after Thanksgiving
- Christmas Eve, Christmas Day
- Martin Luther King Day
- Other scheduled class breaks or holidays will be announced

**Registration is continuous.**

### **Administrative Personnel**

**Stacey Orozco RN**-Campus Director/President (50% shareholder)

**Bo Orozco**- Director of Operations/Vice President (50% shareholder)

**Karina Orozco CPhT**- Business Office Manager

**Brenda Alanis**- Administrative Assistant

**Maureen DeGrano MA**- Administrative Assistant

**Imelda Rios**- Admissions Counselor

**Mindi Guarino CMA**- Director of Career Services

**Lhyn Fontecha**- Career Services Coordinator

**Lisa Dam**- Career Services Coordinator

[Stace@ccmcc.org](mailto:Stace@ccmcc.org)

[Bo@ccmcc.org](mailto:Bo@ccmcc.org)

[Karina@ccmcc.org](mailto:Karina@ccmcc.org)

[Brenda@ccmcc.org](mailto:Brenda@ccmcc.org)

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[Mindi@ccmcc.org](mailto:Mindi@ccmcc.org)

[Lhyn@ccmcc.org](mailto:Lhyn@ccmcc.org)

[Lisa@ccmcc.org](mailto:Lisa@ccmcc.org)

## **Faculty**

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum. Contra Costa Medical Career College is a private, postsecondary school. It is a California S-Corporation. The school is in compliance with all local, state, and federal laws and regulations.

**Steve Condon CPT1-** Phlebotomy Instructor- 10 years of experience in the healthcare field

**Chris Morehouse Paramedic, CPT-1, EMT, EKG Tech.-**EKG Technician Instructor - 10+ years of experience in the healthcare field

**Lorena Gonzalez LVN-** MA Program Director/Instructor- 12 years of experience in nursing and healthcare

**Shelly Scolari CMA-CMA** Instructor- 10 years of experience in healthcare

**Jennifer Pereira CMAA, CBCS-** AMA/Billing and Coding Instructor- 18 years of experience in HIT

**Aurelio Picart (Mr. P)**– AMA/Billing and Coding Instructor-30 years of experience in Healthcare Education and the healthcare industry.

**Anna Vasquez CPhT-** CPhT Instructor-18 years of experience in the Pharmacy industry.

**Sarah Kirk CPhT-** CPhT Instructor- 20 years of experience in the Pharmacy industry.

**Maria Duran Ruiz CST-**Surgical Technology Program Director- 14 years of experience in the OR

**Stephen Vallerga CST-** Surgical Technician Program Instructor - 4 years of experience in the OR -Trauma

**Noy Neak CST, CRCST-** Sterile Processing Technician Program Instructor - 7 years of experience in the OR and SPD

**Von Neak CRCST-** Sterile Processing Technician Program Instructor - 4 years of experience in SPD

**Eric Stout, CRCST-** Sterile Processing Technician Program Instructor - 8 years of experience in SPD

# **College Vision, Values. Goals and Mission**

## **College Vision**

- To educate, motivate, and inspire students to reach their full potential.

## **College Values**

- Accountability
- Diversity
- Innovation
- Integrity
- People
- Quality

## **Mission Statement**

Contra Costa Medical Career College will assist its students in their development of good judgment, clinical and interpersonal skills, and scientific knowledge which will enable them to function competently as a member of any health care team. We will supply our students with the necessary tools and technical training needed to function in a variety of medical settings. We believe that education is the development of the person's character. We believe in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider.

## **College Goals**

- This institution will train its students to use scientific principles to take appropriate actions in many different health care situations.
- This institution shall provide the necessary support, resources, and equipment to ensure an exceptional, safe learning environment.
- This institution will stress the importance of continuing education in the health care field.
- This institution will promote the development of professionalism, responsibility, and integrity of its students thereby contributing to the purpose of providing quality health care for the people of this community.

## **About Contra Costa Medical Career College**

Contra Costa Medical Career College is a small, Private Vocational Training School. The school was formed in response to the growing need for qualified, entry level healthcare professionals in this community. CCMCC offers low tuition, flexible schedules, and instructors who are experts in their fields of study. Our class sizes are kept small so that we can concentrate on quality instruction. We work hand in hand with employers in the community to ensure the most up to date curriculum possible. All of our programs are career focused so our graduates are prepared to make a positive impact from the start of their new career in the healthcare industry. CCMCC has never had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a 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.).

## **General Description**

Contra Costa Medical Career College is a Private Vocational Training School, believing in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider. Our campus is 5500 square feet of classroom/laboratory and office space located at 4051 Lone Tree Way Suite C in Antioch, Ca. 94531. All classes are held at this location.

## **General Admission and Entrance Policies**

### **Admission Requirements**

Contra Costa Medical Career College programs are open to all students that have an interest in the medical field. For any individual interested in attending our programs, we ask that they be willing to and prepared to dedicate the time, energy, and effort to the courses offered. Programs to participants regardless of race, creed, color, religion, national origin, sex, age; veteran status, marital status, and sexual orientation as long as the student can meet the academic and technical standards to safely participate in, and benefit from the program. The College complies with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to both students and employees with disabilities.

**Registration Procedures for all programs excluding Surgical Technology-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.** There are four ways to complete registration at Contra Costa Medical Career College:

1. Telephone Registration. Students may call the school Monday through Friday, from 9:00 AM – 4:30 PM (except holidays) to register. Please, note that all telephone registrations must be paid by credit card (Visa, Mastercard). Telephone registration is not available on Saturdays. The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
2. Facsimile Registration. Students may register via facsimile throughout the day Monday through Friday. Registration forms received during the weekend will not be processed until the following Monday. The prospective student may register for up to three (3) courses per registration form. All facsimile registrations must be paid by credit card (Visa, Mastercard). The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
3. Walk-in Registration. Students may appear at the school Monday through Friday, from 9:00 AM – 5:00 PM (except holidays) to register in person. Registration fees may be paid by credit card (Visa, Mastercard), check, or money order. **CCMCC DOES NOT ACCEPT CASH PAYMENTS.** Walk-in registration is not available on weekends.
4. On-line registration is also available 24 hours a day, seven days a week. Payment arrangements are available. Payment arrangements are approved on a case by case basis and must be made in person with the Business Office Manager prior to the first day of class.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education. Contra Costa Medical Career College **is** approved to accept Veterans Affairs/GI Montgomery Bill benefits. (Post 9/11 GI Bill) CCMCC also accepts VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

## Steps in Admissions

1. Obtain and read the CCMCC catalog/performance fact sheet and choose a Program or Course.
2. Complete an enrollment agreement and pay registration fee. (Registration fee is non-refundable/non-transferrable)
3. Finalize funding for Program.
4. Purchase text and required equipment.
5. Attend Orientation on first scheduled course dates.

In addition to these provisions, there are specific admissions requirements for each of the programs as follows:

## General Admissions Requirements

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanor (drug and theft), convictions are not allowed. A pre-employment background check and drug screening will be required. This is required by the clinical training facility and for State licensure depending on the program.
4. **Pass entrance exam (Surgical Technician and Sterile Processing Technician programs ONLY).** This is a Scholastic level exam (Wonderlic exam) used to ensure that the applicant will benefit from the curriculum taught in the Surgical Technician and Sterile Processing Technician Programs. The minimum passing score on this test is 17 for Surgical Technician and 12 for Sterile Processing Technician. It is a twelve minute test given online, on campus at CCMCC. This test must be passed prior to enrollment into the Sterile Processing Technician Program and prior to submission of application for Surgical Technology. The exam may be attempted a maximum of two times per enrollment cycle. (There is a \$10.00 testing fee, Sterile Processing only)
5. Once application is received an **Interview will be scheduled with the Campus Director, program director and program faculty. (Surgical Technician only)**

**Additional Admissions Requirements** International high school diploma or other international degrees must be evaluated for US equivalency. The candidate will be notified by the evaluating company by telephone and/or by letter of the status of his/her application. At that time, the student is responsible for presenting the evaluated transcripts to the admissions office. The student will be allowed to complete the enrollment process at that time. All entrance requirements and documentation should be completed and turned in by the class start date. It is the responsibility of the applicant to meet these requirements in a timely manner. All programs are taught in English. Due to that fact, it is important that the student can read, write, understand and speak the English language well.

## Re-admission Procedures

Students who are in good standing and have not satisfactorily completed a program may be readmitted to Contra Costa Medical Career College upon application. They are required to follow the policies of the catalog in effect at the time of re-enrollment and repay the enrollment fee in addition to the tuition for the program the student is repeating.

## **Enrollment**

All programs with the exception of Phlebotomy are required to attend Orientation prior to the first day of class.

## **Granting Credits**

Contra Costa Medical Career College awards credit in clock hours for the programs offered. One quarter credit hour is granted for the successful completion of one of the following: 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; 30 clock hours of instruction in an externship setting, or an appropriate combination of all three. One clock hour is equivalent to a minimum of 50 minutes.

## **Transfer Credit/Credit Evaluation**

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at CCMCC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCMCC to determine if your certificate will transfer.”

Contra Costa Medical Career College allows for the transfer of credits earned at another institution if that institution is Nationally or Regionally accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education, and if the previous credits earned are comparable to those offered in the institution’s program in which the student seeks to enroll. All considered credits must have been earned within the last three years, and be of “C” average or above. Contra Costa Medical Career College will allow no more than 50% of any program to be credited by transferring credits from another institution. Course credits for advanced placement through outside examination may be considered, but are generally not accepted. There is no fee for the evaluation or the granting of transfer of credit.

A written request for credit transfer must be made to the Campus Director at least two weeks prior to the start of class, in order to allow Contra Costa Medical Career College adequate time for evaluation. The request must include an official transcript from the student’s prior institution, and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within one week of receipt of the requisite documents, and the student will be advised by mail or email. Any appeal to the institution’s decision must be made in writing and submitted to the Campus Director. The subsequent decision will be final.

Any reduction in tuition resulting from the transfer of credits will be based on the per hour cost of training for the program times the number of clock hours of the institution’s comparable program for which the student is being given credit. The student is allowed and encouraged to sit, free of charge, for purposes of review, any portions of the program for which s/he has been given credit, as long as classroom space is available. If an enrollment agreement had been signed by the student prior to a request for credit transfer, and credit is accepted, a new enrollment agreement must be signed to include any changes to the amount of financial obligation of the student due to the transfer of credit.

Contra Costa Medical Career College makes no guarantee of transferability of credits to another institution, but will assist the student wishing to “transfer out” by providing guidance, and providing official transcripts, syllabi, course outlines, or institutional catalogs as requested, at no charge to the student. At this time the Institution does not have any written articulation agreements with other proprietary, post-secondary or other institutions of higher learning.

## **Refused Attendance**

Students may be refused from enrolling or attending classes for failure to:

- Comply with admission requirements
- Respond to official Contra Costa Medical Career College notices
- Settle financial obligations when due

Students are generally notified in advance if they are not going to be allowed entrance into the classroom.

Contra Costa Medical Career College, except for assistance toward reinstatement, can drop the student from all current and future classes if appropriate. A Student that has been removed from classes will not have attendance or receive a grade.

## **Payment, Cancellation, Withdrawal, and Refund Policies**

### **Methods of Payment**

Forms of payment accepted by Contra Costa Medical Career College are credit card, personal/business check, money order, cashier check and ATM/Debit card. Cash is NOT accepted. Registration fees are non-refundable and are mandatory for applicable students. Contra Costa Medical Career College does not offer student tuition discounts of any sort. Registration or Application Fees vary per program.

**Transcript Fee \$25.00**

**Fee for each transcript or duplicate certificates is \$25.00**

**Returned Check Charge \$25.00**

**Late Payment Fee \$50.00**

Certificates of completion will not be issued until all financial obligations are fulfilled.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education, however we are approved to accept GI Bill benefits. CCMCC also does accept VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

### **Collection Process of Unpaid Tuition**

In the event that a student does not pay tuition or fees due to the school, CCMCC will make every attempt possible to arrange a plan with the student to collect. If the student fails to comply with the arrangements agreed upon, the unpaid balance will be reported and an outside collection agency will be notified.

### **Current Schedule of Charges for 2016-2017**

All tuition costs and payment arrangements must be arranged prior to enrollment. Current schedule of charges are listed with program and course descriptions.

### **Cancellation of Classes or Programs**

Contra Costa Medical Career College reserves the right to cancel or postpone a class or a program if student enrollment is insufficient (less than 5 students). However, every effort will be made to cancel the class or program well in advance of the beginning date. Refunds will be issued for tuition and registration fees in this instance.

### **Cancellation Period**

1. You have the right to cancel this agreement, including any equipment or other goods and services included in the agreement, and receive a full refund (less a deposit or application fee not to exceed \$125) through attendance of the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellations due to **rejection of application** and **program cancellation** by the school, will receive a full refund including the registration fee. No show/non starts and cancellation by student during the cancellation period, will receive a full refund (less a deposit or application fee not to exceed \$125) within 30 days of cancellation date.

3. Your cancellation takes effect when you give written *Notice of Cancellation* to this College at the address on page 1. Any written expression that you wish not to be bound by this agreement will serve as a *Notice of Cancellation* of this agreement. Read the *Notice of Cancellation* form provided to you for an explanation of your cancellation rights and responsibilities. If you have lost your *Notice of Cancellation* form, ask the College for a sample copy.

4. You are due a complete refund within 30 days after the College receives a valid *Notice of Cancellation*.

5. After the end of the cancellation period, you have the right to stop College up to the 60% completion of course, and the right to receive a refund for the part of the course not taken.

6. Cancellation shall occur when the student provides a written notice of cancellation to:

**Contra Costa Medical Career College** 4051 Lone Tree Way, Suite C Antioch, Ca. 94531 The written *Notice of Cancellation*, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

### **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 the admissions representative or campus director 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 withdrawing from one course while retaining their registration with Contra Costa Medical Career College should refer to the Withdrawal section under Grading System in this catalog. Students who wish to withdraw permanently from Contra Costa Medical Career College must fill out a “Withdrawal Form,” which is available at the media center located in the lobby area of the campus. An exit interview is conducted by the Program Director. The enrollment status of such students will be changed to “Drop.” They will be immediately withdrawn from Contra Costa Medical Career College and their future classes will be deleted from their schedules

### **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Contra Costa Medical Career College is the date the student began the withdrawal process by completing an official withdrawal form, by submitting that form to the Student Services office and ceasing to attend classes or other College activities. A student who submits a completed official withdrawal form, but continues to attend classes or other College activities will not be considered to have officially withdrawn from College. If a student does not complete the official withdrawal process, the College will determine its withdrawal date based upon federal regulation and institutional records. If a student is absent for 7 consecutive days, excluding holidays, does not communicate directly with the College regarding the nature of those absences, and does not officially withdraw from the program in writing, he/she will be considered withdrawn from the program. The refund will be calculated based on the last day attended (LDA) according to the pro-rate refund policy described above.

### **Withdrawal after the Cancellation Period**

Students have the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance of the first class session, or the seventh day after enrollment, whichever is later. Students have the right to withdraw from a program of instruction up to the 60% point of the course and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment until the 60 percent point of the program, as measured in hours, after which no refund will be possible. Please note that refunds are based on the elapsed time in a program, not just the hours actually attended by a student. If a separate charge for equipment is specified in the agreement, and the student actually obtains the equipment, and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and

tear, within 30 days following the date of the student's withdrawal, CCMCC may offset against the refund calculated the documented cost to the institution of that equipment. The student is liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **STRF (Student Tuition Recovery Fund)**

STRF is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the student tuition recovery fund. All students that are residents of California that pay their tuition either by cash, guaranteed student loans, or personal loans must participate in the Student Tuition Recovery Fund (STRF). The Non-Refundable STRF charge for your program will be based on the charge of \$.50 per \$1,000.00 in tuition charges rounded to the next \$1,000.00. This rule was established by the Legislature to protect any student who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing. You do not qualify by failing to live up to the school's enrollment agreement or refusing to pay a court judgment. The following is a description of the students' Rights and Responsibilities with respect to the Student Tuition Recovery Fund:

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

- 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
- 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:

- You are not a California resident, or are not enrolled in a residency program, or
- 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 and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, 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 costs.
4. There was a material failure to comply with the Act or this 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."

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

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from BPPE that the school is closed. IF you do not receive notice from BPPE, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Any questions regarding the STRF may be directed to:  
[www.bppe.ca.gov](http://www.bppe.ca.gov) 1-888-370-7589 BPPE 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833.

**Calculation of Refund**

How Contra Costa Medical Career College calculates refunds: For example, if a student enrolls in a 500 hour program and withdraws after receiving 250 hours of instruction, and if the student paid a \$75.00 registration fee and \$2,500 tuition, the school would deduct the \$75.00 registration fee from the amount received, divide the remaining \$2,500 by the number of hours in the program ( $\$2500 / 500 = \$5.00/\text{hr.}$ ) and multiply that hourly amount times the number of hours received by the student ( $250\text{hrs} \times \$5.00 = \$1250.00$ ) The amount paid, in excess of that amount would be the amount of the refund. ( $\$2,500 - \$1250.00 = \$1250.00$ ) Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition. If you attend class and drop before payment is made, you will be responsible for tuition accrued up to the date formal withdrawal notice is given. No refund will be given after 60% of total program clock hours including externship are completed.

**Hypothetical Refund Calculation**

Sterile Processing Technician  
500 Hours total hours  
Withdrew after 65 hours of instruction  
 $\$2500.00$  tuition/ 500 hours= $\$5.00$  per hour  
 $\$5.00$  per hour X 65 hours attended =  $\$325.00$   
 $\$2500.00$  Tuition paid -  $\$325.00 = \$2175.00$   
**Refund Amount: \$2175.00**

**Payment of Refunds**

Refunds are made within 30 days following the date upon which the student's withdrawal has been determined.

## **Academic and Attendance Progress Policies**

If, at any point, the CCMCC staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student must be dismissed from the College. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a condition of the academic monitoring, students on warning and Term Action status must participate in academic remediation as deemed necessary by the institution.

## **Satisfactory Academic Progress (Grade Point Average) SAP**

All students must maintain satisfactory academics in both the didactic and skills portion of the program in order to meet Program Standards and remain enrolled at the College. Satisfactory academic progress is determined by computing the student's Cumulative Grade Point Average (CGPA) of 2.0 (70%) for didactic course work (80% for Surgical Technician program) and must display competency during laboratory skills training. Each education program has its own detailed evaluation standards. Grades may be based on homework, assignments, class participation, oral or written tests, and manipulative performance examinations given with each unit of learning.

**Contra Costa Medical Career College conducts evaluations of each student's progress on a weekly basis to assess compliance with minimum program standards.** Grades are recorded using Diamond. This is an online student grade record. Grades are recorded and updated on a weekly basis. Students are given access to their record with a log-in and password. The student has access to their progress and status 24 hours a day, seven days a week.

**A student who has not achieved the minimum program standard will be placed on a Term Action Plan for a period of two weeks.** The program instructors will make every attempt possible to help the student improve his/her grade by offering one on one tutoring to the student, suggesting study groups and techniques, and being available to the student for questions. A Status Update Form will be completed 2 weeks following the initiation of the Term Action Plan.

1. If the student grade has not improved with remediation attempt, student will be dismissed.
2. If the student meets the standard, they will be removed from Term Action status.
3. If the student's grade has improved, but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring his/her grade up, a second Term Action Plan will be initiated for a period of 2 additional weeks. If the student has not brought the grade up to the program standard by the end of the 2<sup>nd</sup> two week period the student will be dismissed. A maximum of 2 Term Action Plans can be initiated per student per program term.

**Laboratory skills competency** is evaluated by the program instructor using a skills checklist method. Each skill must be performed competently by the student evidenced by return demonstration. **Laboratory skills are evaluated on a weekly basis.** A student who demonstrates poor skills performance in the laboratory portion of the program will be put on a Performance Progress Term Action Plan for a period of 2 weeks. A status update will be done at the end of the 2 week period to determine if the student's skill performance has improved to meet the program standards.

1. If the student skill performance has not improved with remediation attempt, student will be dismissed.
2. If the student skill performance meets the program standard, they will be removed from Term Action Plan status.

3. If the students skill performance has improved, but does not meet the program standard a second Performance Progress Term Action Plan will be initiated for a period of 2 additional weeks. If the student has not improved enough to meet the program standards at this time, the student will be dismissed. A maximum of 2 Performance Progress Term Action Plans can be initiated per student per program term.

**Phlebotomy Program**-Student progress is evaluated twice per week following each quiz to assess compliance with minimum program standards. If a student has fallen below the standard a Term Action plan will be initiated. Following initiation of a Term Action Plan, Status Updates are done twice a week after each quiz due to the short nature of the Phlebotomy Program. A maximum of 2 Status Updates will be allowed

1. If the students grade has not improved with remediation attempt, student will be dismissed.
2. If the student has brought his/her grade up to the standard, he/she will be removed from Term Action status.
3. If the students grade has improved, but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring his/her grade up, a second Status Update will be conducted following the next quiz. If the student has not brought the grade up to the program standard at that time the student will be dismissed. A maximum of 2 Status Updates can be performed following initiation of a Term Action Plan which limits the Term Action Plan period to 1 week. A student will only be allowed to initiate 1 Term Action Plan per Phlebotomy Program term.

**A student who demonstrates poor skills performance in the laboratory portion of the Phlebotomy Program will be put on a Performance Progress Term Action Plan for a period of 1 week.** A status update will be done at the end of the 1 week period to determine if the student's skill performance has improved to meet the program standards.

1. If the student skill performance has not improved with remediation attempt, student will be dismissed.
2. If the student skill performance meets the program standard, they will be removed from Performance Progress Term Action Plan status.
3. If the students skill performance has improved, but does not meet the program standard a second Performance Progress Term Action Plan will be initiated for a period of 1 additional week. If the student has not improved enough to meet the program standards at this time, the student will be dismissed. A maximum of 2 Performance Progress Term Action Plans can be initiated per student per Phlebotomy Program term

### **Grading and Evaluation Procedures**

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course or program syllabus. The grading scale is as follows: The following grading policy is in effect: at CCMCC, a pass is understood to be 70% or more(80% for Surgical Technology). Courses also may be designated as Pass/Fail by class Instructor. Students must take and complete all required modules. The following grading policy is in effect:

- **A = 90%-100 % (Superior)**
- **B = 80%-89% (Above average)**
- **C = 70% - 79% (Average)**
- **D\* = 50%-69% (Below Average)**
- **F\* = less than 50% (Failure)**

Grades D and F are considered fail. The externship grading policy involves only:

- **P (Pass) F (Fail)**

In the event a student receives a failing grade or is dismissed during externship, the student will be given the opportunity to find an alternate site, without the assistance of the school, and finish his/her own externship

within a limited time frame. (Rules apply, see externship procedure). A Failing grade in the externship training is caused by poor attendance, unprofessional conduct, unethical behavior, etc. that contradicts school and affiliated facilities policies. A student who during his/her clinical curriculum shows poor attendance, poor participation and poor grades may be dismissed from the site resulting in a fail grade.

### **Appeal**

A student who has been behaviorally put on warning, term action plan, probation or dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing by either email correspondence or written letter within 5 days of the event, to the Campus Director. The student should explain what type of circumstances contributed to the problem and what plans the student has to eliminate those potential problems in the future. The decision of the College is final and may not be further appealed. Decisions regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed or dropped students who are readmitted will sign anew Enrollment Agreement and will be charged tuition consistent with the existing published rate.

### **Application of Grades and Credits**

The grade policy above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of "F" (failure) and "W" (withdrawn), are counted as hours attempted, but are not counted as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F".

### **General Attendance Policy**

All students must be officially registered for a class to attend the class or to receive a grade. Contra Costa Medical Career College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students. Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Campus Director. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's transcript and tuition will not be refunded. With instructor approval, students may be allowed to make up examinations or class assignments missed due to an **excused** absence or excused tardiness. Work must be completed immediately upon return. Students may not make-up exams or homework missed due to an unexcused absence. Students may not miss more than 10% of the required didactic training hours in each program or course. 100% of the hours required during the clinical externship portion of the program must be completed. Being tardy to class is strongly discouraged. Being tardy is coming to class any time after the designated start time. Tardiness and leaving early have a negative effect on the grades. Being tardy more than 15 minutes is considered an absence and leaving more than 15 minutes early is also considered an absence. 3 times tardy = 1 absence. Students will be warned in writing when they are in danger of being dismissed for excessive absenteeism or tardiness. If a student is in violation of this policy, and exceeds the maximum allowed absences, he/she will be dismissed and will need to ask for re-admittance. If re-admittance is granted, the student will have to start the program over and will be responsible for paying all published tuition charges and fees associated with the program. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

### **Disciplinary Term Action Status**

Students may also be placed on a Disciplinary Term Action Plan for reasons including but not limited to unacceptable conduct, violation of the uniform policy or drug or alcohol use. These students will be closely monitored by their instructors and can be dismissed for non-compliance.

## **Change of Course Policy**

Any student wishing to transfer from one course to another after beginning the coursework must:

- Enroll in the new course of study through the Admissions Department.

Arrange to satisfy financial requirements of the contract regarding the dropped course. The refund policy will determine the financial obligations.

## **Course Scheduling**

Contra Costa Medical Career College does not allow any course substitutions or changes in any program. Students may drop a course prior to the end of the cancellation period, which ends on the seventh day after enrollment or on the third day of instruction, whichever is later. No grade will be given and no tuition will be charged, but the student must drop the course **prior** to the end of the cancellation period to avoid incurring a tuition charge or receiving a grade.

## **Retake/Make-Up Policy**

The student may make up exams and assignments missed due to an **excused** absence only. An excused absence is defined as any absence caused by an **unforeseen circumstance**. The student must notify the school either by calling the business office and/or e-mailing the instructor on the day of the absence or prior. If the student makes no attempt to contact the school regarding his/her absence, the absence will be considered unexcused and any missed work, including exams, will not be allowed to be made up. All work must be made up **immediately** upon the student's return or credit will not be given. Make-ups must be done prior to or after regularly scheduled program hours. Make-ups will not be allowed during class time. Re-taking exams in which the student received a "D" or "F" is not allowed. If there are extenuating circumstances for the failing grade, a grade appeal may be initiated. (See grade appeals).

## **Graduation Requirements**

A Certificate of Completion will be awarded to those students meeting the graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study with appropriate number of clock-hours with a cumulative grade point average of 2.0, (3.0 for Surgical Technology), passed the final exam with letter grades of "C" or better, ("B" for Surgical Technology) and have fully paid all tuition charges. Students must meet all minimum attendance requirements as stated on page 12 of this catalog. Refer to the Surgical Technology section for graduation criteria.

## **Grade Appeals**

It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each program and apply all grading criteria uniformly and in a consistent and timely manner. Grades submitted by faculty are presumed to be accurate. A student who has questions about a grade received within a program or course should ordinarily seek to resolve the issue immediately by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade appeal procedure outlined below.

## **Grounds for a Grade Appeal**

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., prejudice or discrimination
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this catalog for "Complaints Relating to Discrimination and Sexual Harassment."

## **The Process**

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

1. The student must submit a written appeal to the Program Lead Instructor within 5 days of issuance of the grade. If the immediate instructor is the Lead instructor, an alternate Instructor within the program will be assigned the appeal.
2. The student must provide clear documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of email correspondence, proof of graded assignments, etc.
3. The student must also provide evidence of the level of achievement in support of the appeal proving the particular grade that the student believes he/she should have been awarded.
4. If the evidence meets the criteria, the Program Lead Instructor, or alternate, forwards the student's written statement to the Campus Director for final review, which the Campus Director must provide within 5 days. .

## **Change of Academic Program**

Students may apply for a change of academic program at any time, provided they are not dismissed or terminated for behavioral reasons from their current program. Application for such a change does not, however, mean automatic acceptance into the new program. Entering a program after the program has started is not permitted. The student will only be able to start a new program on the following cohort start date. Official acceptance into the new program occurs only when the student receives official notification and the student has met all admission requirements specific to that program. Students on probation must submit their request for a change of program to the Admissions Counselor of Contra Costa Medical Career College for approval. The third and any subsequent application for a change in program must be accompanied by a letter of intent that must be approved by the Campus Director. This letter should explain the reason for the change along with the plan for completion. The student must arrange to satisfy financial requirements of the enrollment agreement regarding the dropped Program. The refund policy will determine the financial obligations

## **Grade Reporting**

All grades are posted on Diamond or submitted to the students directly. Students are given a log-in to the student portal through Diamond which is the college's online grading management system. They have 24 hour access to their grades. Grades are not given over the telephone. Students may request an unofficial transcript from the Administrative staff. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor. Due to the requirements of each course, instructors are allowed a reasonable time to submit grades.

## **Dropout and Leave-of-Absence Policies**

The College's programs are designed as a series of uninterrupted courses and programs. If it becomes necessary for a student to interrupt training, a student may either take a leave of absence, which must be approved by College administration, or make a Permanent Withdrawal. If a leave of absence is approved, the student will be granted a leave of absence for up to a maximum of 180 days or ½ the published program length, whichever is shorter. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the CCMCC refund policy. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request in order that CCMCC may have reasonable expectation of the student's return, and the student must attest to understanding the procedures and implications for return (or failure to do so) A leave of absence period may not exceed 180 days within any 12-month period or ½ the published program length, whichever is shorter. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period or ½ the published program length, whichever is shorter. If the student does not return following the leave of absence period,

CCMCC will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

## **Repeating Courses**

Students who need to repeat a particular course will be responsible for the tuition for that course.

## **Maximum Time (in clock hours) in Which to Complete**

**(VA benefits are paid for approved program length only)**

Students are not allowed to attempt more than 1 and 1/2 times, (150%) of the number of clock hours in their program of study. This ensures that students will complete their program within the maximum time frame.

## **Maximum Length of Time (in clock hours) for Course Completions**

**(VA benefits are paid for approved program length only)**

Phlebotomy Technician: 180 hours

## **Maximum Length of Time (in clock hours) for Program Completions**

**(VA benefits are paid for approved program length only)**

Surgical Technology: 2040 hours

Pharmacy Technician: 624 hours

Sterile Processing Technician: 750 hours

Medical Admin/Billing/Coding Specialist: 480 hours

Clinical Medical Assisting: 480 hours

EKG/ECG Technician: 480 hours

## **Maximum Class Enrollment**

The maximum enrollment for each class at Contra Costa Medical Career College will be 18 students per instructor. (Surgical Technology maximum is 15 students per instructor). This means that each instructor will have no more than 18(15 for Surgical Technology) students per class section during each program. During the skills laboratory portion of the training the maximum student to instructor ratio is 15 students to 1 instructor (Surgical Technology maximum is 10 students to 1 instructor).

## **English Language Proficiency**

Contra Costa Medical Career College does not provide English as a Second Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

## **Academic Dishonesty**

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take:

- Using or attempting to use unauthorized materials, information or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;
- Sitting for an examination by surrogate or acting as a surrogate
- Representing the words, ideas, or work of another as one's own in any academic exercise
- Conducting any act that defrauds the academic process. Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options
- Require a timed writing sample to be given on the assigned topic to determine the veracity of the suspicion
- Require that the work be rewritten
- Issue a lowered or failing grade for the assignment

• Issue a lowered or failing grade for the course...If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing convened by Contra Costa Medical Career College. It is the instructor's responsibility to report any reasonable suspicion of plagiarism to Contra Costa Medical Career College so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the campus Director will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

## **Externship Policies**

Students may be required to complete a practical training component in the form of externship depending on the academic discipline in which they are enrolled. This training is accomplished off campus. See each individual program section for program specific externship requirements. At the time of completing his or her on-campus academic studies, the student must be maintaining satisfactory academic progress to proceed to his/her or externship course. Agencies and institutions that CCMCC students attend for externship as well as potential employers require criminal and personal background checks. Students with criminal records that include felonies and certain misdemeanors are not accepted by these agencies for externship or employment placement. All students are required to submit to a drug test.

## **Clinical Externship Guidelines:**

**A BACKGROUND CHECK AND DRUG SCREENING WILL BE PERFORMED ON ALL STUDENTS PRIOR TO EXTERNSHIP PLACEMENT. NO felony and certain misdemeanor (pending charges or convictions) are permitted. Charges include but are not limited to: theft, grand theft, drug offenses, burglary, breaking and entering, assault and/or battery offenses, are not permitted.**

**Students will be responsible for arranging means of travel to and from their assigned externship site. This distance of travel will vary per site location and may be located up to 70 miles away from school.**

### **Immunization (titers) Requirements**(per Facilities request)

Students must provide proof of immunity for the following:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. TB skin test and appropriate follow-up (chest x-ray) within the last year
5. Varicella (chicken pox) immunity

**\*\*ALL REQUIRED DOCUMENTS, INCLUDING RESUME AND COVER LETTER, ARE DUE BY THE HALF WAY POINT OF THE DIDACTIC PORTION OF ALL PROGRAMS. IF REQUIRED DOCUMENTS ARE NOT TURNED IN BY THE DUE DATE, EXTERNSHIP PLACEMENT WILL BE DELAYED. NO ACCEPTIONS. STUDENTS WHO FAIL TO TURN IN REQUIRED DOCUMENTS WILL AUTOMATICALLY BE DROPPED FROM THE PROGRAM 30 DAYS AFTER THE LAST DAY OF DIDACTIC TRAINING.**

**BLS Policy** per Facilities requests all students are required to submit proof of completion and current BLS certification through American Heart Association for the Healthcare Provider.

- CCMCC will begin the process of providing an externship site to students as soon as the student has passed the didactic portion of their program and turned in all paperwork/documents.

- All documents must be turned in by the due date given on the first day of class. If required documents are not turned in by the due date, externship placement WILL be delayed.
- Students may secure their own externship site, but must furnish CCMCC with the name of the facility and a contract and evaluation form. Students will have limited time (program specific) from the last day of class to complete the externship.
- **In the event that the student is dismissed from the facility, or does not complete the externship hours, CCMCC will not be responsible for providing another externship site. The student may then find his/her own externship, which cannot be a site currently contracted with CCMCC, with limited time to complete it and must inform CCMCC with the name of the facility and name of the supervisor. A clinical evaluation form from CCMCC must be sent to the facility for the student to get credit for the clinical. The student will no longer be covered under the school student blanket liability insurance. This applies to all programs requiring externship.**
- Students should understand that the externship site should be treated like a regular job and therefore **must** adhere to the rules of the facility, including scheduling hours and transportation. If you are going to be absent from your externship, you are required to call the site **AND CCMCC** prior to your absence. You are required to call every day that you miss to report on your status. Not following this policy is grounds for dismissal.
- **Students are not allowed to contact the facility or its employees if dismissed. Violating this policy WILL result in program expulsion.**
- **Once a student is placed in his/her externship, all required hours must be completed no later than 6 months following the last day of didactic training. Students who do not complete their externship within this time frame will be dropped from the program and required to retake the didactic training. The student will be responsible for payment of all program fees.**
- **\*If, for any reason “WITHIN THE CONTROL OF THIS INSTITUTION”, the school is unable to place its student in an externship, a full refund of the program tuition and fees, minus the registration fee, will be refunded. (Surgical Technology student please see externship placement information and guidelines in the Surgical Technology Handbook for specific program guidelines.)**

## **Student Services Policies**

### **Facilities**

Contra Costa Medical Career College occupies 5,000 square feet of classroom space and offices with ample parking for tenants, students and guests. The general environment of CCMCC is professional, spacious and orderly. There are 3 administrative offices, five classrooms; two skills laboratories, a library/computer lab area, and an outdoor student break area. Vending machines and a copy/fax machine are available for student use. Students may access the library/ computer lab during posted hours. The library/computer lab consists of 3 computers, a printer a resource working area and an ample selection of books, magazines, and journals. Lecture rooms have a max capacity of 18 students. Our placement department has fax machine and computer access as well. Three Restrooms are available in the facility.

## **Career and Assessment Service**

CCMCC is committed to providing professional career and employment related services to current students and graduates from programs, regardless of the geographical location of our students. Dedicated personnel will provide resume review and critique; job search assistance; interviewing and negotiating techniques; career development and assessment for those students seeking career direction.

## **Contra Costa Medical Career College does not guarantee employment.**

## **Student Services Policies, Procedures and Resources**

Contra Costa Medical Career College provides a number of services to help students attain their educational goals. These services are designed for the academic, economic, and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, student finance, and other services.

## **Guidance and Counseling**

When problems at College, home, or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director, admission representative, or the Externship/Career counselor. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies.

## **Housing**

Contra Costa Medical Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers housing assistance. One bedroom apartments in the 94531 area are available for rent, ranging from \$800-\$1,500 per month. [www.apartments.com](http://www.apartments.com)

## **Campus Security**

A crime report is available to any student who requests such information. These reports are generated from local police department reports. Contra Costa Medical Career College policies are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing.

When a violation has occurred, an electronic incident report, including the date, time and circumstances of the alleged act, must be submitted to the Campus Director of Contra Costa Medical Career College. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the responsible administrator of the campus or a full-time faculty member. Upon receipt of the report, the Campus Director of Contra Costa Medical Career College will determine if a Contra Costa Medical Career College policy may have been violated by the student. If there is insufficient information to make that determination, the Campus Director of Contra Costa Medical Career College will notify the person making the report. If there is sufficient information, the Student Affairs Coordinator of Contra Costa Medical Career College will contact the student.

## **Media Lab Regulations**

Computer labs are available at the College for use by students, faculty, and staff. By using any Contra Costa Medical Career College Media Lab, students agree to comply with the computer and Internet access policy and additionally agree to follow these regulations:

- 1) Students must sign in to use the facilities. They may be asked to show identification.
- 2) Students may not install privately owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
- 3) Students may not bring food or drink into the area.
- 4) Students may use computing resources for College-related purposes only.
- 5) Students should minimize their use of lab printer.

## **Computer Software and E-Mail Policies**

The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted software. Copyright infringement could subject the violator to civil damages and criminal penalties, including a fine or imprisonment.

College policy further prohibits any use or copying not authorized by the purchase agreement or license under which the college acquired the software. Unauthorized use or copying may subject employees, faculty, and students to disciplinary action. Students may not use the e-mail addresses of other students, faculty, or staff for purposes unrelated to the College. Violations may lead to disciplinary action.

## **Contra Costa Medical Career College Library and Resource Center**

Contra Costa Medical Career College has an array of books and resources available to students while on campus to check out for the day. Students can also check out materials through the receptionist.

## **Students with Disabilities**

Contra Costa 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 CCMCC provides to all students. Students or prospective students, who want to read the complete Contra Costa Medical Career College Policy and Procedures, Services to Students with Disabilities, should request a copy from an advisor. Applications for accommodations for a disability may be sent to the Campus Director.

## **Student Records Policies**

Transcripts and other documents received by Contra Costa Medical Career College for the purpose of admission or recording supplemental work become the property of Contra Costa Medical Career College and will not be released or copied without prior permission from the student. California regulatory agencies require that student records be kept for five years. All application materials and documents are collected in person or by mail. Original signatures must accompany forms where signatures are required. Photocopies of application paperwork are not acceptable. All records are stored in a computer database and in fire-proof cabinets and are accessible by CCMCC staff. In the event that Contra Costa Medical Career College discontinues operation, Contra Costa Medical Career College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use. Students will also be advised on how to gain additional copies through the office: **Contra Costa Medical Career College** 4051 Lone Tree Way, Suite C Antioch, Ca. 94531(925)757-2900 Fax (925)757-5873

## **Transcript Requests**

Students should direct requests for transcripts to the Student Services Coordinator's office. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student signature and either the student's identification number or social security number. Contra Costa Medical Career College will not release transcripts without appropriate authorization from the student. The Education Office issues transcripts and other official documents only after students have settled all financial obligations to the College. All records and services are withheld from students who have any outstanding financial obligations to the College. Transcripts contain only coursework completed at the College. The request takes 5-10 working days to process.

## **Payments and Release of Records**

Contra Costa Medical Career College may withhold a student's transcript or grades if the student is in default on an enrollment agreement. If the student has made partial payment of his or her tuition obligation, Contra Costa Medical Career College will only withhold that portion of the grades that corresponds on a pro rata basis

to the amount of tuition or loan obligation the student has not paid. If the course of study consists of only one course, CCMCC will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

### **Student Record Retention**

Enrollees are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for a five-year period. Transcripts are maintained permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to information requested.

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Contra Costa Medical Career College maintains all student records in accordance with the provisions of FERPA as amended. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.
- The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.
- A College official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student: providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the College may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll.

### **Student Complaint and Grievance Policies**

#### **Discrimination or Harassment Complaints**

Contra Costa Medical Career College is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The College prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital or veteran status under any program or activity offered under its control. In keeping with this commitment, the College also maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical condition and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser. It is College policy that all persons should enjoy freedom from unlawful discrimination of any kind, as well as from sexual harassment, or retaliation for reporting a complaint. This policy applies to prohibit

unlawful discrimination or harassment between members of the College community, including between students and other students and between students and employees or third parties, if the College has notice regarding or control over the third party. Individuals who engage in prohibited conduct will be subject to disciplinary action.

## **Grievance Procedures for Civil Rights Violations**

Contra Costa Medical Career College encourages prompt reporting of complaints so that a rapid response can be made and an appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment. The following person is designated to coordinate Contra Costa Medical Career College responsibilities under the law and to ensure compliance with Contra Costa Medical Career College policies against discrimination: Contra Costa Career College, 4051 Lone Tree Way Suite C Antioch Ca. 94531.

## **Hearing Procedures**

Hearing committees consist of three members. The Campus Director of Contra Costa Medical Career College appoints two members from the faculty or administrative staff and the student selects one member from the faculty. The campus Director of Contra Costa Medical Career College also designates the chairperson to conduct the proceedings and report the committee's decision. Members of hearing committees must be unbiased and must not have had direct involvement in the case prior to the hearing. Parties to the hearing are notified in writing of the hearing date, time, location, and procedures at least seven (7) business days before the hearing.

### **Hearing procedures include the following:**

- A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A designated secretary will be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaint to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.
- The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
- If either party fails to appear, the hearing will continue as if the absent party were present.
- After the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The campus Director of Contra Costa Medical Career College sends written notification of the committee's decision and of the right to appeal.

## **Appellate Procedures**

Students who believe they have been wrongfully or excessively penalized may appeal the hearing decision. Such an appeal must be requested in writing within 30 days of notification of the action and must be directed to the Director of College. In order for the Director to convene an appeals committee, the student must establish that there is sufficient cause for such an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation. For an appeal to be granted, the student must present:

- A reasonable possibility that the unfavorable decision was clearly wrong, given the hearing committee's interpretation of the evidence or in the disciplinary action imposed; and new evidence that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. In addition, a satisfactory explanation must be provided for the failure to present such evidence at the hearing. At the discretion of Contra Costa Medical Career College, any disciplinary action previously imposed may be suspended pending disposition of the appeal. The Campus Director of Contra Costa Medical Career College will appoint a panel of three individuals from the faculty, administration, or both, and will designate one of them to conduct appeal proceedings. Members of the committee must not have had direct involvement in the case prior to the appellate hearing. A meeting time is arranged within 30 days of receiving of the request for an appeal. All relevant information is then considered by the committee, including the record of the proceedings of the original hearing, written statements of the case, the testimony of any witnesses for each of the opposing parties, and any new evidence presented. The hearing procedures for the appeal will be identical to the procedures for the original hearing (see Hearing Procedures).The appeal committee's recommendation, including a description of the appeal and the rationale for its recommendation, is sent to the campus Director of Contra Costa Medical Career College. Within 14 days of receiving the recommendation, the Campus Director will send written notification of his/her decision to the student. This decision is final. All documentation for all hearings will be kept on file. Disciplinary expulsions are noted on student transcripts. Probation and suspension are also noted on transcripts but only for the duration of the probation or suspension. Any retaliatory action of any kind by an employee or student of Contra Costa Medical Career College against any other employee or student of Contra Costa Medical Career College as a result of that person's seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

## **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires submission of written complaint. Refer to the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

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

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred
  - d. The names and titles/positions of all individual(s) involved in the problem;
  - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g. The status of the complainant with the institution (e.g. current student, former student, etc.)

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

4. **SEND TO: ACCET**  
**CHAIR, COMPLAINT REVIEW COMMITTEE**  
**1722 N STREET, NW**  
**WASHINGTON, DC 20036**  
**TELEPHONE: (202) 955-1113**  
**FAX: (202) 955-1118 OR (202) 955-5306**  
**EMAIL: [COMPLAINT@ACCET.ORG](mailto:COMPLAINT@ACCET.ORG)**  
**WEBSITE: [WWW.ACCET.ORG](http://WWW.ACCET.ORG)**

### **Student Conduct and Discipline**

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of Contra Costa Medical Career College. It is the student's responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of Contra Costa Medical Career College through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by Contra Costa Medical Career College. Students will be informed in writing of the nature of the charges against them, and will be given a fair chance to refute the charges. There will be provisions for appeal of a decision.

### **Reasons for Probation, Suspension and Dismissal of Students from programs**

Students may be disciplined for violation of **ANY** of CCMCC's policies including but not limited to the following:

- Academic dishonesty
- Forgery, altering Contra Costa Medical Career College documents, or knowingly providing false information
- Disruption of the educational or administrative process Contra Costa Medical Career College, by acts or expression
- Physical abuse or threat of abuse to students, Contra Costa Medical Career College employees, or their families
- Verbal abuse or intimidation of students or Contra Costa Medical Career College employees or externship facilities including but not limited to shouting, use of profanity, or other displays of hostility
- Theft of Contra Costa Medical Career College property or the property of a Contra Costa Medical Career College employee, student, or visitor
- Vandalism or unauthorized destruction of Contra Costa Medical Career College property or the property of an employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics
- Possession, use, or threats of use of explosives or deadly weapons on Contra Costa Medical Career College property
- Lewd, indecent, or obscene behavior on Contra Costa Medical Career College property or by any means of communication
- Sexual harassment, Sexual assault
- Slander of CCMCC or any of its employees or affiliates
- Soliciting or assisting another in an act that would subject students to a serious Contra Costa Medical Career College sanction
- Trespassing in an area of Contra Costa Medical Career College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of Contra Costa Medical Career College

- Using Contra Costa Medical Career College equipment or networks to violate software copyrights
  - Violation of Contra Costa Medical Career College’s visitor policy
  - Violation of academic policies such as terms of probationary status (term action plan terms).
  - Violation of any other lawful policy including HIPAA or directive of Contra Costa Medical Career College or its employees. Violation of HIPAA is grounds for immediate expulsion and may include jail time and/or monetary penalties up to \$30,000 if prosecuted.
  - Any action that would grossly violate the purpose of Contra Costa Medical Career College or the rights of those who comprise College
  - Behavior harmful to Contra Costa Medical Career College’s image, function or contractual arrangements including but not limited to contacting an externship site or its employees or affiliates after dismissal.
  - Failure to follow any safety rules or regulations of any kind, including dress codes.
  - Failure to follow other posted rules
- Disciplinary action may include probation, suspension, or dismissal from Contra Costa Medical Career College.

## **Hearing Rights**

In disciplinary, administrative, grievance and appeal hearings, parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee
- To present witnesses
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit evidence on behalf of their own position.
- To make a summary argument and to respond to the argument of the opposing party
- To bring another person to the hearing as support or as a spokesperson.

## **Student Complaint Procedure**

Contra Costa Medical Career College does not expect its students to experience any serious problems while attending the College. However, if that circumstance does occur, the student should follow these procedures:

- a. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The person receiving the complaint must (1) transmit it immediately to the, who is the administrator overseeing student complaints, or if the Director is not available, then to the Student Services Coordinator and (2) attempt to resolve complaints related to that person’s duties.
- b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the College will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the College’s complaint procedure.
- c. If a student complains in writing, the College will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the College’s investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be given.
- d. The student’s participation in the complaint procedure and the disposition of a student’s complaint does not limit or waive any of the student’s rights or remedies. Any document signed by the student that purports to limit or waive the student’s rights and remedies is void.
- e. If the student feels that the College has not satisfactorily resolved the complaint, the student has the option of notifying either or both of the following agencies: (1) the State of California, Department of Consumer Affairs; or (2) the Bureau for Private Postsecondary and Education (BPPE)

## **BPPE Complaint Procedure**

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 Department of Consumer Affairs **2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833 or PO box 980818, West**

Sacramento, Ca. 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959 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 1 (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).

### General College Policies

#### Dress Code

- **ID Badge:** Identification badge is to be worn at all times above the waist, with name visible.
- **Hair:** Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Hair should be natural in color. No green, blue, purple etc. Facial hair must be clean, neat and well groomed.
- **Headwear:** Religious head covers may be worn; baseball-type caps are inappropriate.
- **Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Absolutely no piercings allowed: No lip, eyebrow, nose, bar or tongue piercings will be permitted.
- **NO** denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest.
- **Absolutely NO** sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.
- **Skirts/Dresses:** White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
- **Uniforms/Scrubs:** Uniforms can be any color, so long as they match and look professional. Scrubs are to fit appropriately, no sagging and no extremely form fitting uniforms are to be worn. No sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
- **Footwear:** Clean, white or predominately white leather or leather like tennis shoes will be worn. Nursing shoes are acceptable, however no open toed shoes are allowed.
- **Grooming:** Fragrances: Do not wear any perfume or cologne it may cause allergic reactions for some. Many people are also sensitive to smell.
- **Fingernails:** Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed. Only clear nail polish will be permitted.
- **Tattoos:** All tattoos that are visible must be covered at all times.
- **Hygiene:** The College and its externship affiliations require high standards of personal grooming and hygiene which is **neat, clean, and professional**. Students are required to maintain an environment free of odors. Dirty, torn or stained uniforms are not permitted.
- **Surgical Technology students please refer to the Surgical Technology Handbook for specific required attire and dress code.**

#### Copyright Infringement Policy

Violating copyright infringement laws, including unauthorized use/distribution of any materials used for academic purposes at CCMCC will incur civil/criminal liabilities and will be prosecuted to the fullest extent of the law.

#### Visitors

No one may visit the classroom during class hours without the prior approval of the instructor and the Campus Director. Students may not bring children to the classroom or computer lab or leave them at any other college location while attending class.

## **Cell Phone Policy**

Cell phone use is not permitted during class time. Cell phones are to be turned off while instructors are lecturing. No texting during class is permitted under any circumstance. Family members may contact the school directly in case of emergency. Failure to comply with this policy is grounds for termination.

## **Animals on Campus**

Animals, other than trained service animals for persons with disabilities, are not permitted in the college facility. Violations may result in disciplinary action.

## **Drug and Alcohol Policy**

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation Contra Costa Medical Career College wishes to make known its concern for the health and well-being of all members of the College community—students, staff, and faculty—as well as the health and well-being of the community as a whole. Contra Costa Medical Career College policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana. The sale of any controlled substance, which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized College activity. Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

# **Programs and Courses Offered at Contra Costa Medical Career College**

## **Phlebotomy Technician 1 Course**

**Goals and Purpose:** This is a **COURSE** intended for a-vocational purposes only. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association’s (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have no felony convictions on their record and have passed an approved certification exam. This program is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and clinical instruction, training in venipuncture.

Pre-requisite for this course is: documentation of 1) health-care industry experience 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement.

**\*State licensure is a requirement for completion of this course. It takes up to 90 business days after successful completion of all course requirements to obtain California State Licensure.**

### **Outcomes and Objectives:**

At the end of the program the student will be able to:

- Explain basic anatomy and physiology of the circulatory system.
- Define “standard precautions” and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.

- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification
- Complete 48 hours of practical training in a classroom setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

**Instructional Methods:**

- Multimedia
- Demonstration and Laboratory Practice
- Small and Large Group Discussion
- Handouts
- 1 on 1 Instruction
- Instructor led lectures

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Infection Control and Safety Precautions .....	2
2. Anatomy and Physiology .....	2
3. Medical Terminology.....	1
4. Identification .....	1
5. Site Selection and Preparation .....	2
6. Blood Collection Equipment.....	4
7. Venipuncture.....	15
8. Skin Puncture .....	4
9. Post-Puncture Care.....	2
10. Error, Risks and Complications .....	2
11. Problem Solving .....	1
12. Communications, Stress, Behavior, Law and Ethics .....	3
13. Quality Assurance.....	1
14. Laboratory Practice.....	40
15. Externship.....	40
40 didactic, 40 laboratory, 40 externship.....	Total Clock Hours –120
	Quarter Credit Hours- 7

**\*Waiting period for California State Licensure.....up to 90 business days**

**Course Requirements**

**Immunization Requirements**

Students must provide proof of immunity for the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse

4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year

5. Varicella immunity(titer)

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

### **Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

6 lecture quizzes, 25 pts each(150 pts)	50%
Affective evaluations/Lab check-offs	Must complete
Skills Lab Competency test	Pass/Fail
Final exam (150 pts)	<u>50%</u>
Total (300 pts)	100%

2. Laboratory experience: A “C” average must be achieved in order to pass the course. Affective evaluations from each laboratory experience will be averaged and counted as 10% of the total grade.

3. Clinical evaluations are graded on a Pass, Fail basis.

**\*State licensure is a REQUIREMENT for completion of this course. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Licensure.**

### **Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 40 hours of externship training are required by the state of California to be eligible to test for CPT1 Certification. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day there for students must be available during normal daytime working hours.

## **2016/2017 Phlebotomy Technician 1 (CPT1) Certificate Course Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Tuition	<u>\$2300.00</u> (refundable)
Text Book	<u>\$60.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2435.00</u></b>

**Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00 (non-refundable)
Background check and drug screen	\$102.00(non-refundable)
State application fee	\$100.00(non-refundable)
BLS	\$85.00(non-refundable)
NHA Certification Examination	\$135.00(non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$452.00</u></b>

**2016-2017 Phlebotomy Technician 1 Certificate Course Schedule**

**Day course meets Monday through Thursday from 9am-2:30pm for 4 weeks**

**(May include some Fridays to make-up for holidays)**

**Day course Schedule 2016-2017**

Class begins Monday June 5<sup>th</sup> through Thursday June 29<sup>th</sup>

Class begins Monday July 3<sup>rd</sup> through Thursday July 27<sup>th</sup>

- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday Aug. 7<sup>th</sup> through Thursday Aug. 31<sup>st</sup>

Class begins Tuesday Sept. 5<sup>th</sup> through Thursday Sept. 28<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 2<sup>nd</sup> through Thursday Oct. 26<sup>th</sup>

Class begins Monday Oct. 30<sup>th</sup> through Wednesday Nov. 22<sup>nd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Nov. 17<sup>th</sup>

Class begins Monday Nov. 27<sup>th</sup> through Thursday Dec. 21<sup>st</sup>

**Evening course meets Monday and Wednesday from 5pm-10pm for 8 weeks**

**(May include some Fridays to make-up for holidays)**

**Evening course Schedule 2016-2017**

Class begins Monday May 8<sup>th</sup> through Monday July 3<sup>rd</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day

Class begins Monday July 10<sup>th</sup> through Wednesday Aug. 30<sup>th</sup>

- No class will be held Sept. 4<sup>th</sup> in observance of Labor Day

Class begins Wednesday Sept. 6<sup>th</sup> through Oct. 30<sup>th</sup>

Class begins Wednesday Nov. 1<sup>st</sup> through Wednesday Dec. 27<sup>th</sup>

- No class will be held Dec. 25<sup>th</sup> in observance of Christmas Day

**Weekend course meets every Saturday and Sunday from 9am-5:30pm for 5 weeks**

**Weekend course Schedule 2016-2017 (weeks may not be consecutive)**

Class begins Saturday June 3<sup>rd</sup> through Sunday July 2<sup>nd</sup>

Class begins Saturday Aug. 12<sup>th</sup> through Sunday Sept. 17<sup>th</sup>

- No class will be held the weekend of Sept. 1<sup>st</sup>-3<sup>rd</sup> in observance of Labor Day

Class begins Saturday Oct. 21<sup>st</sup> through Sunday Dec. 3<sup>rd</sup>

- No class will be held the weekend of Nov. 10<sup>th</sup>-12<sup>th</sup> in observance of Veterans Day and the weekend of Nov. 24<sup>th</sup>-26<sup>th</sup> for the Thanksgiving holiday

**\*State licensure is a REQUIREMENT for completion of this course. It takes up to 90 business days for the State of California to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your application. California State Licensure is REQUIRED for Phlebotomy Technician 1 employment in the state of California.**



## **Clinical Medical Assistant Program**

**Goals and Purpose:** This Clinical Medical Assistant Program focuses solely on the back office procedures performed in the clinical setting of a physician's office or clinic. Medical Terminology and **Basic** Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. There are no pre-requisites for this program.

### **Outcomes and Objectives:**

At the end of the program, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one's value to an employer

**Instructional Methods:**

- Lecture
- Laboratory Skills Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research

**Instructional Hours:**

<u>Topic</u>	<u>Hours</u>
1. The Medical Record.....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard.....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs.....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care.....	2
11. The Pediatric Exam.....	5
12. Assisting with Minor Office Surgery.....	4
13. Cardiopulmonary Procedures (EKG).....	5
14. Administration of Medication (IM, SQ, ID).....	5
15. Colon Procedures and Male Reproductive Health.....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology.....	4
20. Blood Chemistry & Serology.....	4
21. Medical Microbiology .....	4
22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Basic Anatomy & Physiology.....	20
25. Medical Terminology.....	20
26. Laboratory practice.....	40
<u>27. Externship.....</u>	<u>160</u>

120 didactic, 40 laboratory, 160 externship Total Clock Hours – 320 Quarter Credit Hours- 19

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella titer

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

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

The final course grade is based on theory grade for both modules and a “satisfactory” in student lab. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

Theory grade is determined by:

**Grading:**

12 CMA lecture quizzes, 25 pts each (300 points).....	30%
Attendance, Participation, Employability (100 points).....	10%
CMA Homework, 20 assignments, 10 pts each (200points).....	20%
Skills Lab Competency test .....	Pass/Fail
<u>CMA final exam 200 questions, 2 pts each(400 points).....</u>	<u>40%</u>
Total (1000 points)	100%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts)..	20%
<u>Terminology final exam(200 pts).....</u>	<u>20%</u>
Total(1000 pts)	100%

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

**Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

## **2017 Clinical Medical Assistant Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$247.00 (refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3272.00</u></b>

### **Out of pocket expenses are approximate**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b><u>\$217.00</u></b>

### **Optional fee- upon program completion**

NHA Certification Examination	\$179.00 (non-refundable)
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## **2017 Clinical Medical Assistant Program Schedule**

**Day program meets Monday through Thursday from 9:00am-1:00pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Mid-day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Evening program meets Monday- Thursday from 6pm-10pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

### **Evening program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Weekend Program meets Saturdays from 9am-5:30pm for 20 weeks**

**Weekend (Saturday)program Schedule 2017 (weeks may not be consecutive)**

Class begins Saturday June 17<sup>th</sup> through Saturday Nov. 4<sup>th</sup>

- No class will be held Sept. 2<sup>nd</sup> in observance of Labor Day

Class begins Saturday Nov. 18<sup>th</sup> through Saturday May 12<sup>th</sup>

- No class will be held Nov. 25<sup>th</sup> in observance of Thanksgiving Day
- No class will be held Dec. 9<sup>th</sup>
- No class will be held Dec. 23<sup>rd</sup> in observance of Christmas Day
- No class will be held Dec. 30<sup>th</sup> in observance of New Years Day
- No class will be held Jan. 13<sup>th</sup> in observance of Martin Luther King Jr. Day
- No class will be held Feb. 17<sup>th</sup> in observance of Presidents' Day



**Medical Administrative Assistant/Billing and Coding Specialist Program**

**Goals and Purpose:** Upon successful completion of program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Medical Administrative Assistant and Certified Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. There are no pre-requisites for this program.

**Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Demonstrate proper telephone handling techniques
- Compose and prepare medical correspondence
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet

- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding diagnoses using the New ICD-10 coding system
- Explain the basic format of the CPT-4 system
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - a. Commercial fee-for-service
  - b. Blue Cross/Blue Shield
  - c. Medicare
  - d. Medicaid
  - e. CHAMPUS/CHAMPVA/TRICARE
  - f. Worker’s Compensation
  - g. Disability Compensation

**Instructional Methods:**

- Lecture
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3

11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5
15. Anatomy & Medical Terminology.....	40
16. HIPAA .....	6
17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims.....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding.....	8
21. Reimbursement & Coding Practice .....	8
22. CMS 1500 .....	8
23. Filing Commercial Claims.....	8
24. Blue Cross/Blue Shield.....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers' Compensation .....	5
27. Externship.....	160
120 didactic, 40 lab, 160 externship .....	Total Clock Hours –320
.....	Quarter Credit hours -19

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical:

- Diphtheria/Tetanus (DT) immunization within the last 10 years
- MMR titer or second dose
- Varicella
- Hepatitis B or signed waiver to refuse
- Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade for both modules. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

**Grading:**

12 MAA lecture quizzes, 25 pts each (300 pts).....	30%
Attendance, Participation, Employability(100 pts).....	10%
MAA homework(200 pts).....	20%
Computer Skills Lab 40 assignments, 5 pts each(200 pts).....	20%
<u>MAA final exam(200 pts).....</u>	<u>20%</u>
Total (1000 pts)	100%

### **Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts)..	20%
<u>Terminology final exam(200 pts).....</u>	<u>20%</u>
Total(1000 pts)	100%

### **Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice, short answer, and fill in the blank questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and computer lab notes. All homework assignments must be turned in to get credit for homework assigned. A final exam will be given at the end of the course. All students must pass the final with a grade of 70% in order to pass the course. Student Computer Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed.Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received,whichever is later.

## **2017 Medical Administrative Assistant/Billing and Coding Specialist Program**

### **Fees**

#### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$325.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3350.00</u></b>

#### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b><u>\$217.00</u></b>

#### **Optional fee-upon program completion**

NHA Certification Examinations	\$198.00 (non-refundable)
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## **2017 Medical Administrative Assistant/Billing and Coding Specialist Program**

### **Schedule**

Day program meets Monday-Thursday from 9:00am-1:00pm for 10 weeks.

**(May include some Fridays to make-up for Holidays)**

#### **Day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

**Mid-day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st

**Evening program meets Monday- Thursday from 6pm-10pm for 10 weeks**

**(May include some Fridays to make-up for holidays)**

**Evening program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday July 27<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>

Class begins Monday July 31<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Dec. 14<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1st



## **Medical Assisting Program**

**Goals and Purpose:** This Medical Assisting Program combines both the **Clinical and Medical Administrative/Billing and Coding programs into one comprehensive program.** Medical Terminology and basic Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting as well as the Medical Administrative

Assistant and Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, through didactic, laboratory and practical instruction, a comprehensive overview of the role of the procedures of the Medical Assistant. There are no pre-requisites for this program.

### **Module 1- Medical Administrative Assistant/Billing and Coding Specialist**

After successful completion of this program the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Demonstrate proper telephone handling techniques
- Compose and prepare medical correspondence
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding diagnoses using the New ICD-10 coding system
- Explain the basic format of the CPT-4 system
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - h. Commercial fee-for-service
  - i. Blue Cross/Blue Shield
  - j. Medicare
  - k. Medicaid
  - l. CHAMPUS/CHAMPVA/TRICARE
  - m. Worker's Compensation
  - n. Disability Compensation

### **Module 2- Clinical Medical Assistant**

#### **Outcomes and Objectives:**

At the end of the module, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records

- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one's value to an employer

**Instructional Methods:**

- Instructor led Lecture
- Laboratory Skills Techniques Demonstration
- Return Demonstration
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

## **Instructional Hours Module 1:**

<b><u>Topic</u></b> .....	<b><u>Hours</u></b>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3
11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5
15. Anatomy & Medical Terminology .....	40
16. HIPAA .....	6
17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims .....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding .....	8
21. Reimbursement & Coding Practice .....	8
22. CMS 1500 .....	8
23. Filing Commercial Claims .....	8
24. Blue Cross/Blue Shield .....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers' Compensation .....	5

## **Instructional Hours Module 2:**

<b><u>Topic</u></b> .....	<b><u>Hours</u></b>
1. The Medical Record .....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard .....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs .....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care .....	2
11. The Pediatric Exam .....	5
12. Assisting with Minor Office Surgery .....	4
13. Cardiopulmonary Procedures (EKG) .....	5
14. Administration of Medication (IM, SQ, ID) .....	5
15. Colon Procedures and Male Reproductive Health .....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology .....	4
20. Blood Chemistry & Serology .....	4
21. Medical Microbiology .....	4

22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Laboratory practice.....	40
25. Externship.....	160
200 didactic, 80 laboratory, 160 externship	Total Clock Hours – 440
	Quarter Credit Hours- 29

**Program Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella titer

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

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

The final course grade is based on theory grade for both modules and a “satisfactory” in student lab. Both modules must be passed to pass program.

**Module 1- Medical Administrative Assistant/Billing and Coding Specialist**

**Grading:**

12 MAA lecture quizzes, 25 pts each (300 pts).....	30%
Attendance, Participation, Employability(100 pts).....	10%
MAA homework(200 pts).....	20%
Computer Skills Lab 40 assignments, 5 pts each(200 pts).....	20%
MAA final exam(200 pts).....	20%
Total (1000 pts)	100%

**Module 2-Clinical Medical Assistant**

**Grading:**

12 CMA lecture quizzes, 25 pts each (300 points).....	30%
Attendance, Participation, Employability (100 points).....	10%
CMA Homework, 20 assignments, 10 pts each (200points).....	20%
Skills Lab Competency test .....	Pass/Fail
CMA final exam 200 questions, 2 pts each(400 points).....	40%
Total (1000 points)	100%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	40%
8 Terminology spelling tests, 25 pts each(200 pts).....	20%
8 Terminology homework assignments, 25 pts per assignment(200 pts)..	20%
Terminology final exam(200 pts).....	20%
Total(1000 pts)	100%

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

**Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of each module.

**Student Clinical Skills Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Student Computer Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

**2017 Medical Assistant Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$5700.00 (refundable)
Text Book	\$437.00 (refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$6212.00</b>

**Out of pocket expenses are approximate**

Uniform/shoes	\$30.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$217.00</b>

**Optional fee- upon program completion**

NHA Certification Examination	\$377.00 (non-refundable)
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**2017 Medical Assistant Program Schedule**

**Day program meets Monday through Thursday from 9:00am-1:00pm for 20 weeks  
(May include some Fridays to make-up for Holidays)**

**Day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 10 weeks**

**(May include some Fridays to make-up for Holidays)**

**Mid-day program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**Evening program meets Monday- Thursday from 6pm-10pm for 20 weeks**

**(May include some Fridays to make-up for Holidays)**

**Evening program Schedule 2017**

Class begins Monday May 22<sup>nd</sup> through Thursday Oct. 5<sup>th</sup>

- No class will be held May 29<sup>th</sup> in observance of Memorial Day. Class will meet on Friday June 2<sup>nd</sup>
- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day. Class will meet Friday July 7<sup>th</sup>
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day. Class will meet Friday Sept. 8<sup>th</sup>

Class begins Monday Oct. 9<sup>th</sup> through Thursday Mar. 8<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day. Class will meet Friday Dec. 1<sup>st</sup>
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Year's Day. Class will meet Friday Jan. 5<sup>th</sup>
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day. Class will meet Friday Jan. 19<sup>th</sup>
- No class will be held Monday Feb. 19<sup>th</sup> in observance of Presidents' Day. Class will meet Friday Feb. 23<sup>rd</sup>

**EKG/ECG Technician Course**

**Goals and Purpose:** Upon successful completion of this course, the student will receive a certificate of completion from Contra Costa Medical Career College. The course is designed to provide instruction in electrocardiography testing and interpretation procedures used in detecting heart disease and other cardiovascular disorders. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for certification by examination through the National Healthcareer Association (NHA). There are no pre-requisites for this course.

**Outcomes and Objectives:**

After successful completion of this program the student will be able to:

1. Define the anatomy, physiology, and terminology of the coronary system.
2. Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
3. Understand the necessity and placement of 12-Lead EKG.
4. Demonstrate performance and interpretation of 12-Lead EKG.
5. Demonstrate how to take a blood pressure reading.
6. Demonstrate how to obtain pulse and respiration assessment.
7. Identify and troubleshoot the different kinds of artifact.
8. Calculate heart rate and differentiate between types of rhythm regularity.
9. Identify and interpret a variety of rhythms.
10. Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
11. State the criteria, interpretation and adverse effects of sinus and atrial rhythms.
12. State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
13. State the criteria, identification, and adverse effects for each type of AV block.
14. Understand EKG changes associated with myocardial infarction.
15. Identify the function, indication, and components of a pacemaker.
16. Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
17. Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
18. Describe indications, contradiction, and demonstration of Holter monitoring.

**Instructional Units/Hours of Instruction:**

<i>Topic</i> .....	<i>Hours</i>
1. HIPAA Compliance .....	2
2. Infection Control .....	4
3. Coronary Anatomy and Physiology .....	8
4. Electrophysiology .....	4
5. Lead Morphology and Placement .....	4
6. Technical Aspects of the EKG.....	2
7. Calculating Heart Rate .....	4
8. How to Interpret a Rhythm Strip .....	4
9. Rhythms Originating In the Sinus Node .....	4
10. Rhythms Originating In the Atrium .....	4
12. Rhythms Originating In the Ventricles .....	4
14. Rhythm Practice Strips .....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction .....	2
17. Artificial Pacemakers .....	2
19. Cardiac Medications and Electrical Therapy .....	2
20. Diagnostic Electrocardiography.....	2
21. Electrocardiography Skills Practice .....	20
<b>60 didactic, 20 laboratory hours .....</b>	<b>Total Clock Hours – 80 Quarter Credit Hours-7</b>

**Instructional Method:**

- Lecture
- Demonstration
- Practical Laboratory

- Individualized Study
- Independent Research

**Methods of Evaluation:**

- Quizzes
- Exams
- Exercises
- Observation
- Self -Evaluation

**Course Requirements:**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

5 lecture quizzes, 30 pts each(150 points)...	50%
Affective evaluations/Lab check-offs.....	Must complete
Skills Lab Competency test.....	Pass /Fail
<u>Final exam (150 pts).....</u>	<u>50%</u>
Total (300 pts)	100%

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

**Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**2017 EKG/ECG Technician Course Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Tuition	<u>\$1500.00</u> (refundable)
Text Book	<u>\$50.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$1625.00</u></b>

**Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	<u>\$30.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$30.00</u></b>

**Optional fee-upon program completion**

NHA Certification Examination	<u>\$135.00</u> (non-refundable)
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**\*This Program has NOT been approved for Veterans training benefits.**

## **2017 EKG/ECG Technician Course Schedule**

Evening courses meet on Tuesdays and Thursdays from 6pm-10pm for 10 weeks

### **Evening course Schedule 2017**

Class begins Tuesday Aug. 1<sup>st</sup> through Thursday Oct. 5<sup>th</sup>

Class begins Tuesday Oct. 10<sup>th</sup> through Tuesday Dec. 19<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving Day



## **Surgical Technology Program**

**ABHES Accredited**

**Goals and Purpose:** The Contra Costa Medical Career College Surgical Technology Program is committed to providing an environment that facilitates student success in acquiring the theory and technical skills pertinent to a professional surgical technologist. Upon successful completion of the Surgical Technology program, the student will receive a certificate of completion from Contra Costa Medical Career College. The following courses are highly recommended but not required: anatomy, physiology, and medical terminology.

### **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Demonstrate the knowledge and skills to monitor assess and provide for the needs of the patient and the surgical team intra-operatively.
- Demonstrate the knowledge and skills to provide a safe Perioperative environment.
- Demonstrate a thorough knowledge of aseptic technique and principles.
- Demonstrate competency in the use of instrumentation and equipment used intra-operatively.
- Demonstrate a professional attitude in interactions with other members of the health care team and patients.
- Demonstrate knowledge of basic anatomy and physiology and pathophysiology as it relates to general surgical procedures and commonly performed specialty procedures.
- Integrate the surgical technology knowledge base in cognitive, affective and psychomotor domains; demonstrate skills following established criteria, protocols and objectives in the cognitive, affective and psychomotor domains
- Function safely, effectively and efficiently and exhibit ethical behavior in a surgical technologist role
- Describe actions and uses of anesthetic and pharmacological agents in the care of surgical patients
- Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a surgical technologist's perspective when working with patients, patients' significant others, colleagues and other members of a healthcare team, as well as other members of the community

### **Instructional Methods:**

- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities
- Large group discussions

- Demonstration
- Practical Laboratory
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

## SURGICAL TECHNOLOGY – PROGRAM LENGTH AND CREDIT

	<u>Weeks</u>	<u>Clock Hours</u>	<u>Quarter Credit Hours</u>
Didactic	16.5	576	57.50
Laboratory	6.5	224	11
Externship	14	560	19
<b>Total</b>	<b>37</b>	<b>1360</b>	<b>87.50</b>

<u>COURSE #</u>	<u>COURSE</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
ST.1	Orientation	2	0
ST.2	Professional Practice	53.67	5.0
ST.3	Medical Terminology	53.67	5.0
ST.4	Microbiology	18.67	2.0
ST.5	Anatomy & Physiology 1	31.50	3.0
ST.6	Anatomy & Physiology 2	45.50	5.0
ST.7	Anatomy & Physiology 3	52.50	5.0
ST.8	Anatomy & Physiology 4	45.50	5.0
ST.9	Pharmacology & Anesthesia	38.50	3.0
ST.10	Patient Care Concepts	17.50	1.0
ST.11	Surgical Techniques 1	73.50	6.0
ST.12	Surgical Techniques 2	87.50	7.0
ST.13	Technological Sciences	31.50	2.5
ST.14	Surgical Procedures 1	66.50	5.0
ST.15	Surgical Procedures 2	87.50	7.0
ST.16	Surgical Procedures 3	94.50	7.5
ST.17	Externship	560	18.5
<b>Totals</b>		<b>1360</b>	<b>87.50</b>

### ST.1 Orientation

*Clock Hours: 2 Lecture*

*Semester Credit Hours: 0*

*Prerequisites: Admittance into program*

This preliminary course will introduce the policies and procedures of Contra Costa Medical Career College and the surgical technology program. The student will be provided with information regarding requirements and materials required to successfully complete the surgical technology program. It is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study.

## **ST.2 Professional Practices**

*Clock Hours: 53.67 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1*

This course introduces professional management and employability skills that are necessary for the surgical technology profession. It elaborates on the importance of communication and teamwork while pointing out the ethical, moral, and legal issues involved in caring for patients. Recommended practices and legal elements of proper documentation are identified and positive risk management techniques are taught. This course also explains healthcare facility organization and management in detail. Additionally, the physical environment of the healthcare facility is described and hazard preparation is discussed.

## **ST.3 Medical Terminology**

*Clock Hours: 53.67 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2*

This course introduces medical terminology by focusing on the important word parts – common prefixes, suffixes, and word roots which provides a foundation for learning hundreds of medical terms. The students will be taught medical terminology by body system beginning with an overview of the terminology related to the body's structures and functions, proceeding to diseases and disorders, and ending with diagnostic procedures and treatments. This methodical approach to medical terminology will allow the students to master the necessary language to describe how the human body works, what goes wrong with it, and how we treat it.

## **ST.4 Microbiology**

*Clock Hours: 18.67 Lecture*

*Semester Credit Hours: 2.0*

*Prerequisites: ST.1, ST.2, ST.3*

This introductory course provides students with an overview of microbes and process of infection. The student will be taught classification of organisms as well as cell theory. In addition, the student will learn about the tools for identifying microbes, the process of infection, disease prevention, immunity, and obtain knowledge of microorganisms and the diseases they cause.

## **ST.5 Anatomy & Physiology 1**

*Clock Hours: 31.50 Lecture*

*Semester Credit Hours: 3.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4*

During this course the student will be introduced to the structure and function of the human body. The student will study the anatomy and physiology of the integumentary system and the skeletal system in which structural information and important functional concepts will be identified and discussed.

## **ST.6 Anatomy & Physiology 2**

*Clock Hours: 45.50 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5*

During this course the student will study the anatomy and physiology of the muscular system, nervous system, and endocrine system in which structural information and important functional concepts will be identified and discussed.

## **ST.7 Anatomy & Physiology 3**

*Clock Hours: 52.50 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6*

During this course the student will study the anatomy and physiology of blood, the cardiovascular system, the lymphatic system and immunity, and the respiratory system in which structural information and important functional concepts will be identified and discussed.

### **ST.8 Anatomy & Physiology 4**

*Clock Hours: 45.50 Lecture*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7*

During this course the student will study the anatomy and physiology of the digestive system, urinary system, and reproductive systems in which structural information and important functional concepts will be identified and discussed.

### **ST.9 Pharmacology & Anesthesia**

*Clock Hours: 21 Lecture 17.50 Lab*

*Semester Credit Hours: 3.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8*

This course focuses on the medication processes and the role of the surgical technologist in drug handling, as well as an emphasis of drugs used on the sterile field. The students will be provided with an introduction to the process of anesthesia and physiological monitoring. While in this course the student will also learn basic procedures and techniques in which the student may be required to assist. The primary purpose of this course is to familiarize the student with basic concepts and terms that are associated with pharmacology, anesthesia, and basic monitoring.

### **ST.10 Patient Care Concepts**

*Clock Hours: 10.50 Lecture 7 Lab*

*Semester Credit Hours: 1.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9*

During this course the student will be taught to directly contribute to the patient's physical and psychosocial well-being by utilizing patient-centered care which encompasses therapeutic care, communication, and intervention specific to the unique needs of the patient. The student will also study and explore death and dying focusing on the social, personal, ethical, legal, and medical perspectives specifically.

### **ST.11 Surgical Techniques 1**

*Clock Hours: 38.50 Lecture 35 Lab*

*Semester Credit Hours: 6.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10*

In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied.

### **ST.12 Surgical Techniques 2**

*Clock Hours: 45.50 Lecture 42 Lab*

*Semester Credit Hours: 7.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11*

This course provides an introduction to hands-on technique necessary to ensure the safety of patients and surgical team during transferring, transporting, and positioning the surgical patient. In addition, students will be taught skin prep and draping guidelines that are presented in a timewise and stepwise way to help clarify who does what, and when. The student will be oriented to the flow of a surgical procedure from the time of preparation to the close of surgery. Postanesthesia Recovery will also be introduced, topics include: PACU

facility, procedures, psychosocial care, postoperative complications, Elements of discharge planning, and unanticipated PACU outcomes.

### **ST.13 Technological Sciences**

*Clock Hours: 17.50 Lecture 14 Lab*

*Semester Credit Hours: 2.5*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12*

This course introduces technology and medicine. Topics include: physics, information technology, energy sources in surgery, minimally invasive surgery (MIS), and robotic surgery. Students will be taught to use computers professionally in the Perioperative environment. This course will also cover common surgical devices that use electromagnetic energy as well as other types of energy utilized in the Perioperative environment.

### **ST.14 Surgical Procedures 1**

*Clock Hours: 35 Lecture 31.50 Lab*

*Semester Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13*

During this course the student will be oriented to commonly performed tests and diagnostic procedures, both invasive procedures and noninvasive procedures. Students will review the surgical anatomy involved in general, gynecological, obstetrical, and genitourinary surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

### **ST.15 Surgical Procedures 2**

*Clock Hours: 45.50 Lecture 42 Lab*

*Semester Credit Hours: 7.0*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14*

Students will review the surgical anatomy involved in ophthalmic, ENT, oral maxillofacial, plastic, reconstructive, and orthopedic surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

### **ST.16 Surgical Procedures 3**

*Clock Hours: 59.50 Lecture 35 Lab*

*Semester Credit Hours: 7.50*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15*

Students will review the surgical anatomy involved in peripheral vascular, thoracic, pulmonary, cardiac, pediatric, neuro, and emergency trauma surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course.

### **ST.17 Externship**

*Clock Hours: 560*

*Semester Credit Hours: 18.50*

*Prerequisites: ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15, ST.16*

This course provides students with 560 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on the scrub and circulating roles of the surgical technologist. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required case loads and 560 externship hours.

### **Immunization Requirements:**

Students must provide proof of immunity for the following:

1. Proof of Varicella (Chicken Pox) immunity as shown by a serum titer containing immunity
2. Proof of a complete (3 injection series) Hepatitis B vaccination and a serum titer confirming immunity
3. Proof of Measles, Mumps and Rubella (MMR) immunity as shown by a serum titer confirming immunity to each disease
4. Proof of Tetanus vaccination within the last 10 years
5. Two negative TB Skin Tests (Mantoux PPD) within 6 months prior to the start of externship
6. BLS Certified, Healthcare Provider. (Offered at CCMCC)
7. Proof of medical insurance

**\*All students must be BLS Certified- for the healthcare provider**

**\*A mandatory background check and 2 drug screens are done on all students prior to externship placement.**

### **Grading Policy:**

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain a 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module.

### **Grades are as follows:**

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60 = F

***Below 80% is Failing!***

### **Grading Scale is as follows:**

Homework = 10% of total grade

Quizzes = 40% of total grade

Tests = 50% of total grade

### **Evaluation Method**

**Quizzes** will consist of multiple choice and true/false questions. Quizzes will cover classroom lectures, assigned readings, group activities, workbook materials, and clinical lab notes.

**Tests/Midterms/Final** will consist of multiple choice, true/false and short answer questions. Tests are cumulative in that each test will contain questions from material covered in all previous lectures within the present module. Tests will also cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes.

**Student Lab** will allow the student to demonstrate knowledge of lecture components by simulating surgical skills and techniques in the presence of the instructor. A competency check list must be maintained throughout the course. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 560 hours of externship training are required. Externship sites will be arranged by CCMCC and assignments will be given out no later than 90 days after the last day of the course, or 90 days from the date in which all required paperwork/documents have been received, whichever is later.

## **GRADUATION CRITERIA:**

Upon satisfactory completion of classroom/lab hours, passing each module with a B (80%) or better, and successful completion of required clinical externship hours the student will be **required** to take the certification exam provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)\*. Upon completion of the exam they will then receive a Certificate of Completion from Contra Costa Medical Career College, and upon passing the certification exam the student will receive a certificate which certifies them nationally as a Certified Surgical Technologist (CST) from the NBSTSA.

\*Please note that students will take the certification exam no more than 30 days prior to the completion of their clinical externship hours and no more than 30 days following the completion of their clinical hours.



## **2017 Surgical Technology Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$125.00(non-refundable)
Tuition	\$14,500.00 (refundable)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$14,625.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Text Book	\$500.00 (refundable if unused)
Uniform/ shoes	\$100.00(non-refundable)
Background check &drug screens	\$152.00(non-refundable)
BLS	\$85.00
Certification Examination	\$247.00(non-refundable)
<b>Total out of pocket expenses</b>	<b>\$1084.00</b>

## **2017 Surgical Technician Program Schedule**

The Didactic/Laboratory portion of the Program meets Monday through Friday from 9am-4:30pm for 800 hours. \*560 Externship hours to be arranged

### **Program Schedule 2017 (Didactic training), externship hours are to be arranged**

Class begins: January 03, 2017

Class begins: June 26, 2017



## **Sterile Processing Technician Program**

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

### **Outcomes and Objectives:**

At the end of the course the participant will be able to successfully demonstrate:

- Decontamination procedures
- Preparation and packaging for sterilization
- Monitor the process of steam, dry heat, and liquid chemical sterilization
- Maintenance of product sterility through shelf-life/rotation
- Storage distribution, inspection and inventory control of supplies, instruments and equipment
- Medical Terminology

### **Instructional Strategies:**

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Workbook/Homework Assignments
- Textbook Assignments
- Multimedia

## Instructional Hours:

<u>Topic</u>	<u>Hours</u>
1. Introduction to Central Service.....	3
2. Medical Terminology.....	2
3. Anatomy & Physiology.....	7
4. Microbiology for Central Service Technicians.....	7
5. Regulations & Standards.....	5
6. Infection Control & Prevention .....	4
7. Tools for Cleaning .....	4
8. Decontamination; Point of Use Preparation & Transport .....	2
9. Cleaning & Decontamination .....	6
10. Disinfection.....	6
11. Surgical Instrumentation.....	4
12. Complex Surgical Instruments.....	7
13. Sterile Packaging & Storage .....	5
14. Point of Use Processing .....	5
15. High Temperature Sterilization.....	7
16. Low Temperature Sterilization .....	5
17. Inventory Management .....	4
18. Management of Patient Care Equipment.....	4
19. Tracking Systems.....	2
20. Quality Assurance.....	2
21. Safety .....	3
22. Communication & Human Relation Skills.....	3
23. Sterile Processing for Ambulatory Surgery.....	3
24. Laboratory Practice.....	200
25. Externship.....	200
100 didactic, 200 laboratory hours, 200 externship .....	Total Clock Hours – 500
.....	Quarter Credit Hours 26.5

## Course Requirements

### Immunization Requirements

Students must provide proof of the following by the first day:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose
3. Hepatitis B or signed waiver to refuse
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year
5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students prior to placement in externship.**

### Grading

The numerical range for this course will be:

- 90-100 = A
- 80-89 = B
- 70-79 = C (Any grade below 70 will result in a term action plan\*)
- 60-69 = D
- Below 60 = F

\*Any student falling below 70% in overall class grade will be counseled and a plan of action will be

established. The student will be given sufficient time to raise his/her grade, otherwise will be dismissed from program.

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

Final Exam	30%
Final Instrumentation Exam	20%
7 Lecture quizzes	15%
7 Instrumentation quizzes	15%
Homework	5%
Project	5%
Major Tray Quiz	5%
Major Instrument Assembly	(Pass or Fail)
Instrument peel pack/wrap	(Pass or Fail)
<u>Attendance</u>	<u>5%</u>
Total	100%

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

Skills Lab Competency test Pass /Fail – all lab check offs must be completed to pass lab portion of class

#### **Evaluation Method**

**Lecture-** Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

**Student Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be during and after classroom instruction.

400 hours of training is required by IAHCSSMM to be eligible to test for Certification. 200 hours is acquired in our fully functional Sterile Processing laboratory and 200 guaranteed hours at an externship site arranged by CCMCC. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the program, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2016-2017 Sterile Processing Technician Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Note: The maximum <b>non-refundable</b> registration fee allowed by VA is \$10.00	
Tuition	<u>\$2950.00</u> (refundable)
Text Book	<u>\$185.00</u> (refundable if unused)
Wonderlic exam	<u>\$10.00</u> (non-refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3220.00</u></b>

### **Out of pocket expenses approximate (not paid to the institution)**

Uniform/ shoes /lab coat	<u>\$115.00</u> (non-refundable)
Background check and drug screen	<u>\$102.00</u> (non-refundable)
BLS	<u>\$85.00</u>
IAHCSSMM exam (optional)	<u>\$125.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$427.00</u></b>

## **2016-2017 Sterile Processing Technician Program Schedule**

**Day program will meet Monday through Thursday from 9am-2pm for 20 weeks**

### **Day Program Schedule 2017**

Class begins Tuesday Sept. 5<sup>th</sup> through Tuesday Jan. 30<sup>th</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving
- No class will be held Monday Dec. 25<sup>th</sup> and Tuesday Dec. 26<sup>th</sup> in observance of Christmas
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Years Day
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King, JR Day

**Evening program meets Monday through Thurs from 5pm-10pm for 20 weeks**

### **Evening program Schedule 2017**

Class begins on Monday Mar. 13<sup>th</sup> through Monday June 26<sup>th</sup>

- No class will be held Monday May 29<sup>th</sup> in observance of Memorial Day

Class begins Monday July 3<sup>rd</sup> through Tuesday Nov. 21<sup>st</sup>

- No class will be held Tuesday July 4<sup>th</sup> in observance of Independence Day
- No class will be held Monday Sept. 4<sup>th</sup> in observance of Labor Day

Class begins Monday Nov. 27<sup>th</sup> through April 23<sup>rd</sup>

- No class will be held Thursday Nov. 23<sup>rd</sup> in observance of Thanksgiving
- No class will be held Monday Dec. 25<sup>th</sup> and Tuesday Dec. 26<sup>th</sup> in observance of Christmas
- No class will be held Monday Jan. 1<sup>st</sup> in observance of New Years Day
- No class will be held Monday Jan. 15<sup>th</sup> in observance of Martin Luther King, JR Day
- No class will be held Monday Feb. 19<sup>th</sup> in observance of President's Day



## **DISINFECTION**



## **ASSEMBLY**



## **WRAP**

## **Pharmacy Technician Program**

**Goals and Purpose:** The Pharmacy Technician certificate program at Contra Costa Medical Career College will give you the tools to enter the healthcare world as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesalers industry. Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. As a Certified Pharmacy Tech, you'll receive and verify prescriptions and prepare patient medication. CCMCC's Pharmacy Technician classes will also train you to maintain client profiles and insurance claim forms. Pharmacy Techs are the key communication liaison between medical professionals, doctors, pharmacists and patients. This course is fully approved by the Ca. Board of Pharmacy to earn the title of Registered Pharmacy Technician. The state requires a minimum of 240 hours of training in the subject of Pharmacy Technician. In addition, participants will be qualified to apply to sit for the **OPTIONAL** National Certification Exam through the National Healthcareer Association. Upon successful completion of this exam, students will earn the credential CPhT. There are no prerequisites for this program.

**\*State registration will be denied if the applicant has any felony convictions on record.\*State registration is a requirement for completion of this program. It takes up to 90 business days after successful completion of all course requirements to obtain California State Registration. California State Registration is REQUIRED for Pharmacy Technician employment in the state of California.**

### **Outcomes and Objectives:**

At the end of the course the participant will be able to:

- Design a study plan that fits his or her learning style and personal commitments.
- Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
- Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
- Purchase pharmaceuticals, devices, and supplies according to an established plan.
- Control the inventory of medications, equipment, and devices according to an established plan.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
- Maintain the pharmacy equipment and facilities.
- Assist the pharmacist in preparing, storing, and distributing investigational medication products.
- Assist the pharmacist in monitoring medication therapy.
- Participate in the pharmacy department's process for preventing medication misadventures.
- Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
- Complete externship requirements including TB test, and CPR.
- Use communication strategies associated with quality customer service.

- Draft a resume that clearly communicates one's value to an employer.
- Utilize networking, informational interviews and other resources to generate job interviews.
- Orally express one's goals, skills and personal qualities in a manner that makes one a desirable employee.
- Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
- Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
- Describe and apply several strategies for managing stress on the job, at school, at home.
- Complete National Certification Examination.
- Define medical terms and abbreviations used for inpatient pharmacy orders
- Demonstrate proper hand washing and sterile gloving techniques
- Describe and utilize Standard Precautions established by the Center for Disease Control.
- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Define injectable routes and administration systems for parenteral products.
- Describe horizontal and vertical laminar airflow hoods (LAH) and a high efficiency particulate air (HEPA) filters
- Perform aseptic technique in a horizontal LAH.
- Differentiate between varying directions for reconstituting a sterile drugs contained in a vial, calculate and prepare an ordered dose in a LAH.
- Calculate and prepare an ordered dose from a sterile drug contained in an ampule in the LAH.
- Describe the risks involved in cytotoxic drug preparation and list the steps inpreparing, handling and transporting cytotoxic drugs.
- Identify the components of a Chemo Spill Kit and a biological safety cabinet.
- Identify IV maintenance fluids and equipment.
- Calculate and set up a total parenteral nutrition (TPN) electrolyte pooling field in a LAH.
- Correctly fill out a TPN mixing report and prepare a TPN.
- Calibrate and operate an Automix® compounder using specific gravity.
- Calibrate and operate a Pharm Assist® repeater pump.
- Correctly apply the following formulas and calculations used in IV preparation and administration:
  1.  $D/H \times Q = X$
  2.  $V/C \times C = R$
  3. BSA(m<sup>2</sup>), (Body Surface area in m<sup>2</sup>)
  4. Safe Dose (when ordered in BSA)
  5. mL/h
  6. gtt/min
  7. mL/h /drop factor constant = gtt/min

**Instructional Methods:**

- Lecture
- Individualized Study
- Small and Large Group Discussions
- Skills Demonstration

- Competency Check-off

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction.....	4
2. Law and Ethics.....	4
3. Medical/Pharmacological Terminology.....	10
4. Pharmacology.....	15
5. Practice Sites, Technology.....	6
6. Body Systems/Anatomy.....	15
7. Calculations.....	10
8. Receiving and Interpreting Medication Orders.....	15
9. Filling and Distributing Medication Orders.....	20
10. Intravenous Compounding.....	10
11. Over the Counter Medications.....	5
12. Purchasing, Inventory and Reimbursement.....	8
13. Study Skills.....	4
14. Communication Skills.....	10
15. Technician Issues.....	10
16. Professionalism and the Workplace.....	7
17. Resumes and interview techniques.....	1
18. Laboratory Practice.....	72
19. Externship.....	120
144 didactic, 72 laboratory hours, 120 externship.....	Total Clock Hours – 336
.....	Quarter Credit Hours 22

**\*Waiting period for California State Registration.....up to 90 business days**

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*A mandatory background check and drug screen is done on all students prior to externship placement.**

**\*All students must be BLS- for the healthcare provider Certified**



## Grading

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory/lab total points.

1. Theory/lab grade is determined by:

Sixteen lecture quizzes	50%	(must maintain 70% to continue program)
One Mid-term Exams	20%	
Homework/Attendance	5%	
Final Skills Lab Competency	Pass/Fail	(must pass to pass course)
<u>Final exam</u>	<u>25%</u>	
Total	100%	

2. Laboratory experience: You must successfully perform all clinical competencies in order to pass the course.

3. Clinical evaluations are graded on a Pass, Fail basis.

**\*State registration is a REQUIREMENT for completion of this program. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Registration. California State Registration is REQUIRED for Pharmacy Technician employment in California**

## **Evaluation Method**

**Lecture:** Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

**Student Lab:** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 120 hours of externship training are required by the state of California which must be completed no later than 11 weeks following the last day of didactic instruction. Externship sites will be arranged by CCMCC and assignments will be given out no later

than 30 days after the last day of the course, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2016-2017 Pharmacy Technician Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00 (non-refundable)
Tuition	\$2950.00 (refundable)
Text Book	\$250.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b>\$3275.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes/lab coat	\$60.00 (non-refundable)
Background checks/passport photo and drug screen	\$176.00(non-refundable)
BLS	\$85.00 (non-refundable)
State registration application fee	\$140.00 (non-refundable)
Self-Query fee req. for Ca. state license	\$16.00 (non-refundable)
<b>Total out of pocket expenses</b>	<b>\$477.00</b>

### **Optional fee- upon program completion (Not required for state registration)**

Certification Examination	\$135.00(non-refundable)
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## **2016-2017 Pharmacy Technician Program Schedule**

**Day Classes are held Mon, Wed and Friday from 9am-1pm for 18 weeks.**

### **Day program Schedule 2017**

Class begins Wednesday Feb. 22<sup>nd</sup> through Wednesday June 28<sup>th</sup>

- No class will be held Feb. 20<sup>th</sup> in observance of Presidents' Day
- No class will be held May 29<sup>th</sup> in observance of Memorial Day

Class begins Monday July 3<sup>rd</sup> through Monday Nov. 6<sup>th</sup>

- No class will be held Sept. 4<sup>th</sup> in observance of Labor Day
- Class begins Monday Nov. 13<sup>th</sup> through Wednesday Mar. 28<sup>th</sup>
- No class will be held Nov. 24<sup>th</sup> in observance of Thanksgiving Day
  - No class will be held Dec. 25<sup>th</sup> in observance of Christmas Day
  - No class will be held Jan. 1<sup>st</sup> in observance of New Year's Day
  - No class will be held Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day
  - No class will be held Feb. 19<sup>th</sup> in observance of Presidents' Day

**Evening classes are held Monday, Wednesday, and Thursday evenings from 6-10pm for 18 weeks.**

### **Evening program Schedule 2016-2017**

Class begins on Monday July 31<sup>st</sup> through Wednesday Dec. 6<sup>th</sup>

- No class will be held Sept. 4<sup>th</sup> in observance of Labor Day
- No class will be held Nov. 23<sup>rd</sup> in observance of Thanksgiving Day

Class begins on Monday Dec. 11<sup>th</sup> through Monday Apr. 23<sup>rd</sup>

- No class will be held Dec. 25<sup>th</sup> in observance of Christmas
- No class will be held Jan. 1<sup>st</sup> in observance of New Year's Day
- No class will be held Jan. 15<sup>th</sup> in observance of Martin Luther King Jr. Day
- No class will be held Feb. 19<sup>th</sup> in observance of Presidents' Day

**\*State registration is a REQUIREMENT for completion of this program. It takes up to 90 business days for the California Board of Pharmacy to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your**

application. California State Registration is **REQUIRED** for Pharmacy Technician employment in the state of California

***A Message from the CEO/Campus Director –***

*Thank you for choosing Contra Costa Medical Career College for your entrance into the Allied Health Profession. I am honored and proud that you have selected this institution to pursue your higher education goals. Our faculty and staff are proud of CCMCC and ALL it stands for. We take the success of our students personally, and are very committed to meeting the needs of each of you who enroll at the college.*

*A primary goal of the college is to produce an educated, responsible member of society equipped with the skill sets and principals needed to be an exceptional, efficient and safe health care provider. Our faculty is exceptional and work diligently to engage students in the teaching and learning process. Our staff is dedicated to ensuring that every student has the best opportunity in success in the completion of their educational objective. Students are encouraged to pursue their academic interests with the sincere support of our faculty and staff.*

*The physical environment of our brand new facility with its new and up to date equipment creates an environment where a student may apply him/herself and reach their true potential.*

*I would like to thank you again for choosing our college and we look forward to serving you.*

*Sincerely,*

*Stacey Orozco, RN*

*Stacey Orozco RN, Founder/Director Contra Costa Medical Career College*









[www.cmcc.edu](http://www.cmcc.edu)