Central Coast College
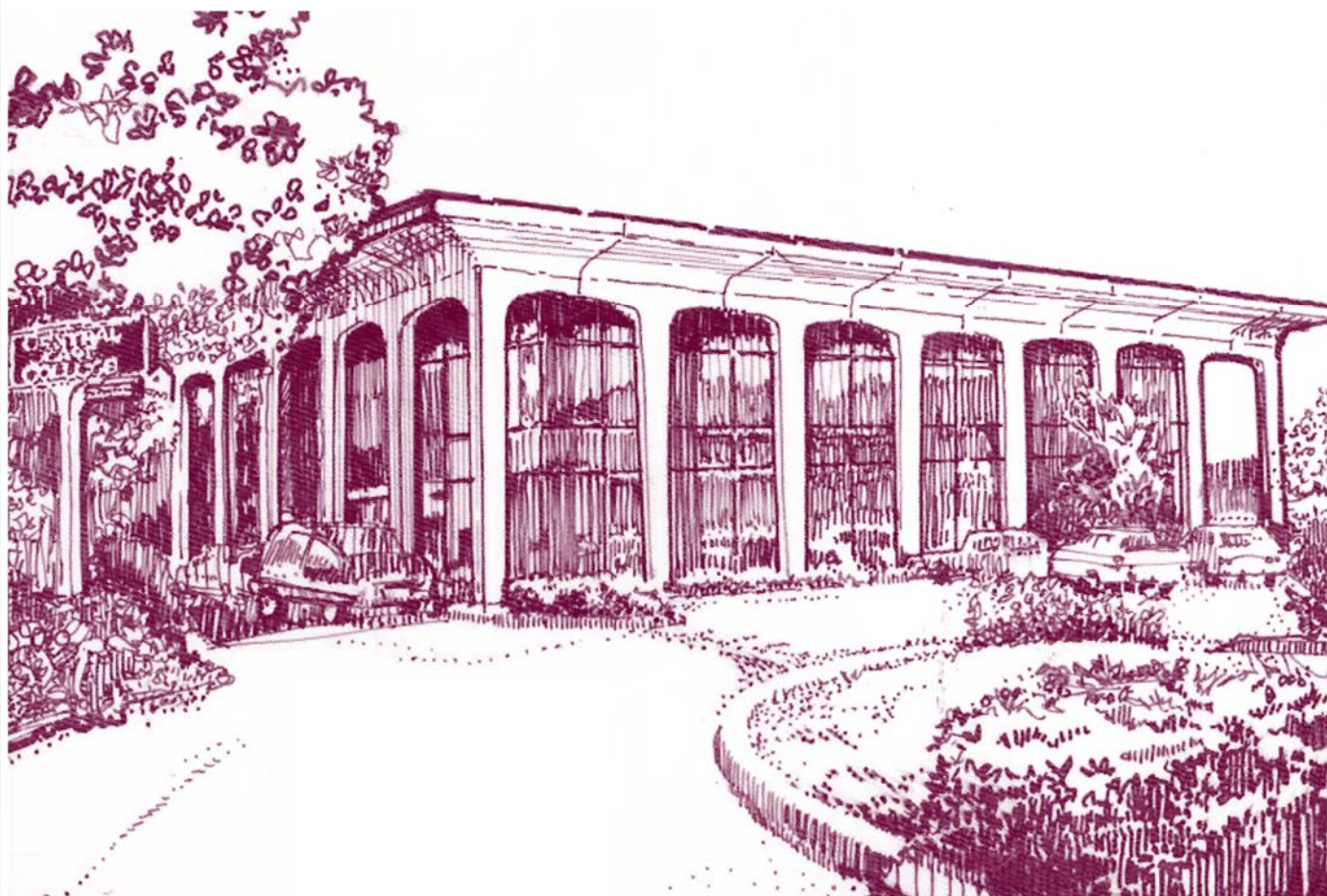
2017-2018 CATALOG

EST. 1983

480 S. MAIN STREET § SALINAS, CA § 93901-3301

1-800-9-2ACHIEVE

Central Coast College Facilities

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

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

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

Central Coast College

480 S. Main Street
Salinas, CA 93901
Auxiliary Classroom
1002 Monterey Salinas Highway
Salinas, CA 93908
Salinas - (831) 424-6767
Monterey - (831) 372-6767
1-800-9-2ACHIEVE

email: careers@centralcoastcollege.edu
website: www.centralcoastcollege.edu

Operating Schedule

Office Hours

Monday - Thursday	8:00	a.m.	-	7:00	p.m.
Friday	8:00	a.m.	-	5:00	p.m.

Instruction Hours*

Day Session	**Monday - Friday**	8:00	a.m.	-	4:30	p.m.
Evening Session	**Monday - Thursday**	5:50	p.m.	-	9:50	p.m.

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

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INFORMATION ABOUT CENTRAL COAST COLLEGE

Statement of Mission & Philosophy

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

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

The purpose of Central Coast College is to stimulate and assist learners to acquire the competencies in their chosen field that will enable them to qualify for career employment in the shortest period of time, and to provide continuing education that enables them to advance in their career. Course work is designed around an intensive format and emphasis is placed on practical job-oriented instruction. More broadly, Central Coast College assumes that its students are mature adults and will take active responsibility for their own learning. Therefore, course work is also designed to assist students in developing the ability to reason objectively, to think clearly, to make decisions wisely, and to acquire the ability to apply their knowledge and skills in their chosen professions.

History

Central Coast College was established in 1983. The first students were enrolled and began classes in October of the same year. The college was founded by Robert H. Schaefer who is President of the College. Since its opening, there have been no changes in ownership or management, and classes have been offered on a continuous basis.

In December 1991 the college moved to its present location to accommodate growing enrollments and the addition of new training programs. Central Coast College's faculty and staff look forward to serving the Central Coast for years to come.

Statement of Ownership/Legal Status

Davis Schaefer, Inc., a California Corporation, dba Central Coast College, is owned and operated by Robert H. Schaefer, President, and Elizabeth Jane Davis Schaefer, Secretary. The Corporation assumes full responsibility for the educational agreement between the school and the student. The school does not discriminate because of race, religion, color, age, sex, national origin, or handicap in any of its academic programs or employment practices.

Bankruptcy Status Disclosure

Central Coast College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Accreditation

Central Coast College is institutionally accredited by the Accrediting Council for Continuing Education and Training (ACCET, 1722 N Street, N.W., Washington, D.C. 20036, Phone: 202-955-1113, FAX: 202-955-1118; school #603). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency. The Veterinary Technology program has been awarded Initial Accreditation by the Council on Veterinary Technical Education and Activities of the American Veterinary Medical Association.

Student Records And Privacy Rights

The school maintains records relating to students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, (20 U.S.C. section 1232g; 34 CFR Part 99), as amended.

Directory information, under the code above, as amended, includes name, dates of attendance, enrollment status, major field of study, awards, honors, and certificate(s) earned (including dates). Information from such records is confidential and will be made available only to legally authorized persons, organizations, or agencies. It will be available to other parties (including family members) only with written approval by the student. Students' rights under FERPA are posted on the Bulletin Board in the Student Break Room. Students are advised and cautioned that state law requires this educational institution to maintain student records at its principal place of business for only a five year period. Transcripts are maintained indefinitely.

Approval Disclosure Statement

Central Coast College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Degree Program	Quarter Credit Hours	Clock Hours
Veterinary Technology - Associate of Applied Science (AAS) Program	94.9	1393

Diploma Programs		
Business Administrative Specialist	51.25	780
Medical Administrative Assistant	45.8	680
Computer Specialist, Accounting	44.62	680
Medical Assisting	49.33	755
Veterinary Assistant	51	720

Certificate Programs		
Accounting Essentials with QuickBooks and Microsoft Office	22.00	300
Phlebotomy Technician (Beginner) — Avocational Program		96
Advanced Phlebotomy Technician — Avocational Program		28
Nursing Assistant		172
Home Health Aide — Avocational Program		40

Instruction is in residence with facility occupancy level accommodating 150 students at any one time. Class size is limited to a maximum of 30 students in all programs. The faculty/student ratio averages 1 to 15 overall. In Medical Assisting laboratories, the maximum faculty/student ratio is 1/26.

Student Rights/Grievance Procedures

Persons seeking to resolve problems or complaints should first contact the instructor or staff person most directly involved with your concern/complaint. If you have not received a response within one day, or you are unsatisfied with the response, you should then contact the Vice President of Instructional Services. If you do not receive a response within two days, or are unsatisfied with the response, requests for further action may be made in writing to Robert Schaefer, President, who will provide a written response within seven days. Complaints may also be directed to: Accrediting Council for Continuing Education and Training, 1722 N Street, N.W., Washington, D.C. 20036, telephone (202) 955-1113. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Catalog Disclosure Statement

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by Robert H. Schaefer, President.

Robert H. Schaefer, President/CEO

ADMISSIONS

Requirements and Procedures

The school will admit as regular students only persons who (1) are at least 16 years old (Medical Assistants and Nursing Assistants must be 17 years of age to start and be 18 years of age as of the projected graduation date), and (2) have a certificate of graduation from a school providing secondary education, or the recognized equivalent of secondary education (i.e., a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree). High school diplomas from online providers may not be considered sufficient for admission. In some cases, a college degree may substitute for a high school diploma or its equivalent. In these cases, written proof of the degree (diploma or transcript) must be provided. Applicants with official high school diplomas or transcripts in languages other than English must provide a translation from a translation service approved in the United States for legal or government documents. Central Coast College does not admit students identified by the Department of Education as ability-to-benefit, defined as a student who does not have a high school diploma or recognized equivalency.

Persons wishing to enroll at Central Coast College must complete an application for admission. Selection criteria for students enrolled in training are the aptitude and motivation for training, as well as the ability to benefit from training. Aptitude includes previous training and work experience, physical capability, and individual needs. These criteria will be assessed through personal interview and testing. Cut-off scores for entrance evaluations are listed in Appendix A.

Prospective students interested in an avocational program must provide documentation of a minimum of one year of employment in a healthcare-related field. Avocational programs are designed for prospective students seeking professional development and enhancement, as defined by our accreditor, the Accrediting Council or Continuing Education and Training (ACCET).

All instruction occurs in English. English language proficiency is documented by: the admissions interview, receipt of prior education documentation, achieving passing score on the Wonderlic Basic Skills Test that measures math and language proficiency, as stated in the admissions policy.

Students with special needs should contact the Director of Admissions *during the Admissions process* to determine how those needs can be reasonably accommodated during the admissions and enrollment process, as well as in the classroom.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and career plans with school personnel prior to enrolling or signing enrollment agreements. This school does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Direct Loan Program (Subsidized, Unsubsidized, Parent Loan for Undergraduate Students); Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study. This school has been approved by the State of California Department of Consumer Affairs for the training of Veterans and Eligible Persons under the provisions of MYCAA, Post 911, and Title 38, United States Code.

Equal Opportunity Policy

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

Visa Services and Language Instruction

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

TRANSFER OF CREDITS

Transfer Of Credit From Other Schools

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

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

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

- Training must have been completed within the last five years.

- Computer Software courses (Word Processing, Computerized Accounting, Spreadsheets, etc.), may require evidence that you were trained on an equivalent version of the software. This may mean that training has to be more recent than five years.

- In areas of Health Science where technique and/or legal issues (i.e. HIPAA) have changed significantly, CCC may require the training to be more recent than five years in order to accept the credit.

- Phlebotomy course work must be from a program currently approved by the California Department of Health.

- Coursework must have been completed at an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.

- You must provide a transcript and copies of course syllabi or official course descriptions for the classes you wish to transfer. CCC is not responsible for delays in receiving appropriate documentation. CCC reserves the right to require an official transcript.

- You must have attained a grade of at least "C" or a numeric grade of at least 70% in the course (s) to be transferred.

- The course must have an equal or greater number of credits than the CCC course.

- The stated goals of the course to be transferred must match or exceed those described on the CCC syllabus. It is your responsibility to obtain and provide materials for evaluation (see item 6 above).

- Courses outside of a traditional academic setting, such as those offered by the military, in the workplace, or through apprenticeship/training programs, will be evaluated on a case-by-case basis, using the same criteria as those provided by educational institutions.

- In cases where credit information is not given, the length of the course will be evaluated on the number of clock hours of instruction provided.

- If no grades are given by the training facility, then proof of satisfactory completion of the course acceptable to CCC must be provided by the student.

CCC is not currently accepting credit through examinations from organizations such as ACT, Regents' College Examination, the College Board's Advanced Placement (AP) program or other organizations. If you wish to test out of a course, you may follow the procedure for Credit by Examination described below. Central Coast College does not provide credit for achievement tests or experiential learning. At least 70% of your credits must be earned by completing classes at CCC. This means that no more than 30% of your credits may transfer or be completed through credit by examination.

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

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

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

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

Credit By Examination

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

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

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

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

Transfer of Credit to Other Schools
Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

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

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

If you decide to transfer to another institution, or to transfer credits you have earned here into a program after you graduate, Central Coast College will provide you with guidance, an official transcript, and other information requested by the school to which you want to transfer. This information may include, but is not limited to, course syllabi, and course descriptions. The materials you need may be requested from the Registrar who will respond to routine requests within five business days.

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

2017-18 TUITION & FEES SCHEDULE

Effective: 6/13/2017

Program Name/ Program Payment Period Charges by Term	Registration Fee Non-Refundable	[1]Student Tuition Recovery Fund Non-Refunda-ble	[2]Text-books & Materials Non-Refundable upon receipt by student.	Testing & Certifica-tion Fees Non-Refundable once paid.	Back-ground Check Fee Non-Refundable once paid.	Lab Fee Pro-rated upon withdraw-al.	Tuition Pro-rated upon withdrawal.	[3]Total Cost
Business Administrative Specialist Term 1: $4,447.85 Term 2: $4,246.85 Term 3: $5,335.30	$200	$0	$880	$100	$0	$0	$12,850	$14,030
Accounting Essentials with QuickBooks and Microsoft Office Term 1: $5,000.00	$200	$0	$0	$0	$0	$0	$4,800.00	$5,000.00
Medical Administrative Assistant Term 1: $7,912.00 Term 2: $5,756.34	$200	$0	$513.34	$105	$0	$0	$12,850	$13,668.34
Computer Specialist: Accounting Term 1: $7835.17 Term 2: $5623.00	$200	$0	$958.17	$100	$0	$0	$12,200	$13,458.17
Medical Assisting Term 1: $8391.38 Term 2: $7811.98	$200	$0	$440.40	$174	$0	$338.96	$15,050	$16203.36
Phlebotomy Beginner Term 1: $3,518.19	$200	$0	$175.82	$0	$0	$42.37	$3,100	$3,518.19
Advanced only Term 1: $1,408.19	$200	$0	$175.82	$0	$0	$32.37	$1,000	$1,408.19
Nursing Assistant Term 1: $2,602.08	$200	$0	$64.27	$100	$0	$37.81	$2,200	$2,602.08
Home Health Aide Tern 1: $798	$200	$0	$78	$0	$0	$20	$500.00	$798
Veterinary Assistant Term 1: $5,610.56 Term 2: $4,813.91 Term 3: $4,227.26	$200	$0	$481.73	$0	$0	$70	$13,900	$14,651.73
Veterinary Technology (AAS) Term 1: $5,610.56 Term 2: $4,813.91 Term 3: $4,227.26 Term 4: $5,934.84 Term 5: $5,872.26 Term 6: $5,413.80	$200	$0	$1,250.63	$615	$57	$1,300	$28,450	$31,872.63

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

¹$.00 for every $1,000 rounded to the nearest $1,000.
²Central Coast College will provide consumable and non-consumable textbooks. Non-consumable textbooks are to be returned in the condition received prior to exiting of each course or they will be charged the cost stated on the textbook checkout form.
³Charges are for the period of attendance and the entire program. Total due for the entire program is paid in intervals, referred to as payment periods. In all instances the amount of fees owed is based upon the amount which is directly attributable to the payment period. For the following programs, certain additional expenses are required to participate in the program and are not included in the table above and payable to a third party.

Additional Fees– Not paid to the school

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

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

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

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

Veterinary Assistant & Veterinary Technology: Uniforms, estimated cost for 2 sets of scrubs is $50 and one pair of shoes is $50. Background check varies from $13-$31. A rabies prophylaxis vaccination is recommended and the cost is estimated at $750. Veterinary Technology certification cost is $600.

Additional Miscellaneous Fees

Students may be charged additional fees for the following:

- Transfer program: $25.00

- Re-enrollment after being dropped/withdrawn: $200.00

- Course challenge $10.00

- ALEKS renewal: $40.00

- Lost books or supplies: replacement cost as reflected on textbook and material sign-out sheets

- Diploma or Certificate Replacement: $15.00

- Copies of Diploma or Certificate: No Charge

- Non-sufficient funds (returned) checks: Varies depending on bank and amount of check; usually between $5.00 -$10.00

- A late fee (10% of payment due, $10.00 minimum, $25.00 maximum) may be assessed on all Past Due accounts.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must 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. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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FINANCIAL INFORMATION

Financial Assistance Programs

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

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

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.

For information regarding Financial Assistance, contact the Financial Aid Office during regular business hours.

Disbursement Policy

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

Verification Procedures and Policies for Title IV Financial Aid

If a student is selected for verification, the student must submit documentation to the Financial Aid office within two weeks of notification. If the documentation is not received, the student will receive a new payment schedule to make up for the loss of Financial Aid. The student will be notified in writing by the Financial Aid Advisor and will be required to sign a new award package if any changes are made to the award, whether they are because of verification or because of new information.

Tuition Payments/Collections

Students making self-payments to the School are responsible for keeping track of their own payment schedules. Payment is accepted by check, money order, debit card, or credit card (Visa or MasterCard). Courtesy Notices will be sent out on the fifteenth of the month for student payments due on the first through the fifteenth of the next month. Courtesy notices will be sent out on the last day of the month for payments due on the sixteenth through the end of the next month. However, failure to receive a courtesy notice does not excuse a student from making payment or from paying a late fee. A Past Due Notice will be sent to all students whose accounts are 5 calendar days past due. At this time, students will be asked to see the Accounting Department to make payment arrangements before they are allowed to enter class. The Past Due Notice gives students an additional week in which to make a payment. A late fee (10% of payment due, $10.00 minimum, $25.00 maximum) may be assessed on all Past Due accounts, regardless of arrangements to extend the payment period. At the end of this two-week grace period, the student is no longer permitted in class and the account is generally turned over to an agency specializing in credit collections.

REFUND POLICY FOR CANCELLATIONS & WITHDRAWALS

Student's Right to Cancel

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

Withdrawal from the Program

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

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

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

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

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

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

- If a student withdraws prior to completing at least 60% of the term, the school and the student will be responsible for returning some or all of the funds received for the term. At the time of withdrawal, the Accounting Office will do a Title IV Return of Funds Calculation and the student will be informed of any repayment they are required to make as well as any balance owed to the college.

- Please note that Return of Title IV funds calculation is separate from the state refund policy, which determines the amount of tuition and other program costs the student will incur. Both calculations are based on the student's last date of attendance.

- Read the Refund Policy, in the preceding section, to see how these calculations are performed.

- Failure by the student to make any repayment when required will result in the withholding of grade and transcripts, loss of eligibility for student aid, and referral to the U.S. Department of Education.

ACADEMIC POLICIES AND INFORMATION

Credit Hours/Academic Year

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

For academic and catalog purposes, one quarter credit unit is equivalent to ten hours of classroom instruction, twenty laboratory hours, or thirty externship hours. For the purpose of calculating federal financial aid, one quarter credit unit is equivalent to twenty (20) class hours plus homework.

Grading System/Satisfactory Progress

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

     A (90-100%)   = Excellent

     B (80-89%)   = Above Average

     C (70-79%)   = Average (*not passing for Nursing Assistant students)

     D (60-69%)   = Low Quality   *not passing

     F (59 and below) = Failure   *not passing

     WF =   Withdraw/Failing. This grade is given for classes in which a student exceeds attendance.

     I /B-F = Incomplete; the B-F indicates the grade the student will get if the work is not turned in - not used in GPA

     W = Withdrawal - not used in GPA

     P = Pass (*any score below 75% is not passing for Home Health Aide students)

     NG—no credit; used for courses not taken for credit

     PR — Passed proficiency exam

     TC — Transfer credit

Courses in which students receive less than a "C" must be repeated in order to graduate. When a course is repeated, both grades are recorded on the Student's transcript and included in grade point calculation. An incomplete course grade must be cleared within two weeks of the end of the grading period. Failure to complete the assigned work will result in the "Incomplete" being changed to the grade as calculated without the missing work**,** for the purpose of grade point average computation and determination of Satisfactory Academic Progress. Grades of "WF", "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

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

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

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

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

- **Quantitative progress** is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 67% of the credits attempted at each interval of evaluation.

- The student's cumulative grade point average is reviewed to determine **qualitative progress**. The minimum GPA required is 2.0.

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

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

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

Nursing Assistant: SAP is evaluated every 2 weeks.

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

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

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

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

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

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

Academic Warning/Dismissal

If a student fails to maintain the required academic progress at the end of any term or evaluation period, he/she will be placed on Academic Warning for the next term or evaluation period. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from school. The student is eligible for financial aid during his/her warning status. Veterans or eligible persons with VA benefits that are on warning status will continue receiving benefits while on warning status. At the end of the warning status period, if the minimum GPA requirements have not been met, financial aid benefits, including Veterans Benefits, will be terminated and the VA Administration will be notified of the termination.

Appeal Process/Probation

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

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

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

ACADEMIC POLICIES AND INFORMATION (CONT'D)

How to Re-Establish Financial Aid

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

Transfer and Readmitted Students

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

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

Graduation Requirements

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

A Petition for Graduation is available from the Student Services Office. A completed and signed Petition for Graduation Form is required for graduation. Students will take the form to the appropriate staff members for sign-off and then, with the Registrar, schedule an exit interview with the Vice-President of Instructional Services.

Students who meet all requirements for graduation will be considered graduates of CCC as of their last date of attendance. This determination may be made retroactively once verification of all requirements is complete. Students receive their diploma or certificate at the official graduation ceremony or following the ceremony. Requests for exceptions should be directed in writing to the Registrar. A student may receive a letter of introduction or transcript(s) verifying graduate status by requesting them from the Registrar.

Students with lesser achievement may obtain an Attendance Verification Letter or Certificate of Completion at the discretion of the Vice-President of Instructional Services. Such requests should be directed in writing to the Registrar.

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

Students must meet the Theory and Clinical requirements of the Nursing Assistant and Home Health Aide programs in order to complete the program and earn their certificate, and attend all program hours (i.e., 100% attendance requirement). Nursing Assistant students must achieve 80% to pass the Theory portion of course. Home Health Aide students must achieve a 75% to pass the Theory portion of course. Nursing Assistant and Home Health Aide students must also pass Clinical, demonstrating competency, which is graded as Pass or Failure.

Medical Assistants must take and pass Adult/Pediatric CPR, First Aid, and AED. They also are required to take and pass the Certified Clinical Medical Assistant examination (CCMA) and a practical examination in order to graduate.

(See program-specific licensing requirements for Veterinary Technology, Nursing Assistant & Home Health Aide Page 47, Phlebotomy & Advanced Phlebotomy on page 49 of this catalog).

STUDENT CONDUCT POLICY

At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of

ACADEMIC POLICIES AND INFORMATION (CONT'D)

Graduation Ceremonies

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

Externship

- <u>I understand that an externship is part of my program and I cannot graduate without fulfilling this requirement.</u>

- I understand that <u>there are no night—time, part—time or weekend externships available.</u> I will have to make myself available during the daytime, on weekdays, from 4 – 8 hours daily, to complete my externship.

- I understand that the externship is an <u>unpaid</u> period of experience and training for which I will not receive pay or benefits from the employer or from Central Coast College.

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

- Prior to Externship following my last Module—EXTPI 23 hours in week 1 Mon—Fri 12:30 pm—4:30 pm Tues 7:45 am—11:30 am CCMA Exam
- Weeks 2–9 on Wednesdays from 3:00-5:00 pm

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

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

Business administration specialist program:
I understand that in addition to the 150—hour Externship I must attend:

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

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

Drug and Alcohol:
Possession of drugs and/or alcohol are prohibited on school premises and are grounds for dismissal. For more information about our drug and alcohol policy, please refer to "Student Conduct Standards" on page 11 of the Student Handbook.

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

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

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

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

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

Copyright Law:
It is the policy of Central Coast College to respect the copyright protections given by federal law to owners of texts, publications, documents, work of art, digital materials, and software, and to abide by all license and contractual agreements in the provision of resources and services to Central Coast College.

Members of the Institution community are advised to become as knowledgeable as possible regarding copyright law and this policy. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The institution regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action up to and including termination, in the case of institution employees, and termination, in the case of students.

Procedure:
Use of copyright material(s) is permissible with written permission from the owner(s). A sample request letter can be obtained from the School Director. When permission is obtained please provide a copy of the signed letter to the School Director. When permission is obtained please provide a copy of the signed letter to the School Director. The School Director will review the content of the letter and either provide or deny the request to utilize the texts, publications, documents, works of art, digital materials, or software requested.

Violations and Prohibitions:
It is against the institution's policy for users to use institution equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected material or software except as permitted under copyright law or specific license. Specifically, users are prohibited from:
- Copying or reproducing any texts, publications, documents, works of art, digital materials, and software on Central Coast College photocopiers, fax machines, or computing equipment, except as expressly permitted in **writing** by the owner.

STUDENT CONDUCT POLICY (CONT'D)

Also, users may not use unauthorized copies of texts, publications, documents, works of art, digital materials, and software on-site at Central Coast College facilities, or on owned computers, or on personal computers housed in the institution's facilities.

- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically without the owner's **written** permission.

- Posting copyrighted material on a Central Coast College owned web site (official or personal).

- Additionally, faculty, staff, administrators, and students must:

    - Fully read, understand, and abide by all terms of software license agreements.

    - Where applicable, remove any copyrighted material from the school facilities, or downloaded from the Web after the evaluation period has expired.

    - Not accept unlicensed software from any third party.

    - Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any institution-owned or operated computer system.

ATTENDANCE POLICY

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

1. Minimum Standards on Absences:

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

2. Minimum Standards on Tardiness:

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

3. Attendance Warning:

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

4. Absence for Court Appearances and Government Agencies (These absences count against the minimum 90% attendance requirement):

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

5. Emergencies:

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

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

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

6. Tracking:

Attendance is tracked in every class period by the instructor, who submits the class attendance records to the Registrar to record in the student's electronic records. If you have questions about your attendance, you should direct them first to the

ATTENDANCE POLICY (CONT'D)

Instructor, who will consult the Registrar if necessary and/or make adjustments if an error has been made. Only the Instructor has the authority to adjust attendance; the Vice President, Instructional Services may adjust attendance only in extremely unusual circumstances (for example, if the Instructor is no longer with the College when the error is discovered). If the student and instructor disagree, the burden of proof is on the student to show he or she was present.

7. Appeals:

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

8. Institutional Leave of Absence:

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

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

- Suspension by the School Director for behavior or grades.

- Auditing classes.

- No scheduled classes available.

A student may request an institutional leave of absence from CCC for a period of up to either six months or 1/2 the length of his or her program, whichever is shorter for the following reasons:

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

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

Only one leave of absence is granted during an entire program, except for military leave, jury duty and circumstances covered by the Family/Medical Leave Act, as described in the Federal Regulations. A copy of these regulations is available in the Student Services office as well as from the Vice-President for Instructional Services.

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

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

STUDENT SERVICES

Student Advisement

Advising is available to help students develop their career potentials; to inform students about employability, business practices, and interviewing procedures; and to discuss and help solve problems and difficulties with the program. School staff are available to deal with questions or problems regarding financial matters, or matters of policy and attendance. One aspect of this advising is a drug awareness segment highlighting how drugs can retard career development by resulting not only in dismissal from school, but from employment.

Graduate Placement Assistance

CCC maintains an active career services office which serves students and employers through our no-fee referral service. Through our association and contact with local employers, the college keeps abreast of their needs. Placement cannot be guaranteed, but the college makes every effort to place graduates and has full-time staff dedicated to this function. Part of every student's training involves job counseling, orientation to the job market, resume writing and interview techniques. While these services are maintained primarily for recent graduates, the college provides placement assistance to all graduates at no additional cost.

Housing Services

Central Coast College does not assume responsibility for student housing, and does not have dormitory facilities under its control. Housing assistance can be requested from the Admissions Department. According to apartments.com for Salinas, CA rental properties start at $837 per month, but average in the $1200-$1300 per month range (03/03/2017).

Learning Resources

Central Coast College does not maintain a library. However the Steinbeck Public Library is located one and one-half blocks north of the College on Lincoln Avenue (hours are on their website at http://www.salinaspubliclibrary.org/john-steinbeck-library). A small collection of reference books is available in the College's conference room and students may sign them out and in at the front desk with the permission of the Vice President of Instructional Services. These books are available during our regular office hours stated in page 2 of the catalog.

Program Title: **Accounting Essentials with QuickBooks and Microsoft Office**
Program Length: **300 Hours, 24 Weeks**
Maximum student/teacher ratio: 25/1

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

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

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

Prerequisites:
- Prior office experience (at least one year)
- Basic Computer Literacy
- Pass KS101 with 98% accuracy

Program Title:　　　　**Business Administrative Specialist**
Program Length:　　　**780 Hours, 38 Weeks**
Maximum student/teacher ratio: 25/1

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

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

	Program Outline	Classroom Hours				Credit Hours			
		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career and Personal Development	30	0	0	30	3.00	0.00	0.00	3.00
BM101	Basic Business Math	20	10	0	30	2.00	0.50	0.00	2.50
CM102	Introduction to Microsoft Office	30	0	0	30	3.00	0.00	0.00	3.00
CM102A	Introduction to Microsoft Office Lab	0	30	0	30	0.00	1.50	0.00	1.50
BU201	Introduction to Business Organization	20	10	0	30.00	2.00	0.50	0.00	2.50
BA110	Introduction to Accounting & Collections	20	10	0	30	2.00	0.50	0.00	2.50
BC101	Business Communications	20	10	0	30	2.00	0.50	0.00	2.50
KS102	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
OP101	Introduction to Office Procedures	20	10	0	30	2.00	0.50	0.00	2.50
WC201	Written Communications	30	0	0	30	3.00	0.00	0.00	3.00
WC201A	Written Communications Lab	0	30	0	30	0.00	1.50	0.00	1.50
KS103	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA101	Business Accounting—General Ledger	20	10	0	30	2.00	0.50	0.00	2.50
BA101A	Beginning Bookkeeping Application/Lab	0	30	0	30	0.00	1.50	0.00	1.50
RD201	Reports & Documents Production	10	20	0	30	1.00	1.00	0.00	2.00
KS104	Keyboard Skill Building	0	30	0	30	0.00	1.50	0.00	1.50
BA201	Business Accounting—Accts Payable/Rec.	30	0	0	30	3.00	0.00	0.00	3.00
BA201A	Business Accounting —Applications Lab	0	30	0	30	0.00	1.50	0.00	1.50
BA202	Business Accounting —Quickbooks	10	20	0	30	1.00	1.00	0.00	2.00
SS201	Accounting Practice using Excel	15	15	0	30	1.50	0.75	0.00	2.25
OE201	Externship/Work Experience	0	0	150	150	0.00	0.00	5.00	5.00
CD102	Career & Professional Development	20	10	0	30	2.00	0.50	0.00	2.50
	Total	295	335	150	780	29.5	16.75	5	51.25

Program Title: **Computer Specialist, Accounting**
Program Length: **680 Hours, 48 Weeks**
Maximum student/teacher ratio: 25/1

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

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

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

Program Title: **Medical Administrative Assistant**
Program Length: **680 Hours, 48 Weeks**
Maximum student/teacher ratio: 25/1

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

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

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

Program Title: **Medical Assisting**
Program Length: **755 Hours, 46 Weeks**
Maximum student/teacher ratio: 26/1

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

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

		Classroom Hours				Credit Hours			
	Program Outline	Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CTP1	Clinical Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
CTP2	Clinical Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
CTP3	Clinical Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
ATP-I	Administrative Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
ATP-II	Administrative Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
ATP-III	Administrative Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
LTP1	Laboratory Theory & Procedures I	30	30	0	60	3.00	1.50	0.00	4.50
LTP2	Laboratory Theory & Procedures II	30	30	0	60	3.00	1.50	0.00	4.50
LTP3	Laboratory Theory & Procedures III	30	30	0	60	3.00	1.50	0.00	4.50
EXT	Externship	0	0	175	175	0.00	0.00	5.83	5.83
EXTP1	Employment Theory & Procedures I	20	20	0	40	2.00	1.00	0.00	3.00
	Total	290	290	175	755	29.00	14.50	5.83	49.33

Program Title: Nursing Assistant
Program Length: 172 hours, 9 weeks
Maximum student/teacher ratio: 15/1

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

EMPLOYMENT OBJECTIVES: Nursing Assistant (31-1014.00)

Program Outline		Classroom Hours			
		Theory	Lab	Clinical	Total
NA101	Nursing Assistant	60	10	102	172
	Total	60	10	102	172

Program Title: Home Health Aide — Avocational Program
Program Length: 40 hours, 1 1/2 weeks
Maximum student/teacher ratio: 15/1

Document 25.6
Current ACCET Approval: 9/5/13

Current CDPH Approval: 4/14/17—4/30/19

PROGRAM DESCRIPTION AND OBJECTIVES:

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

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

Program Outline		Classroom Hours		
		Lecture	Clinical	Total
HHA101	Home Health Aide	20	20	40
	Total	20	20	40

ENROLLMENT/LICENSING REQUIREMENTS:

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

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

Details about the licensing requirements may be found at: http://www.cdph.ca.gov/ and page 47 of this catalog.

Program Title: **Phlebotomy Technician — Avocational Program**
Program Length: **96 hours, 12 weeks**
Maximum student/teacher ratio: 20/1

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

EMPLOYMENT OBJECTIVES: Certified Phlebotomy Technician (31-9099.99)

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

Program Title: **Advanced Phlebotomy Technician — Avocational Program**
Program Length: **28 hours, 4 weeks**
Maximum student/teacher ratio: 20/1

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

EMPLOYMENT OBJECTIVES: Certified Phlebotomy Technician (31-9099.99)

		Classroom Hours	
Program Outline		Lecture	Total
PHL201	Advanced Phlebotomy	28	28
	Total	28	28

ENROLLMENT/LICENSING REQUIREMENTS:

Phlebotomy Enrollment Requirements:

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

Details about Phlebotomy Licensure requirements may be found at: https://secure.cps.ca.gov/cltreg/pt_faq.asp and page 47 of this catalog.

Program Title: **Veterinary Assistant**
Program Length: **720 Hours, 38 Weeks**
Maximum student/teacher ratio: 25/1

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

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

* References General Education Credits		Classroom Hours				Credit Hours			
	Program Outline	Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
CD101	Career & Personal Development	30	0	0	30	3.0	0	0	3.0
BM101*	Basic Business Math	20	10	0	30	2.0	0.5	0	2.5
CM102*	Introduction to Microsoft Office	30	0	0	30	3.0	0	0	3.0
CM102A*	Introduction to Microsoft Office/Lab	0	30	0	30	0	1.5	0	1.5
BS101*	Basic Biological Science	20	10	0	30	2.0	0.5	0	2.5
VAH101	Husbandry 1: Dogs and Cats	20	10	0	30	2.0	0.5	0	2.5
VAH102	Veterinary Terminology & Anatomy	24	0	0	24	2.4	0	0	2.4
VAH104	Clinical	0	24	0	24	0	1.2	0	1.2
VAH105	Pharmacology 1	18	6	0	24	1.8	0.3	0	2.1
VAH106	Urinary, Digestive & Reproductive Systems	30	0	0	30	3.0	0	0	3.0
VAH108	OSHA, Radiation Safety, Front Office and Human Animal Bond	24	0	0	24	2.4	0	0	2.4
VAH109	Clinical	0	24	0	24	0	1.2	0	1.2
VAH110	Husbandry 2: Avian, Exotics, Laboratory Animals and Rabbits	20	10	0	30	2.0	0.5	0	2.5
VAH111	Behavior, Restraint, and Nursing Theory	18	6	0	24	1.8	0.3	0	2.1
VAH112	Musculoskeletal, Immune & Circulatory Systems	20	10	0	30	2.0	0.5	0	2.5
VAH114	Clinical	0	24	0	24	0	1.2	0	1.2
VAH115	Husbandry 3: Equine and Livestock	18	0	0	18	1.8	0	0	1.8
VAH116	Surgical Assisting 1	18	12	0	30	1.8	0.6	0	2.4
VAH117	Nervous/Endocrine/Respiratory/Special Senses	20	10	0	30	2.0	0.5	0	2.5
VAH119	Clinical	0	24	0	24	0	1.2	0	1.2
VAH120	Externship 1	0	0	150	150	0	0	5.0	5.0
CD102	Career & Personal Development	20	10	0	30	2.0	0.5	0	2.5
	Total	360.00	210.00	150.00	720.00	36.00	10.50	5.00	51.00

Program Title: **Veterinary Technology**
Prerequisite: **The completion of the Veterinary Assistant program as well as faculty recommendation.**
Program Length: **1393 Hours, 76 Weeks**
Maximum student/teacher ratio: 22/1

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

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

* References General Education Credits		Classroom Hours				Credit Hours			
Program Outline		Lecture	Lab	Intern	Total	Lecture	Lab	Intern	Total
BS202*	Fundamentals of Chemistry	24	12	0	36	2.4	0.6	0	3.0
VAH202	Laboratory Procedures	0	18	0	18	0	0.9	0	0.9
VAH205	Veterinary Management, Medical Records, Ethics and Jurisprudence	12	0	0	12	1.2	0	0	1.2
WC 201*	Communications (Written)	30	0	0	30	3.0	0	0	3.0
VAH201	Anatomy & Physiology	30	24	0	54	3.0	1.2	0	4.2
VAH204	Nursing Theory for Veterinary Technicians	12	18	0	30	1.2	0.9	0	2.1
VAH206	Clinical	0	24	0	24	0	1.2	0	1.2
MM201*	Medical Math	30	0	0	30	3.0	0	0	3.0
BS203*	Microbiology	30	10	0	40	3.0	0.5	0	3.5
VAH208	Surgical Assisting 2	12	18	0	30	1.2	0.9	0	2.1
VAH210	Veterinary Pathology and Parasitology	12	6	0	18	1.2	0.3	0	1.5
VAH211	Pharmacology 2	18	12	0	30	1.8	0.6	0	2.4
VAH207	Diagnostic Imaging	12	12	0	24	1.2	0.6	0	1.8
VAH212	Clinical	0	24	0	24	0	1.2	0	1.2
VAH213	Anesthesiology & Surgery	0	36	0	36	0	1.8	0	1.8
VAH214	Veterinary Dentistry	0	18	0	18	0	0.9	0	0.9
VAH215	Emergency & Critical Care	21	0	0	21	2.1	0	0	2.1
VAH216	Essential Skills Lab	0	24	0	24	0	1.2	0	1.2
VAH217	Externship 2	0	0	150	150	0	0	5.0	5.0
VAH218	Clinical Seminar	12	12	0	24	1.2	0.6	0	1.8
Year 2 Subtotal		255	268	150	673	25.5	13.40	5.00	43.90
Year 1 & 2 Total		605	488	300	1393	60.50	24.40	10.00	94.90

Veterinary Technician licensure requirements may be found at http://www.vmb.ca.gov/applicants/vtne_info.shtml **and page 47 of this catalog.**

COURSE DESCRIPTIONS

Course Number: ACEXT   **Course Hours:** 110 Extern
Course Name: Accounting Externship   **Course Credits**: 3.67
Unpaid work experience in an appropriate setting. Student will apply skills learned in the program to real life work situations under supervision.
Prerequisites: Successful completion of all Computer Specialist: Accounting courses except CD102

Course Number: ATP I   **Course Hours:** 30 Lecture/30 Lab
Course Name: Administrative Theory & Procedures 1   **Course Credits:** 4.5
This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include the scope of a Medical Assistant's practice, traits of a medical assistant, medical law and ethics, HIPAA, bookkeeping, coding and insurance. An introduction to the concepts of psychiatry also will be presented. Practice will include the development of data entry and word processing skills on a computer, filing and practicing inventory control procedures. Students will be introduced to job search concepts, including creating a resume, cover letter, thank you letter and reference list, and interviewing skills. Complementary and alternative medicine will also be discussed.
Prerequisites: None

Course Number: ATP II   **Course Hours:** 30 Lecture/30 Lab
Course Name: Administrative Theory & Procedures 2   **Course Credits:** 4.5
This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include effective job search skills, office communication, handling correspondence, professional expectations, and basic office procedures and equipment. Patient education will also be discussed. Practice will include development of data entry and word processing skills on the computer, scheduling appointments, and completing insurance claim forms. Electronic healthcare records will be introduced,
Prerequisites: None

Course Number: ATP III   **Course Hours:** 30 lecture/30 Lab
Course Name: Administrative Theory & Procedures 3   **Course Credits:** 4.5
This course is designed to provide concepts, principles and skills practice in areas with an administrative emphasis. Topics will include medical record management and storage, standard first aid techniques and appropriate response to trauma and emergencies in the waiting room, as well as working with special populations. Anatomical structure and an overview of growth and development will be discussed. Practice will include development of data entry and word processing skills on the computer, typing letters, and making charting entries.
Prerequisites: None

Course Number: BA101   **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Business Accounting—General Ledger   **Course Credits**: 2.5

Course Number: BA101A   **Course Hours:** 30 Laboratory
Course Name: Business Accounting—Applications/Lab   **Course Credits**: 1.5
An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA101 and BA101A are taken concurrently.
Prerequisites: None

Course Number: BA102   **Course Hours:** 30 Lecture
Course Name: Business Accounting 1   **Course Credits**: 3.0

Course Number: BA102A   **Course Hours:** 30 Laboratory
Course Name: Business Accounting 1 - Lab   **Course Credits**: 1.5
An introductory manual accounting course covering the principles of double-entry bookkeeping and general accounting concepts and procedures. The complete accounting cycle is introduced in a step-by-step format. Principles and concepts are reinforced throughout the course with comprehensive practical exercises which include analyzing and journalizing transactions, posting to general ledger and preparing trial balances, preparing worksheets and financial statements, and journalizing and posting adjusting and closing entries. BA102 and BA102A are taken concurrently.
Prerequisites: None

Course Number: BA110   **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Introduction to Accounting and Collections   **Course Credits:** 2.5
This course is intended as an accounting review for Business Administrative Specialist students, who will facilitate, along with the instructor, an introduction to the Accounting Cycle for Health Information and Patient Services students. Following this introduction, students will all learn appropriate collections procedures, including both legal and customer service considerations.
Prerequisite: COA students must have passed BA101 or BA102 through BA202.

Course Number: BA201   **Course Hours:** 30 Lecture

Course Name: Business Accounting 2 – Accounts Payable   **Course Credits**: 3.0

Course Number: BA201A   **Course Hours:** 30 Lab
Course Name: Business Accounting Applications/Lab 2/3   **Course Credits**: 1.5
Comprehensive coverage of manual and computerized accounting procedures as used in the Accounts Payable and Accounts Receivable department of a business including inventories, special journals, and vendor ledgers. Introduces computer procedures for both service and merchandising businesses using Quickbooks. BA201/201A are taken concurrently, followed immediately by BA202.
Prerequisites: BA 101/101A or BA102/102A with a grade of "B" or the instructor's recommendation.

Course Number: BA202   **Course Hours:** 10 Lecture/20 Lab
Course Name: Quickbooks   **Course Credits**: 2.0

Course Number: BA203   **Course Hours:** 30 Lecture
Course Name: Business Accounting — Payroll   **Course Credits**: 3.0

Course Number: BA203A   **Course Hours:** 30 Lab
Course Name: Business Accounting Applications/Lab   **Course Credits**: 1.5
An introduction to basic payroll procedures. Complete payroll cycle is introduced in a step-by-step format with hands-on exercises including manual and computerized employee payroll records, calculating deductions, preparing payroll deposits, registers and reports. BA203 and 203A are taken concurrently.
Prerequisites: None

Course Number: BC101   **Course Hours:** 20 Lecture/10 Lab
Course Name: Business Communications   **Course Credits**: 2.5
Overview and practice of the types of verbal and written communications used in business. Includes the study of communications with customers and employers, and extensive written communications using word processing skills.
Recommended: Student should have completed or be concurrently enrolled in WP101 or CM102

Course Number: BC102   **Course Hours:** 30 Lecture
Course Name: Business Communications   **Course Credits**: 3.0
Overview and practice of the types of verbal and written communications used in business. Includes the practice of communications with customers and employers, presentation skills, and written communications using word processing skills.
Recommended: Student should have completed or be concurrently enrolled in WP101 or CM102

Course Number: BM101   **Course Hours:** 20 Lecture/10 Lab
Course Name: Basic Business Math   **Course Credits**: 2.5
Introduction to basic business math functions, banking, calculating interest, percents, decimals and fractions and the use of the 10-key calculator by touch. Course includes a review of basic mathematics functions (addition, subtraction, multiplication, division).
Prerequisites: None

Course Number: BS101   **Course Hours:** 20 Lecture/10 Lab
Course Name: Basic Biological Science   **Course Credits**: 3.0
This course is an introduction to basic biology concepts covering theories of life, living organisms' structure and function, emphasizing molecular and cellular biology, as well as adaptation and interaction with the environment. The course examines the organisms' hierarchical levels, how they use and produce energy, grow, develop, and reproduce and maintain internal stability. Students will learn how to use technology used in the identification of organisms such as the microscope.
Prerequisites: None

Course Number: BS202   **Course Hours:** 24 lecture 12 Lab
Course Name: Fundamentals of Chemistry   **Course Credits**: 3.0
This course introduces basic fundamental principles and applications of chemistry to enhance student understanding of the biochemical processes.
Prerequisites: None

Course Number: BS203   **Course Hours:** 30 lecture/10 Lab
Course Name: Microbiology   **Course Credits**: 3.5
This course introduces concepts of microbiology. Microbes are studied with emphasis on morphology, physiology, genetics, taxonomy, ecology, growth, and cell specialization. Relationships among bacteria, fungi, molds, protazoans, and arthropods are also examined in a medical context, such as immunology and control of microbial growth, and their relationship to disease in humans and animals. During laboratory sessions, students will apply concepts to microbial growth, identification, and control.
Recommended: BS101, BS202, VAH202

Course Number: BU201   **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Introduction to Business Organization   **Course Credits**: 2.5
Introduction to the way in which businesses are organized. Students are introduced to the concepts of entrepreneurship, various forms of business ownership, basic economic, social, legal and political conditions which affect businesses, and how businesses or-

ganize internally. Departments discussed include marketing and Human Resources (including some labor law). Students are encouraged to think from a management/ownership perspective and understand their own roles in the bottom line. Legal and ethical aspects of business ownership and operation are also discussed.
Prerequisites: None

Course Number: CD101   **Course Hours:** 30 Lecture
Course Name: Career and Personal Development 1   **Course Credits**: 3.00
Students develop the skills necessary to increase opportunities for success in life and business by developing self-understanding and confidence, support systems (family, other students, community), problem-solving, interpersonal communications and assertiveness, goal-setting, time management, a personal budget, effective study skills, methods of dealing with stress, nutrition and an understanding of the dangers of drug and alcohol abuse.
Prerequisites: None

Course Number: CD102   **Course Hours:** 30
Course Name: Career and Personal Development 2   **Course Credits**: 2.5
Students conduct an active job search, developing interview skills, a master application, resume, cover letter, reference list and thank-you note appropriate to the job search process. Students also learn sources of employment other than the internet, including networking, cold-calling, and using community resources such as EDD. The course provides support for a successful job search and stable employment, and encourages awareness of, and skills to address, possible barriers to fulfilling work and life experiences.
Prerequisites: Successful completion of the majority of the student's program

Course Number: CD103   **Course Hours:** 15 Lecture/15 Laboratory
Course Name: Career and Personal Development 3   **Course Credits**: 2.25
Students conduct an active job search, developing interview skills, a master application, resume, cover letter, reference list and thank-you note appropriate to the job search process. Students also learn sources of employment other than the internet, including networking, cold-calling, and using community resources such as EDD. The course provides support for a successful job search and stable employment, and encourages awareness of, and skills to address, possible barriers to fulfilling work and life experiences.
Prerequisites: Successful completion of the majority of the student's program

Course Number: CM102   **Course Hours:** 30 Lecture
Course Name: Introduction to Microsoft Office   **Course Credits**: 3.0

Course Number: CM102A   **Course Hours:** 30 Laboratory
Course Name: Introduction to Microsoft Office/Lab   **Course Credits**: 1.5
An introductory course focusing on mastering the basics of Microsoft Word, Excel, and PowerPoint. Formatting documents and completing a mail merge in Word, using basic formulas in Excel, and creating and running a successful PowerPoint presentation will be addressed.
Recommended: Successful completion of CM101

Course Number: CTP-I   **Course Hours:** 30 lecture/30 Lab
Course Name: Clinical Theory & Procedures 1   **Course Credits:** 4.5
This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology, and pathology of the skeletal, muscular, and respiratory systems will be presented. The student will receive an overview of physical therapy techniques and an introduction to radiology. The importance of sterile technique will be emphasized, with practice in autoclaving and gloving.
Prerequisites: None

Course Number: CTP-II   **Course Hours:** 30 lecture/30 Lab
Course Name: Clinical Theory & Procedures 2   **Course Credits:** 4.5
This course is designed to provide concepts, principles and skills practice in areas with a clinical emphasis. Basic anatomy, physiology and pathology of the circulatory, digestive, and integumentary systems will be presented. The student will study the principles of electrocardiography and will learn to set up exam trays, measure height and weight, and perform vision screening.
Prerequisites: None

Course Number: CTP-III   **Course Hours:** 30 lecture/30 Lab
Course Name: Clinical Theory & Procedures 3   **Course Credits:** 4.5
This course is designed to teach the student to assist the physician with physical exams and minor surgeries. Techniques learned will include patient positioning, spirometry, audiometry, measuring vital signs, identifying instruments, and setting up sterile trays. Basic concepts and principles of pharmacology also will be presented. The student also will learn to administer injections.
Prerequisites: None

Course Number: EXT   **Course Hours:** 175 Externship
Course Name: Externship (Medical Assisting)   **Course Credits:** 5.83
An externship consists of unpaid work experience in an appropriate setting. It provides an opportunity for students to practice the skills they have learned, under direct supervision in a work environment.
Prerequisites: Successful completion of all MA coursework and approval of instructors, must pass a clinical skills exam with a grade of C or better, and the CCMA exam with a score of 78% or better. Taken concurrently with ETPI.

Course Number: EXTP 1   **Course Hours:** 20 Lecture/20 Lab
Course Name: Employment Theory & Procedures 1   **Course Credits:** 3.00
This course is designed to assist the student in job search by providing concepts, principles and skills practice in areas with an employment emphasis. Students will learn to prepare resumes, cover letters and thank you letters, and will have the opportunity to practice interview skills and learn to solve problems that may arise on the job.
Prerequisite: Successful completion of all MA coursework and approval of instructors, must pass a clinical skills exam with a grade of C or better, and the CCMA exam with a score of 78% or better. Taken concurrently with EXT.

Course Number: HHA101   **Course Hours:** 20 Lecture/20 Clinical
Course Name: Home Health Aide
Students learn to provide routine, individualized patient care for clients of all ages in a home setting who are sick and/or disabled. Training includes basic ADL's for clients in a home setting, preparing meals, managing the home environment as related to safety, providing a healthy environment, how to prevent the spread of infections, basic housekeeping services, and proper nutrition.
Prerequisites: Current and active California Certified Nursing Assistant certification or successfully completed a Certified Nursing Assistant training program in the last six months or has passed the California Certified Nursing Assistant state written and skills exam and is waiting to receive his or her certification from CDPH.

Course Number: IN202   **Course Hours:** 140 Intern
Course Name: Medical Office Internship   **Course Credits**: 4.6
Students apply skills learned in their programs in an unpaid work experience under supervision.
Prerequisites: Successful completion of all courses in the student's program. The Director of Education or Vice-President, Instructional Services may make exceptions on a case-by-case basis.

Course Number: KS101-104   **Course Hours:** 30 Laboratory
Course Name: Keyboard Skill Building   **Course Credits**: 1.5
Sequentially taught courses designed to augment student speed and accuracy in keyboarding to meet current business requirements.
Prerequisites: KS101 – none. Each course must be completed with a "C" or better before the student can advance to the next level.

Course Number: LTP-I   **Course Hours:** 30 lecture/30 Lab
Course Name: Laboratory Theory & Procedures 1   **Course Credits:** 4.5
This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy, physiology and pathology of the endocrine and reproductive systems will be presented. General laboratory policies and procedures will be addressed, and OSHA regulations regarding blood borne pathogens will be emphasized. HIV/AIDS, hepatitis and other bloodborne diseases will be discussed. The student will learn to perform basic hematology tests including hemoglobin, hematocrit, and sedimentation rate. Students will learn proper procedures for venipuncture and capillary punctures and glucose and pregnancy testing.
Prerequisites: None

Course Number: LTP-II   **Course Hours:** 30 lecture/30 Lab
Course Name: Laboratory Theory & Procedures 2   **Course Credits:** 4.5
This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the renal system and an introduction to hematology and blood chemistry will be presented. The student will be introduced to microbiology and will have the opportunity to make gram stained slides, identify bacteria, collect specimens and produce cultures. The student will learn to perform basic lab tests including complete urinalyses, differentials, and continue to work with venipuncture.
Prerequisites: None

Course Number: LTP-III   **Course Hours:** 30 lecture/30 Lab
Course Name: Laboratory Theory & Procedures 3   **Course Credits:** 4.5
This course is designed to provide concepts, principles, and skills practice in areas with a laboratory emphasis. Basic anatomy and physiology of the nervous system will be presented, along with the special senses. The chemistry of life, including metabolism, electrolytes, acids and bases, will be discussed along with diabetes and its accompanying conditions. Lab tests will be performed including fecal occult, cholesterol testing, glucose and throat cultures.
Prerequisites: None

Course Number: MR201   **Course Hours:** 30 Lecture
Course Name: Medical Recordkeeping Systems   **Course Credits**: 3.00

Course Number: MR201A   **Course Hours:** 15 Lab
Course Name: Medical Recordkeeping Systems/Lab   **Course Credits**: 3
An introduction to manual and electronic medical records including filing and retrieval processes, analyzing and updating charts, and correct application of HIPAA. MR201 and 201A are taken concurrently.
Prerequisites: None

Course Number: MA202   **Course Hours:** 30 Lecture
Course Name: Computerized Medical Management   **Course Credits**: 3.0

Course Number: MA202A   **Course Hours:** 30 Lab
Course Name: Computerized Medical Management - Lab   **Course Credits**: 1.5
An introduction to manual and computerized Medical Office Management. Students learn the basic skills necessary to maintain a Medical Office database and to keep accurate financial records that are complete and current for prompt billing and collections procedures. Courses are taken concurrently.
Prerequisites: None

Course Number: MC201   **Course Hours:** 10 Lecture/20 Lab
Course Name: Introductory Coding/ICD10/CPT   **Course Credits**: 2.0

Course Number: MC201A   **Course Hours:** 15 Lab
Course Name: Introductory Coding/IC10/CPT Lab   **Course Credits**: 0.75
Students learn the basic skills necessary to look up codes in the ICD9 & CPTIV manuals for various medical conditions and procedures and practice coding through an assortment of situational applications.
Prerequisites: None

Course Number: MM201   **Course Hours:** 30 Lecture
Course Name: Medical Math   **Course Credits**: 3.0
This course will instruct students on how to convert equivalents from one system to another, with emphasis on dosage calculations and measurements for the administration of medication. Student will practice reading prescription orders and using learned techniques to convert and calculate accurate dosing.
Prerequisites: None

Course Number: MO201   **Course Hours:** 20 Lecture/10 Lab
Course Name: Medical Office Procedures and Equipment   **Course Credits**: 2.5
Introduction to Medical Office Procedures. Students learn the basic skills and professional activities required to maintain a medical office.
Prerequisites: None

Course Number: MT201   **Course Hours:** 20 Lecture/10 Lab
Course Name: Medical Terminology & Anatomy   **Course Credits**: 2.5
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: MT202   **Course Hours:** 10 Lecture/5 Lab
Course Name: Medical Terminology & Anatomy   **Course Credits**: 1.25
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffixes, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: MT203   **Course Hours:** 10 Lecture/10 Lab
Course Name: Medical Terminology & Anatomy   **Course Credits**: 2.5
Students learn key word parts and how they work together to form complex medical terms. Through memorization of prefixes, suffix-

es, and root words students expand their medical vocabulary and comprehension of medical terminology.
Prerequisites: None
NOTE: MT201–MT203 may be taken in any order.

Course Number: NA101   **Course Hours:** 60 Lecture/102 Clinical/10 hours Lab
Course Name: Nursing Assistant   **Course Credits**: 12.5
Students learn principles of asepsis, safety, and how to assist patients with everyday activities of life in a variety of settings, including rehabilitative, assisted living, and skilled nursing. Students will also learn to take patient vital signs and chart relevant information. Medical terminology and anatomy will also be addressed.
Prerequisites: None

Course Number OE201   **Course Hours:** 150 Extern
Course Name: Office Externship/Work Experience   **Course Credits:** 5.0
Students apply skills learned in the program in an unpaid work experience under supervision.
Prerequisites: Successful completion of all courses in the student's program. The Director of Education or Vice-President, Instructional Services may make exceptions on a case-by-case basis.

Course Number OP101   **Course Hours:** 20 Lecture, 10 Laboratory
Course Name: Introduction to Office Procedures   **Course Credits:** 2.5
Students develop skills in basic office procedures, including filing, handling forms, basic research skills, travel arrangements, telephone courtesy and skills, time management, and setting up meetings and events.
Prerequisites: None

Course Number: PHL101   **Course Hours**: 28 Lecture
Course Name: Basic Phlebotomy
This course is designed to provide students with an introduction to phlebotomy, safety issues in phlebotomy, selection and use of blood collection equipment, test orders and patient identification. Students will also learn basic specimen collection and be able to describe various body systems using correct medical terminology.
Prerequisites: None

Course Number: PHL201   **Course Hours**: 28 Lecture
Course Name: Advanced Phlebotomy
This course is designed to provide students with advanced training in phlebotomy, including Quality Assessment and Assurance and procedural errors that lead to failure to draw blood. Additional topics will include site selection variations, complications, and advanced safety and bloodborne pathogens. Students will also have instruction and practice in advanced site preparation, anticoagulation theory, special blood collection procedures, non-blood collection procedures, arterial blood collection, communication and interpersonal relationships and legal issues related to blood collection.
Prerequisites: PHL101 or 1,040 documented hours of experience as a medical professional, with at least 50 blood draws on a variety of patients. This experience must be approved by the state Department of Health, Field Health Services, prior to enrollment.

Course Number: PHL301   **Course Hours**: 40 Extern
Course Name: Phlebotomy Practicum
Unpaid work experience during which students must obtain 50 draws on patients of a variety of ages and physical conditions and 10 capillary punctures.
Prerequisites: PHL201

Course Number: RD201   **Course Hours**: 10 Lecture/20 Lab
Course Name: Reports and Documents Production   **Course Credits**: 2.0
Students learn to integrate the major components of the Microsoft Office Suite, with brief introductions to PowerPoint and Microsoft Access. Students learn to weigh which applications to use for various tasks, including tables, spreadsheets and graphics. They will be able to differentiate among the applications and choose which one to use for a given report or document need.
Prerequisites: CM101 and either WP101/101A or CM102/102A, SS101

Course Number: SS201　　　　　　　　　　　　　　　**Course Hours:** 15 Lecture/15 Lab
Course Name: Spreadsheets for Accounting　　　　　　**Course Credits**: 2.25
An intermediate course using the Microsoft Excel spreadsheets program. Students will apply principles learned in CM102/102A to build spreadsheets that can be used for accounting.
Prerequisites: CM102/102A

Course Number: VAH101　　　　　　　　　　　　　　**Course Hours:** 20 Lecture/10 Lab
Course Name: Veterinary Husbandry 1: Dogs and Cats　　**Course Credits:** 2.50
Students will learn common veterinary terms relating to the dog and cat and the biology and development of these species. Students will identify common breeds of dogs and cats, explain proper selection methods for dogs and cats, and identify normal and abnormal behaviors. Students will understand proper grooming needs, basic health care, maintenance and vaccine programs, as well as proper restraining procedures. Students will be able to explain canine and feline reproduction, common diseases, surgical procedures, and prevention of common internal and external parasites and zoonoses.
Prerequisites: None

Course Number: VAH102　　　　　　　　　　　　　　**Course Hours:** 24 Lecture
Course Name: Veterinary Terminology & Anatomy　　　　**Course Credits:** 2.4
This course introduces students to word construction, anatomical positions, planes, and body cavities. Students will learn the basics of veterinary terminology (a brief online review will be provided in addition to this course for students who enter the program at other points to help students understand prefixes, roots, suffixes, and combining word forms). Students will learn correct terminology for the structure of living things, such as cells, tissues, and organs. Students will learn terms related to the anatomical position as it applies to various species of animals, as well as terms related to direction and surfaces. Students will describe major body cavities and distinguish among dorsal, ventral, and lateral recumbency.
Prerequisites: None

Course Number: VAH104　　　　　　　　　　　　　　**Course Hours:** 24 Lab
Course Name: Clinical　　　　　　　　　　　　　　　**Course Credits:** 1.2
A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Laboratory sessions provide hands-on opportunities at clinical sites, primarily the SPCA for Monterey County. Day-to-day practice will vary depending on the needs of the SPCA and availability of animals. Instructor will evaluate student skills in each area using competency checklist.
Prerequisites: None

Course Number: VAH105　　　　　　　　　　　　　　**Course Hours:** 18 Lecture/6 Lab
Course Name: Pharmacology 1　　　　　　　　　　　　**Course Credits:** 2.1
Students will be able to read and interpret prescriptions, as well as properly label dispensing containers. Students will calculate proper quantity of medications to dispense. Students will demonstrate proper use of pill counting tray and administration of oral, aural, topical, and ophthalmic medications. Students will recognize proper handling and logging of all controlled substances according to DEA regulations. Pharmacokinetics, drug nomenclature, and classification will be introduced.

Prerequisites: None

Course Number: VAH106　　　　　　　　　　　　　　**Course Hours:** 30 Lecture
Course Name: Urinary, Digestive & Reproductive Systems　**Course Credits:** 3.0
Students will understand basic veterinary terminology related to the diagnosis and treatment of diseases of the urinary, digestive, and reproductive systems, and drugs used to treat diseases of these systems.

Prerequisites: None

Course Number: VAH108　　　　　　　　　　　　　　**Course Hours:** 24 Lecture
Course Name: OSHA, Radiation Safety, Front Office and Human Animal Bond　**Course Credits:** 2.4
Students will identify hazards in the workplace and demonstrate safety protocol for protection against zoonotic diseases and workplace hazards. The course emphasizes safety in the veterinary hospital setting and compliance per OSHA regulations. The course will introduce the student to radiology, including positioning and the production of diagnostic radiographs as it relates to radiation safety. Students will pass the "California Veterinary Medical Radiation Safety Examination for Unregistered Assistants." Students will learn and apply basic knowledge and skills used in the veterinary hospital front office setting, including employment laws, euthanasia, and the significance of the human-animal bond. Students will identify the stages of grief and learn techniques for offering support to others experiencing grief due to the loss of a pet.

Prerequisites: None

Course Number: VAH109   **Course Hours:** 24 Lab
Course Name: Clinical   **Course Credits:** 1.2
A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Laboratory sessions provide hands-on opportunities at clinical sites, primarily the SPCA for Monterey County. Day-to-day practice will vary depending on the needs of the SPCA and availability of animals. Instructor will evaluate student skills in each area using competency checklist.

Prerequisites: None

Course Number: VAH110   **Course Hours:** 20 Lecture/10 Lab
Course Name: Veterinary Husbandry 2: Avian, Exotics, Laboratory Animals and Rabbits   **Course Credits:** 2.5
Students will learn common veterinary terms relating to avian exotics, laboratory animals and rabbits. Students will describe the biology and development of these species. Students will identify common breeds of these species and be able to explain proper selection methods for these species, as well as identify normal and abnormal behaviors. Students will learn proper grooming needs, basic health care, maintenance, husbandry and proper restraining procedures. Students will be able to explain reproduction, common diseases, surgical procedures, and prevention and treatment of diseases, as well as internal and external parasites and zoonoses related to these species.
Prerequisites: None

Course Number: VAH111   **Course Hours:** 18 Lecture/6 Lab
Course Name: Behavior, Restraint and Nursing Theory   **Course Credits:** 2.1
The course introduces the causes of animal behaviors and differentiates between positive and negative reinforcement and punishment. Students will be able to list and give examples of various behavior modification techniques and describe procedures for referring clients to professionals for resolution of behavior problems. Students will identify proper restraining techniques and equipment for dogs and cats for routine procedures and correctly identify and use restraint equipment. Students will identify and implement safety procedures for safe application of physical restraint and safety equipment. Students will be introduced to general nursing care of dogs and cats, including grooming and skin, nail, and ear care. Students will learn common routes of administration of medication and explain the principles of first aid, wound closure and care, and bandaging.

Prerequisites: None

Course Number: VAH112   **Course Hours:** 20 Lecture/10 Lab
Course Name: Musculoskeletal, Immune & Circulatory Systems   **Course Credits:** 2.5
Students will understand the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the musculoskeletal, immune and circulatory systems. Students will comprehend terminology relating to the drugs used and be introduced to the pharmacokinetics of the drugs used to treat the diseases of these systems.

Prerequisites: None

Course Number: VAH114   **Course Hours:** 24 Lab
Course Name: Clinical   **Course Credits:** 1.2
A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Laboratory sessions provide hands-on opportunities at clinical sites, primarily the SPCA for Monterey County. Day-to-day practice will vary depending on the needs of the SPCA and availability of animals. Instructor will evaluate student skills in each area using competency checklist.
Prerequisites: None

Course Number: VAH115   **Course Hours:** 18 Lecture
Course Name: Veterinary Husbandry 3: Equine and Livestock   **Course Credits:** 1.8
This course emphasizes the proper care and management of the Equidae, Bovidae, Camelidae, and Suidae. Topics include breed identification, nutrition, husbandry, management, reproduction, equipment identification, and treatment techniques. Zoonoses, infectious and other diseases, vaccination protocol, and surgical procedures of these large animals will be discussed. Practice sessions provide the opportunity for students to develop skills in physical examination, handling and restraint, applying leg and tail wraps, laboratory collection techniques, and hoof care.
Prerequisites: None

Course Number: VAH116   **Course Hours:** 18 Lecture/12 Laboratory
Course Name: Surgical Assisting 1   **Course Credits:** 2.4

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

Course Number: VAH117   **Course Hours:** 20 Lecture/10 Laboratory
Course Name: Nervous/Endocrine/Respiratory/ Special Senses Systems   **Course Credits:** 2.5

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

Course Number: VAH119   **Course Hours:** 24 Lab
Course Name: Clinical   **Course Credits:** 1.2

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

Course Number: VAH120   **Course Hours:** 150
Course Name: Externship 1   **Course Credits:** 5.0

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

Course Number: VAH201   **Course Hours:** 30 Lecture/24 Lab
Course Name: Anatomy & Physiology   **Course Credits**: 4.2

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

Course Number: VAH202   **Course Hours:** 18 Lab
Course Name: Laboratory Procedures   **Course Credits**: 0.9

Introduces the students to collection methods used to collect lab samples and correct procedures for preparing them for evaluation. Students will list common procedures for hematologic examinations and list and describe methods for evaluation of hemostasis in veterinary patients. Students will be able to perform/assist in relevant laboratory tests applicable to veterinary medicine.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH204   **Course Hours:** 12 Lecture/18 Lab
Course Name: Nursing for Veterinary Technicians   **Course Credits**: 2.1

A theory- and practice-oriented course in advanced nursing techniques to include intravenous and urinary catheterization, fluid therapy, species-specific management requirements, dentistry, acute and chronic pain, and case management principles.
Prerequisites: Successful completion of all VAH100 coursework and approval of instructors.

Course Number: VAH205   **Course Hours:** 12 Lecture
Course Name: Veterinary Management, Medical Records,   **Course Credits**: 1.2
          Ethics, and Jurisprudence

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

Course Number: VAH206
Course Hours: 24 Lab
Course Name: Clinical
Course Credits: 1.2
A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Clinical sessions provide hands-on opportunities at designated clinical sites under the supervision of licensed veterinary staff. Instructor will evaluate student skills in each area using the competency checklist.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH207
Course Hours: 12 Lecture/12 Lab
Course Name: Diagnostic Imaging
Course Credits: 1.8
A practice-oriented course designed to cover basic concepts of x-ray and ultrasound generation and positioning and processing techniques. Radiation safety will be emphasized throughout the course. Laboratory sessions provide the opportunity to continue the development of handling, restraint, and positioning techniques for the production of diagnostic radiographs and ultrasonography.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH208
Course Hours: 12 Lecture/18 Lab
Course Name: Surgical Assisting 2
Course Credits: 2.1
This course continues instruction in surgical assisting. Students will expand their knowledge of surgical terminology, principles of aseptic techniques, surgical instrument identification, suture, and needle classification and use. Suturing and suture patterns will be discussed and practiced. Emphasis on preoperative preparation and postoperative patient care and team-oriented nursing techniques will be discussed and practiced.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH210
Course Hours: 12 Lecture/6 Lab
Course Name: Veterinary Pathology and Parasitology
Course Credits: 1.5
A study of diagnoses, treatment, prevention, and laboratory techniques commonly utilized in veterinary medicine. Lecture and laboratory topics include hematology, serum chemistries, urinalysis, cytology, parasitology, and necropsy procedures. Students will be able to perform/assist in relevant diagnostic laboratory tests. Students will prepare and evaluate slide preparations and use automated laboratory equipment for diagnostic results in the veterinary practice setting.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH211
Course Hours: 18 Lecture/12 Lab
Course Name: Pharmacology 2
Course Credits: 2.4
This course expands on the students' knowledge of pharmacokinetics/pharmacodynamics, drug classification, and nomenclature. The course will cover the major pharmacological drug classes used in veterinary medicine. Drug classes will be organized by the organ system which they affect. A review of physiology for each organ system will be included.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH212
Course Hours: 24 Lab
Course Name: Clinical
Course Credits: 1.2
A practice-oriented course designed to help the student develop the knowledge and skills required in the veterinary field. Clinical sessions provide hands-on opportunities at designated clinical sites under the supervision of licensed veterinary staff. Instructor will evaluate student skills in each area using the competency checklist.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH213
Course Hours: 36 Lab
Course Name: Anesthesiology and Surgery
Course Credits: 1.8
This course will provide instruction and practice in patient preparation, surgical assistance, post-operative care, administration and monitoring of various anesthetic agents, and the maintenance of a sterile environment. Students will expand on their knowledge of surgical terminology, principles of aseptic techniques, and surgical instrumentation. Students shall participate in the care of surgical patients. Emphasis on preoperative preparation and postoperative patient care and team-oriented nursing techniques will be discussed and practiced.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH214
Course Hours: 18 Laboratory
Course Name: Veterinary Dentistry
Credits: 0.9
A theory and practiced-based course on the principles of veterinary dentistry for the veterinary technician. Emphasis on dental terminology, instrumentation, anatomy, charting, prophylaxis, and radiographs will be the primary focus of this course. Course includes hands-on opportunity for students to practice dental procedures.
Prerequisites: Successful completion of all VAH 100 series coursework and approval of instructors.

Course Number: VAH215   **Course Hours:** 21 Lecture
Course Name: Emergency and Critical Care   **Course Credits:** 2.1

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

Course Number: VAH216   **Course Hours:** 24 Lab
Course Name: Essential Skills Lab   **Course Credits**: 1.2

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

Course Number: VAH217   **Course Hours:** 150
Course Name: Externship 2   **Course Credits:** 5.0

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

Course Number: VAH218   **Course Hours:** 12 Lecture/12 Laboratory
Course Name: Clinical Seminar   **Course Credits**: 1.8

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

Course Number: WC201   **Course Hours:** 30 Lecture
Course Name: Communication Skills for Business (Written)   **Course Credits**: 3.0

Course Number: WC201A   **Course Hours:** 30 Lab
Course Name: Written Communications Lab   **Course Credits**: 1.5

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

Staff and Faculty

Student Services/Administration

President	Robert Schaefer
Vice President of Instructional Services	Elizabeth Schaefer
Assistant School Director	Dan Gurska
Healthcare Programs Coordinator	Susan Sullivan
Business Programs Coordinator	Tricia Weber
Director of Veterinary Technology	Sharon Willis
Phlebotomy Program Director	Susan Sullivan
Nursing Assistant & HHA Director	Susan Sullivan
Admissions Consultant	Cathy Del Fante
Admissions Coordinator/	Jennifer Glazier
Admissions Advisor	Araceli Rodriguez
Director of Career Services	Denise Cook
Financial Aid Advisor	Esmeralda Lopez Garcia
Financial Aid Assistant	Kelly Menefee
Accounting Clerk	Roger "Tony" Walston (CCC '10)
Registrar/Title IX Officer	Shari Goldman
Administrative Assistant/Receptionist	Naomi Rayas (CCC '15)
Administrative Assistant/Receptionist	Yahaira Villegas (CCC '17)
Administrative Assistant	Kathryn Franklin

Instructional Staff

Ronald Brenner— Ron has been teaching in the medical assisting and veterinary technology programs at Central Coast College since April 2016. He obtained his Bachelor of Science degree from the New York Institute of Technology, and his Doctor of Chiropractic degree from Life College of Chiropractic. Ron has taught at the post-secondary level since the 1980s in both Florida and California.

Oralia Colunga — Oralia is a Registered Phlebotomy Technician and has worked at Central Coast College since 2016. She also has experience as both Medical Assistant and a Laboratory Assistant. She has been working in the medical field since 2007.

Barbara Foerster — Barbara has been a part-time instructor in Accounting since 2004. She has a Bachelor's Degree in Biology from Westmont College and a Bookkeeping Certificate from Cabrillo College. She is also a certified tax preparer through completion of training at H&R Block. Barbara has over ten years of bookkeeping experience, along with over five years of secretarial experience.

Tara Ghormley — Tara was hired in September of 2015 as an instructor for the Veterinary Technology program. She obtained her Bachelor of Science Degree and Doctorate of Veterinary Medicine from Colorado State University in 2009. She completed internships in San Diego and Florida, and finished her residency in small animal internal medicine at VCA Los Angeles. She is a Diplomate of the American College of Internal Medicine, Small Animal Internal Medicine.

Dan Gurska — Dan is a part-time instructor in our business program. He earned his B.A. in Humanities with an emphasis in Psychology at Sierra Nevada College. After working for several years as a regional operations supervisor at Redbox, he attended graduate school in order to pursue his passion of teaching. He earned both his M.A. and Ph.D. in Mythological Studies with an emphasis in Depth Psychology at Pacifica Graduate Institute.

Julia Harrison — Julia is a part-time instructor in our afternoon Medical Assisting classes. She is a Bryman College graduate and a Certified Medical Assistant with over 16 years' experience. She is proficient in both front and back office skills, and is also an x-ray technician.

Charlotte Hopkins — Charlotte joined the Central Coast College team as the Healthcare Programs Coordinator in 2016. She is an LVN and also has teaching and training experience. Charlotte holds her AS in Nursing from Fresno City College, a BS in Healthcare Administration from Bellevue University, and an MBA from California State University Monterey Bay.

Michael Johnson — Michael is a part-time Instructor in the evening accounting program. He is licensed as a CPA in Arizona and has nearly 25 years experience.. He has worked as an Accounting Manager, Assistant Controller and Controller for several corporations in a variety of industries including insurance, property management, auto sales, and a major national accounting firm..

Laurie Kaftanic — Laurie is a part-time instructor in our evening Medical Assisting program . She has over 20 years' experience as a Registered Nurse, an MRI Technician and as a practice manager in a variety of medical settings and specialties, from hospitals to private practice. Laurie began teaching at Central Coast College in 2006.

Kelsy Karrigan—Kelsy has over 10 years experience in healthcare, and has taught part-time at CCC since July 2016. She is currently the Practice Manager for a Pediatric Medical Group where she oversees all business functions of the practice, previously worked for a Behavioral Health practice in Santa Barbara, and as Administrative Services Manager for a national treatment center for eating disorders in Minneapolis.

Cristina Lippert — Cristina is an Registered Veterinary Technician. She attended Long Technical College in 2002 and graduated as a veterinary assistant. After several years working in the veterinary field she took the next step to further her career and become a Registered Veterinary Technician. After two years at Carrington College, in 2012 she graduated from the veterinary technology program with an AS in veterinary science and acquired her California State license as a Registered Veterinary Technician. Her main passion in the veterinary field is shelter medicine. She has volunteered and worked at different shelters and rescues. She has fostered several animals, and has become a "foster failure" a couple times. She enjoys being able to help stray, unwanted pets when no one else was able or willing to, and helping them find forever, loving homes is one of the greatest rewards.

Esmeralda Maldonado — Esmeralda has been working at Central Coast College since 2006. She obtained her BS in Marketing at Santa Clara University. Her experience includes management positions, payroll, merchandising, and cash handling.

Brenda Mendoza — Brenda is a part-time instructor in our day business program who joined our staff in 2007. She has over 10 years' experience in education and administration, including teaching Microsoft Office classes in the San Luis Coastal Unified School District Adult School and serving as the executive assistant to the superintendent of schools.

Sally Morello — Sally is a registered veterinary technician with an A.S. in veterinary technology. She is currently working as a ER/ICU technician with a special interest in anesthesia and emergency critical care.

Chilone Payton — Ms. Payton is a part-time Business Instructor at Central Coast College with previous experience at the post-secondary educational level as an Adjunct Instructor in General Education studies. Ms. Payton holds a Bachelor of Arts in Psychology and is presently due to complete her Master's in Psychology in the of Spring 2018. Additionally, Ms. Payton serves as a part-time Psycho-social Educational Facilitator in Santa Cruz, CA., where she facilitates group counseling and provides classroom instruction for adjudicated adults. Furthermore, Ms. Payton is a retired City Commissioner to the Department of Transportation for Grandview, MO., – a suburb of Kansas City, Missouri and is a former Sports Publicist.

Bleu Pettigrew — Bleu graduated from San Francisco State University with a BS in zoology. She recently started at Central Coast College as a part-time Veterinary Technology instructor. She has experience working as a veterinary assistant for both large and small animals.

Deborah Rawlins — Deborah has been an instructor at Central Coast College since 2011. She is a certified Phlebotomy Technician and also has experience working as a Certified Nursing Assistant and a Clinical Laboratory Assistant. Her experience includes working at Natividad Medical Center, UNILAB, and South Valley Hospital. Her studies were attained at Hartnell College, Chatterton and Walker School of Phlebotomy, Gavilan College, and Yuba College.

Rachel Sage — Rachel was hired as a part-time instructor for the Veterinary Assistant Program in 2014, and full-time in June 2016 when she became the Program Veterinarian for the Veterinary Technology program. She is a graduate from the University of California, Davis with a BS in Animal Science and a Doctorate in Veterinary Medicine.

Sirena Schnieders — Sirena has been with Central Coast College as a business instructor since 2016. Prior to joining CCC, Sirena had her own tutorial services business and also worked in consulting. She holds a BA in economics from Oglethorpe University in Atlanta, Georgia.

Susan Sullivan — Susan started as a part-time substitute instructor for the Nursing Assistant program in 2013. She is a graduate from Marycrest College at Davenport, Iowa with a BSN degree. She is also licensed as a registered nurse, and has over 33 years of experience.

Jean Waddy — Jean joined Central Coast College as a business instructor in 2017. She is a graduate of the University of Phoenix and holds a BS in Business Administration with a Minor in Accounting. Jean's work experience includes business management, accounts receivable, accounts payable, Human Resources, computers and data entry.

Tricia Weber —Tricia began teaching in the morning business programs in 2014. She has a background in education, technology, and medical office administration. Tricia has 15 years experience as a K-8 teacher and administrator, and 8 years experience in medical billing.

Heidi Wilcox — Heidi started as a part-time business instructor in 2015. She has had a very diverse teaching background over the past 15 years. Additionally, as a local business owner, she possesses the many business skills needed to be successful in today's workforce. Heidi has a BA through California State University, Stanislaus, and is currently completing the Teacher Credential program through Chapman University in Monterey.

Gabriella Williams — Gabby started as part-time business instructor in 2015. She has a Bachelor of Science degree in Business Administration through Boston University's School of Management. Gabby also has over six years of experience working with business start-ups.

Sharon Willis — Sharon is a Registered Veterinary Technician with over 20 years of teaching experience at several institutions including one community college and two private career colleges. Sharon has a bachelor of science degree from DeVry University.

Lee Wyker —— Lee has been a part-time instructor at Central Coast College since 1998. She is the Externship Coordinator of the Medical Assisting program and also teaches in the program. Lee is trained as an EMT (Emergency Medical Technician) and Paramedic (AEMT). She is a graduate of Lansing Community College in Michigan. Lee's experience includes working in settings as varied as an ambulance company, a multi-location urgent care practice, and supervising all aspects of a private doctor's office. She has developed and facilitated front- and back-office training in areas from reception and customer service to collections.

Patricia Zehna — Patty has been a veterinary program instructor of the with Central Coast College since 2014. She has been working in the Veterinary field for over 20 years. She is a Registered Veterinary Technician and has worked at the SPCA of Monterey County, Guide Dogs for the Blind, Banfield Pet Hospital and Monterey Peninsula Veterinary Emergency and Specialty Center. She received training from Monterey Peninsula College and Cedar Valley College in Dallas, Texas.

Appendix A– Minimum Entrance Evaluation Scores by Program

Selection criteria are the aptitude and motivation for training as well as the ability to benefit from training. Criteria will be assessed by personal interview and an entrance evaluation (see Course Outlines for training-related job titles). Prospective students must score at or above the passing level on the entrance evaluation, the Wonderlic Basic Skills Test (WBST). The evaluation consists of two parts: Verbal and Quantitative. Please note the term "GED" as used below stands for "General Education Development" and has nothing to do with the GED Certificate Examination which is used to measure high school equivalency.

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

Business Administrative Specialist:
      Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.
      Meet minimum requirements to pass KS101.

COMPUTER SPECIALIST: ACCOUNTING:
      Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

MEDICAL ADMINISTRATIVE ASSISTANT (MAA):
      Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.
      Meet minimum requirements to pass KS101.

MEDICAL ASSISTING:
      Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

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

PHLEBOTOMY:
      Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265

VETERINARY ASSISTANT:
      Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.

VETERINARY TECHNOLOGY:
      Verbal: Achieved GED Level 1 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.
      Must successfully complete CCC Veterinary Assistant Program or equivalent.

ACCOUNTING ESSENTIALS WITH QUICKBOOKS AND MICROSOFT OFFICE:
      Verbal: Achieved GED Level 2 AND both Level 1 & 2 above 265.
      Quantitative: Achieved GED Level 1 at 350 or better AND total Quantitative score of 265.
      Meet minimum requirements to pass KS101.

Appendix B– Licensure Requirements by Program

Veterinary Technology Licensure Requirements:

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

1. Graduate from, at minimum, a two-year curriculum in veterinary technology in a college or other post-secondary institution approved by the California Veterinary Medical Board (VMB). (Generally an AVMA approved school) or complete a program or curriculum that has been deemed "equivalent" to a two-year approved program by the VMB (California approved school).
2. Licensed, certified or registered as an RVT in another state (or in Canada) and have taken an examination determined by the VMB to be equivalent to the California RVT examination and have at least 4416 hours of directed clinical practice in no less than 24 months under the direct supervision of a licensed veterinarian.
3. Complete a combination of at least 4416 hours of directed clinical practice in no less than 24 months under the direct supervision of a California-licensed veterinarian and 300 hours (or 20 semester or 30 quarter units) of specific education. (This is the Alternate Route).

Other Requirements for Licensure:

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

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

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

http://www.vmb.ca.gov/applicants/vtne_info.shtml

https://www.aavsb.org/vtne/FAQ/

Additional details about these requirements may be found at:http://www.carvta.com/rvt_faq.asp

Phlebotomy Licensure Requirements:

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

Nursing Assistant/Home Health Aide Licensure Requirements:

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

Psychiatric Technician Licensing Requirements:
- registering with the California Board of Vocational Nursing and Psychiatric Technicians

2017-2018 Medical Assisting
Academic Year Calendar

Summer Break (no classes)	**May 29—June 9, 2017**

Summer Quarter	**June 12, 2017—September 1, 2017**
Session I	June 12, 2017 —July 7, 2017
Independence Day Holiday (no classes)	July 4, 2017
Session II	July 10, 2017—August 4, 2017
Session III	August 7, 2017 — September 1, 2017

Late Summer Break (no classes)	September 4, 2017—September 8, 2017

Fall Quarter	**September 11, 2017—December 4, 2017**
Session I	September 11, 2017 —October 6, 2017
Session II	October 9, 2017 —November 3, 2017
Session III	November 6, 2017 —December 4, 2017
Thanksgiving Break (no classes)	November 23-24, 2017

Winter Quarter	**December 5, 2017—March 9, 2018**
Session I	December 5, 2017—January 12, 2017
Winter Break (no classes)	December 25, 2017—January 5, 2018
Session II	January 16, 2018—February 9, 2018
Martin Luther King Holiday (no classes)	January 15, 2018
Session III	February 12, 2018—March 9, 2018
Presidents' Day Holiday (no classes)	February 19, 2018

Spring Quarter	**March 12, 2018—June 1, 2018**
Session I	March 12, 2018—April 6, 2018
Session II	April 9, 2018—May 4, 2018
Session III	May 7, 2018—June 1, 2018
Memorial Day (no classes)	*May 28, 2018*
Summer Break (no classes)	*June 4—June 8, 2018*

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

2018-2019 Medical Assisting
Academic Year Calendar

Summer Break (no classes)	*June 4, 2018—June 8, 2018*

Summer Quarter	**June 11, 2018—August 31, 2018**
Session I	June 11, 2018—July 6, 2018
Independence Day Holiday (no classes)	July 4, 2018
Session II	*July 9, 2018—August 3, 2018*
Session III	August 6, 2018—August 31, 2018

Late Summer Break (no classes)	*September 3, 2018—September 7, 2018*

Fall Quarter	**September 10, 2018—December 3, 2018**
Session I	September 10, 2018—October 5, 2018
Session II	October 8, 2018—November 2, 2018
Session III	*November 5, 2018— December 3, 2018*
Thanksgiving Break (no classes)	November 22-23, 2018

Winter Quarter	**December 4, 2018—March 8, 2019**
Session I	December 4, 2018—January 11, 2019
Winter Break (no classes)	*December 24, 2018—January 4, 2019*
Session II	*January 14, 2019 — February 8, 2019*
Martin Luther King Holiday (no classes)	January 21, 2019
Session III	February 11, 2019—March 8, 2019
Presidents' Day Holiday (no classes)	*February 18, 2019*

Spring Quarter	**March 11, 2019—May 31, 2019**
Session I	March 11, 2019—April 5, 2019
Session II	April 8, 2019—May 3, 2019
Session III	May 6, 2019—May 31, 2019
Memorial Day Holiday (no classes)	*May 27, 2019*

Summer Break (no classes)	June 3, 2019—June 7, 2019

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

2017-2018 Business & Veterinary Technology
Academic Year Calendar

Summer Break (no classes)	*May 29—June 9, 2017*

Summer Quarter	**June 12, 2017—September 1, 2017**
Session I	June 12, 2017—July 21, 2017
Independence Day Holiday (no classes)	*July 4, 2017*
Mid-Session	July 24, 2017—September 1, 2017

Late Summer Break (no classes)	*September 4—September 8, 2017*

Fall Quarter	**September 11, 2017—December 4, 2017**
Session I	September 11, 2017—October 20, 2017
Mid-Session	*October 23, 2017—December 4, 2017*
Thanksgiving Break (no classes)	November 23-24, 2017

Winter Quarter	**December 5, 2017—March 9, 2018**
Session I	December 5, 2017—January 26, 2018
Winter Break (no classes)	December 25, 2017—January 5, 2018
Martin Luther King Holiday (no classes)	*January 15, 2018*
Mid-Session	January 29, 2018—March 9, 2018
Presidents' Day Holiday (no classes)	*February 19, 2018*

Spring Quarter	**March 12, 2018—June 1, 2018**
Session I	March 12, 2018—April 20, 2018
Mid-Session	April 23, 2018—June 1, 2018

Summer Break (no classes)	*June 4—June 8, 2018*

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

2018-2019 Business & Veterinary Technology
Academic Year Calendar

Summer Break (no classes)	*June 4, 2018—June 8, 2018*

Summer Quarter	**June 11, 2018—August 31, 2018**
Session I	June 11, 2018—July 20, 2018
Independence Day Holiday (no classes)	*July 4, 2018*
Mid-Session	July 23, 2018—August 31, 2018

Late Summer Break (no classes)	*September 3, 2018—September 7, 2018*

Fall Quarter	**September 10, 2018—December 3, 2018**
Session I	September 10, 2018—October 19, 2018
Mid-Session	*October 22, 2018—December 3, 2018*
Thanksgiving Holiday (no classes)	November 22-23, 2018

Winter Quarter	**December 4, 2018—March 8, 2019**
Session I	December 4, 2018—January 25, 2019
Winter Break (no classes)	December 24, 2018—January 4, 2019
Martin Luther King Holiday (no classes)	*January 21, 2019*
Mid-Session	January 28, 2019—March 8, 2019
Presidents' Day Holiday (no classes)	*February 18, 2019*

Spring Quarter	**March 11, 2019—May 31, 2019**
Session I	March 11, 2019—April 19, 2019
Mid-Session	April 22, 2019—May 31, 2019

Summer Break (no classes)	June 3, 2019—June 7, 2019

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

Start/End Date Calendar 2017-2018

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

38-Week Programs
Comp. Office Admin*; Medical Administrative Assistant*; Vet. Assistant

Start	End
06-12-17	03-23-18
07-24-17	05-04-18
09-11-17	06-15-18
10-23-17	08-03-18
12-05-17	09-14-18
01-29-18	11-02-18
03-12-18	12-14-18
04-23-18	02-08-19
06-11-18	03-22-19

38-Week Program Vet Tech Year 2

Start	End
06-12-17	03-23-18
07-24-17	05-04-18
01-29-18	11-02-18
04-23-18	02-08-19

48-Week Program
Computer Spec: Accounting Night*

Start	End
06-12-17	06-01-18
07-24-17	07-21-18
12-05-17	12-03-18
01-29-18	01-25-19
03-12-18	03-08-19
04-23-18	04-19-19
06-11-18	05-31-19

46-Week Program
Medical Assisting*

Start	End
06-12-17	05-18-18
07-10-17	06-15-18
08-17-17	07-13-18
09-11-17	08-17-18
10-09-17	09-14-18
11-06-17	10-12-18
12-05-17	11-16-18
01-16-18	12-14-18
02-12-18	01-25-18
03-12-18	02-22-19
04-09-18	03-22-19
05-07-18	04-19-19
06-11-18	05-17-19

9-Week Program Nursing Assistant

Start	End
06-05-17	08-07-17
09-18-17	11-22-17
01-16-18	03-13-18
04-02-18	05-25-18
06-11-18	08-06-18

2-Week Program Home Health Aide

Start	End
08-14-17	08-23-17
12-04-17	12-13-17
03-26-18	04-04-18
05-29-18	06-07-18

12-Week Program Phlebotomy* (Beginners)

Start	End
09-19-17	12-15-17
03-27-18	06-15-18

4-Week Program Adv. Phlebotomy

Start	End
10-17-17	11-9-17
04-24-18	05-17-18
10-16-18	11-08-18

*Completion dates depend upon intern/externship schedule.

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

HOLIDAYS: Central Coast College observes the following holidays and will be **closed**: New Year's Day; Martin Luther King, Jr., Day; Presidents' Day; Memorial Day; Independence Day; Labor Day, Thanksgiving Day and the day after Thanksgiving; Christmas Day.