

# *Contra Costa Medical Career College*

## *General Catalog*



**October 15, 2019–October 15, 2020**

### **Notice to Students**

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

**Publication Date of Catalog October 15<sup>th</sup>, 2019**

### **Licensure and Accreditation**

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

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

### **Programs and Courses Offered**

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

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

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

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

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

Friday: 8:30am- 5:00pm

Saturday: 8:30am- 12:30pm

Sunday: Closed

### **Holidays**

CCMCC is closed on the following holidays:

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

**Registration is continuous.**

### **Administrative Personnel**

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

[stacey@ccmcc.edu](mailto:stacey@ccmcc.edu)

**Bo Orozco**- Director of Facilities and Growth Management/Vice President (50% shareholder)

[bo@ccmcc.edu](mailto:bo@ccmcc.edu)

**Chris Tesene**- Chief Technology Officer CTO

[ctesene@ccmcc.edu](mailto:ctesene@ccmcc.edu)

**Brenda Alanis**- Business Office Manager

[brenda@ccmcc.edu](mailto:brenda@ccmcc.edu)

**Jennifer Pereira**- Administrative Director

[jennifer@ccmcc.edu](mailto:jennifer@ccmcc.edu)

**Maureen DeGrano MA**- Administrative Assistant

[mo@ccmcc.edu](mailto:mo@ccmcc.edu)

**Julia Duarte**- Administrative Assistant

[julia@ccmcc.edu](mailto:julia@ccmcc.edu)

**Sheri Lavin-Darling**- Admissions Advisor

[sheri@ccmcc.edu](mailto:sheri@ccmcc.edu)

**Jocelynn Scott**- Director of Admissions

[Jocelynn@ccmcc.edu](mailto:Jocelynn@ccmcc.edu)

**Sue Williams**- Registrar

[sue@ccmcc.edu](mailto:sue@ccmcc.edu)

**Mindi Guarino CMA**- Career Services Director

[mindi@ccmcc.edu](mailto:mindi@ccmcc.edu)

**Trish Hauger**- Career Services Coordinator

[trish@ccmcc.edu](mailto:trish@ccmcc.edu)

**Lisa Dam**- Career Services Coordinator

[lisa@ccmcc.edu](mailto:lisa@ccmcc.edu)

**Michelle Davis**- Career Services Coordinator

[michelle@ccmcc.edu](mailto:michelle@ccmcc.edu)

**Marcia Giovanni** – Financial Aid Advisor

[marcia@ccmcc.edu](mailto:marcia@ccmcc.edu)

**Marco Ambriz**-Financial Aid Advisor

[marco@ccmcc.edu](mailto:marco@ccmcc.edu)

## **Faculty**

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

**Steve Condon, CPT1-** Phlebotomy Course Lead Instructor- 15+ years of experience in healthcare

**Richard Murray, CPT1, Paramedic-** Phlebotomy Course Instructor - 30+ years of experience in healthcare

**Filicia Johnson, EKG Technician-** EKG Course Instructor- 8+ years of experience as an EKG Tech

**Bob Bravo, LVN-** Phlebotomy Course Instructor /EKG Course Instructor/BLS Course Instructor- 18+ years of experience in healthcare

**Maria Thornton, CCMA, CPT1, CET-** EKG Course Instructor Assistant- 1+ years of experience in healthcare

**Robyn Renslow, CPT1-** Phlebotomy Course Adjunct Instructor- 3+ years of experience in phlebotomy

**Shelly Scolari, CMA-**Clinical Medical Assisting Program Adjunct Instructor- 10+ years of experience in healthcare

**Jessica Fejerang, BS, CCMA-** Medical Assisting Program Director- 11+ years of experience in healthcare

**Tammy Quinn, CCMA, CPT1-** Medical Assisting/Phlebotomy Course Instructor- 20+ years of experience in healthcare

**Natalie Alvarez, CMA-**Clinical Medical Assisting Program Instructor Assistant- 3+ years of experience in healthcare

**Anna Vasquez, CPhT-** Pharmacy Technician Program Director- 20+ years of experience in pharmacy

**Heather Berndt, CPhT-** Pharmacy Technician Program Assistant Instructor- 3+ years of experience in Pharmacy

**Aliantha Reynoso, CPhT-** Pharmacy Technician Program Adjunct Instructor- 3 years of experience in the pharmacy industry.

**Maria Duran Ruiz, CST-**Surgical Technology Program Director- 15+ years of experience in the OR

**Maggie Ramies, CST-** Surgical Technology Program Instructor- 3+ years of experience in the OR

**Megan Gualderama, CST-** Surgical Technology Program Instructor- 5+ years of experience in the OR

**Noy Neak, ORT, CRCST-** Sterile Processing Technician Program Director- 10+ years of experience in the OR and SPD

**Von Neak, CRCST-** Sterile Processing Technician Program Assistant Director- 5+ years of experience in SPD

**Kristyne Timbal, CRCST-** Sterile Processing Technician Program Instructor- 3+ years of experience in SPD

**Brian Darensburg, CRCST-** Sterile Processing Technician Program Adjunct Lab Assistant-10 years of healthcare experience

**Mike Peters, BA, ARDMS-** Diagnostic Medical Sonography Program Director- 6+ years of experience in Diagnostic Medical Sonography

**Amy Sandhu, BS, ARDMS-** Diagnostic Medical Sonography Program Instructor- 20 + years of experience in healthcare

**Drew Bembenek, BS, RVT, ARDMS-** Diagnostic Medical Sonography Program Lab Assistant- 1 year of experience in healthcare

**Renee Aumua, RN, MSN-CNL-** Vocational Nurse Program Director-18 years in healthcare

**Debbie Silva, AS, RDA-** Dental Assisting Program Director- 40 + years of experience in healthcare

**Corri Muller, RDA-** Dental Assisting Program Adjunct Instructor- 15 + years of experience in healthcare

**Farzana Wali, RDA-** Dental Assisting Program Instructor –33+ years of experience in healthcare

**Donna Nardi, BS, MS-AAS-IDL** Program Director- 20 + years of experience in healthcare and education

**Holly McCarty, CBS -** MAA/Billing and Coding Instructor- 4+ years of experience in healthcare reimbursement

**Deloris McCabe, MA -** MAA/Billing and Coding Instructor- 16+ years of experience in healthcare and healthcare reimbursement

**Morgan Furlow, CMA-** Clinical Medical Assisting Program Instructor Assistant- 3+ years of experience in healthcare

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

### **College Vision**

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

### **College Values**

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

### **Mission Statement**

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

### **College Goals**

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

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

Contra Costa Medical Career College, Inc. (CCMCC) was incorporated in the state of California in 2008 and began offering classes at its Antioch campus November 2007. Contra Costa Medical Career College, Inc. is a California S-corp. The governance and control of the institution are that of the President/CEO- Stacey Orozco RN and Vice President- Bo Orozco.

Contra Costa Medical Career College is a small, Private Vocational Training School. The school was formed in response to the growing need for qualified, entry level healthcare professionals in this community. CCMCC offers low tuition, flexible schedules, and instructors who are experts in their fields of study. Our class sizes are kept small so that we can concentrate on quality instruction. We work hand in hand with employers in the community to ensure the most up to date curriculum possible. All of our programs are career focused so our graduates are prepared to make a positive impact from the start of their new career in the healthcare industry. CCMCC has never had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **General Description**

Contra Costa Medical Career College is a Private Vocational Training School, believing in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider. Our campus is approx. 30,000 square feet of classroom/laboratory and office space located at 4041 Lone Tree Way Suite 101 in Antioch, Ca. 94531. All classes are held at this location.

## **General Admission and Entrance Policies**

### **Admission Requirements**

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

### **Registration Procedures for all programs excluding Surgical Technology and Diagnostic Medical Sonography**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.** There are four ways to complete registration at Contra Costa Medical Career College:

1. Walk-in Registration. Students may register at the school Monday through Thursday 9:00 AM - 8:00 PM, Fridays 9:00 AM - 4:30 PM and Saturdays 9:00 AM – 11:30 AM (except holidays), to register in person. Registration fees may be paid by credit card (Visa, Mastercard, American Express), check, or money order. **CCMCC DOES NOT ACCEPT CASH PAYMENTS.**
2. On-line registration is also available 24 hours a day, seven days a week. Payment arrangements are available. Payment arrangements are approved on a case by case basis and must be made in person with the Business Office Manager prior to the first day of class.

**Contra Costa Medical Career College is approved to accept Title IV funding (Financial Aid) from the Department of Education for the Surgical Technology, Sterile Processing Technician and Medical Assisting with Phlebotomy programs ONLY at this time.** Contra Costa Medical Career College is approved to accept Veterans Affairs/GI Montgomery Bill benefits. (Post 9/11 GI Bill) CCMCC also accepts VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits.

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

### **Steps in Admissions**

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

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

### **General Admissions Requirements**

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification

card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.

2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)

3. No felony, and certain misdemeanor (drug, violence and theft), convictions are not allowed. A pre-employment background check and drug screening (serum) will be required. This is required by the clinical training facility and for State licensure depending on the program.

4. **Pass entrance exam (DMS, Dental Assisting, Surgical Technician and Sterile Processing Technician programs ONLY).** This is a Scholastic level exam (Wonderlic exam) used to ensure that the applicant will benefit from the curriculum taught in the Dental Assisting, Surgical Technician, DMS, and Sterile Processing Technician Programs. The minimum passing score on this test is 18 for Surgical Technician, 18 for DMS, 13 for Dental Assisting and 12 for Sterile Processing Technician. It is a twelve minute test given online, on campus at CCMCC. This test must be passed prior to enrollment into the Sterile Processing Technician, Surgical Technology and DMS Programs. The exam may be attempted a maximum of two times per enrollment cycle.

5. Once the application is received and the applicant passes the entrance exam, an **Interview will be scheduled with the program director and program faculty. (DMS, and Surgical Technician programs only)**

**Additional Admissions Requirements** International high school diploma or other international degrees must be evaluated for US equivalency. The candidate will be notified by the evaluating company by telephone and/or by letter of the status of his/her application. At that time, the student is responsible for presenting the evaluated transcripts to the Registrar's office. The student will be allowed to complete the enrollment process at that time. All entrance requirements and documentation should be completed and turned in by the class start date. It is the responsibility of the applicant to meet these requirements in a timely manner. All programs are taught in English. Due to that fact, it is important that the student can read, write, understand and speak the English language well. The level of language proficiency is the 12<sup>th</sup> grade level, documented by a high school diploma or GED.

### **Re-admission Procedures**

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

### **Enrollment**

Surgical Technology, Dental Assisting, and DMS are required to attend Orientation prior to the first day of class.

## **Arbitration and Class Action Waiver Disclosure**

The Contra Costa Medical Career College, Inc requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to

Attn: Administrative Director  
Contra Costa Medical Career College  
(925) 757-2900  
4041 Lone Tree Way, Suite 101  
Antioch CA 94531

## **Granting Credits**

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

## **Transfer Credit/Credit Evaluation**

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

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

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

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



of the requisite documents, and the student will be advised by mail or email. Any appeal to the institution's decision must be made in writing and submitted to the Campus Director. The subsequent decision will be final.

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

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

### **Refused Attendance**

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

- Comply with admission requirements
- Respond to official Contra Costa Medical Career College notices
- Settle financial obligations when due. Students are generally notified in advance if they are not going to

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

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

#### **Methods of Payment**

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

**Transcript Fee \$25.00**

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

**Returned Check Charge \$25.00**

**Late Payment Fee \$50.00**

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

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

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

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

### **Current Schedule of Charges for 2019-2020**

All tuition costs and payment arrangements must be arranged prior to enrollment. Current schedule of charges

are listed with program and course descriptions.

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

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

### **Cancellation Period**

1. You have the right to cancel this agreement, including any equipment or other goods and services included in the agreement, and receive a full refund (less a deposit or application fee not to exceed \$200) through attendance of the first-class session, or the seventh day after enrollment, whichever is later.
2. Cancellations due to no show/non starts, cancellation by the student during the cancellation period, will receive a full refund (less a deposit or application fee not to exceed \$200) within 30 days of cancellation date. Cancellations due to program cancellation by the institution will receive a full refund (including the deposit or application fee not to exceed \$200).
3. Your cancellation takes effect when you give Notice of Cancellation to this school. Any expression that you wish not to be bound by this agreement will serve as a Notice of Cancellation of this agreement. Read the Notice of Cancellation form provided to you for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.
4. You are due a complete refund within 30 days after the school receives a valid Notice of Cancellation.
5. 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 refund for the part of the course not taken.
6. Cancellation shall occur when the student provides a written notice of cancellation to the address of Contra Costa Medical Career College: 4041 Lone Tree Way Ste. 101, Antioch, California, Attn: Registrar. This can be done by mail, hand delivery, e-mail [ccmcc@ccmcc.edu](mailto:ccmcc@ccmcc.edu) , fax (925)757-5873 **or by calling the Registrar at (925)757-2900**
7. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

### **Course Withdrawal**

The term “Withdrawal” signifies that a student has withdrawn from a course after completing the first class session. Notifying the instructor of one’s intent to withdraw is insufficient and will not constitute a withdrawal. To withdraw, the student must notify the admissions representative or campus director in writing. The effective date of withdrawal is the last date of actual attendance. This is a permanent mark with no grade points assigned. Students withdrawing from one course while retaining their registration with Contra Costa Medical Career College should refer to the Withdrawal section under Grading System in this catalog. Students who wish to withdraw permanently from Contra Costa Medical Career College must fill out a “Withdrawal Form,” which is available at the media center located in the lobby area of the campus. An exit interview is conducted by the Program Director. The enrollment status of such students will be changed to “Drop.” They will be immediately withdrawn from Contra Costa Medical Career College and their future classes will be deleted from their schedules

### **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Contra Costa Medical Career College is the date the student began the withdrawal process by completing an official withdrawal form, by submitting that form to the Student Services office and ceasing to attend classes or other College activities. A student who submits a completed official withdrawal form, but continues to attend classes or other College activities will not be considered to have officially withdrawn from College. If a student does not complete the official withdrawal process, the College will determine its withdrawal date based upon federal regulation and institutional records. If a student is absent for 7 consecutive days, excluding holidays, does not communicate

directly with the College regarding the nature of those absences, and does not officially withdraw from the program in writing, he/she will be considered withdrawn from the program. The refund will be calculated based on the last day attended (LDA) according to the pro-rate refund policy described above.

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

Students have the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance of the first class session, or the seventh day after enrollment, whichever is later. Students have the right to withdraw from a program of instruction up to the 60% point of the course and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment until the 60 percent point of the program, as measured in hours, after which no refund will be possible. Please note that refunds are based on the elapsed time in a program, not just the hours actually attended by a student. If a separate charge for equipment is specified in the agreement, and the student actually obtains the equipment, and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, CCMCC may offset against the refund calculated the documented cost to the institution of that equipment. The student is liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to

which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans

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

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

### **Calculation of Refund**

How Contra Costa Medical Career College calculates refunds: For example, if a student enrolls in a 600 hour program and withdraws after receiving 250 hours of instruction, and if the student paid a \$75.00 registration fee and \$9,500.00 tuition, the school would deduct the \$75.00 registration fee from the amount received, divide the remaining \$9,500.00 by the number of hours in the program ( $\$9,500.00 / 600 = \$15.83/\text{hr.}$ ) and multiply that hourly amount times the number of hours attempted by the student ( $250\text{hrs} \times \$15.83 = \$3957.50$ ) The amount paid, in excess of that amount would be the amount of the refund. ( $\$9,500.00 - \$3957.50 = \$5542.50$ ) Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition. If you attend class and drop before payment is made, you will be responsible for tuition accrued up to the date formal withdrawal notice is given. No refund will be given after 60% of total program clock hours including externship are completed.

### **Hypothetical Refund Calculation**

Sterile Processing Technician

600 Hours total hours

Withdrew after 65 hours of instruction

$\$9,500.00$  tuition/ 600 hours= $\$15.83$  per hour

$\$15.83$  per hour X 65 hours attempted =  $\$1,028.95$

$\$9,500.00$  Tuition paid -  $\$1,028.95 = \$8,471.05$

**Refund Amount: \$8,471.05**

### **Payment of Refunds**

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

## **Title IV Refund Policy**

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

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

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

Excludes:

- I. Institutionally scheduled breaks of 5 or more consecutive days
- II. When a student has completed MORE than 60%, 100% of Title IV funds are earned.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of \$19,500 and assumes the student paid the entire \$19,500.

<b>Percentage of program completed</b>	<b>10%</b>	<b>25%</b>	<b>50%</b>	<b>60%</b>
Tuition paid by the Student	\$19,500	\$19,500	\$19,500	\$19,500
Non-Refundable Tuition owed by Student	\$1,950	\$4,875	\$9,750	\$19,500
Refund Amount	\$17,550	\$14,625	\$9,750	\$0.00

## **DETERMINATION OF THE WITHDRAWAL DATE**

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

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

## **WITHDRAWAL/DROP DATE POLICY**

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date.

The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw;
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn;
- Students who fail to return from an approved Leave of Absence (LOA);

## **RETURN OF TITLE IV FUNDS CALCULATION PROCESS**

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

The procedure is:

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

### **TIMEFRAME OF PROCESSING**

All students who withdraw from school must have applicable refunds (R2T4) and/or State calculated accurately and paid within 45 days from the Date of Determination (DOD) and will be based on the payment period from which the student withdrew.

### **FUNDS RETURNED BY PROGRAM**

Return to Title IV Calculation (R2T4) – This is the federally required process that determines whether any portions of funds received must be returned when a recipient of Federal Financial Aid Funds withdraws from a school.

- Federal Aid funds are returned in the following order:
- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Cal Grant B and C
- Other Title IV Assistance

Ex. Sally a current student notified the school with her intent to withdraw. The total scheduled days in the payment period are 108 and the student attended 54 days. The percentage of completion is 50%. The student earned 50% of the Title IV funds that were disbursed.

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

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

### **Academic Standard Policy**

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

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

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

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

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

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

**Phlebotomy Program**-Student progress is evaluated twice per week following each quiz to assess compliance with minimum program standards. If a student has fallen below the standard a Term Action plan will be initiated. Following initiation of a Term Action Plan, Status Updates are done twice a week after each quiz due to the short nature of the Phlebotomy Program. A maximum of 2 Status Updates will be allowed

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

limits the Term Action Plan period to 1 week. A student will only be allowed to initiate 1 Term Action Plan per Phlebotomy Program term.

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

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

### **Grading and Evaluation Procedures**

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

#### **Grade scale is as follows:**

90 – 100% = A

80 – 89.9% = B

70 – 79.9% = C

60 – 69.9% = D

Below 59.9 = F

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

#### **P (Pass) F (Fail)**

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

#### **Satisfactory Academic Progress (SAP) FOR TITLE IV PURPOSES ONLY- Procedure:**

Students are required to maintain satisfactory progress in their course of study. Satisfactory progress is measured by both qualitative and quantitative measurements calculated at each evaluation point per the requirements set calculated at the end of the evaluation point program per the requirements set forth below. Students must maintain the minimum standards for hours/credits, grade point average and maximum time frame to be considered as maintaining satisfactory progress.

#### **Qualitative Standard:**

To maintain satisfactory academic progress, a student must have a cumulative GPA of 70% (80% for Surgical Technology, Diagnostic Medical Sonography). Students who fail to record a cumulative GPA of 70% (80% for Surgical Technology, Diagnostic Medical Sonography) measured at each evaluation point of their program will be placed on Academic Warning or Probation. (See Warning/Probation Policy below.)

Module grades will be reported to the Director of Education at the end of each module. The Registrar will calculate cumulative GPA at each evaluation point and place affected students on academic probation by completing probation forms, discussing the terms of probation with the student(s) and having the student sign the form. The



Registrar will then process a warning or probation notice and will be filed in the student's academic file.

### **Quantitative Standard:**

To maintain satisfactory academic progress a student must have successfully completed a minimum of 67% of the credits attempted. Students who fail to successfully complete a minimum of 67% of the credits attempted measured at the evaluation point(s) of the program will be placed on Attendance Warning or Probation. (See Warning/Probation Policy below) The Academic Records will review all students' credit completion (attendance for Surgical Technology) at the evaluation point(s) of their program. If the student has not successfully completed 67% of the credits attempted the Academic Records will place the student on warning or probation by completing proper forms, discussing the terms of warning or probation with the student(s) and having the student sign the form. The Academic Records will then process the warning or probation notice and filed in the student's academic file.

### **Maximum Time Frame Requirements:**

To maintain satisfactory academic progress, a student must have sufficient progress in the program to assure that it can be completed within 1 and ½ (150%) the total program length (maximum time frame). Once the student completes 100% of the program, the student will no longer be eligible for Federal Student Aid. The maximum time frame for completing each program is outlined below:

	<u>PGM LENGTH- 100%</u>	<u>MAX TIME FRAME – 150%</u>
<b>Sterile Processing Technician</b>	<b>24 Credits</b>	<b>36 Credits</b>
<b>Surgical Technology</b>	<b>54 Credits</b>	<b>81 Credits</b>
<b>Medical Assisting with Phlebotomy</b>	<b>25 Credits</b>	<b>37 Credits</b>

### **Evaluation Periods: Satisfactory Academic Progress will be assessed at the following:**

<b>Sterile Processing Technician</b>	<b>12 Quarter Credits</b>
<b>Surgical Technology</b>	<b>18 Quarter Credits, 36 Quarter Credits</b>
<b>Medical Assisting with Phlebotomy</b>	<b>12.5 Quarter Credits</b>

### **Withdrawl and Incomplete Grade Policy**

Withdrawal from a program will result in termination from the program. An Incomplete (I) are not accounted for, this option does not apply to our students. They have to pass / fail or re-enter program of study.

### **Warning Policy**

Students attending school during the "warning period" are still deemed to be in Satisfactory Academic Progress and will continue to receive Federal Student Aid for that one payment period. Financial Aid warning status is assigned without an appeal or other action by the student.

If at the end of the warning period, the student meets both the qualitative and quantitative standards, they will be re-established Satisfactory Academic Progress and eligibility for Federal Student Aid will continue.

If at the end of the warning period, the student has not met both the qualitative and quantitative standards; the student will be placed on Academic Probation and considered making Satisfactory Academic Progress during the probation period. The student has the option to appeal this decision in order to remain in the program. If the student submits an appeal, for the unsatisfactory academic progress, and the appeal is denied, student will be deemed ineligible for Federal Student Aid for the next payment period. If the appeal is approved Probation will continue until the next evaluation period.

### **Probation Policy (Term-Action Status)**

Academic Probation will occur if student fails to meet qualitative (70% GPA) (80% GPA, Surgical Technology and DMS) and quantitative (67% credits attempted) standards, upon completion of the warning period, at any incremental evaluation point. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on academic probation. This probationary period will not interrupt any student Title IV Funds eligibility and will continue to receive funds during the payment period only if the student submits a written appeal to the Satisfactory Academic Progress determination within 15 days

of receiving notice of unsatisfactory progress and the Appeal Committee approves the appeal. If the student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory academic progress will be re-established and Title IV funds will be disbursed for the next payment period. If a student doesn't meet the minimum requirements within the next consecutive grading period the student's enrollment will be terminated.

### **Termination Policy**

Students who fail to make Satisfactory Academic Progress by the end of their probation period will be terminated. Any student that is terminated from the program may appeal the decision. All appeals and/or request for re-admission must be made in writing to the Appeals Committee within 15 days of the student being notified of his/her probation or termination.

### **Appeal Procedure**

If a student is determined to not be making Satisfactory Academic Progress the student may appeal the determination. The student will submit a written appeal to the Appeals Committee on the SAP Appeal Form with supporting documentation as to the reasons why the determination should be reversed. This information should include what has changed about the student's situation (death in the family, injury, illness or other allowed special circumstances) that will allow them to achieve Satisfactory Academic Progress by the next evaluation period.

Appeal documents will be reviewed by the Appeals Committee consisting of a Director of Education, Faculty Instructor, and Director of Financial Aid. A decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated as applicable. Student will be placed on Financial Aid probation.

**Noncredit Courses: Noncredit courses do not apply to this school. Therefore, these items have no effect on the schools Satisfactory Progress Standards.**

### **Appeal**

A student who has been behaviorally put on warning, term action plan, probation or dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing by either email correspondence or written letter within 5 days of the event, to the Campus Director. The student should explain what type of circumstances contributed to the problem and what plans the student has to eliminate those potential problems in the future. The decision of the College is final and may not be further appealed. Decisions regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed or dropped students who are readmitted will sign anew Enrollment Agreement and will be charged tuition consistent with the existing published rate.

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

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

### **General Attendance Policy**

All students must be officially registered for a class to attend the class or to receive a grade. Contra Costa Medical Career College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students. Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Campus Director. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's transcript and tuition will not be refunded. With instructor approval, students may be allowed to make

up examinations or class assignments missed due to an **excused** absence or excused tardiness. Work must be completed immediately upon return and in the same delivery method as originally required. Students may not make-up exams or homework missed due to an unexcused absence. An excused absence still counts as an absence. Students may not miss more than 10% of the required program/course clock hours. Students are required to complete 90% of total clock hours. 100% of the hours required during the clinical externship portion of the program must be completed. Being tardy to class is strongly discouraged. Being tardy is coming to class 1-14 minutes after the designated start time. Tardiness and leaving early have a negative effect on the grades. Being tardy more than 15 minutes is considered an absence and leaving more than 15 minutes early is also considered an absence. Students will be warned in writing when they are in danger of being dismissed for excessive absenteeism or tardiness. If a student is in violation of this policy, and exceeds the maximum allowed absences, he/she will be dismissed and will need to ask for re-admittance. If re-admittance is granted, the student will have to start the program over and will be responsible for paying all published tuition charges and fees associated with the program. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

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

### **Disciplinary Term Action Status**

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

### **Change of Course Policy**

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

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

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

### **Course Scheduling**

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

### **Retake/Make-Up Policy**

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

**Graduation Requirements** A Certificate of Completion will be awarded to those students meeting the graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study with appropriate number of clock-hours with a cumulative grade point average of 2.0, (3.0 for Surgical Technology), passed the final exam with letter grades of “C” or better, (“B” for Surgical Technology)

and have fully paid all tuition charges. Students must meet all minimum attendance requirements as stated on page 12 of this catalog. Refer to the Surgical Technology section for graduation criteria.

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

**Grounds for a Grade Appeal** Students can appeal a grade only when they can document that one or a combination of the following has occurred:

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

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

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

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

### **Grade Reporting**

All grades are posted on Diamond or submitted to the students directly. Students are given a log-in to the student portal through Diamond which is the college’s online grading management system. They have 24 hour access to

their grades. Grades are not given over the telephone. Students may request an unofficial transcript from the Administrative staff. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor. Due to the requirements of each course, instructors are allowed a reasonable time to submit grades.

### **Leave-of-Absence Policy**

A student may not take a leave of absence during the didactic portion of their program/course if they are enrolled in a linear program. If the student is enrolled in Medical Assisting, or Medical Assisting with Phlebotomy and it becomes necessary for a student to interrupt their didactic portion of their program they may be eligible to take a Leave of Absence in-between a module. A leave of absence may be granted for specific situations including Illness, Family Emergency, Financial Difficulties, Pregnancy, or Death in family. A leave of absence must be approved by the Program Director. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request. The student must attest to understanding the procedures and implications for return (or failure to do so). If a leave of absence is approved, the student will be granted a leave of absence for up to a maximum of 180 days or ½ the published program length, whichever is shorter. If it becomes necessary for a student to interrupt their externship training, a leave of absence may be granted for specific situations including Illness, Family Emergency, Financial Difficulties, Pregnancy, or Death in family. A leave of absence during externship must be approved by the Director of Career Services. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request in order that CCMCC may have reasonable expectation of the student's return, and the student must attest to understanding the procedures and implications for return (or failure to do so). A leave of absence period may not exceed 180 days within any 12-month period or ½ the published program length, whichever is shorter. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period or ½ the published program length, whichever is shorter. If the student does not return following the leave of absence period, CCMCC will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

### **Withdrawal Policy**

If the student wants to make a Permanent Withdraw from their program/course, a request withdrawal must be made in writing and signed by the student. The student must include a reason they are withdrawing from the program/course. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the CCMCC refund policy.

### **Repeating Courses**

The College's programs are designed as a series of uninterrupted courses and programs therefor repeating courses is not applicable to the programs offered at Contra Costa Medical Career College. Students who need to repeat a particular course will be dropped from the program and will have to re-enroll at a later date. The student will be responsible for the full program tuition once the restart the program.

### **Maximum Time (in clock hours) in Which to Complete (VA benefits are paid for approved program length only)**

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

### **Maximum Length of Time (in clock hours) for Course Completions (VA benefits are paid for approved program length only)**

Phlebotomy Technician: 180 hours

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

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

Surgical Technology: 2040 hours

Pharmacy Technician: 624 hours

Sterile Processing Technician: 750 hours

Medical Admin/Billing/Coding Specialist: 480 hours

Clinical Medical Assisting: 480 hours

EKG/ECG Technician: 480 hours

## **Maximum Class Enrollment**

The maximum enrollment for each class at Contra Costa Medical Career College will be 24 students per instructor during lecture. (Surgical Technology and Diagnostic Medical Sonography maximum is 18 students per instructor during lecture). This means that each instructor will have no more than 18 students per class section during each program. During the skills laboratory portion of the training the maximum student to instructor ratio is 15 students to 1 instructor (Surgical Technology maximum is 10 students to 1 instructor).

## **English Language Proficiency**

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

## **Academic Dishonesty**

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

- Using or attempting to use unauthorized materials, information or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;
- Sitting for an examination by surrogate or acting as a surrogate
- Representing the words, ideas, or work of another as one's own in any academic exercise
- Conducting any act that defrauds the academic process. Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options
- Require a timed writing sample to be given on the assigned topic to determine the veracity of the suspicion
- Require that the work be rewritten
- Issue a lowered or failing grade for the assignment
- Issue a lowered or failing grade for the course. If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing convened by Contra Costa Medical Career College. It is the instructor's responsibility to report any reasonable suspicion of plagiarism to Contra Costa Medical Career College so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the campus Director will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

## **Externship/Practical Training Policies**

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

students are required to submit to a drug test.

### **Clinical Externship Guidelines:**

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

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

### **Immunization (titer) Requirements** (per Facilities requirements)

Students must provide proof of immunity for the following:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer proving immunity, second dose, or booster if titer result was non-immune. (Some facilities may require a second titer once the booster is completed).
3. Hepatitis B titer proving immunity or signed waiver to refuse
4. TB skin test and appropriate follow-up (chest x-ray) within the last year
5. Varicella (chicken pox) titer proving immunity or second dose. (Some facilities may require a second titer once the series is completed).

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

**BLS Policy:** Per facilities requests all students are required to submit proof of completion and current BLS certification through American Heart Association for the Healthcare Provider. CCMCC offers BLS classes. You may enroll at the front desk. **If you are late or no show to the BLS class, you will forfeit your spot and have to re-pay to sign up.**

- CCMCC will begin the process of providing an externship site to students as soon as the student has passed the didactic portion of their program and turned in all paperwork/documents.
- **All documents must be turned in by the due date given on the first day of class. If required documents are not turned in by the due date, externship placement WILL be delayed.**
- Students may secure their own externship site, but must furnish CCMCC with the name of the facility and a contract and evaluation form. Students will have limited time (program specific) from the last day of class to complete the externship.
- **In the event that the student is dismissed from the facility, or does not complete the externship hours, CCMCC will not be responsible for providing another externship site. The student may then find his/her own externship, which cannot be a site currently contracted with CCMCC, with limited time to complete it and must inform CCMCC with the name of the facility and name of the supervisor. A clinical evaluation form from CCMCC must be sent to the facility for the student to get credit for the clinical. The student will no longer be covered under the school student blanket liability insurance. This applies to all programs requiring externship.**
- Students should understand that the externship site should be treated like a regular job and therefore **must** adhere to the rules of the facility, including scheduling hours and transportation. If you are going to be

absent from your externship, you are required to call the site **AND CCMCC** prior to your absence. You are required to call every day that you miss to report on your status. Not following this policy is grounds for dismissal.

- **Students are not allowed to contact the facility or its employees if dismissed. Violating this policy WILL result in program expulsion.**
- **Once a student is placed in his/her externship, all required hours must be completed no later than 6 months following the last day of didactic training. Students who do not complete their externship within this time frame will be dropped from the program and required to retake the didactic training. The student will be responsible for payment of all program fees.**
- **\*If, for any reason “WITHIN THE CONTROL OF THIS INSTITUTION”, the school is unable to place its student in an externship, a full refund of the program tuition and fees, minus the registration fee, will be refunded. (Surgical Technology student please see externship placement information and guidelines in the Surgical Technology Handbook for specific program guidelines.)**

## **Student Services Policies**

### **Facilities**

Contra Costa Medical Career College occupies 26,000 square feet of classroom space and offices with ample parking for tenants, students and guests. The general environment of CCMCC is professional, spacious and orderly. There are twelve administrative offices, ten classrooms; nine skills laboratories, a library/computer lab area, and an indoor student break area. Vending machines and a copy/fax machine are available for student use. Students may access the library/ computer lab during posted hours. The library/computer lab consists of twelve computers, a printer a resource working area and an ample selection of books, magazines, and journals. Lecture rooms have a max capacity of 24 students. There are 4 restrooms available in the facility.

### **Career and Assessment Service**

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

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

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

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

### **Guidance and Counseling**

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

### **Housing**

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

### **Campus Security**

A crime report is available to any student who requests such information. These reports are generated from local police department reports. Contra Costa Medical Career College policies are accorded procedures consistent with



fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing.

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

### **Media Lab Regulations**

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

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

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

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

College policy further prohibits any use or copying not authorized by the purchase agreement or license under which the college acquired the software. Unauthorized use or copying may subject employees, faculty, and students to disciplinary action. Students may not use the e-mail addresses of other students, faculty, or staff for purposes unrelated to the College. Violations may lead to disciplinary action.

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

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

### **Students with Disabilities**

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

### **Student Records Policies**

Transcripts and other documents received by Contra Costa Medical Career College for the purpose of admission or recording supplemental work become the property of Contra Costa Medical Career College and will not be released or copied without prior permission from the student. California regulatory agencies require that student records be kept for five years. All application materials and documents are collected in person or by mail. Original

signatures must accompany forms where signatures are required. Photocopies of application paperwork are not acceptable. All records are stored in a computer database and in fire-proof cabinets and are accessible by CCMCC staff. In the event that Contra Costa Medical Career College discontinues operation, Contra Costa Medical Career College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use. Students will also be advised on how to gain additional copies through the office: **Contra Costa Medical Career College** 4041 Lone Tree Way, Suite 101 Antioch, Ca. 94531(925)757-2900 Fax (925)757-5873

### **Transcript Requests**

Students should direct requests for transcripts to the Registrar's office. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student signature and either the student's date of birth or social security number. Contra Costa Medical Career College will not release transcripts without appropriate authorization from the student. The Education Office issues transcripts and other official documents only after students have settled all financial obligations to the College. All records and services are withheld from students who have any outstanding financial obligations to the College. Transcripts contain only coursework completed at the College. The request takes 5-7 working days to process.

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

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

### **Student Record Retention**

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

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

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

- The right to inspect and review the student's education records within forty-five (45) days of the day the College receives the request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.
- The College official will make arrangements for access and notify the student of the time and place where the records maybe inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff ); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of

Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

- A College official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student: providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the College may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll.

## **Student Complaint and Grievance Policies**

### **Discrimination or Harassment Complaints**

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

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

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

### **Hearing Procedures**

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

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

- A written or electronic record of the proceedings is maintained. The hearing is closed, and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A designated secretary will be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaint to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.

- The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
- If either party fails to appear, the hearing will continue as if the absent party were present.
- After the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The campus Director of Contra Costa Medical Career College sends written notification of the committee's decision and of the right to appeal.

### **Appellate Procedures**

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

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

### **Notice to Students: ACCET COMPLAINT PROCEDURE**

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

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

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred
  - d. The names and titles/positions of all individual(s) involved in the problem;
  - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g. The status of the complainant with the institution (e.g. current student, former student, etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. **SEND TO: ACCET**  
**CHAIR, COMPLAINT REVIEW COMMITTEE**  
**1722 N STREET, NW**  
**WASHINGTON, DC 20036**  
**TELEPHONE: (202) 955-1113 WEBSITE: [WWW.ACCET.ORG](http://WWW.ACCET.ORG)**  
**FAX: (202) 955-1118 OR (202) 955-5306 EMAIL: [COMPLAINT@ACCET.ORG](mailto:COMPLAINT@ACCET.ORG)**

### **Student Conduct and Discipline**

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

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

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

- Academic dishonesty
- Forgery, altering Contra Costa Medical Career College documents, or knowingly providing false information
- Disruption of the educational or administrative process Contra Costa Medical Career College, by acts or expression
- Physical abuse or threat of abuse to students, Contra Costa Medical Career College employees, or their families
- Verbal abuse or intimidation of students or Contra Costa Medical Career College employees or externship facilities including but not limited to shouting, use of profanity, or other displays of hostility
- Theft of Contra Costa Medical Career College property or the property of a Contra Costa Medical Career College employee, student, or visitor
- Vandalism or unauthorized destruction of Contra Costa Medical Career College property or the property of an employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics

- Possession, use, or threats of use of explosives or deadly weapons on Contra Costa Medical Career College property
  - Lewd, indecent, or obscene behavior on Contra Costa Medical Career College property or by any means of communication
  - Sexual harassment, Sexual assault, Slander of CCMCC or any of its employees or affiliates
  - Soliciting or assisting another in an act that would subject students to a serious Contra Costa Medical Career College sanction
  - Trespassing in an area of Contra Costa Medical Career College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of Contra Costa Medical Career College
  - Using Contra Costa Medical Career College equipment or networks to violate software copyrights
  - Violation of Contra Costa Medical Career College's visitor policy
  - Violation of academic policies such as terms of probationary status (term action plan terms).
  - Violation of any other lawful policy including HIPAA or directive of Contra Costa Medical Career College or its employees. Violation of HIPAA is grounds for immediate expulsion and may include jail time and/or monetary penalties up to \$30,000 if prosecuted.
  - Any action that would grossly violate the purpose of Contra Costa Medical Career College or the rights of those who comprise College
  - Behavior harmful to Contra Costa Medical Career College's image, function or contractual arrangements including but not limited to contacting an externship site or its employees or affiliates after dismissal.
  - Failure to follow any safety rules or regulations of any kind, including dress codes.
  - Failure to follow other posted rules
- Disciplinary action may include probation, suspension, or dismissal from Contra Costa Medical Career College.

### **Hearing Rights**

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

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

### **Student Complaint Procedure**

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

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

notifying either or both of the following agencies: (1) the State of California, Department of Consumer Affairs; or (2) the Bureau for Private Postsecondary and Education (BPPE)

### **BPPE Complaint Procedure:**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Department of Consumer Affairs **2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833 or PO box 980818, West Sacramento, Ca. 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959 Fax Number: (916) 263-1897**

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

### **General College Policies- Dress Code**

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

### **Copyright Infringement Policy**

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

### **Visitors**

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

### **Cell Phone Policy**

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

### **Animals on Campus**

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

### **Drug and Alcohol Policy**

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

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



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

### Phlebotomy Technician 1 Course

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

Pre-requisite for this course is: documentation of 1) health-care industry experience 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement.

**\*State certification is a requirement for completion of this course. It takes up to 90 business days after successful completion of all course requirements to obtain California State Certification.**

### **Standard Occupational Classification**

31-9097

### **Employment Positions**

CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

### **Outcomes and Objectives:**

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

- Explain basic anatomy and physiology of the circulatory system.
- Define “standard precautions” and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification
- Complete 80 hours of practical training in a clinical setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

**Instructional Methods:**

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

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Infection Control and Safety Precautions .....	2
2. Anatomy and Physiology .....	2
3. Medical Terminology.....	1
4. Identification .....	1
5. Site Selection and Preparation .....	2
6. Blood Collection Equipment.....	4
7. Venipuncture.....	15
8. Skin Puncture .....	4
9. Post-Puncture Care.....	2
10. Error, Risks and Complications .....	2
11. Problem Solving .....	1
12. Communications, Stress, Behavior, Law and Ethics .....	3
13. Quality Assurance.....	1
14. Practical training in a clinical setting.....	80
40 didactic, 80 Practical Training .....	Total Clock Hours –120
	Quarter Credit Hours- 7
<b><u>*Waiting period for California State Licensure.....up to 90 business days</u></b>	

**Course Requirements**

**Immunization Requirements**

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

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

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

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

**Grade scale is as follows:**

- 90 – 100% = A
- 80 – 89.9%= B
- 70 – 79.9%= C
- 60 – 69.9%= D
- Below 59.9 = F

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

1. Theory grade is determined by:
 

6 lecture quizzes, 25 pts each(150 pts)	50%
Affective evaluations/Practical Skills check off	Must complete
Practical Skills Competency test	Pass/Fail

Final exam (150 pts)  
Total (300 pts)

50%  
100%

2. Practical Skills experience: Practical Skills evaluations are graded on a Pass, Fail basis.

### **Evaluation Method**

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

**Student Practical Training**- Per The California Department of Health Services-Laboratory Field Services: **A training program must provide 40 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a clinical laboratory. The program must include:**

- Selection of blood collection equipment appropriate to test requisition
- Preparation of a patient and infection control
- Skin punctures for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status
- Venipunctures from patients of varying ages, health, and obesity status
- Post-puncture care
- Processing of blood containers after collection, including centrifugation
- Proper disposal of needles, sharps, and medical waste
- Practical examination showing evidence of successful completion of the above curriculum
- In addition, the program must ensure that Certified Phlebotomy Technician 1 (CPT 1) students complete in at least 40 hours, a minimum of 10 skin punctures and 50 venipunctures and observe arterial punctures.

**In partnership with Contra Costa Community Outreach Clinic and Laboratory (CLIA# 05D2156917) CCMCC provides 80 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a licensed clinical laboratory.**

- 40 hours of practical training in a clinical setting on real patients whose blood is being tested by a licensed clinical laboratory will be completed concurrently with didactic training under direct supervision of practical training instructors. Successful completion of all skin punctures, venipunctures and arterial observations **will count** toward the CDPH-LFS certification requirements.
- Students may request additional practice based on availability of the instructor.
- Competency check lists will be maintained.
- 40 hours of practical training in a clinical setting on real patients will be completed **after** successful completion of the **didactic training and the first 40 hours of practical training.**
- Students must successfully complete the 40 hours of practical training done concurrently with didactic training in order to proceed on to complete the remaining 40 hour practical training required for graduation of the CCMCC Phlebotomy Course.
- Practical Training sites and locations where each student will complete the last 40 hours of training will be arranged by the Career Services Coordinator at Contra Costa Medical Career College.
- Practical Training sites and locations will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.
- Clinical hours after didactic instruction is completed, are most likely during the day, therefore students must be available during normal daytime working hours.

## **2019-2020 Phlebotomy Technician 1 (CPT1) Certificate Course Fees**

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

Application/Registration Fee	\$200.00(non-refundable)
Tuition	\$2,850.00 (refundable)
Text Book	\$60.00(refundable if unused)
STRF fee	\$0.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$3,110.00</u></b>

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

Uniform/ shoes	\$30.00 (non-refundable)
Background check and drug screen	No fee
State application fee	\$100.00(non-refundable)
BLS	\$85.00(non-refundable)
NHA Certification Examination	\$135.00(non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$350.00</u></b>

**Estimated schedule of total charges**      **\$3,460.00**

## **2019-2020 Phlebotomy Technician 1 Certificate Course Schedule**

**Day course meets Monday through Thursday from 9:00am-2:00pm for 4 weeks  
(May include some Fridays to make-up for holidays)**

### **Day course Schedule 2019-2020**

Classes begin Monday March 30<sup>th</sup> through Thursday April 23<sup>rd</sup>

Classes begin Monday April 27<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Monday June 1<sup>st</sup> through Thursday June 25<sup>th</sup>

Classes begin Monday June 29<sup>nd</sup> through Thursday July 23<sup>rd</sup>

Classes begin Monday July 27<sup>th</sup> through Thursday August 20<sup>th</sup>

Classes begin Monday August 24<sup>th</sup> through Thursday September 17<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday September 21<sup>th</sup> through Thursday October 15<sup>th</sup>

Classes begin Monday October 19<sup>th</sup> through November 13<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans day-make up day Friday November 13<sup>th</sup>

Classes begin Monday November 16<sup>th</sup> through December 10<sup>th</sup>

- No classes will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving Day-Make up day Friday December 4<sup>th</sup>

**Evening course meets Monday and Wednesday from 6:00pm-10pm for 10 weeks**

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

### **Evening course Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Wednesday May 20<sup>th</sup>

Classes begin Wednesday May 27<sup>th</sup> through Wednesday July 29<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Wednesday October 7<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Wednesday December 16<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>

**Weekend course meets every Saturday and Sunday from 9:00am-5:00pm for 5 weeks**

**Weekend course Schedule 2019-2020 (weekends may not be consecutive)**

Classes begin Saturday March 21<sup>st</sup> through Sunday April 26<sup>th</sup>

- No class will be held April 11<sup>th</sup> and 12<sup>th</sup> in observance of Easter

Classes begin Saturday May 30<sup>th</sup> through Sunday June 28<sup>th</sup>

Classes begin Saturday August 8<sup>th</sup> through Sunday September 13<sup>th</sup>

- No class will be held September 5<sup>th</sup> and 6<sup>th</sup> in observance of Labor Day

Classes begin Saturday October 24<sup>th</sup> through Sunday November 22<sup>nd</sup>

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



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

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

### **Standard Occupational Classification**

31-9097

### **Employment Positions**

CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

### **Outcomes and Objectives:**

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

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

**Instructional Method:**

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

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

**Instructional Hours:**

**Comprehensive Basic Phlebotomy**

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

**Advanced Phlebotomy**

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

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**Grading**

The numerical range for this course will be:

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

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

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

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

### **Evaluation Method**

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

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

### **2020 Comprehensive Basic Phlebotomy Course Fees**

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

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

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

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

**Estimated schedule of total charges**                    **\$364.00**

### **2020 Advanced Phlebotomy Course Fees**

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

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

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

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

**Estimated schedule of total charges**                    **\$699.00**

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

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



## **Clinical Medical Assisting Program**

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

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

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

### **Outcomes and Objectives:**

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

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

- Draft a resume that clearly communicates one’s value to an employer

**Instructional Methods:**

- Lecture
- Collaborative discussions
- Laboratory Skills Techniques
- Demonstration
- 1 on 1 Instruction
- Role-play
- Multimedia
- Group activities
- Independent Research
- Textbook
- Workbook

**Instructional Hours:**

**Instructional Hours:**

<u>Topic .....</u>	<u>Hours</u>
1. The Medical Record.....	3
2. HIPAA and Legal Issues .....	2
3. Medical Asepsis and the Osha Standard .....	2
4. Sterilization and Disinfection.....	2
5. Vital Signs.....	4
6. The Physical Exam.....	2
7. Eye and Ear Assessment and Procedures .....	2
8. Physical Agents to promote Tissue Healing .....	2
9. The Gynecological Exam and Pre-natal Care .....	2
10. The Pediatric Exam .....	5
11. Assisting with Minor Office Surgery.....	4
12. Cardiopulmonary Procedures (EKG).....	5
13. Administration of Medication (IM, SQ, ID) .....	5
14. Colon Procedures and Male Reproductive Health .....	4
15. Introduction to the Clinical Laboratory .....	4
16. Urinalysis .....	4
17. Phlebotomy .....	6
18. Hematology .....	2
19. Blood Chemistry & Serology.....	2
20. Medical Microbiology.....	4
21. Nutrition.....	2
22. Emergency Preparedness and Protective Practices.....	4
23. Emergency Medical Procedures.....	4
24. Resume writing & Interview techniques.....	4
25. Basic Anatomy & Physiology.....	20
26. Medical Terminology.....	20
27. Laboratory practice.....	40
28. Externship.....	160
120 didactic, 40 laboratory, 160 externship Total Clock Hours – 320 Quarter Credit Hours- 19	

## Course Requirements

### Immunization Requirements

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

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

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

**A mandatory background check and drug screening is done on all students at the time of registration.**

### Grade scale is as follows:

- 90 – 100% = A  
80 – 89.9% = B  
70 – 79.9% = C  
60 – 69.9% = D  
Below 59.9 = F

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

### Grading:

Theory grade is determined by:

#### Clinical Medical Assisting Core:

12 CMA lecture quizzes, 25 pts each (300 points).....	15%
Attendance, Participation, Employability (100 points).....	5%
CMA Homework, 20 assignments, 10 pts each (200points).....	10%
Skills Lab Competency test .....	Pass/Fail
CMA final exam 200 questions, 2 pts each(400 points).....	20%

#### Medical Terminology:

8 Terminology quizzes, 50 pts each(400 pts).....	20%
8 Terminology spelling tests, 25 pts each(200 pts).....	10%
8 Terminology homework assignments, 25 pts each (200 pts)	10%
<u>Terminology final exam(200 pts).....</u>	<u>10%</u>
Total(2000 pts)	100%

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

### **Evaluation Method**

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

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

lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

### **2019-2020 Clinical Medical Assisting Program Fees**

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

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$3,600.00</u> (refundable)
Text Book	<u>\$330.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$4,130.00</u></b>

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

Uniform/ shoes	<u>\$30.00</u> (non-refundable)
Background check and drug screen	<u>No Fee</u>
BLS	<u>\$85.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$115.00</u></b>

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

NHA Certification Examination	<u>\$179.00</u> (non-refundable)
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**Estimated schedule of total charges**                    **\$4,424.00**

### **2019-2020 Clinical Medical Assisting Program Schedule**

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

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

#### **Day program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

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

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

#### **Mid-day program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Evening program meets Monday- Thursday from 6:00pm-10:00pm for 10 weeks**

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

**Evening program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Weekend Program meets Saturdays from 9:00am-5:00pm for 20 weeks**

**Weekend (Saturday)program Schedule 2019-2020 (weeks may not be consecutive)**

Classes begin Saturday April 4<sup>th</sup> through Saturday August 29<sup>th</sup>

- No class will be held Saturday May 23<sup>rd</sup> in observance of Labor Day
- No class will be held Saturday July 4<sup>th</sup> in observance of Independence Day

Classes begin Saturday September 12<sup>th</sup> through Saturday March 6<sup>th</sup>

- No class will be held Saturday November 28<sup>th</sup> in observance of Thanksgiving
- No class will be held Saturday December 5<sup>th</sup>
- No class will be held Saturday December 26<sup>th</sup> in observance of Christmas
- No class will be held Saturday January 2<sup>nd</sup> in observance of New Years
- No class will be held Saturday January 16<sup>th</sup> in observance of Martin Luther King Jr Day
- No class will be held Saturday February 13<sup>th</sup> in observance of Presidents Day



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

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

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

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

### **Outcomes and Objectives:**

- After successful completion of this program the student will be able to:
- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Demonstrate in Electronic Medical Record how to:
  - Prepare and maintain the medical record
  - Prepare and maintain the appointment schedule
  - Compose and prepare medical correspondence
  - Claim processing
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - Commercial fee-for-service
  - Blue Cross/Blue Shield
  - Medicare/Medicaid
  - CHAMPVA/TRICARE
  - Worker's Compensation

**Instructional Methods:**

- Lecture
- Independent research
- Collaborative discussions
- Group activities
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of Technology
- Electronic Health Records software
- Textbook
- Workbook

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
11. The Professional Medical Assistant & the Healthcare Team.....	3
2. HIPAA.....	3
3. Therapeutic Communication.....	.3
4. Legal Principles.....	2
5. Healthcare Laws and Healthcare Ethics.....	2
6. Introduction to Anatomy and Medical Terminology.....	1
7. Patient Coaching.....	.3
8. Technology.....	.3
9. Written Communication.....	2
10. Telephone Techniques.....	3
11. Scheduling Appointments & Patient Processing.....	3
12. Health Records.....	4
13. Daily Operations and Safety.....	2
14. Principles of Pharmacology.....	3
15. Health Insurance Essentials.....	4
16. Diagnostic Coding Essentials.....	12
17. Procedural Coding Essentials.....	12
18. Medical Billing and Reimbursement Essentials.....	4
19. Patient Accounts and Practice Management.....	3
20. Advanced Roles in Administration.....	2
21. Medical Emergencies.....	3
22. Skills and Strategies.....	3
23. Anatomy & Physiology/Medical Terminology.....	40
24. Electronic Health Record Simulation.....	40
22. Externship.....	160
<u>120 didactic, 40 lab, 160 externship</u> .....	<u>Total Clock Hours -320</u>
.....	Quarter Credit hours -19



## Course Requirements:

### Immunization Requirements

Students must provide proof of the following before clinical:

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

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

**\*A mandatory background check and drug screening is done on all students at the time of registration.**

### Grade scale is as follows:

90 – 100% = A

80 – 89.9% = B

70 – 79.9% = C

60 – 69.9% = D

Below 59.9 = F

### Grading:

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

#### Medical Administrative Assistant/Billing and Coding Specialist Core:

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

#### Medical Terminology:

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

### **Evaluation Method**

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

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

**2019-2020 Medical Administrative Assistant/Billing and Coding Specialist Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	\$200.00(non-refundable)
Tuition	\$3,600.00 (refundable)
Text Book	\$400.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$4,200.00</u></b>

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

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	No fee
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b><u>\$115.00</u></b>

**Optional fee-upon program completion**

NHA Certification Examinations	\$198.00 (non-refundable)
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**Estimated schedule of total charges \$4,513.00**

**2020 Medical Administrative Assistant/Billing and Coding Specialist Program Schedule**

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

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

**Day program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

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

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

**Mid-day program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Evening program meets Monday- Thursday from 6:00pm-10:00pm for 10 weeks**

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

**Evening program Schedule 2019-2020**

Classes begin Monday March 16<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>



## Medical Assisting Program

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

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

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

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

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

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Demonstrate in Electronic Medical Record how to:
  - Prepare and maintain the medical record
  - Prepare and maintain the appointment schedule
  - Compose and prepare medical correspondence
  - Claim processing
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:
  - Commercial fee-for-service
  - Blue Cross/Blue Shield
  - Medicare/Medicaid
  - CHAMPVA/TRICARE
  - Worker's Compensation

## **Module 2- Clinical Medical Assisting**

### **Outcomes and Objectives:**

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

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

### **Instructional Methods:**

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

- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours Module 1:**

<u>Topic</u> .....	<u>Hours</u>
1. The Professional Medical Assistant & the Healthcare Team.....	3
2. HIPAA.....	3
3. Therapeutic Communication.....	3
4. Legal Principles.....	2
5. Healthcare Laws and Healthcare Ethics.....	2
6. Introduction to Anatomy and Medical Terminology.....	1
7. Patient Coaching.....	3
8. Technology.....	3
9. Written Communication.....	2
10. Telephone Techniques.....	3
11. Scheduling Appointments & Patient Processing.....	3
12. Health Records.....	4
13. Daily Operations and Safety.....	2
14. Principles of Pharmacology.....	3
15. Health Insurance Essentials.....	4
16. Diagnostic Coding Essentials.....	12
17. Procedural Coding Essentials.....	12
18. Medical Billing and Reimbursement Essentials.....	4
19. Patient Accounts and Practice Management.....	3
20. Advanced Roles in Administration.....	2
21. Medical Emergencies.....	3
22. Skills and Strategies.....	3
23. Anatomy & Physiology/Medical Terminology.....	40
24. Electronic Health Record Simulation.....	40
22. Externship.....	160
120 didactic, 40 lab, 160 externship .....	Total Clock Hours –320
.....	Quarter Credit hours -19

**Instructional Hours Module 2:**

<u>Topic</u> .....	<u>Hours</u>
1. The Medical Record.....	3
2. HIPAA and Legal Issues .....	2
3. Medical Asepsis and the Osha Standard .....	2
4. Sterilization and Disinfection.....	2
5. Vital Signs.....	4
6. The Physical Exam.....	2
7. Eye and Ear Assessment and Procedures .....	2
8. Physical Agents to promote Tissue Healing .....	2
9. The Gynecological Exam and Pre-natal Care .....	2
10. The Pediatric Exam .....	5
11. Assisting with Minor Office Surgery.....	4
12. Cardiopulmonary Procedures (EKG).....	5
13. Administration of Medication (IM, SQ, ID) .....	5

14. Colon Procedures and Male Reproductive Health .....	4
15. Introduction to the Clinical Laboratory .....	4
16. Urinalysis .....	4
17. Phlebotomy .....	6
18. Hematology .....	2
19. Blood Chemistry & Serology.....	2
20. Medical Microbiology.....	4
21. Nutrition.....	2
22. Emergency Medical Procedures.....	4
23. Emergency Preparedness and Protective Practices.....	4
24. Resume writing & Interview techniques.....	4
25. Laboratory practice.....	40
26. Externship.....	160
200 didactic, 80 laboratory, 160 externship Total Clock Hours – 440 Quarter Credit Hours- 29	

**Program Requirements**

**Immunization Requirements**

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

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

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

**A mandatory background check and drug screening is done on all students at the time of registration.**

**Grade scale is as follows:**

- 90 – 100% = A
- 80 – 89.9%= B
- 70 – 79.9%= C
- 60 – 69.9%= D
- Below 59.9 = F

**Grading:**

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

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

12 MAA lecture quizzes, 25 pts each (300 pts).....	15%
Attendance, Participation, Employability(100 pts).....	5%
20 MAA homework assignments, 10 pts each(200 pts).....	10%
40 Computer Skills Lab assignments, 5 pts each(200 pts).....	10%
MAA final exam(200 pts).....	10%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each(400 pts).....	20%
8 Terminology spelling tests, 25 pts each(200 pts).....	10%
8 Terminology homework assignments, 25 pts per assignment(200 pts)...	10%
<u>Terminology final exam(200 pts).....</u>	<u>10%</u>
Total (2000 points)	100%

## **Module 2-Clinical Medical Assisting**

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

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

### **Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of each module. An overall grade of 70% or higher in each module is required in order to successfully complete the program.

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

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

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

### **2019-2020 Medical Assisting Program Fees**

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

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$6,650.00</u> (refundable)
Text Book	<u>\$520.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$7,370.00</u></b>

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

Uniform/shoes	<u>\$30.00</u> (non-refundable)
Background check and drug screen	<u>No fee</u>
BLS	<u>\$85.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$115.00</u></b>

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

NHA Certification Examination	<u>\$377.00</u> (non-refundable)
<b>Estimated schedule of total charges</b>	<b><u>\$7,862.00</u></b>



## **2019-2020 Medical Assisting Program Schedule**

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

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

### **Day program Schedule 2019-2020**

Classes begin Monday January 6<sup>th</sup> through Thursday May 21<sup>st</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>h</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday March 11<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held Monday December 21<sup>st</sup> through Thursday January 1<sup>st</sup>

**Mid-day program meets Monday through Thursday from 1:30pm-5:30pm for 20 weeks**

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

### **Mid-day program Schedule 2019-2020**

Classes begin Monday January 6<sup>th</sup> through Thursday May 21<sup>st</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>h</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>

- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday March 11<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held Monday December 21<sup>st</sup> through Thursday January 1<sup>st</sup>

**Evening program meets Monday- Thursday from 6:00pm-10:00pm for 20 weeks**

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

**Evening program Schedule 2019-2020**

Classes begin Monday January 6<sup>th</sup> through Thursday May 21<sup>st</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>h</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday March 11<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held Monday December 21<sup>st</sup> through Thursday January 1<sup>st</sup>

## Medical Assisting with Phlebotomy

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

### **Standard Occupational Classification**

31-9092

### **Employment Positions**

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

### **Outcomes and Objectives:**

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

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

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Demonstrate in Electronic Medical Record how to:
  - Prepare and maintain the medical record
  - Prepare and maintain the appointment schedule
  - Compose and prepare medical correspondence
  - Claim processing
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment
- List the managed care models
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems
- State the processing steps that must take place before a completed form can be mailed to the insurance company
- Complete the following claims accurately:

- Commercial fee-for-service
- Blue Cross/Blue Shield
- Medicare/Medicaid
- CHAMPVA/TRICARE
- Workers Compensation

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

### **Outcomes and Objectives:**

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

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

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

### **Outcomes and Objectives:**

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

- Define the anatomy, physiology, and terminology of the coronary system.
- Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
- Understand the necessity and placement of 12-Lead EKG.
- Demonstrate performance and interpretation of 12-Lead EKG.
- Demonstrate how to take a blood pressure reading.
- Demonstrate how to obtain pulse and respiration assessment.
- Identify and troubleshoot the different kinds of artifact.
- Calculate heart rate and differentiate between types of rhythm regularity.
- Identify and interpret a variety of rhythms.
- Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
- State the criteria, interpretation and adverse effects of sinus and atrial rhythms.
- State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
- State the criteria, identification, and adverse effects for each type of AV block.
- Understand EKG changes associated with myocardial infarction.
- Identify the function, indication, and components of a pacemaker.
- Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
- Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
- Describe indications, contradiction, and demonstration of Holter monitoring.
- Explain basic anatomy and physiology of the circulatory system.
- Define “standard precautions” and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error
- Explain the potential risks and complications of the venipuncture procedure
- Describe the role of quality assurance in the practice of phlebotomy
- Discuss the scope of practice of the Certified Phlebotomy Technician
- Outline the process of application for State certification
- Complete 80 hours of practical training in a clinical setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

**Instructional Methods:**

- Lecture
- Independent research
- Collaborative discussion
- Demonstration
- Return Demonstration
- 1 on 1 Instruction
- Role-play
- Multimedia
- Use of computers
- Group activities
- Practical training
- Electronic Health Records software
- Textbook
- Workbook

**Instructional Hours Module 1:**

<u>Topic</u> .....	<u>Hours</u>
1. The Professional Medical Assistant & the Healthcare Team.....	3
2. HIPAA.....	3
3. Therapeutic Communication.....	3
4. Legal Principles.....	2
5. Healthcare Laws and Healthcare Ethics.....	2
6. Introduction to Anatomy and Medical Terminology.....	1
7. Patient Coaching.....	3
8. Technology.....	3
9. Written Communication.....	2
10. Telephone Techniques.....	3
11. Scheduling Appointments & Patient Processing.....	3
12. Health Records.....	4
13. Daily Operations and Safety.....	2
14. Principles of Pharmacology.....	3
15. Health Insurance Essentials.....	4
16. Diagnostic Coding Essentials.....	12
17. Procedural Coding Essentials.....	12
18. Medical Billing and Reimbursement Essentials.....	4
19. Patient Accounts and Practice Management.....	3
20. Advanced Roles in Administration.....	2
21. Medical Emergencies.....	3
22. Skills and Strategies.....	3
23. Anatomy & Physiology/Medical Terminology.....	40
24. Electronic Health Record Simulation.....	40
22. Externship.....	160
120 didactic, 40 lab, 160 externship .....	Total Clock Hours 320
.....	Quarter Credit hours -19

## Instructional Hours Module 2:

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

## Instructional Hours Module 3:

<i>Topic</i> .....	<i>Hours</i>
1. HIPAA Compliance .....	2
2. Infection Control.....	4
3. Coronary Anatomy and Physiology.....	8
4. Electrophysiology .....	4
5. Lead Morphology and Placement .....	4
6. Technical Aspects of the EKG.....	2
7. Calculating Heart Rate.....	4
8. How to Interpret a Rhythm Strip .....	4
9. Rhythms Originating In the Sinus Node.....	4
10. Rhythms Originating In the Atrium.....	4
12. Rhythms Originating In the Ventricles .....	4
14. Rhythm Practice Strips .....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction .....	2
17. Artificial Pacemakers.....	2
19. Cardiac Medications and Electrical Therapy .....	2
20. Diagnostic Electrocardiography.....	2
21. Electrocardiography Skills Practice.....	20
22. Infection Control and Safety Precautions .....	2
23. Anatomy and Physiology .....	2
24. Medical Terminology.....	1

25. Identification .....	1
26. Site Selection and Preparation .....	2
27. Blood Collection Equipment.....	4
28. Venipuncture.....	15
29. Skin Puncture .....	4
30. Post-Puncture Care.....	2
31. Error, Risks and Complications .....	2
32. Problem Solving .....	1
33. Communications, Stress, Behavior, Law and Ethics .....	3
34. Quality Assurance.....	1
<u>35. Clinical Practical Training .....</u>	<u>80</u>

300 didactic, 100 laboratory, 80 Clinical Practical Training, 160 externship

Total Clock Hours – 640 Quarter Credit Hours- 43

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical:

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

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

**\*A mandatory background check and drug screening is done on all students at the time of registration.**

**Grade scale is as follows:**

- 90 – 100% = A
- 80 – 89.9%= B
- 70 – 79.9%= C
- 60 – 69.9%= D
- Below 59.9 = F

**Grading:**

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

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

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

**Grading:**

12 MAA lecture quizzes, 25 pts each (300 pts).....	15%
Attendance, Participation, Employability (100 pts).....	5%
20 MAA homework assignments, 10 pts each (200 pts).....	10%
40 Computer Skills Lab assignments, 5 pts each (200 pts).....	10%
MAA final exam (200 pts).....	10%

**Medical Terminology:**

8 Terminology quizzes, 50 pts each (400 pts).....	20%
8 Terminology spelling tests, 25 pts each (200 pts).....	10%



8 Terminology homework assignments, 25 pts per assignment (200 pts).	10%
<u>Terminology final exam (200 pts).....</u>	<u>10%</u>
Total (2000 pts)	100%

**Module 2-Clinical Medical Assisting Grading:**

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

**Module 3- Phlebotomy Technician and EKG/ECG Technician**

**Grading:**

**Phlebotomy:**

6 lecture quizzes, 25 pts each (150 pts) .....	25%
Affective evaluations/Practical skills check-offs.....	Must complete
Practical skills Competency test.....	Pass/Fail
Final exam (150 points) .....	25%

**EKG/ECG:**

5 lecture quizzes, 30 pts each, lowest score dropped, (120 points) .....	20%
5 homework assignments, 12 pts each (60 pts) .....	10%
Affective evaluations/Lab check-offs.....	Must Complete
Skills Lab Competency test.....	Pass/Fail
<u>Final Exam (120 pts) .....</u>	<u>20%</u>
Total (600 points)	100%

**Evaluation Method**

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

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

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

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

**Phlebotomy Technician- Student Practical Training:** Per The California Department of Health Services-Laboratory Field Services:

**A training program must provide 40 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a clinical laboratory. The program must include:**

- Selection of blood collection equipment appropriate to test requisition
- Preparation of a patient and infection control
- Skin punctures for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status
- Venipunctures from patients of varying ages, health, and obesity status
- Post-puncture care
- Processing of blood containers after collection, including centrifugation
- Proper disposal of needles, sharps, and medical waste
- Practical examination showing evidence of successful completion of the above curriculum
- In addition, the program must ensure that
- Certified Phlebotomy Technician I (CPT I) students complete in at least 40 hours, a minimum of 10 skin punctures and 50 venipunctures and observe arterial punctures.

**In partnership with Contra Costa Community Outreach Clinic and Laboratory (CLIA# 05D2156917) CCMCC provides 80 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a licensed clinical laboratory.**

- 40 hours of practical training in a clinical setting on real patients whose blood is being tested by a licensed clinical laboratory will be completed concurrently with didactic training under direct supervision of practical training instructors. Successful completion of all skin punctures, venipunctures and arterial observations **will count** toward the CDPH-LFS certification requirements.
- Students may request additional practice based on availability of the instructor.
- Competency check lists will be maintained.
- 40 hours of practical training in a clinical setting on real patients will be completed **after** successful completion of the **didactic training and the first 40 hours of practical training.**
- Students must successfully complete the 40 hours of practical training done concurrently with didactic training in order to proceed on to complete the remaining 40 hour practical training required for graduation of the CCMCC Phlebotomy Course.
- Practical Training sites and locations where each student will complete the last 40 hours of training will be arranged by the Career Services Coordinator at Contra Costa Medical Career College.
- Practical Training sites and locations will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.
- Clinical hours after didactic instruction is completed, are most likely during the day, therefore students must be available during normal daytime working hours.

**2020 Medical Assisting with Phlebotomy Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$9,150.00</u> (refundable)
Text Book	<u>\$655.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$10,005.00</u></b>
<b><u>Out of pocket expenses are approximate</u></b>	
Uniform/shoes	<u>\$30.00</u> (non-refundable)
Background check and drug screen	<u>No fee</u>
BLS	<u>\$85.00</u>
State application fee	<u>\$100.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$215.00</u></b>

**Optional fee- upon program completion**

NHA Certification Examination                      \$647.00 (non-refundable)

**Estimated schedule of total charges              \$10,867.00**

**2020 Medical Assisting with Phlebotomy Program Schedule**

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

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

**Day program Schedule 2019-2020**

Classes begin Monday January 6<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday March 11<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday May 20<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>

- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>

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

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

**Mid-day program Schedule 2020**

Classes begin Monday January 6<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
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Classes begin Monday August 3<sup>rd</sup> through Thursday March 11<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday May 20<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>

**Evening program meets Monday- Thursday from 6:00pm-10:00pm for 30 weeks**

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

**Evening program Schedule 2020**

Classes begin Monday January 6<sup>th</sup> through Thursday July 30<sup>th</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday March 16<sup>th</sup> through Thursday October 8<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Thursday March 11<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Thursday May 20<sup>th</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held December 21 through January 1<sup>st</sup>
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup>
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day-make up day Friday February 19<sup>th</sup>



## EKG/ECG Technician Course

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

### **Standard Occupational Classification**

29-2031

### **Employment Positions**

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

### **Outcomes and Objectives:**

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

1. Define the anatomy, physiology, and terminology of the coronary system.
2. Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
3. Understand the necessity and placement of 12-Lead EKG.
4. Demonstrate performance and interpretation of 12-Lead EKG.
5. Demonstrate how to take a blood pressure reading.
6. Demonstrate how to obtain pulse and respiration assessment.
7. Identify and troubleshoot the different kinds of artifact.
8. Calculate heart rate and differentiate between types of rhythm regularity.
9. Identify and interpret a variety of rhythms.
10. Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
11. State the criteria, interpretation and adverse effects of sinus and atrial rhythms.
12. State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
13. State the criteria, identification, and adverse effects for each type of AV block.
14. Understand EKG changes associated with myocardial infarction.
15. Identify the function, indication, and components of a pacemaker.
16. Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
17. Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
18. Describe indications, contradiction, and demonstration of Holter monitoring.

### **Instructional Units/Hours of Instruction:**

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

9. Rhythms Originating In the Sinus Node.....	4
10. Rhythms Originating In the Atrium.....	4
12. Rhythms Originating In the Ventricles.....	4
14. Rhythm Practice Strips.....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction.....	2
17. Artificial Pacemakers.....	2
19. Cardiac Medications and Electrical Therapy.....	2
20. Diagnostic Electrocardiography.....	2
<u>21. Electrocardiography Skills Practice.....</u>	<u>20</u>
<b>60 didactic, 20 laboratory hours.....</b>	<b>Total Clock Hours – 80 Quarter Credit Hours-7</b>

**Instructional Method:**

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

**Methods of Evaluation:**

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

**Course Requirements:**

**Grade scale is as follows:**

- 90 – 100% = A
- 80 – 89.9%= B
- 70 – 79.9%= C
- 60 – 69.9%= D
- Below 59.9 = F

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

1. Theory grade is determined by:

5 lecture quizzes, 30 pts each, lowest score dropped (120 points).....	40%
5 homework assignments, 12 pts each (60 points).....	20%
Affective evaluations/Lab check-offs.....	Must complete
Skills Lab Competency test.....	Pass /Fail
<u>Final exam (120 pts).....</u>	<u>40%</u>
Total (300 pts)	100%

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

**Evaluation Method**

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

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating



procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

### **2020 EKG/ECG Technician Course Fees**

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

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$2,150.00</u> (refundable)
Text Book	<u>\$75.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2,425.00</u></b>

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

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

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

NHA Certification Examination	<u>\$135.00</u> (non-refundable)
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**Estimated schedule of total charges**      **\$2,590.00**

**\*This Program has NOT been approved for Veterans training benefits.**

### **2020 EKG/ECG Technician Course Schedule**

**Morning courses meet on Tuesdays and Thursdays from 9:00am-1:00pm for 10 weeks**

#### **Morning course Schedule 2020**

Classes begin Tuesday March 17<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

Classes begin Tuesday August 4<sup>th</sup> through Thursday October 8<sup>th</sup>

Classes begin Tuesday October 13<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Afternoon courses meet on Tuesdays and Thursdays from 1:30pm-5:30pm for 10 weeks**

#### **Afternoon course Schedule 2020**

Classes begin Tuesday March 17<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

Classes begin Tuesday August 4<sup>th</sup> through Thursday October 8<sup>th</sup>

Classes begin Tuesday October 13<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Evening courses meet on Tuesdays and Thursdays from 6:00pm-10:00pm for 10 weeks**

#### **Evening course Schedule 2020**

Classes begin Tuesday January 7<sup>th</sup> through Thursday March 12<sup>th</sup>

Classes begin Tuesday March 17<sup>th</sup> through Thursday May 21<sup>st</sup>

Classes begin Tuesday May 26<sup>th</sup> through Thursday July 30<sup>th</sup>

Classes begin Tuesday August 4<sup>th</sup> through Thursday October 8<sup>th</sup>

Classes begin Tuesday October 13<sup>th</sup> through Thursday December 17<sup>th</sup>

- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>



# **Surgical Technology Program**

**ABHES Accredited**

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

## **Standard Occupational Classification**

29-2055

## **Employment Positions**

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

## **Outcomes and Objectives:**

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

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

## **Instructional Methods:**

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

- Textbooks
- Workbooks

## SURGICAL TECHNOLOGY – PROGRAM LENGTH AND CREDIT

<u>COURSE #</u>	<u>COURSE</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
ST.1	Orientation	2	0
ST.2	Professional Practice	53.67	5.0
ST.3	Medical Terminology	53.67	5.0
ST.4	Microbiology	18.67	1.5
ST.5	Anatomy & Physiology 1	31.50	3.0
ST.6	Anatomy & Physiology 2	45.50	4.5
ST.7	Anatomy & Physiology 3	52.50	5.0
ST.8	Anatomy & Physiology 4	45.50	4.5
ST.9	Surgical Techniques 1	73.50	5.5
ST.10	Surgical Techniques 2	87.50	6.5
ST.11	Patient Care Concepts	17.50	1.0
ST.12	Pharmacology & Anesthesia	38.50	2.5
ST.13	Technological Sciences	31.50	2.0
ST.14	Surgical Procedures 1	66.50	5.0
ST.15	Surgical Procedures 2	87.50	6.5
ST.16	Surgical Procedures 3	94.50	7.5
ST.17	Externship	560	18.5
<b>Totals</b>		<b>1360</b>	<b>83.50</b>

### ST.1 Orientation

*Clock Hours: 2 Lecture*

*Quarter Credit Hours: 0*

*Prerequisites: Admittance into program*

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

### ST.2 Professional Practices

*Clock Hours: 53.67 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1*

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

### ST.3 Medical Terminology

*Clock Hours: 53.67 Lecture*

*Quarter Credit Hours: 5.0*

*Prerequisites: ST.1, ST.2*

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

#### **ST.4 Microbiology**

*Clock Hours: 18.67 Lecture*

*Quarter Credit Hours: 1.5*

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

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

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

*Clock Hours: 31.50 Lecture*

*Quarter Credit Hours: 3.0*

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

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

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

*Clock Hours: 45.50 Lecture*

*Quarter Credit Hours: 4.5*

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

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

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

*Clock Hours: 52.50 Lecture*

*Quarter Credit Hours: 5.0*

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

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

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

*Clock Hours: 45.50 Lecture*

*Quarter Credit Hours: 4.5*

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

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

#### **ST.9 Surgical Techniques 1**

*Clock Hours: 38.50 Lecture 35 Lab*

*Quarter Credit Hours: 5.5*

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

In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied.

### **ST.10 Surgical Techniques 2**

*Clock Hours: 45.50 Lecture 42 Lab*

*Quarter Credit Hours: 6.5*

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

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

### **ST.11 Patient Care Concepts**

*Clock Hours: 10.50 Lecture 7 Lab*

*Quarter Credit Hours: 1.0*

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

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

### **ST.12 Pharmacology & Anesthesia**

*Clock Hours: 21 Lecture 17.50 Lab*

*Quarter Credit Hours: 2.5*

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

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

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

*Clock Hours: 17.50 Lecture 14 Lab*

*Quarter Credit Hours: 2.0*

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

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

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

*Clock Hours: 35 Lecture 31.50 Lab*

*Quarter Credit Hours: 5.0*

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

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

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

*Clock Hours: 45.50 Lecture 42 Lab*

*Quarter Credit Hours: 6.5*

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

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

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

*Clock Hours: 59.50 Lecture 35 Lab*

*Quarter Credit Hours: 7.50*

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

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

### **ST.17 Externship**

*Clock Hours: 560*

*Quarter Credit Hours: 18.50*

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

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

#### **Immunization Requirements:**

Students must provide proof of immunity for the following:

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

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

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

### **Grading Policy:**

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

### **Grade scale is as follows:**

90 – 100% = A

80 – 89.9% = B

70 – 79.9% = C

60 – 69.9% = D

Below 59.9 = F

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

### **Grading weights are as follows:**

Homework = 10% of total grade

Quizzes = 40% of total grade

Tests = 50% of total grade

### **Evaluation Method**

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

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

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

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

### **GRADUATION CRITERIA:**

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

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





**2020 Surgical Technology Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$24,850.00</u> (refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$25,050.00</u></b>

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

Text Book	<u>\$515.00</u> (refundable if unused)
Uniform/ shoes	<u>\$100.00</u> (non-refundable)
Background check & drug screens	<u>No Fee</u>
BLS	<u>\$85.00</u>
Certification Examination	<u>\$247.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$947.00</u></b>

**Estimated schedule of total charges \$26,007.00**

**2020 Surgical Technician Program Schedule**

**The Didactic/Laboratory portion of the Program meets Monday through Friday from 9:00am-4:00pm for 800 hours. \*560 Externship hours to be arranged**

Class begins Monday February 3<sup>rd</sup> through Tuesday July 14<sup>th</sup>

- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day
- No class will be held Friday July 3<sup>rd</sup> in observance of Independence Day

Class begins Monday August 3<sup>rd</sup> through Wednesday January 20<sup>th</sup> ,2021

- No class will be held Monday Sept. 7<sup>th</sup> in observance of Labor Day
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veteran's day
- No class will be held Thursday & Friday November 26<sup>th</sup> -27<sup>th</sup> in observance of Thanksgiving Day
- No class will be held Thursday & Friday December 24<sup>th</sup> -25<sup>th</sup> in observance of Christmas Eve/Day
- No class will be held Thursday December 31<sup>st</sup> in observance of New Year's Eve
- No class will be held Friday January 1<sup>st</sup> ,2021 in observance of New Year's Day
- No class will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr.

## **Sterile Processing Technician Program**

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

**It is required for students to apply to take the provisional exam one month before completing the didactic portion of the program. Test date must be scheduled for the week after completion of the didactic portion. Please note, if students fail on the first attempt, they must wait six weeks before re-taking the exam per IAHCSSM. Students will have 30 days after the last day of externship to re-take and pass this exam. If this requirement is not satisfied by the 30<sup>th</sup> day after the students last day of externship, the students file will be closed and a certificate of completion from the CCMCC Sterile Processing Technician Program will not be awarded.**

### **Standard Occupational Classification**

31-9093

### **Employment Positions**

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

### **Outcomes and Objectives:**

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

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

### **Instructional Strategies:**

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

## Instructional Hours:

<u>Topic</u>	<u>Hours</u>
1. Introduction to Central Service	5
2. Medical Terminology for Central Service Technicians	3.5
3. Anatomy for Central Service Technicians	3
4. Microbiology for Central Service Technicians	3
5. Regulations & Standards	5
6. Infection Prevention	4
7. Decontamination; Point of Use Preparation & Transport	3
8. Cleaning & Decontamination	5
9. Disinfection	6
10. Surgical Instrumentation	16
11. Complex Surgical Instruments	5
12. Assembly & Packaging	5.5
13. Point of Use Processing1	1
14. High Temperature Sterilization	4
15. Low Temperature Sterilization	4
16. Sterile Storage & Transport	5
17. Monitoring & Record Keeping for Central Service	5
18. Quality Assurance	5
19. Managing Inventory Within the Central Service Department	4
20. The Role of Central Service in Ancillary Department Support	3
21. The Role of Information Technology in Central Service	5
22. Safety & Risk Management for Central Service	5
23. Success Through Communication	5
24. Personal & Professional Development for Central Service	20
25. Laboratory Practice	214
26. Externship	256

130 didactic, 214 laboratory hours, 256 externship Total Clock Hours – 600 Quarter Credit Hours 32.25

## Course Requirements

### Immunization Requirements

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

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

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

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

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

### Grade scale is as follows:

- 90 – 100% = A  
80 – 89.9% = B  
70 – 79.9% = C  
60 – 69.9% = D  
Below 59.9 = F

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

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

1. Theory grade is determined by:

Final Exam	20%
Final Instrumentation Exam	20%
8 Lecture quizzes	20%
8 Instrumentation quizzes	20%
Group Project	10%
Individual project	5%
Homework	5%
Major Instrument Assembly	(Pass or Fail)
<u>Instrument peel pack/wrap</u>	<u>(Pass or Fail)</u>
<b>Total</b>	<b>100%</b>

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

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

### **Evaluation Method**

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

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

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

400 hours of training is required by IAHCSSM to be eligible to test for Certification. 214 hours is acquired in our fully functional Sterile Processing laboratory and 256 guaranteed hours at an externship site arranged by CCMCC. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

### **2020 Sterile Processing Technician Program Fees**

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

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Note: The maximum <b>non-refundable</b> registration fee allowed by VA is \$10.00	
Tuition	<u>\$9,850.00</u> (refundable)
Text Book	<u>\$260.00</u> (refundable if unused)
Wonderlic exam	<u>\$10.00</u> (non-refundable)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$10,310.00</u></b>

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

Uniform/ shoes/Scrub jacket	<u>\$115.00</u> (non-refundable)
Background check and drug screen	<u>No fee</u>
BLS	<u>\$85.00</u> (non-refundable)
IAHCSSM exam	<u>\$125.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$325.00</u></b>

**Estimated schedule of total charges** **\$10,645.00**

## **2020 Sterile Processing Technician Program Schedule**

**Day program will meet Monday through Thursday from 9:00am-2:00pm for 17 ½ weeks**

### **Day Program Schedule 2020**

Classes begin Tuesday January 21<sup>st</sup> through Thursday May 21<sup>st</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day

Classes begin Monday June 1<sup>st</sup> through Wednesday September 30<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day

Classes begin Tuesday October 12<sup>th</sup> through Wednesday March 3<sup>rd</sup>

- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving
- No class will be held December 21 through January 1<sup>st</sup> in observance of Christmas and New Years
- No classes will be held Monday January 18<sup>th</sup> in observance of Martin Luther King Jr
- No classes will be held Monday February 15<sup>th</sup> in observance of Presidents Day

**Evening program meets Monday through Thurs from 5:00pm-10:00pm for 17 ½ weeks**

### **Evening program Schedule 2020**

Classes begin Monday April 13<sup>th</sup> through Wednesday August 12<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day

Classes begin Monday August 17<sup>th</sup> through Monday December 21<sup>st</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving



## **Pharmacy Technician Program**

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

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

### **Standard Occupational Classification**

29-2052

### **Employment Positions**

Pharmacy Technician, Pharmacist Technician, Certified Pharmacy Technician

### **Outcomes and Objectives:**

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

- Design a study plan that fits his or her learning style and personal commitments.
- Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
- Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
- Purchase pharmaceuticals, devices, and supplies according to an established plan.
- Control the inventory of medications, equipment, and devices according to an established plan.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
- Maintain the pharmacy equipment and facilities.
- Assist the pharmacist in preparing, storing, and distributing investigational medication products.
- Assist the pharmacist in monitoring medication therapy.
- Participate in the pharmacy department's process for preventing medication misadventures.
- Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
- Complete externship requirements including TB test, and CPR.
- Use communication strategies associated with quality customer service.

- Draft a resume that clearly communicates one's value to an employer.
- Utilize networking, informational interviews and other resources to generate job interviews.
- Orally express one's goals, skills and personal qualities in a manner that makes one a desirable employee.
- Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
- Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
- Describe and apply several strategies for managing stress on the job, at school, at home.
- Complete National Certification Examination.
- Define medical terms and abbreviations used for inpatient pharmacy orders
- Demonstrate proper hand washing and sterile gloving techniques
- Describe and utilize Standard Precautions established by the Center for Disease Control.
- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Define injectable routes and administration systems for parenteral products.
- Describe horizontal and vertical laminar airflow hoods (LAH) and a high efficiency particulate air (HEPA) filters
- Perform aseptic technique in a horizontal LAH.
- Differentiate between varying directions for reconstituting a sterile drugs contained in a vial, calculate and prepare an ordered dose in a LAH.
- Calculate and prepare an ordered dose from a sterile drug contained in an ampule in the LAH.
- Describe the risks involved in cytotoxic drug preparation and list the steps inpreparing, handling and transporting cytotoxic drugs.
- Identify the components of a Chemo Spill Kit and a biological safety cabinet.
- Identify IV maintenance fluids and equipment.
- Calculate and set up a total parenteral nutrition (TPN) electrolyte pooling field in a LAH.
- Correctly fill out a TPN mixing report and prepare a TPN.
- Calibrate and operate an Automix® compounder using specific gravity.
- Calibrate and operate a Pharm Assist® repeater pump.
- Correctly apply the following formulas and calculations used in IV preparation and administration:
  1.  $D/H \times Q = X$
  2.  $V/C \times C = R$
  3. BSA(m<sup>2</sup>), (Body Surface area in m<sup>2</sup>)
  4. Safe Dose (when ordered in BSA)
  5. mL/h
  6. gtt/min
  7. mL/h /drop factor constant = gtt/min

### **Instructional Methods:**

#### Lecture

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

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction.....	4
2. Law and Ethics.....	4
3. Medical/Pharmacological Terminology.....	10
4. Pharmacology .....	15
5. Practice Sites, Technology.....	6
6. Body Systems/Anatomy.....	15
7. Calculations.....	10
8. Receiving and Interpreting Medication Orders.....	15
9. Filling and Distributing Medication Orders.....	20
10. Intravenous Compounding.....	10
11. Over the Counter Medications .....	5
12. Purchasing, Inventory and Reimbursement .....	8
13. Study Skills .....	4
14. Communication Skills.....	10
15. Technician Issues .....	10
16. Professionalism and the Workplace.....	7
17. Resumes and interview techniques .....	1
18. Laboratory Practice .....	72
19. Externship .....	120
144 didactic, 72 laboratory hours, 120 externship .....	Total Clock Hours – 336
.....	Quarter Credit Hours 22

**\*Waiting period for California State Registration.....up to 90 business days**

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical:

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

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

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

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





**Grade scale is as follows:**

- 90 – 100% = A
- 80 – 89.9% = B
- 70 – 79.9% = C
- 60 – 69.9% = D
- Below 59.9 = F

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

1. Theory/lab grade is determined by:

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

2. Laboratory experience: You must successfully perform all clinical competencies in order to pass the course.

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

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

**Evaluation Method**

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

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

**Clinical Component** will be after classroom instruction is completed. 120 hours of externship training are required to complete the program and apply for your California State License. Externship locations will be given out no later than 30 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

**2020 Pharmacy Technician Program Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	\$200.00 (non-refundable)
Tuition	\$3,600.00 (refundable)
Text Book	\$277.00 (refundable if unused)
STRF fee	\$0.00(non-refundable)
<b>Total Amount Paid to school</b>	<b>\$4,077.00</b>

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

Uniform/ shoes/lab coat	\$60.00 (non-refundable)
Background check and drug screen	No fee
Livescan/passport photos	\$74.00 (non-refundable)
BLS	\$85.00 (non-refundable)

State registration application fee	<u>\$195.00 (non-refundable)</u>
Self-Query fee req. for Ca. state license	<u>\$16.00 (non-refundable)</u>
<b>Total out of pocket expenses</b>	<b><u>\$430.00</u></b>
<b><u>Optional fee- upon program completion (Not required for state registration)</u></b>	
Certification Examination	<u>\$135.00(non-refundable)</u>
<b>Estimated schedule of total charges</b>	<b><u>\$4,642.00</u></b>

**2020 Pharmacy Technician Program Schedule**

**Day Classes are held Mon, Wed and Friday from 9:00am-1:00pm for 18 weeks.**

**Day program Schedule 2020**

Classes begin Wednesday February 19<sup>th</sup> through Friday June 24<sup>th</sup>

- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day

Classes begin Monday June 29<sup>th</sup> through Wednesday November 4<sup>th</sup>

- No class will be held Friday July 3<sup>rd</sup> in observance of Independence Day
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day

**Evening classes are held Monday, Wednesday, and Thursday evenings from 6:00-10:00pm for 18 weeks.**

**Evening program Schedule 2020**

Classes begin Monday March 16<sup>th</sup> through Monday July 20<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day

Classes begin Monday July 27<sup>th</sup> through Thursday December 3<sup>rd</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving

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

## **Diagnostic Medical Sonography Program**

**Goals and Purpose:** The Diagnostic Medical Sonography (DMS) Program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner. A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service; as a free-lance sonographer; or as a traveling sonographer. It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or the American Registry of Radiologic Technologists (ARRT). CCMCC DMS students **WILL** be eligible to take the SPI exam upon successful completion of the Physics portion of the DMS program. Graduates **WILL** be eligible to sit for the American Registry of Radiologic Technologists (ARRT) exam upon graduation. Once the graduate passes the ARRT exam he/she may then sit for the ARDMS specialty exams including the OBGYN, Abdominal and Vascular Credentialing Exams. Graduates from the CCMCC DMS program **WILL NOT** be eligible to sit for the CCI exam specializing in Cardiac Sonography unless the graduate successfully completes a 940 hour program concentrating on Cardiac Sonography. The graduate of the CCMCC DMS program must pass all core theory and laboratory courses, and clinical externship courses with a grade of 80% or better to complete the program.

### **Standard Occupational Classification**

29-2032

### **Employment Positions**

Diagnostic Medical Sonographer

### **Outcomes and Objectives:**

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

- Demonstrate the ability to efficiently perform basic abdominal and small parts, pelvic, obstetrical, and cardiac ultrasound examinations at an acceptable level of competence.
- Correlate ultrasound images with clinical findings, patient history, and pertinent pathophysiology.
- Possess the knowledge, skills and abilities of the student sonographer in caring for the ill patient.
- Demonstrate the ability to promote good interpersonal relations with members of the health team.
- Possess a medical and professional sense of values and a concern for public health and safety.
- Have an awareness of the responsibilities and limitations of the role of the sonographer and to be able to function within these limits.
- Understand the importance of continued personal and educational growth.
- Recognize and appreciate the cost, preparation, maintenance and care of sophisticated instrumentation found within the ultrasound department.
- Be prepared to successfully complete the SPI and ARRT exams as well as registry examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) in the areas of Abdominal, OB/GYN, and Vascular.
- Be Employable as Diagnostic Medical Sonographer/Ultrasound Technician (CIP # 51.0910; O-NET# 29-2032.00)

**Instructional Methods:**

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

**Program Admissions Requirements:**

1. Must be at least 18 years of age
2. High School Diploma or equivalent
3. An Associate of Arts or Associate of Science degree (or higher) in any discipline.  
A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
4. Successful completion of the following pre-requisite courses within the past 10 years. Academic requirements specified below must be completed at a regionally accredited institution: Successful completion (defined as receiving a grade of “C” or higher) of college-level coursework in the subjects below. (2.5 GPA required) CCMCC does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits.
  - Human Anatomy & Physiology with a lab
  - Medical Terminology
  - Oral Communication (i.e. Speech)
  - Written Communication
  - College Algebra or higher level mathematics

**Recommended course:** Physics (sound waves, heat, light, and motion)

Course work must be college level, completed and documented on an officially sealed transcript.

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

***Diagnostic Medical Sonography***

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

***Diagnostic Medical Sonography***

<b>Course #</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Clock hours</b>	<b>Quarter Credit Units</b>
DMS100	Fundamentals of Sonography	48	0	0	48	4.5
DMS101	Physical Principals & Instrumentation	96	96	0	192	14.0
DMS200	Professional Aspects of Sonography	48	0	0	48	4.5
DMS201	Abdominal & Small parts Ultrasound Imaging	96	96	0	192	14.0
DMS300	Patient Care for Sonographers	48	0	0	48	4.5
DMS301	Obstetrics & Gynecology Ultrasound Imaging	96	96	0	192	14.0
DMS400	Patient Interaction	48	0	0	48	4.5
DMS401	Vascular Sonography	96	96	0	192	14.0
DMS500	Clinical Externship I	0	0	480	480	16.0
DMS501	Clinical Externship II	0	0	480	480	16.0
	Totals	576	384	960	1920	106

***DMS Program Descriptions:***

***MODULE 1***

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

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

Total Clock Hours: 48

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

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

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

Total Clock Hours: 192

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

### ***MODULE 2***

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

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

Total Clock Hours: 48

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

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

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

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist.

### ***MODULE 3***

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

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

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

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

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

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

## **MODULE 4**

### **DMS 400 – PATIENT INTERACTION**

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

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

### **DMS 401 – VASCULAR SONOGRAPHY**

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

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

## **MODULE 5**

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

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

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

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

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

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

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

### **Immunization Requirements:**

Students must provide proof of immunity for the following:

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



7. Proof of medical insurance or ability to obtain medical insurance prior to externship placement

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

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

### **Grading Policy:**

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

### **Grade scale is as follows:**

90 – 100% = A

80 – 89.9% = B

70 – 79.9% = C

60 – 69.9% = D

Below 59.9 = F

### **Evaluation Method**

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

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

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

**Clinical Component** will be after classroom instruction is completed. 960 hours of externship training are required. Externship locations will be given out no later than 90 days after the last day of the program, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day, therefore students must be available during normal daytime working hours.

### **2020 Diagnostic Medical Sonography Program Fees**

#### **TOTAL FEES, CHARGES, AND EXPENSES**

##### Costs Paid to School

Application/Registration Fee	<u>\$200.00</u>	(non-refundable)
Tuition	<u>\$26,850.00</u>	(refundable based on refund table)
Text Books and Workbooks	<u>\$760.00</u>	(refundable if unused)
Student Tuition Recovery Fund	<u>\$0.00</u>	(non-refundable)
<u>Total paid to school</u>	<u>\$27,735.00</u>	

##### **Out of Pocket Expenses (APPROX.)**

Uniform/ shoes	<u>\$150.00</u>	(non-refundable)
Drug screens and Background check	<u>No fee</u>	
CPR/BLS Certification	<u>\$85.00</u>	(non-refundable)

Certification Examination(ARRT)	<u>\$200.00</u>	(non-refundable)
Certification Examination (SPI)	<u>\$220.00</u>	(non-refundable)
Certification Examination (ARDMS-by specialty)		
(OB-GYN)	<u>\$250.00</u>	(non-refundable)
(Abdominal)	<u>\$250.00</u>	(non-refundable)
(Vascular)	<u>\$250.00</u>	(non-refundable)
<b><u>Total out of pocket</u></b>	<b><u>\$1,405.00</u></b>	

**Estimated schedule of total charges**      **\$29,140.00**

If you get a student loan, you are responsible for repaying the loan amount plus any interest.

**2020 Diagnostic Medical Sonography Program Schedule**

*960 Externship hours to be arranged*

**Day classes are held Monday through Thursday from 9:00am-2:00pm for 48 weeks (960 hours)**

**Day program schedule 2020**

Classes begin Monday January 6<sup>th</sup> through Thursday December 11<sup>th</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held June 22<sup>nd</sup> through June 26<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>

**Evening classes are held Monday through Thursday from 5:00-10:00pm for 48 weeks (960 hours)**

**Evening program schedule 2020**

Classes begin Monday June 29<sup>th</sup> through Thursday June 17<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held Wednesday November 11<sup>th</sup> in observance of Veterans Day-make up day Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No classes will be held Monday December 14<sup>th</sup> through Friday January 1<sup>st</sup>
- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>
- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

## DENTAL ASSISTING

**Goals and Purpose:** Contra Costa Medical Career College's Dental Assisting Program is 880-hours of theory, laboratory and clinical training geared to prepare the student for an entry level position in a Dental Office. The Program provides all the necessary training to enable the students acquire satisfactory skills and demonstrate competencies in a variety of dental office procedures and laboratory techniques. The student is presented front office management, preliminary examination procedures, chair side dentistry, charting, appointment scheduling, and records-keeping. Student graduates may find employment in dental clinics and private dental offices as dental assistants. Graduates receive BLS Certification from The American Heart Association and a Certificate of Completion. The primary goal of the CCMCC Dental Assisting Program is to prepare entry level dental assistants with the knowledge and skills competencies for patient care.

### **Outcomes and Objectives:**

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

- Demonstrate knowledge in basic sciences and clinical practice in the delivery of patient care.
- Exhibit professionalism and work ethics with co-workers and patients
- Demonstrate understanding of the ethics and scope of practice of a dental assistant
- Demonstrate effective communication skills.
- Perform dental procedures by employing asepsis and sterilization techniques
- Provide health education and nutrition counseling to dental patients.

### **Program Admissions Requirements:**

High School Diploma/GED, Pass the CCMCC Wonderlic SLE Exam with a 13

### **Dental Assisting Program Clock to Credit Hours**

**Certificate Program    Total Hours: 880    Total Weeks: 40 weeks    Credits: 59**

Course #	Course Title	Lecture Hours	Lab Hours	Extern Hours	Clock Hours	Credit Units
DA100 DA 100L	Dental Science Infection Control/Restorative Dentistry	40	40	0	80	6.0
DA101 DA 101L	Anatomy and Physiology Operatory Procedures	40	40	0	80	6.0
DA102 DA 102L	Restorative Dentistry Laboratory Materials	40	40	0	80	6.0
DA103 DA 103L	Chairside Dentistry Chairside Procedures	40	40	0	80	6.0
DA104 DA 104L	Dental Radiography Radiology Procedures	40	40	0	80	6.0
DA105 DA 105L	Dental Specialties Specialty Procedures	40	40	0	80	6.0
*DA106 *DA106L	Preventative Dentistry Preventive Procedures	80	80	0	160	12.0
DA 107 DA 107L	Law & Ethics in the Dentistry Advanced Chairside	40	40	0	80	6.0
DA108	Externship	0	0	160	160	5.0
	<b>Totals</b>	<b>360</b>	<b>360</b>	<b>160</b>	<b>880</b>	<b>59</b>

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

**\*8-week course**

The Dental Assisting program length is 880 clock hours / 40 weeks (Total time in weeks to complete the program may vary based on school holidays and breaks) 36 weeks Theory/Lab (20 hours per week) + 4-week externship (40 hours per week)

Day Class is held from 9:00am-2:00pm Monday-Thursday (20 hours per week)

TBA: Evening class is held from 5:00pm-10:00pm Monday-Thursday (20 hours per week)

Externship hours are to be arranged. 40 hours per week for 4 weeks. Normal business hours are during the day.

### **Dental Assisting Course Descriptions:**

#### **DA 100 DENTAL SCIENCE**

##### **DA 100L Infection Control/Restorative Dentistry**

**(Hours: Lecture /Lab:80)**

##### **Description:**

The didactic portion of this course is an introduction to the dental profession and its history. It includes basic concepts and principles of microbiology and asepsis, proper methods of infection control and sterilization including OSHA regulations. Topics include professionalism and patient records. Introduction to the physical and chemical properties of dental materials; preparation, placement and removal of provisional restorations as allowed by DPA is also introduced. Students are prepared for the state certification examination for infection control.

The lab portion of this course will introduce students to the study, characteristics, safe manipulation and use of dental materials and equipment in operative and restorative dentistry. Emphasis is placed on infection control and safety standards.

#### **DA 101 DENTAL ANATOMY AND PHYSIOLOGY**

##### **DA 101L Operatory Procedures**

**(Hours: Lecture /Lab:80)**

##### **Description:**

The didactic portion of this course covers the basics of dental anatomy, physiology, tooth morphology, eruptions patterns, Emphasis will be on teeth and their surrounding structures. Head and neck anatomy, body systems, and the administration of local anesthetic will be discussed.

The lab portion of this course is an introduction to the physical and chemical properties of dental materials and the preparation, placement and removal of provisional restorations as allowed by the State Dental Practice Act. This lab covers the fabrication of temporary crowns. In addition, students will learn operatory concepts and local dental anesthesia.

#### **DA 102 RESTORATIVE DENTISTRY**

##### **DA 102L Laboratory Materials**

**(Hours: Lecture /Lab:80)**

##### **Description:**

The didactic portion of this course will introduce students to the study, characteristics, safe manipulation, and use of dental materials. Emphasis is placed on infection control safety standards and hazard control protocols. It prepares students to assist in the management of dental and medical emergencies, including review of legal and ethical responsibilities.

In the lab portion students will take, pour and trim preliminary impressions. Students will prepare final impression materials and bite registrations. In addition, students take and record vital signs and be prepared to assist in the management of medical and dental emergencies.

## **DA 103 CHAIRSIDE DENTISTRY**

### **DA 103L Chairside Procedures**

**(Hours: Lecture /Lab:80)**

#### **Description:**

The didactic portion of this course introduces the use and care of dental equipment, identification and application of hand instruments, tray setups and their sequence of use. Four handed dentistry techniques and preparation for assisting in a clinical setting will be discussed.

The lab portion will introduce the principles of chairside assisting with an emphasis on operative procedures which include chairside responsibilities, instrument identification tray setups, four-handed techniques and sequences of general dentistry procedures.

## **DA 104 DENTAL RADIOLOGY**

### **DA 104L Radiology Procedures**

**(Hours: Lecture /Lab:80)**

#### **Description:**

The didactic portion of this course emphasizes patient management, radiation safety and infection control procedures in accordance with OSHA, the CDC and the DPA. The class deals primarily with dental radiography. The student will be provided information on radiographic techniques and procedures, including the latest on digital and 3-D radiography. Students will review procedures for operation of the latest imaging systems, safety precaution measures using radiography equipment minimizing the risk to the patient and all dental personnel, aseptic techniques, radiation hygiene and maintenance of quality assurance and safety. Students are prepared for the state certification examination in dental radiology.

In lab, this course emphasizes patient management, radiation safety and infection control procedures in accordance with OSHA and CDC guidelines. Laboratory and clinical experience will allow students to enhance the efficiency and quality of their radiographic techniques. Students will perform, evaluate and interpret various types of radiographs. Technique and diagnostic quality are reinforced.

## **DA 105 DENTAL SPECIALTIES**

### **DA 105L Specialty Procedures**

**(Hours: Lecture /Lab:80)**

#### **Description:**

The didactic portion of this course introduces the dental health team and practices and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, and prosthodontics and the associated dental assistant duties are explored.

This lab course introduces specialty practices in dentistry including Pediatrics, Orthodontics, Endodontics, Oral Surgery and Prosthodontics. Students will learn skills performed by a dental assistant and registered dental assistant in these specialty fields.

## **DA 106 PREVENTATIVE DENTISTRY**

### **DA 106L Preventive Procedures**

**(Hours: Lecture/Lab:160)**

#### **Description:**

The didactic portion of this course explores the principles and practices of preventing and controlling dental disease. Emphasis is placed on nutrition and plaque control. Coronal polish theory and procedures are introduced, and students are prepared for the state certification examination in coronal polishing and upon

successful completion will continue with pit and fissure sealant course content and state exam. Periodontal disease process theory is addressed in the course.

In the first 4 weeks, this lab course introduces the techniques of coronal polish while emphasizing patient management and infection control procedures in accordance with OSHA and CDC. Clinical experience will allow students to perform coronal polish on patients. In weeks 5 – 8 the lab will introduce the proper techniques in placing pit and fissure sealants to assure retention. Clinical experience will allow students to perform sealant procedure of patients.

## **DA 107 LAW AND ETHICS IN DENTISTRY**

### **DA 107L Advanced Chairside**

**(Hours: Lecture /Lab:80)**

#### **Description:**

The didactic portion of this course covers law and ethics in dentistry. Upon completion of this course, students will take the CA State Certification Exam.

Lab portion will include routine maintenance of the dental office equipment. DA duties during chairside procedures of crown and bridge and endodontics, instrumentation and tray set ups.

## **DA 108 CLINICAL EXTERNSHIP**

**(Hours: 160 Externship)**

**Description:** Upon successful completion of the classroom component of the program, dental assisting students participate in 160 hours of externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Evaluation is conducted by the Externship site personnel.

#### **Teaching Methodology**

Training will be delivered in a combination of lab, lecture and work-based environments, provided by instructor with training and experience in the dental practice. The classroom component will be delivered in terms of didactic and skills laboratory. In addition, students are expected to turn in homework on assigned topics. Students will complete 160 hours of externship giving them a “hands-on” experience.

#### **Method of Evaluation**

Weekly quizzes, and final examinations are administered. Student’s skills performances are evaluated and graded. Homework is part of the over-all grade. A final evaluation of student’s over-all performance is conducted at the completion of the theory and skills components of the program. Final evaluation consists of identified skills, abilities and knowledge of the program and completion of required projects. Externship performance is evaluated at the completion of 160 hours.

#### **Program Requirements:**

Student must achieve 70% or higher GPA during each evaluation period and have satisfactorily completed appropriate assignments, projects, performance checklist procedures and completion of externship; and must meet 90% of course attendance.

#### **Employment Positions**

Dental Assistant, Front Office Assistant, Billing/Insurance Specialist, Dental X-ray Technician, Sterilization Assistant

#### **Course Requirements**

#### **Immunization Requirements**

Students must provide proof of the following before clinical:

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

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

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

### **Grading Policy:**

The student must complete a grade of a C (70%) or better during each module. A student who does not maintain a 70% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the program. Grades are based on the student's work in the didactic (classroom setting). Students must obtain a minimum average grade of 70% in didactic courses.

Externship education are graded on a Pass/Fail basis.

Students must pass the laboratory and clinical portions of the program to graduate.

### **Grade scale is as follows:**

90 – 100% = A

80 – 89.9% = B

70 – 79.9% = C

60 – 69.9% = D

Below 59.9 = F

### **2020 Dental Assisting Program Fees**

#### **TOTAL FEES, CHARGES, AND EXPENSES**

##### Costs Paid to School

Application/Registration Fee	\$200.00 (non-refundable)
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**(Maximum non-refundable reg. fee allowed by VA is \$10.00)**

Tuition	\$9,850.00 (refundable based on refund table)
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Text Books and Workbooks	\$410.00 (refundable if unused)
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Student Tuition Recovery Fund	\$0.00 (non-refundable)
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<b>Total paid to school</b>	<b>\$10,460.00</b>
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##### **Out of Pocket Expenses (APPROX.)**

Uniform/ shoes	\$125.00 (non-refundable)
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Wonderlic Exam	\$10.00 (non-refundable)
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Drug screens and Background check	\$0.00 (non-refundable)
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CPR/BLS Certification	\$85.00 (non-refundable)
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<b>Total out of pocket</b>	<b>\$220.00</b>
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<b>Estimated schedule of total charges</b>	<b><u>\$10,680.00</u></b>
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If you get a student loan, you are responsible for repaying the loan amount plus any interest.

### **2020-2021 Dental Assisting Program Schedule**

**Day classes are held Monday through Thursday from 9:00am-2:00pm for 36 weeks**

#### **Day program Schedule 2020-2021**

Classes begin Monday May 4<sup>th</sup> through Friday January 15<sup>th</sup>, 2021

Classes begin Monday June 1<sup>st</sup> through Thursday February 11<sup>th</sup>, 2021

Classes begin Monday June 29<sup>th</sup> through Thursday March 11<sup>th</sup>, 2021  
Classes begin Monday July 27<sup>th</sup> through Thursday April 8<sup>th</sup>, 2021  
Classes begin Monday August 24<sup>th</sup> through Thursday May 6<sup>th</sup>, 2021  
Classes begin Monday September 21<sup>st</sup> through Thursday June 4<sup>th</sup>, 2021  
Classes begin Monday October 19<sup>th</sup> through Thursday July 1<sup>st</sup>, 2021  
Classes begin Monday November 16<sup>th</sup> through Thursday July 29<sup>th</sup>, 2021

**Holidays and makeup days for Dental Assisting Program**

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>
- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>
- No class will be held November 11<sup>th</sup> in observance of Veterans Day-make up Friday November 13<sup>th</sup>
- No class will be held Thursday November 26<sup>th</sup> in observance of Thanksgiving-make up day Friday December 4<sup>th</sup>
- No class will be held Thursday December 24<sup>th</sup> through December 31<sup>st</sup> in observance of Christmas-make up day Friday January 15<sup>th</sup>, 2021
- No class will be held Monday January 18<sup>th</sup>, 2021 in observance of Martin Luther King Jr Day-make up day Friday January 22<sup>nd</sup> 2021
- No class will be held Monday February 15<sup>th</sup>, 2021 in observance of Presidents Day-make up day Friday February 19<sup>th</sup>, 2021
- No class will be held Monday May 31<sup>st</sup>, 2021 in observance of Memorial Day-make up day Friday June 4<sup>th</sup>, 2021
- No class will be held Monday July 5<sup>th</sup> in observance of Independence Day-make up day Friday July 9<sup>th</sup>, 2021



## Medical Terminology Course

**Goals and Purpose:** Common medical terminology is a critical part of the language used by health care practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition, and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems.

### **Outcomes and Objectives**

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

- Identify medical terms and words by their component parts
- Define the body structure and its systems, cavities, planes, and positions
- Explain the importance of medical terminology in healthcare professions
- Define and build the medical terms associated with the body systems

### **Instructional Units/Hours of Instruction:**

<i>Topic</i>	<i>Hours</i>
1. Introduction to Medical Terminology/Word part review	4
2. The Human Body in Health and Disease	2
3. The Skeletal System	2
4. The Muscular System	2
5. The Cardiovascular System	2
6. The Lymphatic and Immune System	2
7. The Respiratory System	2
8. The Digestive System	2
9. The Urinary System	2
10. The Nervous System and Mental Health	2
12. Special Senses: The Eyes and Ears	2
14. Skin: The Integumentary System	2
15. The Endocrine System	2
16. The Reproductive Systems	2
17. Diagnostic Procedures, Nuclear Medicine, and Pharmacology	2
19. Comprehensive Medical Terminology Review	4
20. Final Exam	4
<b>40 didactic</b>	<b>Total Clock Hours – 40 Quarter Credit Hours-4</b>

### **Instructional Method:**

- Lecture
- Videos
- Workbook assignments
- Game assignments

### **Methods of Evaluation:**

- Spelling quizzes
- Chapter quizzes
- Final exam

### **Course Requirements Grade scale is as follows:**

90 – 100% = A  
80 – 89.9% = B  
70 – 79.9% = C  
60 – 69.9% = D  
Below 59.9 = F

**Medical Terminology:**

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

**2020 Medical Terminology Course Fees**

**Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$200.00</u> (non-refundable)
Tuition	<u>\$600.00</u> (refundable)
Text Book	<u>\$135.00</u> (refundable if unused)
STRF fee	<u>\$0.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$935.00</u></b>

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

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

**Estimated schedule of total charges      \$965.00**

**\*This Program has NOT been approved for Veterans training benefits.**

**2020 Medical Terminology Course Schedule**

**Day courses meet on Mondays from 9:00am-1:00pm for 10 weeks**

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

**Day program Schedule 2020**

Classes begin Monday March 16<sup>th</sup> through Monday May 18<sup>th</sup>

Classes begin Friday May 29<sup>th</sup> through Monday July 27<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Monday October 5<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Monday December 14<sup>th</sup>

**Mid-day program meets Mondays from 1:30pm-5:30pm for 10 weeks**

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

**Mid-day program Schedule 2020**

Classes begin Monday March 16<sup>th</sup> through Monday May 18<sup>th</sup>

Classes begin Friday May 29<sup>th</sup> through Monday July 27<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Monday October 5<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Monday December 14<sup>th</sup>

**Evening program meets Mondays from 6:00pm-10:00pm for 10 weeks**

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

**Evening program Schedule 2020**

Classes begin Monday January 6<sup>th</sup> through Monday March 9<sup>th</sup>

- No class will be held Monday January 20<sup>th</sup> in observance of Martin Luther King Jr Day-make up day Friday January 24
- No class will be held Monday February 17<sup>th</sup> in observance of Presidents Day-make up day Friday February 21<sup>st</sup>

Classes begin Monday March 16<sup>th</sup> through Monday May 18<sup>th</sup>

Classes begin Friday May 29<sup>th</sup> through Monday July 27<sup>th</sup>

- No class will be held Monday May 25<sup>th</sup> in observance of Memorial Day-make up day Friday May 29<sup>th</sup>

Classes begin Monday August 3<sup>rd</sup> through Monday October 5<sup>th</sup>

- No class will be held Monday September 7<sup>th</sup> in observance of Labor Day-make up day Friday September 11<sup>th</sup>

Classes begin Monday October 12<sup>th</sup> through Monday December 14<sup>th</sup>

***A Message from the President/CEO–***

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

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

*The physical environment of our new facility with its new and up to date equipment creates an environment where a student may apply him/herself and reach their true potential.*

*I would like to thank you again for choosing our college and we look forward to serving you.*

*Sincerely,*

*Stacey Orozco, RN*

*Stacey Orozco RN, President/Founder Contra Costa Medical Career College*





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