



**Alcohol & Drug Counselor**



**Office Specialist**



**Massage Therapy**



**Medical Assistant**



**Pharmacy Technician**



**Phlebotomy Technician**



**Nurse Assistant**



**Home Health Aide**



**BLS- CPR/First Aid**



**EKG (Cardiac) Technician**



**Monitor Technician**



**Acute Care Nurse**



**Physical Therapy Aide & Rehabilitation**



**Clinical Medical Assistant**

## CATALOG

**January 1, 2022- December 31, 2022**

9731 Magnolia Ave  
Riverside, CA 92503  
2211 Hunts Lane #Q&R  
San Bernardino, CA 92408  
Tel: (951) 688-7411  
Fax: (951) 688-7412  
E-mail: [missioncollege@att.net](mailto:missioncollege@att.net)  
Web: [missioncareercollege.com](http://missioncareercollege.com)

**Revised 02/18/2022**

**TABLE OF CONTENTS**

**GENERAL INFORMATION**

APPROVAL DISCLOSURE STATEMENT 3  
 HISTORY AND OWNERSHIP 3  
 MISSION AND PHILOSOPHY 3  
 GOALS AND OBJECTIVES 3  
 ADVANTAGES of MCC 3  
 FACILITY 3  
 INSTRUCTIONAL EQUIPMENT & MATERIALS 3  
 FACULTY 3  
 EQUAL OPP AND NON-DISCRIMINATION POLICY 4  
 HANDICAPPED FACILITIES AND ADMISSIONS 4  
 REGISTRATION 4  
 CLASS SCHEDULE 4  
 CLASS HOURS 4  
 BUSINESS HOURS

**ADMISSIONS POLICIES**

ADMISSION CRITERIA 4  
 ASSESSMENT POLICY & PROCEDURES 4  
 ASSESSMENT FEE 4  
 ENROLLMENT PROCEDURES 4  
 ACCEPTANCE 4

**STUDENT SERVICES**

ACADEMIC INFORMATION 5  
 ACADEMIC FREEDOM 5  
 CLASS SIZE 5  
 HOMEWORK 5  
 MAKE-UP WORK 5  
 MAKE-UP TIME 5  
 LEARNING RESOURCES & LIBRARY CENTER 5  
 STUDENT ADVISING SERVICES 5  
 HOUSING 5  
 TRANSPORTATION 5  
 STUDENT DRESS AND CONDUCT 5  
 LEAVE OF ABSENCE 5  
 SUSPENSION, DISMISSAL AND RE-ENTRY 6

**ACADEMIC POLICIES**

GRADING SCALE 6  
 CREDITS 6  
 CREDIT GRANTING POLICY 6  
 SATISFACTORY ACADEMIC PROGRESS (SAP) 6  
 ATTENDANCE POLICY 6  
 COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS 7  
 ACADEMIC PROBATION 7  
 SATISFACTORY ACADEMIC PROGRESS FA (SAP) 7  
 APPEALS 7  
 REINSTATEMENT 7  
 PROGRAM CHANGES 7  
 ADVANCE STANDING 7  
 TRANSFER CREDIT INTO MCC 8  
 TRANSFER OF CREDIT TO OTHER INSTITUTIONS 8  
 HOLIDAY AND VACATION CALENDAR 8  
 MARKETABILITY POLICY 8  
 GRADUATION REQUIREMENTS 8  
 PLACEMENT PREPARATION AND ASSISTANCE 8

**FINANCIAL OBLIGATIONS**

TUITION AND FEES 9  
 TUITION PAYMENT POLICY 9  
 FINANCIAL AID 9  
 VOCATIONAL REHABILITATION 9  
 WELFARE INVESTMENT ACT 9

PAYMENT METHODS & COLLECTION ACCOUNTS 9

**RECORDS**

STUDENT RECORDS 9  
 RELEASE OF STUDENT RECORDS 9

**PROGRAM DESCRIPTION**

PROGRAMS BPPE APPROVED 9

**REFUND AND CANCELLATION POLICIES**

CANCELLATION POLICY 10  
 WITHDRAWAL POLICY 10  
 REFUND POLICY 10  
 DISTANCE LEARNING 10  
 DISTRIBUTION OF REFUNDS 11  
 STUDENT TUITION RECOVERY FUND 11

**OTHER POLICIES**

ENGLISH AS A SECOND LANGUAGE PROGRAMS 11  
 DRUG-FREE POLICY 11  
 COMPLIANT/GRIEVANCE PROCEDURES 11  
 STUDENT TUITION RECOVERY FUND 11  
 STUDENTS RIGHTS AND RESPONSIBILITIES 12  
 ADMINISTRATIVE POLICIES 12  
 CATALOG INSERTS 12  
 PROFESSIONAL ADVISORY BOARD MEMBERS 12

**PROGRAMS – CURRENT DESCRIPTION**

Advertising and Marketing (Audio Production & Engineering) 12  
 Advertising and Marketing with Emphasis in Sports Marketing and Management 14  
 Advertising and Marketing with Emphasis in Video Production & Editing 17  
 Advertising and Marketing with Emphasis in Photography & Image Editing 44.5 Credit Units 20  
 Visual Media Design for Advertising and Marketing 25  
 Chemical Dependency Counselor (Alcohol & Drug) Office Specialist 28  
 Massage Therapy 29  
 Medical Assistant 420 hrs. 31  
 Medical Assistant 720 hrs. (Distance Learning) 32  
 Nurse Assistant Certification 33  
 Home Health Aide 34  
 Acute Care Nurse Assistant 34  
 Pharmacy Technician 34  
 Phlebotomy Technician 36  
 Physical Therapy Aide & Rehabilitation 37  
 CPR & First Aid 40  
 Medical Terminology 38  
 EKG Technician 38  
 Monitor Technician 38  
 English as a Second Language 39  
 Forklift Operator 39  
 Mobile Crane Operator 40  
 Solar Photovoltaic Installer 40  
 Tower Crane Operator 41  
 Water Technology - Entry Level 43  
 Water Technology - Advanced Level 43  
 Clinical Medical Assistant 48

**PROGRAM/ SCHEDULE**

OTHER FEE's 47  
 OTHER PROGRAMS & FEE's 47  
 FACULTY-CURRENT BPPE APPROVED PROGRAMS 47  
 MCC FACULTY 47

FACULTY-OTHER PROGRAMS	47
DISTANT EDUCATION INFORMATION	48
ON-LINE e-LEARNING PROGRAMS	
ON-LINE e-LEARNING PROGRAM DESCRIPTION	
Schedule of Non-Tuition Charges	
Total Charges for a Period of Attendance	
STATEMENT OF UNDERSTANDING	
SIGNATURE STATEMENT	

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

**GENERAL INFORMATION**

**APPROVAL DISCLOSURE STATEMENT**

Mission Career College Inc., (dba) as Mission Career College (MCC), is located at 9731 Magnolia Ave, Riverside, CA 92503-3901. *“This institution is licensed to operate by the Bureau for Private Postsecondary Education (“Bureau”).* The Bureau’s license to operate means that the institution and its operation comply with the minimum state standards as set forth in the Education Code.

For approval information regarding the college or its programs approval by the BPPE contact Internet link is [www.bppe.ca.gov](http://www.bppe.ca.gov).

MCC is authorized under federal law to enroll non-immigrant alien students under the Immigration and Naturalization Service.

Mission Career College is not a public institution. Mission Career College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. MCC meets State standards as set for in the CEC and 5, CCR.

Mission Career College is not accredited by the United States Department of Education.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Mission Career College offers its graduates a certificate verifying completion of the course of study.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling.

Mission Career College has no pending petitions in bankruptcy. We do not operate as a debtor and we have not filed for reorganization under Chapter 11 of the United States Bankruptcy in the past nor within the past five years.

**HISTORY AND OWNERSHIP**

Mission Career College Inc. was founded January 2006 in Riverside, California. We provide training to residents of Riverside and neighboring communities. The latest teaching methods, curriculum and equipment are carefully researched and continuously updated to offer student quality training.

Mission Career College, Inc. Corporate office is located 9731 Magnolia Ave, Riverside, CA 92503.

**MISSION and PHILOSOPHY**

Mission Career College’s mission is to provide quality career training programs that empower our students to succeed in their chosen field.

Mission Career College believes in providing students with opportunities to recognize their potential. By fostering the development of skills, MCC prepares its students to meet the needs of business and industry where they can benefit others.

**GOALS AND OBJECTIVES**

The primary goal of MCC is to deliver quality-training programs that will enable students to be successfully trained and placed in their chosen career field. The following objectives support MCC’s goals:

- To provide quality education.
- To assure programs are responsive to employer needs.
- To train students in the characteristics required by employers; reliability, skills, knowledge, and good customer relations.
- To assist graduates to gain employment in their chosen field through effective placement preparation and job placement assistance programs.

**ADVANTAGES of MCC**

- Hands-on computer instruction so students can immediately practice and apply what they learn.
- Classes are small, focusing on individual attention and prompt feedback on students’ progress.
- Career training programs accentuating the major characteristics desired by employers: reliability, skills, knowledge, and good customer relations.
- Job placement preparation and placement assistance programs prepare students to successfully enter the job market.

**FACILITIES**

The Riverside campus is centrally located is located at 9731 Magnolia Ave, Riverside, CA 92503.

This location features air conditioned classrooms and labs equipped with personal computers, printers, and other equipment necessary to maintain the quality of the training programs offered. The average classroom size is 20 students with a maximum capacity of 60 students at a given time for morning, afternoon, evening and weekend periods.

The San Bernardino campus is located is located at 2211 Hunts Lane # Q & R. San Bernardino, CA 92408

This location features air conditioned classrooms and labs equipped with personal computers, printers, and other equipment necessary to maintain the quality of the training programs offered. The average classroom size is 20 students with a maximum capacity of 60 students at a given time for morning, afternoon, evening and weekend periods.

**INSTRUCTIONAL EQUIPMENT & MATERIALS**

MCC uses the latest in instructional equipment which includes overhead projectors; computer aided instruction, medical & laboratory equipment, and updated instructional books and materials.

**FACULTY**

Many of the Mission Career College staff has been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

MCC instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills, and self-confidence.

Many of MCC Faculty works in the medical and computer industry, which provides them with the opportunity to stay current on present and future trends. They know what companies are looking for, and are encouraged to convey this information to students.

A listing of MCC’s faculty can be found on page 33 this Catalog.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

Mission Career College does not discriminate in admissions, advising, training, placement, employment, or any activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicap or medical condition. All applicants are interviewed and evaluated on the basis of their ability to be trained in their field of study.

**HANDICAP FACILITIES AND ADMISSIONS**

Mission Career College facilities are handicap accessible. MCC makes every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized test(s) as mentioned in the Admissions Standards.

**REGISTRATION**

Registration is on an open enrollment, first-come basis and continues until the classes are filled. Waiting lists are started for classes that are full. Mission Career College reserves the right to cancel a class if student enrollment or average attendance falls below the number requirements.

**CLASS SCHEDULE (DAYS/HOURS)**

Programs start every four (4) weeks. Refer to the catalog insert for scheduled start and anticipated end dates.

<u>CLASS SCHEDULE</u>	<u>CLASS HOURS</u>
Morning classes Monday through Friday	8:00 a.m. to 4:30 p.m.
Evening classes Monday through Friday	6:00 p.m. to 10:00 p.m.
Weekend classes F/S/Sun	8:00 a.m. to 4:30 p.m.

Clinical Hours will vary and Class hour’s subject to change.

**BUSINESS HOURS**

8:00 A.M. to 4:00 P.M., Monday through Friday  
(Departmental hours are posted at the campus)

Students are scheduled for courses per four (4) week module. If a holiday falls on a regularly scheduled class day, that class must be made up during the four-week session. Faculty members will notify the class if make-up hours must be scheduled, and each class will determine when they choose to make up the missed hours. Make-up days may be scheduled on Saturdays.

**ADMISSIONS POLICIES**

**ADMISSION CRITERIA**

Prospective students may gain admissions to MCC by demonstrating performance on a standardized Wonderlic examination, a high school graduate or its equivalent (high school diploma, General Education Development Certificate, GED, or state proficiency certificate, college transcript or college diploma).

This institution does not admit students from other countries, so no visa related services are offered.

**ASSESSMENT**

**Wonderlic Scholastic Examination**

<u>Program</u>	<u>Score (Minimum)</u>
Advertising and Marketing (Audio Production & Engineering)	16
Advertising and Marketing with Emphasis in Sports Marketing and Management	16
Advertising and Marketing with Emphasis in Video Production & Editing	16
Advertising and Marketing with Emphasis in Photography & Image Editing 44.5 Credit Units	16
Visual Media Design for Advertising and Marketing	16
Chemical Dependency Counselor (Alcohol & Drug)	16
Office Specialist	16
Massage Therapy	12
Medical Assistant 420 hrs.	13
Medical Assistant 720 hrs. (Distance Learning)	13
Nursing Assistant	12
Home Health Aide	12
Acute Care Nurse Assistant	12
NCLEX-Review Advance Nursing	16
Pharmacy Technician	16
Phlebotomy Technician	16
Physical Therapy Aide & Rehabilitation	16
CPR & First Aid	12
Medical Terminology	10
ECG/ EKG Technician	12
Monitor Technician	12
English as a Second Language	10
Forklift Operator	10
Mobile Crane Operator	12
Solar Photovoltaic Installation	12
Tower Crane Operator	12
Water Technology Mgt-Entry Level	12
Water Technology Mgt-Advanced Level	12
Clinical Medical Assistant	13

**ASSESSMENT FEE: FREE / NO CHARGE**

In addition, applicants 18 years or older without a high school diploma or its equivalent are required to pass a Wonderlic Basic Skills Test (WBST) [Verbal Forms VS-1 & VS-2; Quantitative forms QS-1 & QS-2]. Approved passing scores are: Verbal (200), Quantitative (210). Nurse Assistant student minimum age is 16 years old.

Tour the campus in the company of an Admissions representative.

**ENROLLMENT PROCEDURES**

MCC's enrollment procedures are as follows: A personal interview with an Admissions Representative is necessary in order to register and enroll in a training program. The admissions department is regularly open from 8:00 a.m. to 4:00 p.m., Monday through Friday. The enrollment process consists of two steps:

1. A personal interview with an Admissions Representative, tour of the facilities and determination of the program of training desired by the applicant;
2. Complete and sign enrollment agreement and other admissions paperwork.

## **ACCEPTANCE**

Applicants must complete all admissions procedures before they can be considered for acceptance. Successful candidates will be notified either in person or by mail no later than ten- (10) days after completion of the admissions procedure.

## **STUDENT SERVICES**

### **ACADEMIC INFORMATION**

As used in this catalog, a COURSE is a single subject of study that carries an appropriate quarter credit unit. A PROGRAM is an entire curriculum composed of many courses leading to an overall career objective.

### **ACADEMIC FREEDOM**

Mission Career College is dedicated to ensuring that all students and faculty enjoy academic freedom during their education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of MCC.

### **CLASS SIZE**

Practical training classes' size varies with the subject and the method by which subject matter is presented. Classes range from 5 to a maximum of 30 students per class. Clinical skills training class size is limited to 15 students.

### **HOMEWORK**

Homework is an essential part of the learning process at Mission Career College, may be expected to complete a minimum of two hours of study outside of class per day to successfully complete their courses.

### **INSTRUCTIONAL SITES**

Class instruction will occur at the Riverside & San Bernardino Campus.

The address for the Riverside campus is 9731 Magnolia Ave, Riverside, CA 92503.

The address for the San Bernardino campus is 2211 Hunts Lane #Q&R, San Bernardino, CA 92408.

### **MAKE-UP WORK**

Students must request permission to make up work directly from their instructor. **The instructor and student will physically interact and the instructor will issue the makeup assignment.**

Upon his/her approval, all make-up work must be completed before a grade will be issued.

### **MAKE-UP TIME-ABSENTISM**

Any work missed from class may require makeup work in order for the student to stay current with the class. This makeup work is the complete responsibility of the student. **The student will make up any modules, section, assignments before progressing to the next module, section, or assignments.**

### **LEARNING RESOURCES & LIBRARY CENTER**

MCC computer laboratory is also the learning resource center with its virtual library and web links for course research. MCC has WIFI internet services available to all students throughout the campus. Students have access to the learning lab/library when testing is not in process.

### **STUDENT ADVISING SERVICES**

If students encounter any difficulty in progressing satisfactorily through the program, any member of the faculty and/or administrative staff is available for private advising. MCC welcomes feedback from students regarding policy, instruction, and curriculum. The Campus Executive Director has an open door policy should a problem arise.

### **HOUSING**

Mission Career College does not have dormitories at any of the campuses and does not offer housing arrangement services for its students.

Affordable residential apartments, houses and condos are available in Riverside. Rentals can be accessed through the website [www.rentals.com](http://www.rentals.com) this website will give distance to schools and pricing information. For temporary stays near the school, students can access [www.hotels.com](http://www.hotels.com) for a list of hotels and motels in the area. The median monthly housing costs in Riverside are \$1,310.

### **TRANSPORTATION**

Regular bus and Metro line services offering multiple connections are available near MCC's campus. RTD, OCTD and MTA riders may be eligible for a student discount by presenting proof of enrollment.

### **STUDENT DRESS AND CONDUCT**

Students should dress and conduct themselves according to the standards observed in a business office (casual business attire). MCC reserves the right to dismiss any student whose conduct, poor attendance or scholastic performance may tend to reflect unfavorably on the school. Reasons for dismissal due to unacceptable conduct include the following:

- Cheating/use of another student's materials for grading purposes.
- Deliberate destruction of property belonging to another.
- Intoxication or substance abuse.
- Disruptive or intimidating behavior that interferes with the pursuit of learning by others.
- Blatant disrespect directed toward staff, instructors, or other students.

### **LEAVE OF ABSENCE**

Students may encounter situations in their lives, which are beyond their control and make it impossible for them to attend school for a significant period of time. In such circumstances, Mission Career College may grant a placement, thereby enabling students to accomplish their educational goals.

A request for a leave of absence must be in writing, signed by the student. The Director of Education or Executive Director may

assess a student's situation and grant a leave of absence. The normal length of time for a leave of absence from a course module is until the beginning of the next module. Under no conditions, may a leave of absence be extended more than 6 months. The period of time for an approved leave of absence is not calculated in the calculation of a student/s maximum time frame. The evaluation points are recalculated when the student returns from an approved leave of absence.

The following steps are necessary to receive permission for an official Leave of Absence (LOA):

A student must submit a signed and completed Leave of Absence Request Form to the Director of Education or Executive Director. The Director of Education or Executive Director will review the request for LOA for approval.

If approved, the Director of Education or Executive Director will notify the student.

### SUSPENSION, DISMISSAL AND RE-ENTRY

Students will be dismissed for the following reasons:

- Failure to remove himself or herself from academic, attendance, or student conducts probation.
- Violating student conduct policy.
- Wearing improper attires in the classroom & clinical sites (caps, piercing, etc.)

In the above cases, an Academic Committee consisting of the Campus Executive Director, Director of Education, and instructor of the student in question will discuss the circumstances. The student will have the opportunity to appeal a termination decision before the committee. Until this meeting, the student may be on suspension for a period not to exceed three (3) days. MCC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the Executive Director or Director of Education. The Academic Committee must approve a second re-entry request from the same student.

### ACADEMIC POLICIES

#### GRADING SCALE

Passing grades are A, B, C, and D. All grades appear on the official transcript and are used in calculating the grade point average.

Grade	Percentage	Meaning	Points
A	90 -100	Excellent	(4.0)
B	80 - 89	Good	(3.0)
C	70 - 79	Average	(2.0)
D	60 - 69	Below Average	(1.0)
F	59 - Below	Unsatisfactory	(0.0)
I		Incomplete	
W		Withdrawals	
T		Transfer Credit	
E		Challenged Courses	

#### CREDITS

**Mission Career College measures academic progression in quarter units of credit.** One-quarter unit of credit is equivalent to 10 clock hours (1:10) of classroom instruction, 20 hours of laboratory (1:20) is equal to 1 credit and 30 hours (1:30) of externship is equal to 1 credit unit. A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture,

demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break.

Credit units are computed using the following formulas:

**1 Quarter Credit Unit = 10 Lecture/Didactic Hours**

**1 Quarter Credit Unit = 20 Lab Hours**

**1 Quarter Credit Unit = 30 Clinical Hours**

*\*Note-Program Content Subject To Change*

#### TRANSCRIPTS

Mission Career College will permanently retain a transcript for all students as required by section 94900(b) of the Code.

#### SATISFACTORY ACADEMIC PROGRESS (SAP)

MCC regularly monitors students' progress to assure that all full-time students (morning, afternoon and evening students) are progressing at a rate that will allow them to successfully complete their course of study within the maximum allowable time frame. The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. Programs of 30 weeks in length must be completed within a maximum time frame of 45 weeks. Periods during an approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the quarter credits completed.

All students at MCC are required to meet the minimum academic performance expectations, regardless of funding source. Student academic progress is formally evaluated according to the chart below:

Minimum Cumulative Minimum Successful Completion GPA of Credits \*Midpoint Program 70% (2.0).

If by the end of the 3<sup>rd</sup> module the student has not raised the cumulative GPA and successfully completed the quarter credits, he/she will be placed on probation.

#### \*Academic Year

\*An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations. That is a minimum of 30 weeks of instructional time during which a full-time student is expected to complete a **minimum of 36 quarter credit units.**

#### ATTENDANCE POLICY

Attendance standards at Mission Career College are designed to prepare graduates to meet the demands of employers. If the student and MCC are to achieve the goal of placement in a chosen career field, then it is necessary for the student to exhibit the most essential characteristic desired by employer's; reliability.

"Employers define reliability as punctuality, regular attendance, and working an entire shift. While attending MCC, attendance is critical to maintain the correlation between class attendance and learning. Therefore, it is of utmost importance that the student learns at his/her maximum potential, and provides the MCC placement department with a reliability record that demonstrates satisfactory attendance and punctuality, to be used to "market" the MCC graduate to prospective employers upon graduation."

Attendance is monitored daily; however, the student's attendance percentage is monitored at the end of each module. Students who

fall below 70% cumulative attendance at the end of the module will be given counseling and placed on probationary status period.

**Definition of Probation Attendance Violation** A student is only placed on probation at the beginning of a module. A probationary period is typically no more than four weeks. The student must achieve an attendance percentage minimum of 70% by the end of the probationary period (one 4-week module) or be subject to termination from the program.

Students who have not attended class for three (3) consecutive days will be dropped due to absences and retake of module arrangements must be made.

Attendance/reliability will be monitored in the following manner:

- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's master grade and attendance sheet.
- A tardy is defined as arriving to class more than 15 minutes late, or leaving class early.
- If a student's attendance falls below an overall 70% at the end of a module, he/she will be placed on attendance probation for the next module.
- During the next module the student must attain a 70% attendance or he/ she will be subject to termination.

The Director of Education or designee will counsel with the student regarding the reasons for poor attendance. Documentation of the meeting results will be placed in the student's file.

Special circumstances (such as documented extended illness or death in the family) will be stated on an advising form. If it appears that further absences will not occur, the student will be required to make up missed days.

### **COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS**

Students may be required to repeat a module in order to satisfy graduation requirements. Students receiving a final grade of "F" for a module will have to repeat that module. Students are only given one chance to repeat the module. Once a student repeats a module in which he/she received a grade, the final grade replaces the original grade, and is recomputed in the cumulative module grade point average. The original grade is maintained in the student's transcript but not calculated in the new grade point average.

Students earning a grade of Incomplete ("I") will have a period of time not to exceed one module in which to complete the requirements of the module and receive a letter grade. Failure to submit the required work in the prescribed time will result in a grade of "F". A grade of "I" or the number of credits attempted will not be considered in the calculation of the student's grade point average until it is changed to a letter grade.

Any course within a module from which a student has withdrawn prior to its completion must repeat the module in its entirety.

Student wishing to complete work assignments for "I" grades must submit a written request to the Director. Withdrawals must receive permission from the Director prior to repeating a module.

### **ACADEMIC PROBATION**

Students not meeting requirements set forth in Attendance, Satisfactory Academic Progress and Student Conduct will be placed on academic probation for the subsequent module (6 weeks). Students placed on probation will be informed in writing, and must adhere to the terms and advisement defined in the notification or will be considered for dismissal. Students who do not meet the standards after the probationary period will be terminated from MCC.

### **SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID**

A student on probationary status is considered to be making satisfactory academic progress, therefore will continue to receive financial aid. Financial aid eligibility will cease once it is determined the student is no longer making satisfactory academic progress.

### **APPEALS**

A student who has been terminated may appeal such an action within 10 calendar days of the date of the termination letter by submitting to the Executive Director or Director of Education a written explanation with supporting documentation of any mitigating or extenuating circumstances that prevented him or her from meeting the school's standards. Within 10 days of receiving the written appeal, the Executive Director or Director of Education has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required. If the student's appeal is approved, financial aid may be reinstated.

### **REINSTATEMENT**

A student may be reinstated to the institution the sooner of three (3) months or the day the available module cycle begins. Students dismissed due to the lack of academic progress and enrolled in the same program will be admitted for a probationary period (six weeks – one module) under the same terms of the probation notification. Students will not be eligible for financial aid during the reinstatement module. If students achieve a GPA of 70% (2.0 or better) during the reinstated module he/she will regain financial aid eligibility in the subsequent module.

### **PROGRAM CHANGES**

Program changes must be requested prior to completion of the current module. Permission for changes must be obtained from the Executive Director or Director of Education. A student requesting a program change may be required to retest to assess competencies for admissions to a program with different admissions standards. Satisfactory Academic Progress is evaluated on the credits remaining and a re-computed cumulative GPA based on grades converted to new program.

**This institution does not provide credit for experiential learning.**

### **TRANSFER CREDIT INTO MISSION CAREER COLLEGE**

Mission Career College is dedicated to maximizing students' investment of time and tuition. Students may request transfer credit for courses taken at the postsecondary level at recognized institutions when such courses cover the same material or equivalent material leading to the same vocational objective. Requests for transfer credit must be made prior to enrollment. Approval of transfer credit is contingent upon the receipt of an official transcript from the previous institution and the student passing an advanced standing exam with a 70% or greater. The

Executive Director or Director of Education will make the final approval.

When determining Satisfactory Academic Progress checkpoints, transfer credit reduces the time required for completion of the program, and checkpoints are determined on the remaining period of time. The maximum time frame may not exceed 45 weeks remaining in the program of study.

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

“The transferability of credits you earn at Mission Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma, or certificate) you earn is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek 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 institution to which you seek transfer after attending MCC to determine if credits or diploma or certificate will transfer.”

The acceptance of transfer credit is always at the discretion of the receiving institution. Mission Career College cannot guarantee the transferability of its credits and has not entered into an articulation or transfer agreement with any other college or university.

#### **HOLIDAY AND VACATION CALENDAR**

Mission Career College in observance of certain holidays will be closed for the following days:

New Year’s Day  
Martin Luther King Day  
President’s Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans’ Day  
Thanksgiving  
Christmas Eve, Christmas

#### **MARKETABILITY POLICY**

The goal of MCC is to train and place the students who enroll and successfully complete their training programs. This demands that a graduate of any MCC training program be as competitive (marketable) as is possible in the career field that he/she wishes to enter.

Since MCC cannot know how well any student will do in the three characteristics desired by employers, MCC cannot guarantee placement to any graduate.

However, MCC, working in cooperation with the student as a team, will do all that is possible to ensure that the student reaches the necessary level of excellence in each of the three areas through the following:

##### **Reliability (Attendance)**

The first requirement of industry for any new hire is that he/she is punctual to work (arrive on time and stay to the end of the shift) and attends on a regular basis. Therefore, MCC will monitor a student’s reliability on a daily basis (see attendance policy). MCC personnel will conduct advising and problem solving sessions with any student whom appears to be having difficulties in this area. If MCC is to “sell” a graduate to industry, then that student must provide MCC with a reliability (attendance) record that industry requires.

#### **Skill and Knowledge**

Students will have their academic progress evaluated approximately every two weeks, which will provide feedback to both the student and the Instructor. Any student who falls below a cumulative grade point average of 70% (2.0) in any unit or module will be evaluated and advised by the Instructor or Director of Education of solutions, such as extra study, tutorial assistance or more lab time.

#### **Good Customer Relation Skills**

If any student behavior problems should arise that would prevent the student or others in the class from entering the industry, a meeting between the Instructor, Director of Education or Executive Director and the student will be held to clarify the area of concern and initiate a resolution.

In summation, MCC monitors a student’s Satisfactory Academic Progress (SAP) at mid-point and program completion, as well as monitoring the marketability of a student on a continual basis. Successful attainment of both is necessary if MCC and the student are to achieve the mutual goal of successful training and placement in the student’s chosen career field.

#### **GRADUATION REQUIREMENTS**

Students who complete a prescribed program of study and maintain a 70% average (2.0) will receive a certificate. To be eligible for graduation and receipt of the certificate, students must have completed each of their courses with a passing grade and satisfactorily taken care of all financial, academic, and other obligations to the school. Students who terminate before graduation may request a transcript of courses taken. Time for the completion of a student’s training program cannot be more than 1.5 times the length of their program.

#### **PLACEMENT PREPARATION AND ASSISTANCE**

Mission Career College provides job placement assistance for all its graduates. The placement department provides career development workshops to assist students in resume writing, interviewing techniques and job search skills.

##### **Job placement assistance includes:**

- Job assistance for all graduates by the placement department.
- Direct job referrals via internet-email matching MCC graduates with available job openings in the field for which they are trained.
- Follow-up and assistance if necessary after hire.

Please note MCC does not guarantee employment.

#### **FINANCAL OBLIGATIONS**

##### **TUITION AND FEES**

Please see the catalog insert covering the tuition and other fees. These inserts will be clearly marked with an effective date, and will be applicable to any student enrolling during the effective period.

##### **TUITION PAYMENT POLICY**

All tuition and fees are payable in advance, unless other arrangements are made with the school prior to commencing classes.

MCC expects students to be responsible for their finances. Any delinquency in tuition payments over sixty (60) days will place the student in jeopardy of termination from the program of study unless mutually satisfactory arrangements are made.

The time period for making such arrangements is within 90 days from the due date of the delinquent payment. If, after the 90-day



period, no arrangements have been made, the account will be turned over to a collection agency.

### **FINANCIAL AID**

Mission Career College presently does not participate in Federal Financial aid programs.

Mission Career College has affiliations with the following organizations and agencies to train eligible participants; Welfare Investment Act (WIA), Trade Readjustment Act (TRA), City of San Bernardino-ETA, County of San Bernardino-CalWORK's, County of Riverside-EDA, and California Indian Manpower Consortium.

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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS**

All tuition and fees are payable in advance, unless other arrangements are made with the school prior to commencing classes. Approval is required before a student is granted extended payment arrangements. Equipment and vouchers are only provided when the student is current with all cash payment obligations. Partial equipment and voucher is allowed if the student has paid prior to enrollment.

Students must accept full responsibility for all tuition costs and related expenses. All tuition and fee payments must be made through (1) cash advance payment, (2) an installment plan, or (3) financial aid. Students with an outstanding balance to MCC will be billed for the outstanding amount. In case of failure to meet any financial obligations, MCC reserves the right to turn delinquent accounts over to a collection agency.

### **RECORDS**

#### **STUDENT RECORDS**

All individual student files are maintained on school premises. Each file contains information relating to the student, financially and academically. The institution maintains student records for a minimum of 5 years at its corporate office within the State of

California. MCC reserves the right to withhold transcripts and grades in the event of unpaid tuition and other fees.

#### **RELEASE OF STUDENT RECORDS**

Mission Career College maintains all educational records of students in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93380 as amended. Written consent is required before education records may be disclosed to third parties. General access to student records is granted to:

1. An officer/employee of the U.S. Department of Education, State of California, city or county agency seeking information in the course of his/her duties

2. College record personnel with legitimate educational interest, or a person assigned in writing by an adult student or the parent or guardian of such student, if student is a dependent minor.

MCC grants the students' right to access their own files. Requests for academic transcripts can be sent (along with a \$8 transcript fee) to: Financial Aid and Records Office, Mission Career College, 9731 Magnolia Ave, Riverside, CA 92503.

### **PROGRAMS –BPPE APPROVED**

- Acute Care Nurse Assistant
- Nurse Assistant Certification
- Chemical Dependency Counselor (ADC)
- Clinical Medical Assistant
- Office Specialist
- CPR/First Aid
- EKG Technician (Cardiac Technician)
- English as a Second Language-ESL
  1. ESL Beginning Communication
  2. ESL Intermediate-Low
  3. ESL Intermediate
  4. ESL Intermediate-High
  5. ESL Advance

- Forklift Operator
- Home Health Aide
- Massage Therapy
- Medical Assistant
- Medical Assistant (Distance Learning)
- Medical Terminology
- Mobile Crane Operator
- Monitor Technician
- Pharmacy Technician
- Phlebotomy Technician
- Restorative Nurse Assistant
- Solar Photovoltaic Installer
- Tower Crane Operator
- Water Technology Management-Entry Level
  1. Water Treatment Operator
  2. Water Distribution Operator
  3. Wastewater Operator
- Water Technology Management-Advance Level
  1. Water Treatment Operator
  2. Water Distribution Operator
  3. Wastewater Operator

### **REFUND AND CANCELLATION POLICIES**

#### **CANCELLATION POLICY**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

**If you cancel, any payment you made, and any negotiable instrument signed by you shall be returned less enrollment fee. The school will pay any refund due to you within 45 days after the School receives your certified mailed or postal stamped mailed notice of cancellation. However,** The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to [missioncollege@att.net](mailto:missioncollege@att.net) The institution shall make the refund as per the calculation consistent with the California Code of Regulations.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office at **9731 Magnolia Ave., Riverside, CA 92503** or by email at: [missioncollege@att.net](mailto:missioncollege@att.net) or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

To cancel the Enrollment Agreement, mail a signed and dated copy of the "Notice of Cancellation," or any other written notice, or send a telegram to the School's executive director. **REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the School or by not coming to class. If you have any complaints, questions, or problems which you cannot resolve with the School, write or call: The Bureau for Private Postsecondary Education by calling (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)

A student or any member of the public may file a complaint about this institution. The Bureau for Private Postsecondary Education by calling (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)

If a student cancels, any payment made and any negotiable instrument signed by the student shall be returned to him/her within 45 days following the schools receipt of the notice of cancellation.

**WITHDRAWAL POLICY**

Each student has the right to withdraw from a program at any time. While written notice is not required before withdrawal from a program, the student is always encouraged to discuss the possibility of withdrawal with the Executive Director or Director of Education and to make use of available counseling services.

If a student withdraws from a program of instruction after the period allowed for cancellation, the student is obligated to pay for educational services rendered on a pro-rata basis plus a registration fee of \$150.00 and the cost of any and all equipment or supplies received. Mission Career College will not accept returned (used) uniforms. The school will pay any refund of monies received within thirty (30) days following the student's withdrawal as provided by CEC Section 94870.

If a student is absent for more than three consecutive scheduled weeks, the student is subject to withdrawal. Three weeks is defined as 15 consecutive class days of a student's schedule.

A fair and equitable refund policy will be applied to all applicants who terminate or withdraw from the institution. The refund policy is prescribed by the Bureau for Private Postsecondary Education of the State of California.

**REFUND POLICY**

Right to a refund as a result of the student's withdrawal or school termination:

The student has the right to stop school at any time and receive a refund for any part of the program not taken. (The refund is computed as a state refund in accordance to CEC Section 94870). The school's termination of the student or the student's failure to attend classes does not change or mitigate the school's obligation

to make a refund based on the state refund policy. All applicable refunds will be made within forty-five (45) days from the date of withdrawal.

The refund policy does not apply to any student whose tuition and fees are paid with funds provided by a third-party organization such as, JTPA, ETP, Private Industry Council or a Vocational Rehabilitation program, provided the student is not obligated to repay the third-party organization, and the institution has a written agreement, entered into on or before the date the student enrolls.

Explanation of how the amount of the refund is computed and the computation illustrated with a hypothetical example:

State refunds are to be computed on a pro-rata basis and refunded within 45 days following the student's withdrawal. The student is entitled to a refund based upon the portion of the program not completed, excluding (non-refundable) a maximum registration fee of \$150.00 and STRF fee (5 CCR 71800), (CEC Sec 94870) Example: If a student pays \$6,075. For tuition (\$6,000 for tuition fee + \$75.00 registration fee) in advance for a 720 hour course and withdraws after 200 hours, the tuition refund would be \$4333.33.

Amount paid for Tuition & Registration Fees	\$6,075.00
Registration Fee (non-refundable)	- \$150.00
Credit hours of instruction paid for not used	X (720-200)
Total program hours for which tuition was paid	
Refund of Tuition	= \$4,333.33

Divide the total number of weeks comprising the period of enrollment for which the student was charged into the number of weeks remaining to be completed by the student in the period as of the last recorded day of attendance by the student. That percentage is always rounded downward to the nearest 10 percent, less a registration fee of \$150.00.

**DISTANCE LEARNING**

MCC offers distance educational programs where the instruction is offered in real time. MCC will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

**OTHER POLICIES**

**ENGLISH LANGUAGE INSTRUCTION**

Instruction will be English language only. Proficiency score of 10 on the Wonderlic entrance examination, or passing score on the National Test for Full English Learners.

**ENGLISH as a SECOND LANGUAGE**

The ESL program is designed for entry; mid and advanced levels students who desire to improve their command of English for professional reasons or to be able to attend an American University or college.

Provide official Test of English as a Foreign Language (TOEFL) scores ([www.toefl.org](http://www.toefl.org)). Minimum score is 500 (paper-based), 173 (computer-based), or TOEFL with a minimum score of 61 (internet-based). Society for Testing English Proficiency (STEP) is also accepted with a Pre First Grade Level. Students already in the United States and have completed advanced level at a Language School may take the Mission Career College assessment test (CELSA). Exception: Unless Translators are provide ratio 1:5

**DRUG-FREE POLICY**

MCC is committed to a drug-free environment for both students and employees. No student or employee of MCC may use, possess,

sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term “drug, alcohol, and other substances” shall refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs is also prohibited. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be also prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state, and federal laws, MCC will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension, expulsion, and termination of employment, referral for prosecution and/or the required completion of an appropriate drug or alcohol rehabilitation program. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could also face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug-related assets.

Written literature concerning the dangers of drugs and alcohol is available, as well as a listing of various public and private organizations which provide professional counseling regarding drug addiction and rehabilitation are listed below:

#### **Orange County**

Addiction Treatment Center (714) 530-9350  
Recovery (714) 543-8481  
Child Abuse Hotline (714) 289-2222  
Victims Program Administration (714) 843-8900

#### **Riverside County**

MFI Recovery Center Co-educational (909) 780-2541  
Gibson’s House Co-educational (909) 780-2541

#### **OTHER**

National Council on Alcoholism & Drug Dependency  
600 S. New Hampshire Ave., Los Angeles, CA 90005  
(213) 384-0403

#### **COMPLAINT/GRIEVANCE PROCEDURES**

MCC believes in resolving concerns at the earliest opportunity. Therefore, if a student has a complaint or concern about any facet of their training, he/she should first communicate this to his/her Instructor. If the Instructor is unable to resolve this concern, the Director of Education may be consulted. If, after following this procedure, the situation is not resolved, then the student should contact the Campus Executive Director. If the concern or complaint is still unresolved the student may contact Shariff M. Hunt, Director of Compliance at the corporate office: Mission Career College, 9731 Magnolia Ave, Riverside, CA 92503. telephone number (951) 688-7411.

It is the goal of the institution you are attending, to provide educational training programs of quality. When problems arise, students should make every attempt through the formal complaint procedure within the institution, to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the 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. The student should contact the office by mail. Since complaints received by phone will only be logged along with a request for a written follow-up; an initial letter proves timelier.
2. The letter of complaint must contain the following:
  - The nature of the problem(s);
  - The approximate date(s) that the problem(s) occurred;
  - The name(s) of the individual(s) involved in the problem(s) (within the institution and/or other students that were involved);
  - Copies of important information regarding the problem(s);
  - Evidence demonstrating that the institution’s complaint procedure was followed prior to contacting;
  - Signature of complainant.
3. “A student for any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

WIA students who have a grievance may contact his/her WIA counselor. If you do not have the name and address of the WIA agency, MCC will provide the information. MCC will notify the WIA agency of any WIA participant complaints.

#### **STUDENT TUITION RECOVERY FUND (STRF)**

#### **Student Tuition Recovery Fund Disclosures.**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of 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.

## **STUDENTS RIGHTS & RESPONSIBILITY**

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

#### **Rights and Responsibilities**

Each student has the following rights and responsibilities with respect to their financial affairs with the College:

#### **Student Rights:**

- To have access to information about the nature and amount of charges incurred.
- To have access to their student account record.
- To dispute charges they believe to be in error.
- To petition for removal of charges due to extenuating circumstances with the Associate Vice President for Enrollment Services.
- To have the confidentiality of their student account protected.
- To be notified of any impending collection action.
- To be free from unlawful harassment.
- To have access to all policies governing their student account with the College.

#### **Student Responsibilities:**

- To conduct all financial affairs in a legal and ethical manner.
- To read and adhere to all published procedures and policies governing their student account including the following:
- To know when registering for a class, charges are incurred.
- The student is responsible for payment of charges incurred when registering, **whether or not they attend class.**
- To have charges removed, a drop form must be processed either in person in the Student Services office during the

refund period. The drop with a refund deadline for most standard length classes is the second Friday of the term.

- To pay all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by another party.
- To ensure student's name and mailing address are correct and if not to notify Admissions and Records by fax (951) 688-7412, phone (951) 688-7411 or in person to update any changes.
- To submit disputes of charges and petitions for removal of charges in writing with Enrollment Services by the fourth week of the term.
- Pay all penalties, costs and legal fees associated with collection of their student account.
- If a student is under 18 years of age, they **will** be held liable for all charges incurred and educational loan contracts.

## **ADMINISTRATIVE POLICIES**

Due to changing needs of industry, MCC reserves the right to make changes in administrative policy, curriculum, course content, and any other changes deemed necessary. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students.

## **CATALOG INSERTS**

From time to time inserts are placed in the catalog covering specific areas such as tuition and fees, faculty and staff, or other items subject to change. These inserts will be clearly marked with an effective date, and will govern any student enrolling during the effective period.

## **PROFESSIONAL ADVISORY BOARD**

MCC has an active advisory board comprised of professionals who are working in the industry for which training is offered. The function of the board is to provide a vital link with MCC in keeping programs current with industry needs.

## **ADVISORY BOARD MEMBERS**

<i>Leisha Miller, RN</i>	<i>CNA &amp; Phlebotomy Program Director / Instructor</i>
<i>Pam Bridle, LVN</i>	<i>CNA Instructor</i>
<i>Ana Yahia, Instructor</i>	<i>Phlebotomy Instructor</i>
<i>Yolanda Esparza, MA</i>	<i>Medical Assistant Instructor</i>

## **CURRENT PROGRAMS DESCRIPTION**

### **Advertising and Marketing with Emphasis in Audio Production & Engineering 44.5 Credit Units**

This 44.5 Semester Credit Units (600 clock hours) program requires 9 months of training and is designed to provide students with career training and knowledge in the fields of digital marketing and advertising in tandem with audio production.

The program takes a dual approach in its implementation of instruction, providing students with theoretical and technical knowledge in digital advertising while training them in the skills of audio production that will supplement their marketing and advertising instruction.

This program provides students with the fundamentals of the most important domains of digital marketing utilized today, with an

understanding of how they relate to advertising and audio media. The program trains students in general marketing business and analytics with deeper training pertaining to specific marketing tools such as email marketing, social media and more.

The students will also be trained on audio production as an avenue to utilize their marketing knowledge in practice with advertisements, music production and client work. The audio production instruction is designed to give students hands-on experience in the creation of music and sound from conception to publication with training in recording, DAWs, editing and mixing. The students will use a variety of resources for their training in marketing, advertisement and audio production with the larger part of required materials pertaining to their audio production training. The program will have students splitting their time between lecture and training with these resources and equipment playing an imperative part to their instruction.

**Module 1-Introduction-** In this 5 Credit Unit (60 clock hours) course students will learn about the historical, economic, and social aspects of advertising as an analysis of what makes an advertisement successful. The general process of creating and distributing an advertisement will be covered and a general look at the advertising industry and its media as well. Students will learn about the different styles of music. They will learn about the genres that are used in film and television. They will be able to identify the fundamental genres of music. Students will examine the structures of various players in the music businesses: companies, unions, not-for-profit associations, and other entities that influence the music production and live-event fields.

**Module 2-Music and Marketing-** In this 5 Credit Unit (65 clock hours) course students will learn about the process of writing music while considering several factors such as balancing music, how to influence emotional response, and highlighting moments. Students will cover the basics of SEM through the promotion of websites by increasing their visibility in search engine results pages. Avenues of paid advertising and Search Engine Optimization will be covered. Students will cover the fundamentals of music theory, from reading music, to understanding the concepts of rhythm, pitch, scales, harmony, intervals and chords. This course will provide a solid foundation of music terminology to be built upon later in the program.

**Module 3-Intro to Content Production-** In this 5 Credit Unit (70 clock hours) course students will be introduced to ProTools, the main software that they will be using for their sound engineering throughout the course. Students will explore the capabilities of the software and the hardware required to operate it as well as the many techniques used to marry the computer technology with the art of music and audio engineering. Students will learn the basic techniques associated with paid search marketing with an emphasis in pay per click as it is the most commonly used form. The efficacy of these campaigns will be discussed as well as how it can be an effective strategy for a business or brand. Students will cover the basics of writing and planning for auditory commercials. Fundamentals of client content production will be covered as they relate to audio engineering.

**Module 4-Audio and Analytics-**In this 5 Credit Unit (65 clock hours) course introduces students to the theory and operation of essential audio tools required for recording such as microphones and mixers. Primary topics include audio basics, signal flow, basic microphone techniques, gain staging, audio processors, and basic file and session management. Students will understand the differences between Web Analytics and Marketing Analytics.

Students will understand how to interpret analysis of traffic, bounce rate, and unique visitors, as well as more comprehensive Digital Marketing Analytics that illustrate engagement, click-through rate, and more. Building on the previous Music Theory course, Students will build upon their understanding of the theoretical and fundamental aspects of music, and go deeper into the study of melody, harmony, and music composition.

**Module 5-Editing and Email-** In this 5 Credit Unit (65 clock hours) course students will receive instruction on audio editing skills fundamental to the use of ProTools and will use recordings gathered from the previous courses to create a portfolio ready work that demonstrates an understanding of and proficiency in the basic fundamentals of audio engineering. Students will learn about the strategies and effectiveness of Email Marketing in turning leads into customers. Students will learn how to capture leads or potential customers, how to increase engagement and optimize the return rate of email marketing. This course will cover the topics of copyrights, splits and other legal and integral parts of the music industry when it comes to music publication and distribution. Students will be prepared for the nuances of music production and creative ownership.

**Module 6-Mixing and Media-** In this 5.5 Credit Unit (70 clock hours) course will instruct students on the process of production for brands and client work in regard to audio advertisements and media in general. Students will work on client communications and collaboration along with gaining an understanding of how to tailor the audio creation process to meet client brand needs. This course is designed for students to understand the various strategies used through social media to connect with a target audience and build a brand and/or increase sales. Strategies will be discussed for the major social media platforms, and students will gain an in-depth understanding of social media management tools. Students will gain an advanced level of understanding of music theory. Students will learn complexities to harmonies, rhythm and other aspects of music composition so that they may understand and create the necessary sounds required for the character of most genres.

**Module 7-Content Publication-** In this 5.5 Credit Unit (70 clock hours) course business models and music distribution methods will be explained. Students will learn about various distribution models and how to create a business plan that makes the most sense for the goals of their distribution or selling work to clients. This course gives students an understanding of the strategies and efficacy behind display advertisements like visuals and videos through networks of publisher websites. Students will finish the course with an understanding of Site Placement Advertising, Contextual Advertising, and Remarketing. This course will give students an in-depth look at the financial aspects of the music and audio technician industries. Standard pay and career opportunities will be discussed throughout the various companies unions and associations in the industry. This course will have students explore and analyze the differences between Record Labels and Independent production of music. Students will look at the advantages and disadvantages of each as well as the legal obligations and repercussions of record label contracts as well as the rights of audio producers.

**Module 8-In-Field Projects-** In this 3.5 Credit Unit (65 clock hours) course hands-on internship will provide students with the opportunity to create music for a real client and gain real-world experience in not just audio production but also client work and communication skills. In this course students will gain an

understanding of the multi-channel strategy that is Mobile Marketing, designed to reach a target audience on their smartphones, tablets, and other mobile devices. Students will learn about SMS and MMS marketing strategies as well as those designed for apps and mobile view optimization. This course covers sophisticated computer-based audio editing as used by top artists and engineers. Building on prior knowledge of digital audio recording and skills learned in the basic ProTools editing course, students will learn to apply their skills in larger and more complex projects in editing.

Module 9-Career Placement- In this 5 Credit Unit (70 clock hours) course explores the most effective methods to present a song, advertisement, or project to a client or target audience. The course teaches students how to present their ideas in a sellable manner to engage with clients so that both parties achieve success. Students will learn to present themselves and their ideas concisely and confidently. Students will learn how to package themselves for the industry. From brand development to preparation for auditory portfolios and reels students will gain knowledge on how to best sell themselves as experienced professionals entering the industry. This course will have students exploring the various career paths available in the advertising industry and audio technician or production industry. The industry's current business trends will be discussed as well as effective strategies to market oneself and enter these growing fields.

**Advertising and Marketing with Emphasis in Sports Marketing and Management**

This 61.5 Semester Credit Units (1000 Clock Hours) program requires 12 months of training. The Sports Management Program prepares individuals for opportunities in the business of sports, facilities, and athletics, through education in athletic training, management, marketing, administration, law, finance and more.

The program is designed to provide students with an intense introduction to sports business administration. The program outlines requirements for students entering the business side of athletics and provides education and training in areas of athletic training, sports management, marketing, facilities, finance and law so that students may understand the full breadth of the sports management field.

The Program has been designed to meet a WIOA in-demand industry identified by Riverside and San Bernardino County in advertising. This program is designed to introduce students to and prepare them for employment opportunities in the following fields:

- Sports Administration: Responsible for handling administrative tasks for sports teams, clubs, organisations or facilities. Responsibilities include, fundraising, procurement, marketing and more.
- Facility Coordinator: Managing and overseeing recreation, fitness or athletic facilities. Supervising and ensuring safe and clean practices are upheld.
- Sports Marketing: Working in public relations, promotion, branding and communication in the sports and athletics industry. Working on marketing campaigns for sports teams, organisations, and players.

- Athlete Representation: Working as an agent for Athletes and representing their interests through contract negotiations, promotional deals and more.

The Sports Management Program is meant to provide students with an in-depth introduction to the careers associated with the business side of sports and athletics, while teaching fundamentals of business education.

The program covers the main branches of Sports Management through Administration, Representation, Law, Finance, Facilities, Marketing and Analytics, along with Athletic Training and Nutrition. Each element is introduced to students to provide a foundational knowledge of that career sector and inform students of the duties and expectations of a professional working in those environments.

Students will be informed of the requirements and skills needed to enter said fields, and will receive introductory career training in each area for a hands-on experience that will provide deeper understanding of Sports Management careers.

Along with the focus on Sports Management, the program also provides students with core instruction on Business practices and knowledge. Students will study Leadership, Branding, Communication and Presentation along with the specific Business Practices associated with the Athletics Industry.

Students will also be provided with an internship opportunity so that they may experience the world of Sports Management in a real-time professional setting.

Sport Management	In-Class Hours	Out of Class Hours	Weighting of Grade
<b>Sports Management</b> Administration, Law, Finance, Etc.	350	100	45%
<b>Athletics</b> Training, Nutrition, Rehabilitation, Etc.	200	50	25%
<b>General Business</b> Marketing, Leadership, Communication	200	50	25%
<b>Internship</b>	50	0	5%
<b>Totals</b>	800	200	100%

**Course Descriptions:**

Sport and Society

This course is designed to have students understand and analyze the ways in which sport and athletics are affected by social forces and in turn how sport and athletics actively influence societies.

Objectives:

- Students will be able to understand the relationship between sports and society.
- Students will be able to describe the role of youth, college and professional sports from a sociological perspective.

- Students will be able to make solutions that sport leaders can use to solve some of the issues in sports.

- Students will be able to understand structure and fitness requirements to help train athletes.

### Ethics in Sports

This course offers an introduction to students on the ethics of sports regarding important issues and debates. Topics such as gender in sports, race in sports, managerial ethics and other issues affecting sports today will be covered.

#### Objectives:

- Students will be able to understand ethics, morals, and morality within all sport professions.
- Students will be able to analyze ethical issues in sports marketing.
- Students will be able discuss issues of diversity and procedures in the hiring process.

### History of Sports

This course gives students an overview of the history of Sports with a focus on the development of the major Sports Organizations in the USA and Globally.

#### Objectives:

- Students will be able to understand the role of sports in history.
- Students will analyze the history of Sport Organizations.

### Nutrition in Professional Sports

This course introduces students to the study of body mass regulation and the role of nutrition in an athletes regiment. Intervention strategies regarding diet will be covered to reach peak performance required for various athletic goals.

#### Objectives:

- Students will be able to describe the nutritional requirements for different sports and workouts.
- Students will be able to describe the excesses and deficiencies of nutrients.

### Micro and Macronutrients

This course will provide students with the fundamental understanding of nutrition and diet through the nutrients that enter our bodies. The aspects of carbohydrates, fats and proteins will be covered along with the micronutrients consisting of vitamins, minerals and the importance of water.

#### Objectives:

- Students will be able to identify micronutrients and macronutrients.
- Students will be able describe the role of essential nutrients and water.
- Students will be able to find good dietary sources of nutrients.

### Foundations of Athletic Training

This course is designed to equip students with foundational pedagogical knowledge and skills for teaching and/or coaching fitness and exercise activities. Students will understand the structure and requirements of fitness regiments and will learn approaches in helping an athlete reach certain fitness and exercise goals.

#### Objectives:

- Students will be able to understand the foundational pedagogical knowledge and skills for teaching and coaching fitness.

### Biomechanics

This course instructs students on the applied principles of biomechanics to the elements of sport, training and conditioning of athletes. Different range-of-motion exercises will be covered such as aerodynamics, blanca, throw and push patterns and even projectile-related activities, all relating to qualitative and quantitative analyses of sport performance.

#### Objectives:

- Students will be able to understand basic mechanical and physical principles to human movements.
- Students will demonstrate different range-of-motion exercises (blanca, throw, push patterns, projectile-related activities, and aerodynamics).
- Students will be able to apply the principles to teaching sport skills and exercises.

### Preparation and Practice for Competition

This course will cover both physical and mental exercise and techniques used to prepare athletes for competition. Training exercises for the body that mimic what is required of athletes on the field will be covered as well as mental tools to keep athletes healthy and focused.

#### Objectives:

- Students will be able to understand the rules, safety, and performance techniques required to compete in competitive sports.
- Students will be able to properly prepare an athlete for competition on a mental and physical level.

### Injury Prevention and Rehab

This course is designed to provide students with the basic understanding of injury prevention, recognition, assessment and treatment, as well as emergency handling of injuries common amongst athletes. Signs of injury and effective assessment strategies will be discussed as well as treatment and rehabilitation techniques.

#### Objectives:

- Students will be able to understand the principles of prevention of muscle and skeleton injuries in exercises and sports.
- Students will be able to understand and apply examination and treatment of muscle and skeleton injuries.

### Introduction to Sports Management

This course serves as a fundamental overview of the organizational and business structures of the athletic, fitness and recreational industries. Professional, intercollegiate and community-based sectors will be looked at for a holistic understanding of the sports management sectors. Courses further in the program will build upon these foundations.

#### Objectives:

- Students will be able to understand sports management and the opportunities found in the sports industry.

### Introduction to Leadership

This course is designed to have students reflect on their own strengths and weaknesses while also considering the qualities essential for inspiring others to action.

The course provides strategies for effective team management and decision-making and also encourages students to collaborate and explore the difficulties and requirements of effective leadership.

Objectives:

- Students will develop critical thinking skills required to evaluate major challenges within the sports industry.

Introduction to Marketing

This course is designed to give students with no previous background in marketing an introduction into the fundamental concepts of marketing. Topics include advertising, strategic planning, consumer behavior and elements of digital marketing.

Objectives:

- Students will have a basic understanding of advertising, strategic planning, consumer behavior and elements of digital marketing.

Sport Marketing and Sponsorship

This course is designed to run concurrently with the introductory marketing class. The course will provide students with an applied understanding of the limits and values of sponsorship-focused marketing. Both perspectives of the sponsor and sponsee will be covered for a holistic understanding of the relationship.

Objectives

- Students will be able to understand the sponsorship marketplace and key drivers.
- Students will be able to analyze the impact of sponsorship through market research and media.

Sports Fundraising

The Sports Fundraising course is designed to illustrate to students fundraising campaigns for sports organizations from the community, collegiate and professional levels. Successful fundraising campaign strategies will be analyzed and connected to marketing.

Objectives:

- Students will be able to explain the fundraising process.
- Students will be able to analyze successful fundraising campaigns.

Sports Analytics Theory/Practice

This course will serve as an introduction to sport analytics. Principal analytic and statistical tools and their applications in sports to understand sport performance will be covered. This course will deal with performance analysis of players and teams as well as identifying factors that contribute to sports and business performance.

Objectives:

- Students will be able to analyze and compile data from sports teams, and players.
- Students will be able to use the analyzed data to help them make business decisions.

Intro to Data Science

In this course students will receive an introduction to computing and data analysis as it applies to Sports Statistics and Management. Students will receive instruction on data management and manipulation as well a data visualization and descriptive analysis

Objectives:

- Students will be able to understand and analyze using analytic tools to provide descriptive, predictive and prescriptive project data.

Sports Facilities

This course is designed to provide students with an introduction into the structural makeup, design, operation, management, and functions related to recreational and sports facilities. Topics include facility development, the manager's role, and an overview of facility foundations, services, and management.

Objectives:

- Students will be able to describe the event planning and management process.

Event Management

This course is designed to introduce students to the responsibilities and tools required of a sports event manager. The course will cover different event types and organizational models as well as strategies involved in overseeing the professional or volunteer staff and finances of the event.

Objectives:

- Students will be able to describe the process of event bidding and venue selection.
- Students will be able to understand the techniques and strategies used to plan successful events.

Principles of Sport Finance

This course introduces students to the principles of finance and how they apply to the sports industry. Financial principles such as investment valuations, risk capital and financial statements will be covered along with how they relate to sports and the structures within sports management and administration.

Objectives:

- Students will be able to understand the basic concepts in financial management.
- Students will be able to analyze investment valuations, risk capital and financial statements.

Intro to Accounting

This course provides students with an introduction of the fundamental knowledge and overview of the computational skills required to participate in and understand accounting decisions.

Objectives:

- Students will be able to understand fundamental accounting concepts.
- Students will be able to analyze information from financial statements.

Foundations of Sport Law

This course is designed as an overview for students of the legal aspects present in amateur, intercollegiate and professional sports as well as the recreation and fitness industries. The course covers aspects of legal responsibility and liability for those in the roles of sports managers or administrators and general laws and regulations of the fields including civil procedures, contracts, Equal Protection and more.

Objectives:

- Students will understand the basic principles of labor law and antitrust.
- Students will be able to analyze sports with a business perspective.

Sports Agents: Roles and Requirements



This course provides a deeper understanding of the requirements to become a Sport Agent and the responsibilities therein. Students will learn the varying requirements the different major sports organizations place on those wishing to become sport agents as well as the daily practices of professional sports agents in the industry.

Objectives:

- Students will be able to understand the requirements to succeed as a sports agent.
- Students will be able to describe how sports agents gain clients and other practices.

Business Writing and Presentations

This course is designed to help students improve their overall communication and presentation skills with a level of professionalism, while also informing them on how to write standard business documents.

Objectives:

- Students will learn to express their ideas by using professional writing skills and presenting skills.

Branding

This course offers students an overview of the promotional elements of sport and personal business. Advertising, media and publicity will be covered in an effort to boost one's personal brand or that of a team or client.

Objectives:

- Students will be introduced to brand and brand concepts.
- Students will understand and apply branding and marketing strategies.

Social Media Presence

This course recognizes the importance of social media in today's business world and provides students with effective strategies on how to build their or a client's online presence. Social media management tools will be discussed as well as social media marketing basics.

Objectives:

- Students will be able to apply a social media marketing strategy to build their own needs.

Career Development

This course provides students with career requisite knowledge and coaching in the realms of sports management and athletics. Elements of job search and application materials will be covered as well as networking and creating connections to industry professionals.

Objectives:

- Students will be able to create resumes, cover letters and network.

Internship

The internship is an opportunity for students to experience aspects of professional sports management through supervised on the job training.

Objectives:

- Students will be able to gain professional skills in an on-the-job setting.

Advertising and Marketing with Emphasis in Video Production & Editing 44.5 Credit Units

This 44.5 Credit Units (600 Clock Hours) Program requires nine months of training and provides students with an understanding of

marketing and video advertisement strategies. Students will learn the primary tenets of digital marketing, covering tools and analytics, as well as the necessary skills for video production to meet client needs.

The Program has been designed to meet a WIOA in-demand industry identified by Riverside and San Bernardino County in advertising. It has also been designed to meet the higher than average projected growth for Video Technicians as reported by the National Center for O\*NET Development. As such, the program will prepare students for careers in the following fields:

- Advertising: working in the commercial and media sectors of an Ad agency, producing and curating advertisements for clients.
- Digital Marketing: connecting companies, clients and oneself with potential consumers, and expanding networks through marketing strategies in today's digital age.
- Video Technicians: working in the Advertisement, Television, Film, and Broadcasting industries to operate recording/filming equipment, compress and edit videos, and other video production duties.

The Advertising and Marketing Program with an Emphasis in Video Production and Editing is designed to provide students with career training and knowledge in the fields of digital marketing and advertising in tandem with film production.

The program takes a dual approach in its implementation of instruction, providing students with theoretical and technical knowledge in digital advertising and marketing while training them in the skills of video production that will supplement their marketing and advertising instruction.

This program provides students with the fundamentals of the most important domains of digital marketing utilized today, with an understanding of how they relate to advertising and video media. The program trains students in general marketing business and analytics with deeper training pertaining to specific marketing tools such as email marketing, social media and more.

The students are also trained in video production as an avenue to utilize their marketing knowledge in practice with video advertisements, production and client work. The video production elements of the course are designed to give students a hands-on introduction to the various technical elements involved in creating a video advertisement or commercial, such as camera work and cinematography, production design and directing.

The students will use a variety of resources for their training in marketing, advertisement and video production with the larger part of required materials pertaining to their video production training. The program will have students splitting their time between lecture and training with these resources and equipment playing an imperative part to their instruction.

The program is organized into nine modules, coinciding with the nine months of instruction. The first module serves as an introduction into marketing, advertisement, and film production. **Classes in modules two through five then run concurrently and rotate so that groups of students form full production teams each month, with some taking Directing, Production Design,**

**Sound Design, or Cinematography, then switching to the next discipline in the next module.** In the remainder of the program all students take two modules worth of editing, and students get the choice to take another month of instruction in one of the former disciplines. Students will also be taking marketing, advertising and career training courses together.

The modules will also be split between lectures on theory and practical application, with an internship opportunity scheduled for module eight. Each module will consist of online and in-person instruction so that most lectures and some labs are virtual. Outside work will also be assigned to students as well as examinations to assess student learning and progress.

#### Advertising Foundations:

In this course students will learn about the historical, economic, and social aspects of advertising as an analysis of what makes an advertisement successful. The general process of creating and distributing an advertisement will be covered and a general look at the advertising industry and its media as well.

#### Objectives:

- Students will be able to understand the concept of Advertising and Integrated Marketing Communication.
- Students will be able to discuss the economic and social impact.
- Students will be able to make the connection between the consumer needs and wants and advertising
- They will be able to explain the methods that are used in marketing and advertising research.

#### Introduction to Film and the Business:

This course explores motion picture as an art form, business and society, with an introduction to techniques used in storytelling, cinematography, editing and directing. Students will gain an understanding of the filmmaking process through the stages of production, and the structure of the business.

#### Objectives:

- Students will be able to understand storytelling, cinematography, editing and directing.
- Students will be able to understand motion pictures in business.

#### Film and Digital Media Equipment:

This course introduces students to the equipment and software used in filmmaking. Students will gain a basic understanding of the functions, capabilities, and best uses of each type of camera available along with microphones and various other accessories along with editing software.

#### Objectives:

- Students will be able to identify and describe the equipment and software in filmmaking.
- Students will be able to identify the function of equipment such as microphones and accessories.

#### Production Design (Rotation)

This course introduces students to the planning and visualization stage of filmmaking. Students are introduced to the principles of Production Design and how to tell the story through the physical aspects manifested in the environment of the film. Set design, location, shape, color, and costume are explored as well as the crew positions associated with the art department. This course is taken through online lecture with in-person instruction consisting of supervised student-formed production teams. It runs in tandem with the three other rotational classes.

#### Objectives:

- Students will be able to understand the planning, pre-visualization stage of filmmaking.
- Students will be able to apply and understand the principles of production design, storytelling visually.

#### Search Engine Marketing

Students will cover the basics of SEM through the promotion of websites by increasing their visibility in search engine results pages. Avenues of paid advertising and Search Engine Optimization will be covered.

#### Objectives:

- Students will be able to examine the basics of search engine marketing strategy and how to achieve goals through search engine advertising.

#### Sound Production and Design (Rotation)

This course provides a practical introduction to creating, recording, and editing sound for film television, and any other video media. Students will learn the proper terminology and protocol for recording sound and will utilize different sound recording equipment and techniques. Students will learn about the processes of Foley, ADR and other sound techniques and will also get hands-on experience recording sound. This course is taken through online lecture with in-person instruction consisting of supervised student-formed production teams. It runs in tandem with the three other rotational classes.

#### Objectives:

- Students will be able to understand how to create, record, and edit sounds for film, television and other video media.
- Students will be able to use proper terminology and follow protocols for recording sound.
- Students will be able to understand and use Foley, ADR, sound techniques.

#### PPC (Paid Search and Pay Per Click)

Students will learn the basic techniques associated with paid search marketing with an emphasis in pay per click as it is the most commonly used form. The efficacy of these campaigns will be discussed as well as how it can be an effective strategy for a business or brand.

#### Objectives:

- Students will be able to identify the different techniques used in paid search marketing.
- Students will be able to describe the role PPC plays in a business or brand.

#### Cinematography (Rotation)

This course will go more in depth on the capabilities and stylistic choices behind the cameras available to them. Lighting techniques will be discussed as a purveyor of mood and tone and different camera angles and shots will be taught to and utilized by the students. This course is taken through online lecture with in-person instruction consisting of supervised student-formed production teams. It runs in tandem with the three other rotational classes.

#### Objectives:

- Students will be able to understand and apply the lighting techniques used to create mood, tones, and manipulate the imagery.

#### Web and Marketing Analytics

Students will understand the differences between Web Analytics and Marketing Analytics. Students will understand how to interpret analysis of traffic, bounce rate, and unique visitors, as

well as more comprehensive Digital Marketing Analytics that illustrate engagement, click-through rate, and more.

Objectives:

- Students will be able to utilize google analytics to examine the role that web analytics play in digital marketing.
- Students will practice data analysis skills.

Directing (Rotation)

This course will introduce students to fundamental directing techniques and explain to the students the wide breadth of responsibility held by the director on a film set. Students will learn techniques for directing and composition through every area of directing from preproduction to final evaluation. This course is taken through online lecture with in-person instruction consisting of supervised student-formed production teams. It runs in tandem with the three other rotational classes.

Objectives:

- Students will be able to understand and apply directing strategies, preparation, and evaluating the shots and scenes.

Email Marketing

Students will learn about the strategies and effectiveness of Email Marketing in turning leads into customers. Students will learn how to capture leads or potential customers, how to increase engagement and optimize the return rate of email marketing.

Objectives:

- Students will be able to develop an email and sending strategy that meets the best practices for email marketing.

Editing

In this course students will learn the terminology and language of editing and familiarize themselves with the editing software available to them. Students will learn through lectures and hands-on practice the essential skills necessary to create clean edits that make sense for the project and further the storytelling of the production.

Objectives:

- Students will be able to understand and apply dialogue editing, camera editing and sound editing.

Social Media Marketing

This course is designed for students to understand the various strategies used through social media to connect with a target audience and build a brand and/or increase sales. Strategies will be discussed for the major social media platforms, and students will gain an in-depth understanding of social media management tools.

Objectives:

- Students will determine which social media platforms are the most effective.
- Explain the benefits of building a community online for business or organization.

Directing/Production/Sound/Cinematography II

Students will choose one of the concentrations to further study within means to create balanced production teams. Students will receive more in-depth instruction and practice in variables of lighting and image, blocking scenes with cinematographers and directors and making full use of advanced camera equipment. Production design elements such as drafting, props construction, and designing will also be explored, along with additional sound techniques for intent and emotional purpose. Effective communication techniques among the director and crew will be emphasized along with deepening and enhancing visual storytelling skills

Objectives:

- Students in directing will be able to understand and apply how to control the story, point-of-view, time and space, performance, location, mood, sound and pace through the preproduction and production process.
- Students in production design will be able to understand and apply how to implement a script in drafting, illustrating, designing for set and location.
- Students in sound production will be able to understand and apply how to create, record and edit sound with different equipment and techniques.
- Students in cinematography will be able to understand and apply how to control image production with advanced equipment.

Display Advertising

This course gives students an understanding of the strategies and efficacy behind display advertisements like visuals and videos through networks of publisher websites. Students will finish the course with an understanding of Site Placement Advertising, Contextual Advertising, and Remarketing.

Objectives

- Students will be able to understand Site Placement Advertising, Contextual Advertising and Remarketing.
- Students will be able to examine strategies to track and optimize performance of display campaigns.

Editing II

Students will continue to develop their editing skills using the footage acquired from previous modules. Students will understand that editing is an extension of the production team's collaboration and will understand the dynamics required for editing to further tell that story.

Objectives:

- Students will understand and apply advanced editing techniques in all edits that will be made.

Mobile Marketing

In this course students will gain an understanding of the multi-channel strategy that is Mobile Marketing, designed to reach a target audience on their smartphones, tablets, and other mobile devices. Students will learn about SMS and MMS marketing strategies as well as those designed for apps and mobile view optimization.

Objectives:

- Students will be able to analyze how marketers interact with mobile users.
- Students will be able to understand how SMS and MMS marketing strategies are used.

Internship

Students will have the opportunity to work with an established business to gain practice and study under professionals using video production.

Objectives:

- Students will be able to learn real world production skills.

Pitching and Client Content Creation

This course explores the most effective methods to present an idea, advertisement, or project to a client or target audience. The course teaches students how to work with clients and shape content so that both parties achieve success. Students will learn to present themselves and their ideas concisely and confidently.

Objectives:

- Students will be able to collaborate with clients to create content best suited for the target audience.
- Students will be able to plan for and pitch in informal meetings, pitch sessions and presentations.

#### Resumes, Portfolios and Web Presence

In this course students will learn how to package themselves for the industry. From brand development to footage preparation for portfolios and reels students will gain knowledge on how to best sell themselves as experienced professionals entering the industry.

#### Objectives:

- Students will be able to create resumes, cover letters, and portfolios.
- Students will be able to effectively manage their online presence.

#### Finding Jobs in Advertising and Video Production

This course will have students exploring the various career paths available in the advertising industry and production side of the entertainment industry. The industry's current business trends will be discussed as well as effective strategies to market oneself and enter these growing fields

#### Objectives:

- Students will be able to research and analyze targeted companies, industries and career opportunities.
- Students will be able to apply successfully and interview successfully in different types of settings.

#### **Advertising and Marketing with Emphasis in Photography & Image Editing 44.5 Credit Units**

This 44.5 Semester Credit Units (600 clock hours) program requires nine months of training and provides students with an understanding of marketing, advertising, and photography/image editing strategies. Students will learn the primary tenets of digital marketing, covering tools and analytics, as well as the necessary skills for photography and image editing to meet client needs.

This program provide students with the knowledge and abilities required to succeed in digital marketing and Photography. Students will receive instruction on digital marketing, media marketing, mobile marketing, and the fundamentals of photography and image editing as they relate to the profession and advertising purposes.

#### **Occupational Objectives of the Program**

The Program has been designed to meet a WIOA in-demand industry identified by Riverside and San Bernardino County in advertising. As such, the program will prepare students for careers in the following fields:

- Advertising: working in the visual and media sectors of an Ad agency, producing and curating advertisements for clients.
- Digital Marketing: connecting companies, clients and oneself with potential consumers, and expanding networks through marketing strategies in today's digital age.
- Photographers and Photo Editors: working as either a freelance photographer for events or clients, or potentially being on hire at a company to consistently capture and create digital images

The Advertising and Marketing Program with an Emphasis in Photography and Image Editing is designed to provide students with career training and knowledge in the fields of digital marketing and advertising in tandem with photography and digital editing.

The program takes a dual approach in its implementation of instruction, providing students with theoretical and technical knowledge in digital advertising and marketing while training them in the skills of photography and editing that will supplement their marketing and advertising instruction.

This program provides students with the fundamentals of the most important domains of digital marketing utilized today, with an understanding of how they relate to advertising and visual photographic media. The program trains students in general marketing business and analytics with deeper training pertaining to specific marketing tools such as email marketing, social media and more.

The students are also trained in the art of Photography and are instructed on the best ways to compose and then edit an image. Students learn the fundamentals of camera mechanics, composition, and lighting to be able to capture images for a variety of goals ranging from portraits to art, to on location dynamic shots. Students will also be trained in the invaluable skills of digital image editing through industry standard software such as Photoshop and Lightroom.

The students will use a variety of resources for their training in marketing, advertising, photography and editing. Students will need access to digital single-reflex lens cameras (DSLRs) as well as computers capable of handling sophisticated editing software, along with the required texts and other instructional materials. The program will also be splitting its time between in-person and online instruction with a combination of lecture and lab courses.

The program is organized into nine modules, coinciding with the nine months of instruction. The first module serves as an introduction into marketing, advertisement, and photography. Following Modules provide students with instruction and training in the fundamentals of photography, image and editing, digital marketing and how these fields relate to advertising and business.

The modules will also be split between lectures on theory and practical application, with an internship opportunity scheduled for module eight. Each module will consist of online and in-person instruction so that most lectures and some labs are virtual. Outside work will also be assigned to students as well as examinations to assess student learning and progress.

#### **Course Descriptions**

##### Advertising Foundations:

In this course students will learn about the historical, economic, and social aspects of advertising as an analysis of what makes an advertisement successful. The general process of creating and distributing an advertisement will be covered and a general look at the advertising industry and its media as well

##### Objectives:

- Students will be able to understand the concept of Advertising and Integrated Marketing Communication.
- Students will be able to discuss the economic and social impact.
- Students will be able to make the connection between the consumer needs and wants and advertising

- They will be able to explain the methods that are used in marketing and advertising research.

#### Introduction to Photography Techniques:

In this course students will learn the mechanics of cameras, lenses and exposure elements. Students will learn about the different characteristics of light such as direct, diffused, reflected, and others. Students will begin to understand all of the capabilities and functions of the modern DSLR camera.

#### Objectives:

- Students will be able to understand the components of cameras, lenses and exposure.
- Students will be able to recognize the characteristics of light and apply it as they take photographs.

#### Marketing Fundamentals:

In this course students will be introduced to the basic fundamentals of marketing. Digital Marketing as a business and practice will be discussed so that students gain a foundational knowledge of the purpose and practice of marketing in today's industries, that will then be expanded upon later.

#### Objectives:

- Students will be able to identify the fundamentals of digital marketing.
- Students will be able to understand the scope of the marketing industry in today's society.

#### Introduction to Imaging and Editing:

This course serves as an introduction to the fundamental software used by professionals to edit and create stunning visual images. Students will receive intensive instruction in Lightroom and Photoshop as the main tools for RAW editing and visual image manipulation. Students will learn the process for non-destructive editing and the basics of professional editing techniques.

#### Objectives:

- Students will be able to understand the uses of and difference between Adobe Lightroom and Photoshop.
- Students will be able to edit photos in a professional and non-destructive process.

#### Search Engine Marketing:

Students will cover the basics of SEM through the promotion of websites by increasing their visibility in search engine results pages. Avenues of paid advertising and Search Engine Optimization will be covered.

#### Objectives:

- Students will be able to examine the basics of search engine marketing strategy and how to achieve goals through search engine advertising.

#### History of Photography:

This course will instruct students on the progression of Photography technology and aesthetics throughout the years. Students will study and analyze the work of master photographers throughout different time periods in order to gain an understanding of style and the development of historic and modern day camera and lighting techniques.

#### Objectives:

- Students will be able to understand the history of photography from inception to present
- Students will be able to identify key characteristics of period or cultural styles
- Students will be able to recognize key photographers who shaped the art and recognize their work

#### Visual Re-Creation:

This course is designed to run in-tandem with the history of photography course so that as students learn of key photographers and their work throughout history they are also given the opportunity to try and recreate them.

#### Objectives

- Students will be able to visually see and recreate elements of composition in a photograph.
- Students will be able to understand and recreate certain timely or cultural aesthetics.

#### PPC (Paid Search and Pay Per Click):

Students will learn the basic techniques associated with paid search marketing with an emphasis in pay per click as it is the most commonly used form. The efficacy of these campaigns will be discussed as well as how it can be an effective strategy for a business or brand.

#### Objectives:

- Students will be able to identify the different techniques used in paid search marketing.
- Students will be able to describe the role PPC plays in a business or brand.

#### Style and Aesthetics:

This course is designed for students to begin to develop a personal brand or style in how they want to explore their photography. Students will take on projects that allow them to explore their personal perspective and what they uniquely bring to the table as an edge in the professional world.

#### Objectives:

- Students will be able to conceptualize and plan a photography project.
- Students will demonstrate and understanding of a personal aesthetic or vision

#### Foundations of Photography for Marketing Campaigns:

This course will introduce students to the specific genre of photographing products for advertisements and marketing campaigns along with the structure of how that process runs. Students will analyze photography used in famous marketing campaigns and deconstruct what makes a photograph sellable.

#### Objectives:

- Students will be able to analyze and deconstruct images used in successful marketing campaigns.
- Students will be able to take a photo of a product fit for a professional advertisement.

#### Web and Marketing Analytics:

Students will understand the differences between Web Analytics and Marketing Analytics. Students will understand how to interpret analysis of traffic, bounce rate, and unique visitors, as well as more comprehensive Digital Marketing Analytics that illustrate engagement, click-through rate, and more.

#### Objectives:

- Students will be able to utilize google analytics to examine the role that web analytics play in digital marketing.
- Students will practice data analysis skills.

#### Photography Techniques II:

This course teaches students advanced lighting and camera techniques. Students learn about a variety of different lighting

hardware used in studio or portable settings. Students will also work on different focus techniques and strategies for narrative or documentary photography.

Objectives:

- Students will be able to understand different lighting techniques on a professional level.
- Students will be able to use different camera techniques based around the goal of the photoshoot.

Email Marketing:

Students will learn about the strategies and effectiveness of Email Marketing in turning leads into customers. Students will learn how to capture leads or potential customers, how to increase engagement and optimize the return rate of email marketing.

Objectives:

- Students will be able to develop an email and sending strategy that meets the best practices for email marketing.

Imaging & Editing II:

This course will build upon the knowledge and skills students gained in introductory Imaging and Editing. Now that they understand the fundamentals of software such as Lightroom and Photoshop students will delve deeper into the capabilities of these editing tools to master subtler details such as color, resolution and brush-based retouching.

Objectives:

- Students will be able to use dynamic range extensions and multi-image compositing.
- Students will be able to use advanced color and tone control within multiple color spaces.
- Students will be able to alter surfaces using techniques such as layer masks and texture.

Social Media Marketing:

This course is designed for students to understand the various strategies used through social media to connect with a target audience and build a brand and/or increase sales. Strategies will be discussed for the major social media platforms, and students will gain an in-depth understanding of social media management tools.

Objectives:

- Students will determine which social media platforms are the most effective.
- Explain the benefits of building a community online for business or organization.

Location Photography:

This course will expose students to one of the most fundamental aspects of a professional photographer's career. Students will cover shooting people, architecture, products and more in environmental settings as is often required for editorial, industrial, corporate or advertisement shoots.

Objectives

- Students will be able to photograph various kinds of architecture with professional quality.
- Students will be able to understand and handle the unique challenges associated with shooting on location, especially when connected to a client's needs.

Mobile Marketing:

In this course students will gain an understanding of the multi-channel strategy that is Mobile Marketing, designed to reach a target audience on their smartphones, tablets, and other mobile devices. Students will learn about SMS and MMS marketing

strategies as well as those designed for apps and mobile view optimization.

Objectives:

- Students will be able to analyze how marketers interact with mobile users.
- Students will be able to understand how SMS and MMS marketing strategies are used.

Display Advertising:

This course gives students an understanding of the strategies and efficacy behind display advertisements like visuals and videos through networks of publisher websites. Students will finish the course with an understanding of Site Placement Advertising, Contextual Advertising, and Remarketing.

Objectives

- Students will be able to understand Site Placement Advertising, Contextual Advertising and Remarketing.
- Students will be able to examine strategies to track and optimize performance of display campaigns.

Techniques in Portraiture:

This course explores the specific techniques and skills required for the genre of portrait photography. The course will have students using portraiture as a means of interpreting and presenting the human experience while also covering professional techniques in lighting and editing best used for portrait photography

Objectives

- Students will be able to effectively light and photograph people for a complimentary or desired effect.
- Students will be able to make a model feel comfortable and draw from them what is required to have a successful shoot while maintaining professional composure.
- Students will be able to implement post-production editing skills best suited for portraits.

Internship

Students will have the opportunity to work with an established business to gain practice and study under professional photographers either on location or in a studio..

Objectives:

- Students will be able to learn real world production skills.

Pitching and Client Content Curation:

This course explores the most effective methods to present a vision, advertisement, or project to a client or target audience. The course teaches students how to work with clients and shape content so that both parties achieve success. Students will learn to present themselves and their ideas concisely and confidently.

Objectives:

- Students will be able to collaborate with clients to create content best suited for the target audience.
- Students will be able to plan for and pitch in informal meetings, pitch sessions and presentations.

Resumes, Portfolios and Web Presence:

In this course students will learn how to package themselves for the industry. From brand development to preparation of their photography portfolios, students will gain knowledge on how to best sell themselves as experienced professionals entering the industry.

Objectives:

- Students will be able to create resumes, cover letters, and photography portfolios.

- Students will be able to effectively manage their online presence.

#### Finding Jobs in Advertising and Photography:

This course will have students exploring the various career paths available in the advertising industry along with the professional photography and imaging industry. The industry's current business trends will be discussed as well as effective strategies to market oneself and enter these growing fields

#### Objectives:

- Students will be able to research and analyze targeted companies, industries and career opportunities.
- Students will be able to apply successfully and interview successfully in different types of settings.

### Media Broadcasting and Digital Marketing 44.5 Credit Units

This program introduces students to broadcasting and digital marketing. Students will learn about different aspects of media production as well as editing techniques. Students will also learn about different digital marketing tools and strategies.

This program provides students with the knowledge and abilities required to succeed in digital marketing and broadcasting. Students will receive instruction on digital marketing, media marketing, mobile marketing, and the fundamentals of broadcasting audio and video.

The Program has been designed to meet a WIOA in-demand industry identified by Riverside and San Bernardino County in advertising. As such, the program will prepare students for careers in the following fields:

- Media Production
- Digital Marketing

#### Program Overview

The Media Broadcasting and Digital Marketing program is designed to provide students with career training and knowledge in the fields of digital marketing and broadcasting.

The program takes a dual approach in its implementation of instruction, providing students with theoretical and technical knowledge in digital advertising while training them in the skills of audio production, digital media production, WIOA, and camera operation.

This program provides students with the fundamentals of the most important domains of digital marketing utilized today, with an understanding of how they relate to broadcasting and media. The program trains students in general marketing business and analytics with deeper training pertaining to specific marketing tools such as email marketing, social media and more.

The program also trains students in various elements of broadcasting and media production. Students learn the basics of audio and video production, including writing skills for advertisements and other forms of media. Students learn about media on a theoretical level covering law and sociology and on the hands-on level producing their own works.

#### Program Structure

The program is organized into nine modules/sections, coinciding with the nine months of instruction. The first module serves as an

introduction into digital marketing and media broadcasting with each module thereafter progressing into a deeper level of understanding for each area. The modules combine elements of marketing strategies, advertisement creation, audio production, digital media production.

Each module has courses that will be split between online and live instruction. Some courses however will be mainly online. The students will gain critical thinking and research skills from the following courses: advertising, search engine marketing, PPC, Web and marketing Analytics, email marketing, and social media marketing, and display advertising online. They will learn marketing skills in the marketing foundations class online and will have training in person. Students will learn presentation skills from the following courses: Broadcasting speech, Media Performance and Presentation. They will learn writing skills from the following courses: Writing for Mass Media, Script writing for Commercials. Finally interview and technical skills from the following courses: Digital Media Production, Digital Audio Production, and Advanced editing. In these courses the students will get hands-on experience interviewing, filming and recording a sports event.

Courses in the last module, will provide students with interviewing skills, resume writing skills, portfolio-building skills, and job finding research skills that will help them land a job in the digital marketing or media broadcasting industry.

#### Course Descriptions:

##### Advertising Foundations:

In this course students will learn about the historical, economic, and social aspects of advertising as an analysis of what makes an advertisement successful. The general process of creating and distributing an advertisement will be covered and a general look at the advertising industry and its media as well

##### Objectives:

- Students will be able to understand the concept of Advertising and Integrated Marketing Communication.
- Students will be able to discuss the economic and social impact.
- Students will be able to make the connection between the consumer needs and wants and advertising
- They will be able to explain the methods that are used in marketing and advertising research.

##### Broadcasting Introduction

In this course students will learn about the field of Broadcasting. Students will learn about the development and current status of radio, television and related industries.

##### Objectives:

- Students will be able to understand organizational development.
- Students will be able to understand the historical development and operation of broadcasting.

##### Marketing Foundations

This course examines the structures of the marketing field and will be introduced to the fundamental aspects of marketing.

##### Objectives:

- Students will be able to describe the marketing process.

##### Broadcasting Speech

In this course students will learn about the preparation process and on air speaking. Students will learn to develop a pleasant voice that could be used in commercials, announcing and news.

### Objectives:

- Students will be able to understand and apply proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection and phrasing.

### Media and Society

In this course students will go over the effects media has on society and culture. Students will be able to analyze how media(news, advertising, and entertainment) influences their perceptions.

### Objectives:

- Students will be able to examine the influence media has on society and culture.
- Students will be able to examine the influence the media has on them.

### Search Engine Marketing

Students will cover the basics of SEM through the promotion of websites by increasing their visibility in search engine results pages. Avenues of paid advertising and Search Engine Optimization will be covered.

### Objectives:

- Students will be able to examine the basics of search engine marketing strategy and how to achieve goals through search engine advertising.

### Writing for Mass Media

Students will practice writing for broadcasts, news, and tv scripts.

### Objectives:

- Students will be able to use basic writing skills in order to write for broadcasts, news and tv scripts.

### PPC (Paid Search and Pay Per Click)

Students will learn the basic techniques associated with paid search marketing with an emphasis in pay per click as it is the most commonly used form. The efficacy of these campaigns will be discussed as well as how it can be an effective strategy for a business or brand.

### Objectives:

- Students will be able to identify the different techniques used in paid search marketing.
- Students will be able to describe the role PPC plays in a business or brand.

### Script Writing for Commercial

In this course students will cover the basics of writing and planning for auditory commercials. Fundamentals of client content production will be covered as they relate to audio engineering.

### Objectives:

- Students will identify basic elements of script writing and planning for auditory commercials.
- Students will understand the fundamentals of client content production.

### Media Law and Ethics

In this course students will be able to examine the laws and regulations regarding mass media. Also examine all the ethical conflicts that can arise when working with mass media. They will learn about copyright, privacy, obscenity, ethics, social media and advertising.

### Objectives:

- Students will be able to examine ethical conflicts, laws and regulations found in mass media.
- Students will be able to understand several topics related to mass media.

### Web and Marketing Analytics

Students will understand the differences between Web Analytics and Marketing Analytics. Students will understand how to interpret analysis of traffic, bounce rate, and unique visitors, as well as more comprehensive Digital Marketing Analytics that illustrate engagement, click-through rate, and more.

### Objectives:

- Students will be able to utilize google analytics to examine the role that web analytics play in digital marketing.
- Students will practice data analysis skills.

### Digital Media Production I

Students will learn basic skills that are necessary for them for planning and scripting, shooting and editing. The students will practice these basic skills to create a commercial.

### Objectives:

- Students will be able to understand and apply basic skills in camera operation, audio and lightning.
- Students will be able to understand and apply basic editing skills.

### Email Marketing

Students will learn about the strategies and effectiveness of Email Marketing in turning leads into customers. Students will learn how to capture leads or potential customers, how to increase engagement and optimize the return rate of email marketing.

### Objectives:

- Students will be able to develop an email and sending strategy that meets the best practices for email marketing.

### Digital Audio Production I

In this course students will learn basic microphone techniques, recording in studio and broadcasting.

### Objectives:

- Students will be able to understand and apply recording techniques.

### Digital Media Production II

Students will learn more advanced techniques that are necessary for them for planning and scripting, shooting and editing. Students will also learn-on location production techniques and technologies. The students will practice these basic skills to create TV production and news reports.

### Objectives:

- Students will be able to understand and apply advanced skills in camera operation, audio and lightning.
- Students will be able to understand and apply advanced editing skills.

### Social Media Marketing

This course is designed for students to understand the various strategies used through social media to connect with a target audience and build a brand and/or increase sales. Strategies will be discussed for the major social media platforms, and students will gain an in-depth understanding of social media management tools.

### Objectives:



- Students will determine which social media platforms are the most effective.
- Explain the benefits of building a community online for business or organization.

#### Digital Audio Production II

In this course students will learn basic microphone techniques, recording in the field and broadcasting. Students will be able to practice recording, mixing and editing.

##### Objectives:

- Students will be able to understand and apply recording, mixing and editing techniques.

#### Media Performance & Presentation

This course is designed to give students an introduction to performance training. Students will learn how to improve their articulation, pronunciation and intonation. Students will do voice overs, interviews and report news.

##### Objectives:

- Students will be able to apply the appropriate pronunciation, intonation and articulation when presenting information to different audiences.

#### Display Advertising

This course gives students an understanding of the strategies and efficacy behind display advertisements like visuals and videos through networks of publisher websites. Students will finish the course with an understanding of Site Placement Advertising, Contextual Advertising, and Remarketing.

##### Objectives

- Students will be able to understand Site Placement Advertising, Contextual Advertising and Remarketing.
- Students will be able to examine strategies to track and optimize performance of display campaigns.

#### Mobile Marketing

In this course students will gain an understanding of the multi-channel strategy that is Mobile Marketing, designed to reach a target audience on their smartphones, tablets, and other mobile devices. Students will learn about SMS and MMS marketing strategies as well as those designed for apps and mobile view optimization.

##### Objectives:

- Students will be able to analyze how marketers interact with mobile users.
- Students will be able to understand how SMS and MMS marketing strategies are used.

#### Internship

Students will have the opportunity to work with an established business to gain practice and study under professionals using video production.

##### Objectives:

- Students will be able to learn real world production skills.

#### Advanced Editing

This course covers sophisticated computer-based video editing and audio editing. In this course students will go over their previous work and collaborate with others and instructors to help them make some final edits on their work.

##### Objectives:

- Students will be able to edit their work using more advanced editing skills.

#### Pitching

This course explores the most effective methods to present a project to a client or target audience. The course teaches students how to present their ideas in a sellable manner to engage with clients so that both parties achieve success. Students will learn to present themselves and their ideas concisely and confidently.

##### Objectives:

- Students will be able to understand the business side of pitching and what their target audience expects.
- Students will be able to plan for and pitch in informal meetings, pitch sessions and presentations.

#### Resumes, Portfolios and Web Presence

In this course students will learn how to package themselves for the industry. From brand development to preparation for auditory portfolios and reels students will gain knowledge on how to best sell themselves as experienced professionals entering the industry.

##### Objectives:

- Students will be able to create resumes, cover letters, and auditory portfolios.
- Students will be able to effectively manage their online presence.

#### Finding Jobs in Marketing and Media

This course will have students exploring the various career paths available in the advertising industry and media and broadcasting industries. The industry's current business trends will be discussed as well as effective strategies to market oneself and enter these growing fields.

##### Objectives:

- Students will be able to research and analyze targeted companies, industries and career opportunities.
- Students will be able to apply successfully and interview successfully in different types of settings.

#### Visual Media Design for Advertising and Marketing 4.5 Credit units

This course is designed to provide students with an understanding of marketing and visual advertisement design skills. Students will learn the primary tenets of digital marketing, covering tools and analytics, as well as the necessary skills for visual media design to meet client needs.

##### Educational Objective of the Program

To provide students with the knowledge and abilities required to succeed in digital marketing and visual media design. Students will receive instruction on digital marketing, media marketing, mobile marketing, and the fundamentals of visual media design through programs such as Illustrator and Indesign for advertising and marketing purposes.

##### Occupational Objectives of the Program

The Program has been designed to meet a WIOA in-demand industry identified by Riverside and San Bernardino County in advertising. As such, the program will prepare students for careers in the following fields:

- Advertising: working in the commercial and media sectors of an Ad agency, producing and curating advertisements for clients.

- Digital Marketing: connecting companies, clients and oneself with potential consumers, and expanding networks through marketing strategies in today's digital age.
- Visual Media Design: helping companies with their visual communication in areas ranging from graphic design to web design.

### Program Overview

The Visual Media Design for Advertising and Marketing program is designed to provide students with career training and knowledge in the fields of digital marketing and advertising in tandem with visual media design.

The program takes a dual approach in its implementation of instruction, providing students with theoretical and technical knowledge in digital advertising and marketing while training them in the skills and software of visual media design that will supplement their marketing and advertising instruction.

This program provides students with the fundamentals of the most important domains of digital marketing utilized today, with an understanding of how they relate to advertising and visual media. The program trains students in general marketing business and analytics with deeper training pertaining to specific marketing tools such as email marketing, social media and more.

The students are also trained in visual media design through digital design software as an avenue to utilize their knowledge and training in advertising and marketing. Students gain hands-on experience creating different illustrations and visual media that could fulfill different client needs from marketing campaigns to web design.

The students will use a variety of resources for their training in marketing, advertisement and visual media with the larger part of required materials pertaining to their media design training. The program will have students splitting their time between lecture and training with these resources and equipment playing an imperative part to their instruction.

### Program Structure

The program is organized into nine modules, coinciding with the nine months of instruction. The first module serves as an introduction into marketing, advertisement, visual media and design principles. In the following modules students will learn the core tenets of digital marketing while progressively training in different visual media software and applying that training to potential client work for graphic and web design among others. Students will then have an internship opportunity in module eight and will conclude the program with career placement classes in the final four weeks.

The modules will also be split between lectures on theory and practical application, with an internship opportunity scheduled for module eight. Each module will consist of online and in-person instruction so that most lectures and some labs are virtual. Outside work will also be assigned to students as well as examinations to assess student learning and progress.

### Course Descriptions:

#### Advertising and Marketing Foundations:

In this course students will learn about the historical, economic, and social aspects of advertising and will receive a general overview of digital marketing. A general look at the advertising industry and its media will be covered as well

#### Objectives:

- Students will be able to understand the concept of Advertising and Integrated Marketing Communication.
- Students will be able to discuss the economic and social impact of these industries.
- Students will be able to make the connection between the consumer needs and wants and advertising.
- They will be able to explain the methods that are used in marketing and advertising research.

#### Introduction to Visual Media Design for Advertising

This course serves as an overview of the fields of study and work within visual media design and how they translate to advertising. The course covers introductions to the professional practice in careers of graphic design, web design, illustration, imaging and more along with how advertising agencies use each of these disciplines.

#### Objectives:

- Students will be able to define and understand the different branches of visual media design careers
- Students will be able to make the connection between client wants and which visual media will satisfy their needs.

#### Design Fundamentals

This course serves as a foundational introduction to the vocabulary, theories and techniques used in visual design. Students will analyze and break down elements of design in order to gain an understanding of successful design principles and will begin to apply those principles themselves.

#### Objectives:

- Students will be able to understand and utilize the vocabulary necessary for Visual Design.

#### Digital Media Design Skills

A foundational course for visual media design students that familiarizes them with the digital softwares used in the field. Students will receive instruction on the uses of different softwares, networks, formatting and layouts for different types of media, web and print, and best practices for client needs and project goals.

#### Objectives:

- Students will be able to navigate different softwares used by Visual Design professionals.
- Students will be able to identify which softwares is required for different Visual Design projects.

#### Search Engine Marketing

Students will cover the basics of SEM through the promotion of websites by increasing their visibility in search engine results pages. Avenues of paid advertising and Search Engine Optimization will be covered.

#### Objectives:

- Students will be able to examine the basics of search engine marketing strategy and how to achieve goals through search engine advertising.

### Drawing for Design

This course gives students the skills necessary for rapid visualization and quick sketching techniques. Methods and conventions are covered to help students quickly transfer ideas into visuals with hands-on practice of line, shape, form, shading, lighting, shading and perspective.

#### Objectives:

- Students will be able to utilize quick drawing fundamentals to get across an idea.
- Students will be able to create a simplistic physical mock-up of their designs using pencil and other mediums.

### Illustrator I

This course serves as an introduction to Adobe Illustrator. Students will learn how to maneuver themselves through the software by recreating existing images in order to learn the various tools available to them in the program.

#### Objectives:

- Students will be able to use Adobe Illustrator at a basic level, understanding the tools available in the software.

### PPC (Paid Search and Pay Per Click)

Students will learn the basic techniques associated with paid search marketing with an emphasis in pay per click as it is the most commonly used form. The efficacy of these campaigns will be discussed as well as how it can be an effective strategy for a business or brand.

#### Objectives:

- Students will be able to identify the different techniques used in paid search marketing.
- Students will be able to describe the role PPC plays in a business or brand.

### InDesign I

This course serves as an introduction to Adobe InDesign. Through this software students will learn layout and design principles. Students will receive instruction on the technical aspects of the application to be able to create objects, master pages, layer, package, import graphics and more.

#### Objectives:

- Students will be able to create projects using Adobe InDesign that show a clear understanding of layout regulations and design principles

### Web and Marketing Analytics

Students will understand the differences between Web Analytics and Marketing Analytics. Students will understand how to interpret analysis of traffic, bounce rate, and unique visitors, as well as more comprehensive Digital Marketing Analytics that illustrate engagement, click-through rate, and more.

#### Objectives:

- Students will be able to utilize google analytics to examine the role that web analytics play in digital marketing.
- Students will practice data analysis skills.

### Photoshop

This course serves as an introduction to Adobe Photoshop. Students will learn to maneuver through the various tools in the application for digital image editing. Instruction will cover layers, painting, color correction, retouching and more.

#### Objectives:

- Students will be able to edit photos in a non-destructive process.

- Students will understand the full range of capabilities within the Adobe Photoshop application in order to create visuals only achievable through the application.

### Email Marketing

Students will learn about the strategies and effectiveness of Email Marketing in turning leads into customers. Students will learn how to capture leads or potential customers, how to increase engagement and optimize the return rate of email marketing.

#### Objectives:

- Students will be able to develop an email and sending strategy that meets the best practices for email marketing.

### Illustrator II

This course serves as a continuation to Illustrator I. It trains students in more advanced techniques and features in the application.

#### Objectives:

- Students will be able to use advanced techniques in Adobe Illustrator.

### Social Media Marketing

This course is designed for students to understand the various strategies used through social media to connect with a target audience and build a brand and/or increase sales. Strategies will be discussed for the major social media platforms, and students will gain an in-depth understanding of social media management tools.

#### Objectives:

- Students will determine which social media platforms are the most effective.
- Explain the benefits of building a community online for business or organization.

### Graphic Design

This is a foundational graphic design course that covers fundamentals of visual communication design, typography, grids, identity, branding and more.

#### Objectives:

- Students will be able to incorporate their knowledge of software in Adobe Illustrator and Photoshop to create strong graphic design projects.
- Students will be able to grasp the visual communication elements integral to graphic design.

### InDesign II

This course serves as a continuation of InDesign I. Students receive training in more advanced techniques and features of the application. This course introduces interactive documents.

#### Objectives:

- Students will be able to create interactive documents within InDesign.
- Students will be able to masterfully use advanced InDesign techniques

### Display Advertising

This course gives students an understanding of the strategies and efficacy behind display advertisements like visuals and videos through networks of publisher websites. Students will finish the course with an understanding of Site Placement Advertising, Contextual Advertising, and Remarketing.

#### Objectives

- Students will be able to understand Site Placement Advertising, Contextual Advertising and Remarketing.

- Students will be able to examine strategies to track and optimize performance of display campaigns.

### Web Design

This course provides students with an overview of website design and development. The students will cover pre-production and design techniques to create responsive assets and pages.

#### Objectives:

- Students will be able to understand the principles that make a web page accessible and appealing to consumers and clientele

### Typography, Lettering, and Font Design

This course is an introduction to typography and font design as key elements to visual communication. Students will be exposed to different styles of type, hand-lettering, and all aspects of the process of creating digital fonts.

#### Objectives:

- Students will be able to see, select and use type in a meaningful way.
- Students will be able to practice from concept to execution creating a font.

### Mobile Marketing

In this course students will gain an understanding of the multi-channel strategy that is Mobile Marketing, designed to reach a target audience on their smartphones, tablets, and other mobile devices. Students will learn about SMS and MMS marketing strategies as well as those designed for apps and mobile view optimization.

#### Objectives:

- Students will be able to analyze how marketers interact with mobile users.
- Students will be able to understand how SMS and MMS marketing strategies are used.

### Internship

Students will have the opportunity to work with an established business to gain practice and study under professionals creating different visual media.

#### Objectives:

- Students will be able to learn real world visual media design skills.

### Pitching and Client Content Creation

This course explores the most effective methods to present an idea, advertisement, or project to a client or target audience. The course teaches students how to work with clients and shape content so that both parties achieve success. Students will learn to present themselves and their ideas concisely and confidently.

#### Objectives:

- Students will be able to collaborate with clients to create content best suited for the target audience.
- Students will be able to plan for and pitch in informal meetings, pitch sessions and presentations.

### Resumes, Portfolios and Web Presence

In this course students will learn how to package themselves for the industry. From brand development to preparation for portfolios and design packages, students will gain knowledge on how to best sell themselves as experienced professionals entering the industry.

#### Objectives:

- Students will be able to create resumes, cover letters, and portfolios.

- Students will be able to effectively manage their online presence.

### Finding Jobs in Advertising and Design

This course will have students exploring the various career paths available in the advertising and visual media industries. Those industries' current business trends will be discussed as well as effective strategies to market oneself and enter these growing fields

#### Objectives:

- Students will be able to research and analyze targeted companies, industries and career opportunities.
- Students will be able to apply successfully and interview successfully in different types of settings.

### Chemical Dependency Counselor (Alcohol & Drug) 34.0 Credit Units

This 34.0 Semester Credit Units (720 clock hours) program requires seven and half months of training and provides the necessary knowledge, skills, and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California in the most time effective manner available today

Alcohol and drug treatment counselors help people deal with chemical abuse and dependency. They use a variety of therapies from behavior modification to interpersonal techniques. They may administer and evaluate initial tests to help in diagnosis and the progress of the client. They maintain records and oversee living arrangements for clients. They work closely with other professionals, such as medical social workers and psychologists and may make referrals.

ADC101-Abuse Issues-In this 3.0 Credit Unit (45 clock hours) course students examine the history of alcohol and other mood altering drugs, the myths and stereotypes of abuse, and the socio-cultural and physical factors that contribute to abuse and dependency.

ADC102-Physiological Effects of Alcohol and Other Drugs- In this 3.0 Credit Unit (45 clock hours) course students learn the effects of alcohol and other psychoactive drugs on the human body. Enrollees will focus on primary and secondary medical complications, which result from Abuse and Dependency. The course addresses the Disease of Dependency, various treatment methods and prevention.

ADC103- Pharmacological Aspects of Alcohol & Other Drugs- In these 3.0 Credit Unit (45 clock hours) course students learn all classification of drugs of abuse. In this segment, focus is placed on the introduction to both legal and illegal drugs in conjunction with their primary effects on the psychological and emotional side of humans. Discussion includes: Multiple drug interaction, tolerance, cross-tolerance and accumulative effects.

ADC104- Law and Ethics-In this 3.0 Credit Unit (45 clock hours) examines current legal and regulatory sanctions and restrictions, including involuntary commitments, legal liability, community outreach and prevention.

ADC105- Case Management-In these 4.0 Credit Unit (80 clock hours) course students are provided with a complete overview of the twelve core functions that an Alcohol and Drug Counselor will need to be effective in the field of Chemical Dependency Treatment. Case Management focuses on the development of techniques of initial intake, assessment, orientation, treatment planning, record keeping, aftercare planning, and relapse prevention.

ADC106- Counseling Fundamentals-In this 4.7 Credit Unit (80 clock hours) course students examines counseling theories and techniques for assisting clients in resolving their problems and in modifying their behavior. Techniques are included for the individual, family, and group recovery programs.

ADC107- Professional Growth and Development-In this 3.0 Credit Unit (45 clock hours) course the student develops ethical and professional standards, the relationship of counselor support/collaboration with other professionals and other resources. The course highlights prevention of counselor burnout and continuation of professional development. Effective communication skills are discussed and practiced to enable students to productively talk with co-workers and supervisors.

ADC108/109-Practicum Didactic/Clinical Coursework-In this 6.6 Credit Unit (255 clock hours) course will run concurrent to the core program, over a 30 week period. The primary focus will be on development of enhanced competency in the 12 core functions of the addiction counseling professional.

#### Occupations/Job Titles

Registered Recovery Worker, Registered Alcohol and Drug Intern, Registered Alcohol and Drug Technician I, Registered Alcohol and Drug Technician II, California Certified Prevention Specialist, Certified Alcohol and Drug Counselor I. Employers may include rehabilitation centers, community mental health centers, health care agencies, the Veterans Administration, Federal, State and, local government agencies, private consulting agencies, employee assistance programs of large companies, correctional institutions, private health maintenance organizations, private health care centers, and religious organizations.

### **Office Specialist                      54.0 Credit Units**

This 54.0 Semester Credit Units (720 clock hours) program is to train the student and develop and augment his or hers skills using micro-computers and software. The student will receive instruction and hands on experience in computer operations. Training is designed to provide the student with well-rounded education in preparation for a variety of entry level and non-entry level occupations depending on the student's prior experience and transferable skills. New version software is added to the course on a regular basis to enhance general education and accommodate industry changes in software applications

The office specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace. Office specialist and administrative assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information manager for an office, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, conduct research, and provide information by using the telephone, postal mail, and e-mail. They also handle travel arrangements. Office specialists and administrative assistants are aided in these tasks by a variety of office equipment, such as facsimile machines,

photocopiers, and telephone systems. In addition, secretaries and administrative assistants use personal computers to create spreadsheets, compose correspondence, manage databases, and create presentations, reports, and documents by using desktop publishing software and digital graphics.

C110-Word Processing-This 10.8 Credit Unit (144 clock hours) course teaches Microsoft Word. The students will learn basic word processing concepts, which can be applied to any word processor. Students will then learn to create standard business letters and reports using Microsoft Word. They also will use existing templates and learn how to create form letters using mail merge.

C120-Office Management Skills- This 10.8 Credit Unit (144 clock hours) course student learn keyboarding techniques, Internet research, application installation and Windows 98/2000 are presented in this class. This class includes usage of office machines including scanners and printers, as well as management techniques in an office environment. Additionally, students will create business presentations in Microsoft PowerPoint.

C130-Electronic Spreadsheets-This 10.8 Credit Unit (144 clock hours) course teaches the student basic spreadsheet concepts using the Microsoft Excel program. Students will learn how this program is used in a wide variety of business applications.

C140-Database Management-This 10.8 Credit Unit (144 clock hours) course teaches the student basic database concepts using the Microsoft Access program. Students will learn how this program is used in a variety of business applications.

C240-Computerized Accounting-This 10.8 Credit Unit (144 clock hours) course students will gain knowledge of basic accounting principles and concepts. General accounting procedures will be discussed. Students will have experience working with QuickBooks accounting software package. Students will be able to create invoices, create checks, and create reports, process purchase orders, process payroll, and setup a chart of accounts.

#### Occupations/Job Titles

Office specialists and administrative assistants usually work in schools, hospitals, corporate settings, or legal and medical offices.

### **Massage Therapy Program                      54.5 Credit Units**

This 54.5 Semester Credit Units (720 clock hours) program trains students the academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics and business practices

Massage Therapy is a healing art as well as a science. It requires a balance of academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Everyone has the innate resources to touch another with care and confidence. However it takes a sincere desire to help others, along with a commitment to the time, energy and focus necessary for the training process in order to become a solid practitioner. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics and business practices.

CD100-Career Development-This course is designed to provide the student with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing and interviewing techniques. As a result of this study, the student should be able to

apply for membership to professional associations, write a resume and implement a job search.

INT101-Clinical Practicum-This 2.0 Credit Unit (60 clock hours) Clinical Practice will provide the student with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. Pre and post event massage techniques, assessing and evaluating the usefulness of sports massage techniques in athletic injuries and basic palpation skills will be demonstrated. At the time of completion of this course, the student should be able to demonstrate sports massage techniques appropriate for an athletic event as well as basic palpation skills used in craniosacral therapy.

MT103-Alternative Therapies- This 3.5 Credit Unit (50 clock hours) course will provide the student with an understanding of how water is used as an external therapeutic device and the Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities using cryotherapy and thermo therapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to eastern approaches. Upon successful completion of the course, a student should be able to demonstrate and explain the use of a paraffin wax, hot and cold packs, the contrast method and the salt glow. The student should also be able to name the benefits and contraindications associated with each modality.

MT104-Health Services Management and Ethics-This 4.0 Credit Unit (40 clock hours) course is designed to provide students with and understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary in establishing a practice and guidelines for ethical conduct. Upon successful completion of the course, the student should be able to construct a mission statement, write a basic business plan and demonstrate ethical behavior expected of a professional massage therapist.

MT105-Health and Hygiene-This 4.0 Credit Unit (40 clock hours) course is directed at providing students with a basic Understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, Universal Precautions and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, the student should be able to demonstrate proper Hand-washing techniques, demonstrate injury prevention techniques for the therapist, Discuss Universal Precautions and should become certified in CPR.

MT106-Nutrition-This 3.0 Credit Unit (30 clock hours) course will provide the student with an understanding of how nutrition affects the client and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines and exercise, as tools to maintain a healthy body will be discussed. As a result of this course work, the student should be able to identify the basic food groups and recommended dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

MT107-Sports Massage Therapy- This 2.5 Credit Unit (40 clock hours) course will provide the student with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Pre- and post-event massage techniques, as well as an overview of athletic injuries will be discussed and demonstrated. Upon successful completion of course, the student should be able to explain the basic concepts of athletic related injuries and demonstrate pre- and post-event massage techniques.

MT108-Craniosacral Therapy- This 2.0 Credit Unit (30 clock hours) course is known as a gentle and profound method of healing available to the massage therapist. The student will develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system and understand basic palpation skills. Upon successful completion of the coursework, the student should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system.

MT111-Body Systems and Directional Methods- In this 6.0 Credit Unit (60 clock hours) introductory course, students will build a solid foundation in their understanding of the development, structure and function of the human body. Cell structure and function as well as the musculoskeletal system will be presented. Upon successful completion of this course, the student should be able to explain basic cell structure and function and identify the basic muscle and bone groups found in the human body.

MT112-Introduction to Massage Techniques- This 5.0 Credit Unit (60 clock hours) course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, the student will define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment and client intake are also taught. Upon completion, the student will be able to demonstrate the five (5) basic strokes of Swedish Massage, define the massage equipment needed for the profession and chart a client's intake and progress.

MT121-Circulatory Systems- In this 2.0 Credit Unit (20 clock hours) course the student will add to their understanding of the structure and function of the human body. Emphasis will be placed on the Lymphatic, Cardiovascular and Digestive systems. As a result of their studies, students will be able to explain the basic structure and function of each of these systems. Upon completion the student should be able to apply this knowledge in their hands on approach to massage techniques learned.

MT122-Massage Techniques-Deep Approaches- This 1.5 Credit Unit (30 clock hours) course is designed to introduce students to advanced massage techniques such as deep tissue work, joint mobility and range of motion. Emphasis is placed on classifications of ROM and normal degrees with indications and contraindications of these deeper techniques. Upon successful completion of this course, the student should be able to differentiate between Swedish and deep tissue techniques as well as demonstrate proper range of motion techniques.

MT131-Cardiopulmonary System This 2.0 Credit Unit (20 clock hours) course will provide the student with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body. As a result of this coursework, the student should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations.

MT132-Massage Techniques-Multi-Modality This 1.5 Credit Unit (30 clock hours) course offers advanced platform integration of Swedish tissue techniques to the torso; arm, neck and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques such as Neuromuscular Therapy, Aromatherapy and Massage for Special Populations. Upon successful completion of this course, the student should be able to demonstrate the postural assessment;

selection and use of essential oils and prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

MT141-Urinary and Reproductive Systems –This 2.0 Credit Unit (20 clock hours) course is designed for students to continue to adding to their understanding of the structure and function of the human body. Emphasis will be placed on the Urinary and Reproductive systems. Upon completion of this course, the student should be able to explain the basic structure, function and pathology of the Urinary and Reproductive systems. The student should also be able to incorporate this information when applying hands-on massage techniques.

MT142-Massage Techniques-Advanced Swedish This 3.0 Credit Unit (60 clock hours) course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate Range of Motion exercises and proper body mechanics are also taught. Students who successfully complete this course should be able to demonstrate ROM exercises and deep tissue strokes of arms, chest, and abdomen, as well as to the anterior and posterior Legs.

MT151-The Senses and Human Development- This 2.0 Credit Unit (20 clock hours) course is designed to introduce the student to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses and degenerative changes that occur with aging. Upon completion of this course, the student should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change.

MT152-Massage Techniques-Neuromuscular- This 2.5 Credit Unit (50 clock hours) course offers deep tissue techniques to back and legs via massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to deep tissue massage. Post-Isometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Students who successfully complete this course should be able to demonstrate neuromuscular massage and deep tissue strokes of the body from center out, anterior and posterior cervical spine as well as to perform successful patient postural assessments. Treatments of Hip and Chest conditions will also be taught to competency.

MT161-Systemic Pathologies This 1.0 Credit Unit (10 clock hours) course is designed to teach the students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms and how they develop. Upon completion of this course, the student should be able to explain the etiology of pathologic changes and understand the causes of many diseases.

MT162-Massage Techniques-Specialties This 1.0 Credit Unit (20 clock hours) course offers deep tissue techniques to the hips via deep tissue massage therapy platforms. Within the parameters of this course, the student will define and develop adaptive massage movements related to special needs' massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Students who successfully complete this course should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics.

#### Occupations/Job Titles

Massage therapists practice in a variety of settings, such as private offices or massage therapy clinics, chiropractors' or doctors' offices, holistic health clinics, health clubs, fitness centers, spas, nursing homes and hospitals, with sports teams, and sports medicine facilities. Some massage therapists have portable equipment and work out of clients' offices or homes. Massage therapists have appeared in some innovative settings, such as storefronts, shopping malls, and airports.

#### **Medical Assistant (MA) 24.3 Credit Units**

This 24.3 Semester Credit Units (420 clock hours) program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship. Certified Medical Assistant duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean. CMAP120-Medical Assisting Procedures and Patient Care- This course is designed to familiarize the student with the duties and responsibilities as the clinical medical assistant in a health care facility. At the completion of this course the student will have an understanding of basic patient care procedures such as administering medications, rendering first aid in the office and in emergency situations. Students will also understand how behaviors influence health. In addition, the student will learn and review specifics of Universal Precautions, taking vital signs and anthropometric measurements and anatomy and physiology. CMAP110-Medical Assisting Procedures and Laboratory Techniques-This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of vital signs and arthrometric measurements and anatomy and physiology. CMAP150- Medical Assisting Clinical Externship- This course is designed to allow the student to practice all the skills and techniques they have been taught while in the

classroom. The student is given a folder on the day of their extern assignment. This folder contains forms that the student is required to be responsible for. The timecard is to be completed for each week and faxed to the school or the student may bring it in each Friday, the end of each week. There is an evaluation form and a letter of completion, which the student is responsible for providing it to the extern site supervisor for completion and to then return it to school the last day of their training site assignment. This may be done by fax or in person. Upon successful completion of these requirements, the student is considered to have completed the course requirements and will be a graduate.

Occupations/Job Titles 31-9092.00 – Certified Medical Assistants: Performs administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Medical Assistant Program (online) 46.8 Credit Units**

This 46.8 Semester Credit Units (720 clock hours) program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the

Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

Medical assistants perform many administrative duties including answering phones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

MA01–Records Management and Ethics -This 2.5 Credit Unit (30 clock hours) course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, and filing and charting. The development of keyboarding skills will also be presented. Upon

completion the student will be able to compare AMA and AAMA code of ethics, discuss pros and cons of bioethical issues and triage of patients while ensuring the retrieval of the patients' medical records once in the office.

**MA02-Medical Assisting Procedures and Patient Care-**

This 2.5 Credit Units (30 clock hours) course presents the major clerical and front office functions of a medical office. Topics covered in the course include telephone procedures, appointment scheduling, patient records, office communication, office interpersonal relationships, mail processing, office equipment maintenance, and managing stresses. Keyboarding skills will also be presented in this course. Upon successful completion of the course the student should be able to perform basic clerical functions as the administrative medical assistant.

**MA03 – Introduction to Word Processing & Transcription-**

This 2.0 Credit Unit (30 clock hours) course is designed to introduce the student to medical office transcription while ensuring the concepts of medical word processing. Topics of study will include the importance of medical records, using reference materials to check unfamiliar medical and business terms, the three basic mechanical formats of letter preparation and the proper procedure and format for transcribing patient medical chart notes. The development of keyboarding skills will also be presented. Upon completion the student will be able to explain the capabilities of word processing computer software and perform the steps of transcription preparation.

**MA04 – Medical Insurance –This 2.0 Credit Unit (30 clock hours)**

course students are introduced to the basics of insurance processing. Topics and procedures presented include types of medical insurance plans, patient information sheets, abstracting from medical records, professional services, CPT and ICD-9 coding, claims forms, and methods for keeping up to date on changes. Student practice the clerical aspects of processing claims with Medicare, Worker's Compensation, Medicaid / AHCCCS, group insurance, and private insurance. Students will also develop their keyboarding skills in this course. Upon successful completion of the course the student should be able to distinguish between the three major classes of health insurance contracts and correct filing protocol for each with its corresponding diagnosis / procedural code.

**MA05 – Fundamentals of Office Accounting-This 2.0 Credit Unit**

(30 clock hours) course will introduce students to the fundamental concepts and practices of medical office accounting. Topics covered in the course include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, and employee benefit packages. The development student will be able to perform accounts receivable and accounts payable procedures while posting entries on a day sheet.

**MA06 – Computerized Finance Management-This 2.0 Credit Unit**

(30 clock hours) course will introduce students to computerized medical office management. Students learn to perform the following functions electronically: patients record keeping, insurance coding and billing, and various bookkeeping functions such as accounts payable, accounts receivable, and payroll. The development of keyboarding skills will also be presented. Upon successful completion the student will be able to use a computerized medical office program to navigate patient records.

**MA07 – Professional Development-This 3.0 Credit Unit (30 clock**

hours) course introduces the student to the basic concepts of general psychology and to the skills and strategies of writing an



effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, developing professional attitudes, allied health professions and credentialing. Upon completion the student will be able to identify career opportunities using source leads and provide a professionally prepared resume.

**MA08 – Patient Care Concepts** This 3.5 Credit Unit (50 clock hours) course teaches the student the medical terminology with regard to body planes and directional terms commonly used in the medical office. The preparation and maintenance of exam rooms and positioning of patients for an examination, adhering to OSHA guidelines, taking vital signs, recording the findings, the nervous, sensory and digestive systems, their pathologies, and the performance of procedure relating to the systems and disorders of each will be discussed. Charting will be demonstrated, as well as, delivering general good health guidelines to patients. Upon completion, the student will be able to deliver effective patient care and identify and chart findings relating to the nervous, sensory and digestive system

**MA09 – Minor Office Surgery** – This 3.5 Credit Unit (50 clock hours) course students will study minor office surgical techniques as well as topics in anatomy and physiology. Topics presented in this course include surgical techniques, sterilization and disease control, diagnostic procedures, integumentary system, medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion, the student will be able to define the concept of aseptic technique while handling instruments used in minor surgery.

**MA10 – Pharmacology** -In this 3.5 Credit Unit (50 clock hours) course the student will be introduced to the field of pharmacology, as well as to topics in anatomy and physiology. Topics covered include injections, prescriptions, medication methods, muscular system and the skeletal system. Also presented are medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion, the student will be able to calculate the correct dose of medication per physician's orders and determine the correct route.

**MA11 – Specimen Collection and Analysis**-This 3.5 Credit Unit (50 clock hours) course will give a student the understanding how the urinary system functions, how to perform urinalysis procedures, including a physical, chemical and microscopic examination. Topics presented include the collection of sputum and stool specimens, as well as, how to record terminology, and vital signs will be demonstrated. Upon successful completion of the course the medical assistant student will also be able to prepare a patient for examinations or procedures dealing with this system. The proper procedures in maintaining a medical examination room, while maintaining medical asepsis and how to assist the physician will also be acquired

**MA12 – Office Emergencies and Cardiac Care**-This 3.5 Credit Unit (50 clock hours) course will introduce students to the back office areas of office emergencies and cardiac care, as well as topics in anatomy and physiology. Topics presented in the course include EKG, CPR, basic first aid, cardiovascular system, respiratory system, medical terminology, vital signs, and blood pressure and OSHA regulations. Upon completion the student will be able to sit for the American Heart Association Healthcare Provider CPR exam.

**MA13 – Hematology and Phlebotomy**-This 3.5 Credit Unit (50 clock hours) course will introduce the student to the back office

areas of hematology and phlebotomy, as well as topics in anatomy and physiology. Topics presented in the course include hematology, phlebotomy, blood chemistry, differential cell count, blood typing, immunology, medical terminology, and OSHA regulations. Upon completion the student will be able to perform all aspects of the clinical lab while observing OSHA guidelines.

**MA14 – Human Development** -In these 4.0 Credit Unit (50 clock hours) course students will study the general areas of pediatrics, geriatrics, and OB-GYN as well as topics in anatomy and physiology. Topics presented in the course include OB-GYN, pediatrics, geriatrics, reproductive system, endocrine system, contraception, STD's, medical terminology, vital signs, blood pressure, and OSHA regulations. Upon completion the student will be able to triage an OB/GYN patient and give patient education with the diagnosis.

**MA15 – Externship**-This 5.0 Credit Unit (160 clock hours) course is designed to introduce the student to practical experience in a variety of qualified physician's offices, accredited hospital, or other health care facilities. Topics of study will include administrative and clinical skills under the supervision of a practicing medical assistant. Upon completion the student will be able to explain the differences between externship and regular employment. This experience in the real world removes a great deal of the anxiety that might otherwise be present in a first employment situation.

#### Occupations/Job Titles:

Medical Assistants work in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Assistants who specialize have additional duties. Podiatric medical assistants make castings of feet, expose, and develop x rays, and assist podiatrists in surgery. Ophthalmic medical assistants help ophthalmologists provide eye care. They conduct diagnostic test, measure and record vision, and test eye muscle function. You may also find medical assistants in outpatient care centers, public and private educational services, other ambulatory healthcare services, State and local government agencies, medical and diagnostic laboratories, nursing care facilities, and employment services.

### **Nurse Assistant Course 9.3 Credit Units**

The Certified Nursing Assistant (60 hours theory, 100 hours clinical) and Home Health Aide (20 hours theory, 20 hours clinical) Program provided by Mission Career College prepares the student for California Certification as a CNA and HHA. It is designed to provide the student with nursing theory, laboratory and clinical experience necessary to work as a CNA in a variety of health care settings. Instruction will be held at Mission Career College, and the clinical component will be held at several community-based facilities.

Certified Nursing Assistants and Home Health Aides are health care professionals who work in a variety of health care settings under the direction of a licensed nurse. Job responsibilities include assisting with personal hygiene and grooming (for example, bathing, dressing, nail care), mobility (transferring, positioning, ambulation), nutritional and elimination needs (feeding, bedpans, emptying urine collection bags), comfort activities (back rubs, answering call lights, maintaining privacy), assessment and care planning (vital signs, collecting specimens, recording and reporting observations), safety and environmental cleanliness (keeping environment clean, maintaining infection control, caring for equipment), and miscellaneous tasks (transporting residents, delivering specimens, assisting with special procedures).

### CNA 101-Long-Term Care

On completion of this course, the student meets California requirements to take the State Certification Exam for CNA's. Basic nursing theory and skills are taught in the classroom and laboratory setting, and students are supervised in giving care to residents in the long-term care facility (nursing home). The focus of this course is on the care of the elderly resident. Course content follows the California State approved CNA curriculum.

**\*APPLICANTS: Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.**

### Home Health Aide(HHA) 2.7 Credit Units

#### CNA 102-Home Health

The Home Health Aide (HHA) program builds upon the basic CNA training and prepares men and women to give care in the home. This includes a focus on the role of the home health aide, performing personal care in the home environment, medical and social needs of the client in the home setting with a focus on the family, nutritional needs and meal preparation, food storage, and cleaning and care tasks.

### Acute Care Nurse Assistant 2.7 Credit Units

CNA 103-Acute Care Nurse Assistant- On completion of this course, the student meets California requirements to receive the Certification. Basic nursing theory and skills are taught in the classroom and laboratory setting, and students are supervised in giving care to residents in acute care facility. The focus of this course is on the care of the elderly resident. Course content follows the California State approved ACNA curriculum.

Nurse Assistants work in hospitals, nursing homes, private and private clinics, offices of physicians, podiatrists, chiropractors, and other health practitioners. You may also find them in outpatient care centers, public and private educational services, other ambulatory healthcare services, State and local government agencies, medical and diagnostic laboratories, nursing care facilities, and employment services.

\*Prerequisite for the HHA and Acute Care Nurse Assistant course is satisfactory completion of the CNA course, successful completion of the CNA State Exam and/or previous certification as a CNA. There is no state exam for the HHA or Acute Care Nurse.

After taking the CNA 101 the student qualifies to take the CNA State Exam. The student has 3 opportunities to pass the exam, which consists of a multiple choice and a skills performance component. After successfully passing both parts, the student is certified as a CNA for 2 years. To remain active, this certification must be renewed every 2 years. Successful completion of 48 units of continuing education and at least 8 hours of paid employment must be completed for certification renewal. If the certificate is not renewed, the student must take the class and State Exam again in order to be able to work as a CNA. The student is responsible for following up with certificate renewal, and knowing his/her renewal date. Renewal dates will be indicated on the CNA certificate.

**\*\*\*APPLICANTS: Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.**

### Pharmacy Technician 51.5 Credit Units

This 51.5 Semester Credit Units (720 clock hours) program requires 30 weeks of training. Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine task to help prepare prescribed medication for patients, such as counting tablets and labeling bottles. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. In hospitals, nursing homes, and assisted living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients.

Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine task to help prepare prescribed medication for patients, such as counting tablets and labeling bottles. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Pharmacy technicians who work in retail or mail order pharmacies have varying responsibilities. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. In hospitals, nursing homes, and assisted living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients.

PT100-Pharmacology and the Vascular System- This 7.0 Credit Unit (80 clock hours) course provides students with an understanding of the principal structural features of the heart and the lymphatic system and their role in the circulatory process while discussing the use of cardiovascular drugs for treatment of their pathologies in prescription and nonprescription form. Emphasis is placed on trade and generic drugs of the cardiovascular system and their therapeutic effects. Upon successful completion of the course, students should be able to identify and discuss trade, generic, use, action, dosage form, route, and classification of cardiovascular drugs in the top 200 lists, and interpret prescriptions using correct dosage equation while dispensing a drug in the correct delivery system. Students are also trained in the use of methods and equipment in CPR.

PT101-Pharmacy Laws and Regulations-This 2.0 Credit Unit (20 clock hours) course orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Students learn the concept of direct patient care and technicians' general role in its delivery, with particular emphasis on the complementary roles of pharmacists and technicians. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. Upon successful completion, students should be able to

explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

PT102-Pharmacy Business Applications-In this 1.5 Credit Unit (20 clock hours) course, students learn to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management. Emphasis is placed on securing information from the patient medical chart, record, and patient profile. Students also learn to interview patients, their representatives, caregivers, and healthcare professionals for needed information. Upon successful completion of the course, students should have the ability to adapt patient care to meet the needs of diversity while using basic math skills to evaluate information for direct patient care. Finally, students learn confidentiality issues regarding patient-specific information while handling health insurance billing including federal and state funded insurance programs.

PT103-Hospital and Retail Pharmacy In this 3.0 Credit Unit (40 clock hours) course, students learn the preparation of sterile products, the hospital drug delivery system, unit dose packaging systems, ward stocks, narcotic disposal, and community pharmacy operations. The preparation of IV admixtures and TPN solutions under sterile conditions is introduced. Emphasis is also placed on the proper use of the laminar flow hood using quality control measures. Upon successful completion of the course, students should be able to develop proper manipulative techniques as well as the interpretation and evaluation of hospital orders and technical duties related to dispensing over-the-counter drugs in a retail pharmacy.

PT104-Sterile Product Preparations-In this 1.5 Credit Unit (20 clock hours) course, students learn the preparation of sterile products including extemporaneous compounding. The preparation of IV admixtures and TPN solutions under sterile conditions is also introduced. Emphasis is also placed on the proper use of the laminar flow hood using quality control measures. Upon successful completion of the course, students should have developed proper sterile manipulative techniques, IV preparation, and extemporaneous compounding skills to prepare a drug product according to a drug formula.

PT105-Precription Order Processing-In this 1.5 Credit Unit (20 clock hours) course will teach the student to receive and screen prescriptions and medication orders. Initially students learn how state law and regulations determine what activities associated with receiving and screening prescriptions/medication orders for completeness and authenticity can be delegated by pharmacists to technicians. Upon successful completion, the student should be able to demonstrate the proper method for receiving a prescription or medication order for authenticity and be proficient in adding any missing information. Students should be able to communicate in a clear, logical manner at the appropriate level when performing this job responsibility.

PT106-Hospital Policy and Procedures- This 3.0 Credit Unit (40 clock hours) course allows students to develop familiarity with the hospital drug delivery systems, inventory controls, unit dose packaging, ward stock, PYXIS, crash carts, compounding, and IV admixture preparations. Emphasis is placed on hospital policies and procedures, narcotic stock disposal, compounding math, practical application of the metric system, and general hospital pharmacy duties. Upon successful completion of the course, students should be able to demonstrate competencies in general compounding while following the policy and procedures of a hospital facility under JACHO recommendations.

PT107-Computer Applications and Career Development -In this 2.0 Credit Unit (30 clock hours) course, students learn the components of commonly used computer hardware and software. Keyboarding skills are practiced to enhance speed and accuracy. Microsoft Office is introduced and used for the purpose of building proficient operation of computer software. Emphasis is placed on the practical application of entering patient information and prescription data. Upon successful completion of the course, students should be able to have a basic understanding of career management in pharmacy while using Microsoft Office applications to assist with managerial duties. Students should also be proficient in prescription processing system software.

PT108-Inventory, Equipment and Asepsis- In this 1.0 Credit Unit (10 clock hours) course, students learn to control the inventory of medication, equipment, maintaining pharmacy equipment and devices according to an established plan. Emphasis is placed on inventory control of pharmaceuticals, devices, and supplies including handling their receipt, storage, removal, and infection control. Students learn to identify items that should be ordered and the cleaning of laminar airflow cabinets. Upon successful completion of the course, students should understand the concept of troubleshooting and the maintenance and repairing of pharmacy equipment and devices while maintaining the security of inventory.

PT110-Pharmacology and the Apocrine Systems- In this 5.0 Credit Unit (60 clock hours) course, students learn the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the endocrine and integumentary systems. To achieve this, they first master an understanding of basic anatomy and physiology of the endocrine and integumentary systems. For each medication studied, they learn the brand and generic name, standard pronunciation, abbreviation, dosage forms, and routes of administration. Upon successful completion of the course, students should be proficient in therapeutic treatment alternatives for diseases of the apocrine system demonstrating this by interpretation, dosage calculation and delivery method of brand and generic medication distribution.

PT120-Pharmacology and the Motor Systems- This 5.0 Credit Unit (60 clock hours) course provides students with an understanding of the generalized functions and support mechanisms of the human body while introducing them to the pharmacology that deals with the musculoskeletal system. Topics discussed include muscle relaxants, non-narcotic analgesics, and drugs for arthritis. Emphasis concerns causes, cures, and treatment of common ailments using both prescription and OTC drugs. Upon successful completion of the course, students should be able to discuss pathologies of the musculoskeletal system and generic and trade drugs that are used for treatment. Students should be aware of the side effects, dosage form, route, and proper use of these drugs while determining the correct delivery system.

PT130-Pharmacology and the Nervous System- This 7.0 Credit Unit (80 clock hours) course provide students with an introduction to pathologies of the nervous system and the drugs used for treatment of its pathologies in prescription and nonprescription form. Drug classes presented include stimulants, depressants, psychotropic, anxiolytic, anti-anxiety, pain management, anticonvulsants, anesthetics, analgesics, and narcotics. Emphasis is placed on the connection between the physiological systems and the related drugs. Students should demonstrate competency with the different drug trade names, generic name and their

classification. Upon successful completion of the course, students should be able to distinguish between the brand and generic name, standard pronunciation, dosage form, and routes of administration of medications used to treat the nervous system including psychiatric disorders. Students should be able to demonstrate this by interpreting prescription and medication orders using the correct dosage equation and delivery system.

PT140-Pharmacology and the Absorption Systems- This 7.0 Credit Unit (80 clock hours) course allows students to review and differentiate the drugs linked to the respiratory system, gastrointestinal system, and the urinary system while studying the anatomy and physiology of those systems. Emphasis is placed on pathologies and drug treatment involving essential and accessory organs. Upon successful completion of the course, students should be able to identify and discuss trade, generic, standard pronunciation, dosage forms, abbreviations and routes of administration for each medication studied that relates to the absorption systems.

PT160-Externship-This 5.0 Credit Unit (160 clock hours) course provides students training in the skills developed in the didactic and laboratory phases of their training in the practice environment of an ambulatory clinic that provides infusion services. The externship will be completed at a pharmacy, hospital, or other appropriate health care facility under the supervision of qualified healthcare personnel. At the completion of the externship, students will have performed all duties designated to a pharmacy technician in an ambulatory setting. The preceptor at the extern facility completes a written evaluation of each student's performance.

#### Occupations/Job Titles

Pharmacy technicians work in clean, organized, well lighted, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves. Technicians work the same hours that pharmacists work. These may include evenings, nights, weekends, and holidays. Because some hospital and retail pharmacies are open 24 hours a day, technicians may work varying shifts. Two-thirds of all pharmacy technicians' work in retail pharmacies, either independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. Some jobs are in hospitals and a small proportion is in mail order and Internet pharmacies, clinics, pharmaceutical wholesalers, and the federal government.

### **Phlebotomy Technician 6.0 Credit Units**

This is a 6.0 Semester Credit Unit (89 clock hours) program requires 4 weeks of training and provides the necessary knowledge, skill and attitude development. This is a study of blood specimens from health care clients for the purpose of testing and analysis. The course is comprised of a series of lectures, conferences and clinical experiences specifically designed for phlebotomy training. Successful completion of the course will allow students to sit for the National Phlebotomy Certification (NHA) examinations / State of California Licensure.

Successful completion of the course will allow students to sit for the National Phlebotomy certification examination

High School Diploma, National Certification and Completion of the course are required to obtain The State of California Phlebotomy License.

Phlebotomy Technician – This course will provide the student with an understanding of Anatomy, Law and Ethics, Blood Collection and Testing, OSHA Regulations and Safety in the Medical Office.

The Phlebotomy course is a comprehensive training program in phlebotomy, the specialized occupation of blood collection. This course examines the phlebotomist role and relationship to the clinical laboratory, hospital community, and other health care delivery systems. Students will be introduced to the medical specialties associated with phlebotomy and will study the basics of anatomy and physiology. The various methods of blood collection, including venipuncture and capillary sampling are studied and performed. Other areas include infection control, safety, specimen transport and processing, quality control, professionalism and laboratory testing.

PBT101-Infection Control-This 30 Credit Unit (3 Clock hours) course In health care institutions, the patients are usually very ill because of infection or injury. This course is designed to provide the student with an understanding of the phlebotomist role in the prevention of the spread of infection and disease in the health care setting.

PBT102-Basic Anatomy and Physiology-This .30 Credit Unit (3 clock hours) course is designed to provide the student with a general understanding of the organ systems and their role in bodily functioning. This course highlights the basic anatomy (structural component of the body) and physiology (functional components) of each system.

PBT103-Medical Terminology-This .20 Credit Unit (2 clock hours) course medical profession has a language all its own. This course is designed to provide the student with an understanding of the language of medicine. Every medical professional eventually needs to master the basics of this language to properly function as a member of the health care team.

PBT104-Patient Identification-This .20 Credit Unit (2 clock hours) course is designed to provide the student with an understanding of assessing, identifying and approaching the patient. Positive patient identification is the most crucial responsibility or which a phlebotomist is held accountable. Correct patient identification is critical to accurate laboratory results upon which clinical decisions are made by physicians, nurses, and other members of the health care team.

PBT105-Proper Vein Selection and Skin Puncture Site Selection-This .43 Credit Unit (4.5 clock hours) course is designed to provide the student with an understanding of how to obtain a satisfactory specimen to provide the physician and patient with accurate test results. It is important to choose the least hazardous site for blood collection by skin puncture or venipuncture.

PBT106-Collection Equipment-This .48 Credit Unit (5 clock hours) course is designed to provide the student with an understanding of how to safely and accurately collect blood specimens by choosing the proper equipment to use and when to use it. The primary responsibility of the phlebotomist is to collect blood specimens safely, accurately, and in the most cost-effective manner. In order to perform these tasks efficiently, the phlebotomist must have the correct "tools of the trade." In today's market there is a wide array of blood collection equipment and supplies. It is important for the phlebotomist to keep informed about new technology and equipment. The safety of the patient and the phlebotomist should be the main objective when selecting the correct tools.

PBT107-Post Puncture Care-This .23 Credit Unit (2.5 clock hours) course is designed to provide the student with an understanding of how to carefully attend to the patients puncture site after needle withdrawal in order to prevent complications.

PBT108-Waste Disposal-This .23 Credit Unit (2.5 clock hours) course is designed to provide the student with an understanding of how to safely and legally dispose of medical waste.

PBT201-Advanced Infectious Disease Control and Biohazards-This .30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of the risk of infection and preparation in preventing and controlling the spread of infection and disease. The risk of contracting and/or spreading infection is an occupational hazard in health care. The phlebotomist must fully understand the risks of infection and be prepared to prevent and control the spread of infection and disease. The phlebotomist, knowing how the infection cycle works and what precautions to take to stop the spread of infection and disease, decreases the risk when obtaining samples from patients.

PBT202-Anticoagulation Theory-This .20 Credit Unit (2 clock hours) course is designed to provide the student with an understanding of issues and or disorders relating to coagulation/homeostasis. Homeostasis is the maintenance of circulating blood in the liquid state and retention of blood in the vascular system by preventing blood loss. When a small blood vessel is injured, the hemostatic process repairs the break and stops the hemorrhage by forming a plug or blood clot.

PBT203-Knowledge of Preanalytical Sources of Error-This.15 Credit Unit (1.5 clock hours) course is designed to provide the student with an understanding of preanalytical variables like patient assessment, physical disposition, test requests, specimen collection. The student will be provided with knowledgeable methods that would decrease the negative impact of complications to the patient.

PBT204-Anatomical Site Selection and Patient Preparation-This .50 Credit Unit (6 clock hours) course is designed to provide the student with an understanding of the methods of venipuncture collection. Routine venipuncture is the main method used to obtain a blood sample for diagnostic testing. Most patients have only a limited number of accessible veins, and maintaining the integrity of these veins is always the primary goal. The phlebotomist must learn to assess the patient's veins accurately and must use the appropriate method of collection to prevent damage to existing collection sites.

PBT205-Risk Factors and Appropriate Responses to Complications-That May Arise From Phlebotomy –This.30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of complications that can occur from collections and how to handle them professionally, quickly and efficiently. Complications of blood collections can occur at any time and in a variety of situations. It is extremely important that the phlebotomist is confident in recognizing these situations. Appropriate precautions are the best method of preventing complication from occurring. However, when they do occur, handling them as professionally, quickly, and efficiently as possible is critical.

PBT206A-Recognition of Problems with Requisitions, Specimen, Transport and Processing-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of standards and protocols designed for the proper handling and processing of specimens to attain laboratory results. Occasionally, patient complications during or after the blood collection procedure are unavoidable. If so, the health care worker must be knowledgeable of methods that will decrease the negative impact of the complication to the patient, to the quality of the blood sample, to the phlebotomist, or to all three. Phlebotomist should

also know that specimens should be transported to the laboratory for processing as soon as possible because delays can significantly affect laboratory results.

PBT206B-How to Take Corrective Actions for Problems with Requisitions, Specimen Processing and Transport-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of standards and protocols designed for the proper handling and processing of specimens to attain laboratory results. The major purpose of a clinical laboratory is to acquire and analyze appropriate patient specimens and communicate timely results to the physician. Specimen collection procedures are the first and most critical steps in this process. The number of persons and steps involved varies greatly depending on the size of the institution and the type of laboratory involved. With each additional location or person involved, another potential source of error or delay is introduced into the system.

PBT207-Communication Skills and Interpersonal Relationships, Stress Management, Ethics and Legal Issues-This .30 Credit Unit (3 clock hours) course is designed to provide the student with an understanding of how to interact compassionately with patients, clients and their families. This course is also designed to provide the student with an understanding of the agencies and their responsibilities governing health care practitioners. Knowing and understanding these standards not only protect the phlebotomist, laboratory, hospital, and physician from possible lawsuit, but protect the patient from harm as well.

PBT208-Quality Assurance for Accurate and Reliable Results-This .15 Credit Unit (1.5 clock hours) course is designed to provide the student with an understanding of quality assurance, quality control and risk management. Quality assurance is a group of activities and programs designed to guarantee the highest level of quality patient care. The quality assurance program must have evaluations and educational components to identify and correct problems. Risk management is a program used in conjunction with quality assurance and quality control designed to minimize the exposure to the risk of loss or injury for both the health care provider and patient.

PBT209-Legal Issues Related to Blood Collection-This .15 Credit Unit (1.5clock hours) course is designed to provide the student with an understanding of law, ethics and bioethics as it relates to blood collection and patient care. Every health care practitioner is governed by the same legal and ethical standards. Knowing and understanding these standards no only protect the phlebotomist, laboratory, hospital, and physician from possible lawsuit, but protect the patient as well.

PBT301-Clinical Externship-This 1.3 Credit Unit (40 clock hours) course is designed to provide on-the-job experiences that augment the students in-class experiences. Students will select or be assigned to a work site connected with their field of study, which will normally include health Phlebotomy technicians work in hospital laboratories, blood banks, and blood collection centers. They also work in doctors' offices, clinics, and nursing homes.

### **Physical Therapy Aide & Rehabilitation Program 44 Credit Units**

This program is a thirty-nine-week course consisting of 500 hours dedicated to Massage Therapy and Rehabilitation, and 100 hours dedicated to skills needed for Physical Therapy Aide position. The program is organized into nine modules, starting with an introduction to the body, massage therapy, and health services and progressing to a deeper understanding of anatomy, advanced massage techniques and physical therapy. The modules combine elements of Massage, Science, and practical elements relating to

the Physical Therapy or Rehabilitation fields, with increasing practical, hands-on training as the program progresses.

The students take a combination of lecture and practical application through labs and training in each module, culminating in their internship.

Each module will have outside work assigned to students and examinations to assess student learning and progress.

A hybrid option is available to students where lectures may be taken online

rather than in person but note that the CAMTC requires 500 hours of in-person instruction for certification.

Monthly course breakdown with hours:

Module 1 (4weeks): MT111-Body Systems and Directional Methods 1. (20 hours/2.0 credits). MT112- Introduction to Massage Techniques 1. (20 lecture hours/10 lab hours/2.5 credits). MP104- Health Services and Ethics 1. (20 hours/2.0 credits).

Module 2 (4 weeks): MT121- Body Systems and directional Methods. (20 hours/2.0 credits). 2. MT122- Introduction to Massage Techniques 2. (10 lecture hours/20 lab hours/2.0 credits). MP114- Health Services Management and Ethics 2. (20 hours/ 2.0 credits).

Module 3 (4 weeks): MT132- MT132- Massage Techniques- Deep Approaches (30 lab hours/1.5 credits). MT110- Circulatory Systems. (15 lecture hours/1.5 credits). MT131- Cardiopulmonary Systems. (15 lecture hours/1.5 credits).

Module 4 (4 weeks): MP105- Health and Hygiene. (40 lecture hours/4.0 credits). MT132- Massage Techniques- MultiModality. (30 lab hours/1.5 credits).

Module 5 (4 weeks): MT141- Urinary and Reproductive Systems. (15 lecture hours/1.5 credits). MT142- Massage Techniques-Advanced Swedish. (40 lab hours/2.0 credits).

Module 6 (4 weeks): PT111- Physical Therapy History and Practice. (20 lecture hours/2.0 credits). MT107- Sports Massage Therapy. (10 lecture hours/40 lab hours/3.0 credits).

Module 7 (4 weeks): MT151- The Senses and Human Development. (15 lecture hours/1.5 credits). MT152- Massage Techniques- Neuromuscular. (50 lab hours/2.5 credits)

Module 8 (4 weeks): PT112- Physical Therapy Procedures. (20 lecture hours/10 lab hours/2.5 credits). MT161- Systemic Pathologies. (10 lecture hours/1.0 credits). MT162- Massage Techniques- Specialties. (20 lab hours/1.0 credits).

Module 9 (4 weeks): BM100- Business Marketing (30 lecture hours/3.0 credits). INT101- Internship (50 hours/1.5 credits).

**\*\*APPLICANTS: Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the wellbeing of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.**

CPR/First Aid .45 Credit Units

This course is designed to teach lay person participants how to recognize and care for injuries, sudden illness, breathing and cardiac emergencies on adult, child, infant, the use of an Automated External Defibrillation (AED) device for victims of a cardiac arrest. Participants will learn when defibrillation is appropriate, how to safely operate the device, and what precautions to take while utilizing an AED. Upon successful completion, participants will receive an American Heart Association Heart saver CPR, AED, and First Aid certificates valid for 2 years.

Medical Terminology 4.0 Credit Units

This course is designed to provide the student with a basic knowledge and understanding of the language used by health care professionals. In addition, students will have an increased understanding of human body structures and how the human body functions.

Upon successful completion, participants will be able to correctly identify the roles of the four types of word parts in forming medical terms. Analyze unfamiliar medical terms using your knowledge of word parts. Define anatomy and physiology and use anatomic reference systems to identify the anatomic position for all major organ systems. Master anatomy as it relates to the procedural coding manual. Understand disease terms as they relate to the diagnostic coding manual.

ECG/EKG Technician 2.8 Credit Units

The program also provides an excellent foundation for coursework in Cardiovascular Technology. Graduates of the program are employable at hospitals and health care facilities throughout the country. As an EKG technician, you will work in hospitals, neighborhood health centers, private practices, clinics, nursing homes and emergency rooms as part of a medical team. This program is designed to instruct students in the structures and function of the cardiovascular system and the circulation of blood through the heart and lungs.

The program is designed to prepare the student(s) as follows:

- Describe terms, prefixes and suffixes associated with medical terminology of the body systems.
- Describe the role and responsibilities of the EKG Technician.
- Recognize normal and abnormal patterns in the EKG leads.
- Demonstrate how to prepare a patient for EKG testing.
- Perform the proper procedures for a 12 lead EKG and a treadmill stress test.
- Successfully performs skill set learned in the EKG Program.
- Performs appropriate EKG skills within the scope of practice.
- Recognize specific personal care for assigned clients and perform skills correctly.
- Prepares and/or serves simple meals according to basic pyramid.
- Incorporates skills learned to maintain the patient's environment in cleaning and home care.
- Describe and demonstrates measures that can be performed to prevent skin breakdown.
- Recognizes role in the care of the patient regarding impaired skin integrity including comprehension of the signs of symptoms of skin breakdown, timely reporting and documentation.

Monitor Technician 2.4 Credit Units

The program also provides an excellent foundation for coursework in Cardiovascular Technology. Graduates of the program are employable at hospitals and health care facilities throughout the country. As a Monitor technician, you will work in hospitals, neighborhood health centers, private practices, clinics, nursing homes and emergency rooms as part of a medical team. This program is designed to instruct students in the structures and function of the cardiovascular system and the circulation of blood through the heart and lungs.

Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines satisfactory achievement on written assignments as determined by guidelines.

The program is designed to prepare the student(s) as follows:

- Describe terms, prefixes and suffixes associated with medical terminology of the body systems.
- Describe the role and responsibilities of the EKG Technician.
- Recognize normal and abnormal patterns in the EKG leads.
- Demonstrate how to prepare a patient for EKG testing.
- Perform the proper procedures for a 12 lead EKG and a treadmill stress test.

**English as a Second Language (ESL) 68.0 Credit Units**

1.	ESL-Citizenship	5.0 Credit Units
2.	ESL-Beginning	22.5 Credit Units
3.	ESL-Intermediate	22.5 Credit Units
4.	ESL-Advanced	18.0 Credit Units

The English as a Second Language programs are designed to prepare the student(s) as follows:

**Curriculum Expectations** The expectations identified for each course describe the knowledge and skills that students are expected to develop and demonstrate in their class work, on tests, and in various other activities on which their achievement is assessed and evaluated.

Two sets of expectations are listed for each *strand*, or broad curriculum area, of each course.

- The *overall expectations* describe in general terms the knowledge and skills that students are expected to demonstrate by the end of each course.
- 1. The *specific expectations* describe the expected knowledge and skills in greater detail; you will find them in the "Detailed High School Curricula" sites.

**Strands** The expectations in all ESL courses in High School are organized into the following four strands:

**Oral and Visual Communication** Expectations require students to understand, interpret, and use oral English, and related visual cues, in a variety of contexts and media.

**Reading** Expectations require students to read a variety of informational and literary texts for different purposes, using a range of reading strategies effectively. **Read note below.** (Apr. 2010)

**Writing** Expectations require students to communicate clearly in writing for a variety of purposes and audiences.

**Social and Cultural Competence** Expectations require students to understand and value their own cultures, to appreciate the variety of languages and cultures at ACS, and to demonstrate social and cultural competence in a wide range of situations. Most lessons will include all four strands in an integrated way. The weighing of the strands may differ from course to course. Technology will be integrated within the four strands.

The learning skills, and other competencies to be acquired by graduates of the program. Upon completion of the water programs the graduating student will competently perform in the following areas:

- practice targeted behaviors and obtain satisfaction from carrying them on have learning experiences that are within their present

attainments and predispositions, within their **zone of proximal development** (Vygoosky, 1978).

- achieve powerful literacy (be creative, reason, solve problems and conflicts, and perform **higher order thinking skills**)
- see knowledge as problematic
- question everything around them, their commonsense assumptions, what they take as given, their ideological and **epistemological** commitments, the interpretations of the world we live in, their values, their rights, and their duties.
- learn that historical facts are far from being objective and impartial
- work in **teams** and achieve a sense of community
- explore different ways to read text, whereby they try to read against commonsense interpretations and critique the harmfulness of stereotypes.
- look beyond the knowledge they are being taught, think differently, outside the box content. By the end of this course, students will study content that is based on their interests and needs is based on an analysis of modern society to see which topics and conflicts would benefit them the most fosters the development of high **moral character**
- promotes an active concern for social justice
- covers functional needs and significant life problems (**deals with conflict/introduces crisis**)
- challenges conformity, rigid sex roles, and opinions that are dictated by group consensus
- incites them to challenge what is taken for granted with regards to race, class, gender, sexual orientation, and family norm.

**Fork Lift Operator 4.9 Credit Units**

This 40 clock hour (4.9 Credit Units) course is a 28 hour theory / 12 field skills two weeks training is designed to cover the different types of forklifts and their applications on instruction sites. Student instruction includes lifting, transporting, and placing various types of loads. The course describes the duties and responsibilities of operators, as well as safety rules, and operator preventive maintenance.

The program is designed to prepare the student(s) as follows:

- **Basic Operational Techniques** -This module provides basic instruction for the safe operation and preventive maintenance on each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to provide the first hands-on experience with each type of machine.
- **Safety** - Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.
- **Basic Rigging** - This module introduces basic principles and practices behind safe and efficient rigging operations. At this level of training, no trainee should perform rigging operations. Only a qualified person should perform the rigging and moving of any size load on a job. Trainees need only be aware of basic equipment requirements and selection criteria at this stage of their training. They will be introduced to factors such as load stress in this module.
- **Communication Skills** - This module provides trainees with techniques for communicating effectively with co-workers and supervisors. It includes practical examples that emphasize the importance of verbal and written information and instructions on the job. It also discusses effective telephone and e-mail communication skills.
- **Employability Skills** - This module helps the trainee identify the roles of individuals and companies in the construction

industry. It introduces the trainee to critical thinking and problem solving skills and computer systems and their industry applications. It also reviews effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress and substance abuse.

- **CPR & First Aid** - This module teaches emergency response skills based on the latest scientific findings, as stated in Emergency Cardiovascular Care 2000 Guidelines and OSHA First Aid Guidelines. Through the use of video and lecture, trainees learn how to recognize emergency situations and handle them as a First Aid/CPR trained responder. Trainees are American Red Cross certified in Basic First Aid and CPR after completion of this class.
- **Equipment Operation and Maintenance** - This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform tasks with machine enhancing their skills and better preparing them for employment as an entry level forklift equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.
- **LAB Equipment Operation and Maintenance** - This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform tasks on the machine enhancing their skills and better preparing them for employment as an entry level forklift equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them 4. The learning skills, and other competencies to be acquired by graduates of the program

#### **Mobile Crane Operator 14.0 Credit Units**

Title of educational programs and other components of instruction offered:

##### *Orientation to the Trade-*

Provide an overview of heavy equipment operation, operator responsibilities, and career opportunities. Cover basic principles of safety and engine operations.

**Safety-** Provide a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Present basic requirements, for personal protections, safely driving equipment, and HAZCOM.

**Identification of Heavy Equipment-**Introduce the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment.

**Equipment Preventive Maintenance-**This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance.

**Operating a Crane-**Describe the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. Provide the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.

**Equipment Operation and Maintenance-**This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly.

In addition the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly

rig various loads for lifting: 2) correctly signal a crane operator for lifting a load.

**Rigging-**This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry.

**Crane Safety-**This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment.

**Weights, Measurements, and Calculations-**In this class the student will be given basic math functions, formulas, symbols, and definitions. They will be shown formulas for calculating volume of different geometric configurations and converting the solutions to weight using tables and charts.

**Estimating Load Weight-**Students will complete practical exercises calculating approximate weight and center of gravity of geometric configuration made of and containing different materials.

**Hoisting Personnel-**This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting.

**Working near Power Source-**This course covers all OSHA and ANSI standards governing crane operation near and around power lines/sources.

**Boom Assembly Lattice/Telescopic-**This course covers the erection and disassembly of a swing around jib, boom extension, auxiliary single sheave boom head (ABH) for a variety of manufacturers. In addition the erection and disassembly of lattice boom (angle & tube).

**Wire Rope-**This class will discuss the components and limits of wire rope. An in-depth look at the selection, installation, inspection, handling, and maintenance will also be covered.

**Advanced Rigging-**Students, using a load configuration, will be shown how to find center of gravity of a load and the amount of sling tension applied.

**Lift Planning-**This class discusses the factors and considerations involved in lift planning and implementation. OSHA and ANSI determinations will be reviewed and discussed.

**Introduction to Load Charts-**In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations.

**Advanced Load Chart-**Students will be introduced to load charts of various crane models. The students will be shown load calculations and be given exercises to complete.

**Trade Standard-**In this class students will be introduced to additional OSHA and ANSI standards and practices for safe crane operation, maintenance and operator conduct.

#### **Solar Photovoltaic Installation 5.8 Credit Units**

Complete an 80 hour week-long course covers the design and installation of photovoltaic (PV) systems, and involves actual hands-on work with PV systems and equipment. This program is intended for contractors, electricians, utilities, engineers and other practitioners, with an overall goal of developing system-knowledgeable" professionals to help ensure the safety and quality of PV system installations.

The course format includes a balance of classroom instruction and student-interactive exercises. These exercises include hands-on and demonstration laboratories that simulate the process of designing, installing and commissioning grid-connected PV systems, and are intended to develop the participant's working knowledge of PV systems and equipment. An emphasis is placed on code compliance and accepted state-of-the-art industry design and installation practice.



1. Participants successfully completing this one-week course will be awarded a Certificate of Completion from the Mission Career College.
2. Ability to Benefit: Mission Career College offers ATB.
3. Types and amount of general education required:  
Prerequisites preferred for this course include a fundamental understanding of electrical systems, their properties and terminology. Familiarity with the installation and use of electrical equipment and components is highly beneficial.
4. Title of educational programs and other components of instruction offered:  
This course offers participants training in:
  - o PV system installation, related design issues, and
  - o Valuable hands-on experience.

However, any testing or learning assessment associated with this course should not be confused with national testing and certification offered by NABCEP, or with construction trade licensing offered by state and local jurisdictions. Although some states and municipalities may require that installers receive some form of a certification of completion from a training institution (such as MCC), these certificates do not provide a national certification or license of any kind. They are merely intended to recognize successful completion of this training course. The test we give are used to assess learning and enhance future training courses
5. The Method of Instruction:  
Classroom (Theory), Laboratory, Practical Clinical Skills Training and blended conventional classroom online training.
6. The Graduation Requirements:  
Graduate must have a minimum GPA of 2.5 with no grade less than a "C" for each course.
  - A) Seventy-five percent (75%) average on written examinations or assignments and pass at least half of all exams in the course.
  - B) Satisfactory laboratory and practical performance as determined by critical elements and specified guidelines.
  - C) Satisfactory achievement on written assignments as determined by guidelines.
  - D) Appropriate participation in small group sessions and practical conferences.
7. The program is designed to prepare the student medical field as follows:

Bureau of Labor Statistics Occupational Title/Code	
4099.01	Solar Photovoltaic Installers
17-2199.11	Systems Engineers
47-1011.03	Solar Energy Installation Managers
17-2199.03	Energy Engineers
47-2111.00	Electricians
17-2071.00	Electrical Engineers
17-3024.00	Electro-Mechanical Technicians
47-4099.02	Solar Thermal Installers and Technicians
41-4011.07	Solar Sales Representatives and Assessors

**Description of educational program:**

1. The equipment to be used during educational program:  
This course involves the outdoor installation of grid-connected solar electric power systems, and working with electrical equipment. Participants are encouraged to plan and prepare accordingly, and to bring appropriate clothing and foot wear, work gloves, hats, sunglasses and sunscreen as required. They should also bring a simple calculator, notepad and pen or pencil. All PV systems, test equipment and tools will be provided.
2. The number and qualifications of the faculty needed to teach the educational program:  
Mission Career College shall provide one or more qualified for the SPI program depending on community, agency or contractor referral needs.
3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:  
Mission Career College plans to enroll a minimum of 10 students each per class per month for the next 3 years following the date the application is submitted.

**Student Learning Outcomes:**

Upon completion of the SPI program the graduating student will competently perform in the following areas specific to his course include developing the participant's ability to:

- Determine the available solar resource and conduct site assessments for PV installations.
- Characterize the performance and operating characteristics of PV system and components.
- Determine appropriate code-compliant configurations for PV systems and equipment.
- Plan and prepare for PV system installations, including customer relations, developing performance expectations, responsibilities and schedule.
- Implement and modify, as required, mechanical designs for PV systems that meet the performance, architectural and structural requirements for given applications.
- Implement and modify, as required, electrical designs for PV systems that meet the safety, code-compliance and functional requirements for given applications.
- Conduct acceptance tests and inspections, and commission PV system installations.
- Evaluate, troubleshoot, and maintain PV systems.

**Tower Crane Operator**

**9.4 Credit Units**

1. Diploma/Certificate Awarded:  
National Commission for the Certification of Crane Operators (NCCCO)  
  
Admissions requirement:  
A) HS Diploma, GED, or Wonderlic score  
B) Minimum Qualifications for Certification:  
Successfully completion of 77 supervised field laboratory practical hours, 55 classroom theory hours training and pass the NCCCO written / practical examinations.
2. Ability to Benefit:  
Mission Career College offers ATB
3. Types and amount of general education required:  
High School Graduate or GED preferred
4. Title of educational programs and other components of instruction offered:

- Orientation to the Trade-Provide an overview of heavy equipment operation, operator responsibilities, and career opportunities. Cover basic principles of safety and engine operations.
- Safety-Provide a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Present basic requirements, for personal protections, safely driving equipment, and HAZCOM.
- Identification of Heavy Equipment-Introduce the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment.
- Equipment Preventive Maintenance-This course covers preventive maintenance responsibilities of the operator including specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment, and how and when to complete routine maintenance.
- Operating a Crane-Describe the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. Provide the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.
- Equipment Operation and Maintenance-This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. In addition the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) correctly signal a crane operator for lifting a load.
- Rigging-This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry.
- Crane Safety-This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment.
- Weights, Measurements, and Calculations-In this class the student will be given basic math functions, formulas, symbols, and definitions. They will be shown formulas for calculating volume of different geometric configurations and converting the solutions to weight using tables and charts.
- Estimating Load Weights-Students will complete practical exercises calculating approximate weight and center of gravity of geometric configuration made of and containing different materials.
- Hoisting Personnel-This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting.
- Working near Power Sources-This course covers all OSHA and ANSI standards governing crane operation near and around power lines/sources.
- Boom Assembly Lattice/Telescopic-This course covers the erection and disassembly of a swing around jib, boom extension, auxiliary single sheave boom head (ABH) for a variety of manufacturers. In addition the erection and disassembly of lattice boom (angle & tube).
- Wire Rope-This class will discuss the components and limits of wire rope. An in-depth look at the selection, installation, inspection, handling, and maintenance will also be covered.
- Advanced Rigging-Students, using a load configuration, will be shown how to find center of gravity of a load and the amount of sling tension applied.
- Lift Planning-This class discusses the factors and considerations involved in lift planning and implementation. OSHA and ANSI determinations will be reviewed and discussed.
- Introduction to Load Charts-In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations.
- Advanced Load Charts-Students will be introduced to load charts of various crane models. The students will be shown load calculations and be given exercises to complete.
- Trade Standards-In this class students will be introduced to additional OSHA and ANSI standards and practices for safe crane operation, maintenance and operator conduct.
5. The Method of Instruction:  
Classroom (Theory), Laboratory, Practical Skills Training and blended conventional classroom/online training.
6. The Graduation Requirements:  
Graduate must have a minimum GPA of 2.0 with no grade less than a "C" for each course.
- A) Seventy percent (70%) average on written examinations or assignments and pass at least half of all exams in the course
- B) Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines
- C) Satisfactory achievement on written assignments as determined by guidelines.
- D) Appropriate participation in small group sessions and practical conferences.
- E) Pass Course National written and practical examination
7. The program is designed to prepare the student(s) as follows:  
Upon completion, the graduate should be qualified to work in an entry-level position in construction and related industries requiring crane operators. The course consists of instructor-led training and dedicated hands-on procedures designed to practice or demonstrate entry-level skills in crane operations and general construction job-site knowledge.

**Description of educational program:**

1. The equipment to be used during educational program: Audio, Visual, Computer, tower crane and virtual laboratory.
2. The number and qualifications of the faculty needed to teach the educational program:  
Mission Career College staff and independent contractors are qualified to teach this training program.
3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:  
Mission Career College plans to enroll 20 students per class per start each of the next 3 years following the date the application is submitted.

4. The learning skills, and other competencies to be acquired by graduates of the program
- Define and discuss the requirements for and expectations of an entry-level employee operating mobile hydraulic cranes.
  - Demonstrate entry-level proficiency in operating mobile hydraulic cranes.
  - Become proficient with basic rigging operations and techniques.
  - Apply basic knowledge of job-site safety, first-aid and CPR.
  - Apply skills necessary to conceptualize and complete work assignments.
  - Effectively utilize mathematics as applicable to basic construction applications.
  - Interpret basic construction blueprints and processes involved with simple construction projects.
  - Participate in basic construction project exercises combining classroom and field training.
  - Prepare job applications and understand how to present themselves in job interviews.
5. National Certification is the goal of the institution,

- 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

\*High school/GED equivalency for Grades T1 and T2 ONLY can be fulfilled with either successful completion of *Basic Small Water System Operations* course provided by the Department OR 1 year as an operator of a facility that required an understanding of chemical feeds, hydraulic systems, and pumps.

Minimum Qualifications for Examination:

Grade T1 High School or GED\* Successful completion of the T1 exam  
 T2 High School or GED\* AND One 36-hour course of specialized training covering the fundamentals of drinking water treatment  
 Successful completion of the T2 exam.  
 T3 High School or GED AND Two 36-hour courses of specialized training that includes one course covering the fundamentals of drinking water treatment  
 Successful completion of the T3 exam

1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below)

AND

1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)

T4 Possession of a valid T3 certificate

AND

Three 36-hour) courses of specialized training that includes at least 2 courses in drinking water treatment

Successful completion of the T4 exam

1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below)

AND

3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

T5 Possession of a valid T4 certificate

AND

Four 36-hour courses of specialized training that includes at least 2 courses in drinking water treatment

**Program Requirements**

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable

**Water Technology -Entry Level 17.7 Credits Units**

1. Water Treatment Operator T1 5.9 Credit Units
2. Water Distribution Operator D1 5.9 Credit Units
3. Wastewater Operator W1 5.9 Credit Units

Diploma/Certificate Awarded: Certificate

A) Admissions requirement: High School Diploma or GED preferred though not required.

B) Minimum Qualifications for Certification:

- Successful completion of the T1 exam
- Successful completion of the T2 exam
- Successful completion of the T3 exam
  - 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below)

AND

- 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)

- Successful completion of the T4 exam
  - 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below)

AND

- 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

- Successful completion of the T5 exam
  - 2 years of operator experience working as a shift or chief operator, while holding a valid T4 operator certificate, at a T4 facility or higher (no substitutions)

AND

disease. Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.

- Background Investigation/Check.
2. Ability to Benefit:  
Mission Career College offers ATB
  3. Types and amount of general education required:  
High School or GED general education though not required.
  4. Title of educational programs and other components of instruction offered:

#### Proposed Water Technology Programs

##### I. Water Treatment Operator I (Entry Level)

The Water Treatment Plant Operator  
Water Sources and Treatment  
Reservoir Management and Intake Structures  
Water Math  
Water Chemistry  
Water Chemicals  
Coagulation and Flocculation  
Sedimentation  
Filtration  
Disinfection  
Corrosion Control  
Taste and Odor Control  
Plant Operation  
Laboratory Procedures

##### II. Water Distribution Operator I (Entry Level)

The Water Distribution System Operator  
Regulations (Basic)  
Water Quality  
Water Math (Basic)  
Water Wells  
Pumps and Motors (Basic)  
Basic Electricity  
Distribution System Design  
Hydraulics  
Storage Facilities  
Water Main Pipe and Service Connections  
Distribution System Valves  
Water Main Installation  
Backfilling and Main Testing  
Disinfection (Basic)  
Safety  
Cross-Connection Control  
Fire Hydrants  
Water Meters

##### III. Wastewater Operator I (Entry Level)

The Wastewater Treatment Plant Operator  
Why Treat Waste  
Wastewater Treatment Facilities  
Wastewater Math (Basic)

Wastewater Chemicals  
Wastewater Chemistry (Basic)  
Racks, Screens, Comminutor & Grit Removal  
Sedimentation and Flotation  
Trickling Filters  
Rotation Biological Contractors  
Activated Sludge  
Wastewater Stabilizations Ponds  
Disinfection and Chlorination  
Basic Life Support (CRP/FA)  
Blood borne Pathogens

##### 5. The Method of Instruction:

Classroom (Theory), Laboratory, Practical Skills Training and blended conventional classroom/online training.

##### 6. The Graduation Requirements:

Graduate must have a minimum GPA of 2.0 with no grade less than a "C" for each course.

- A) Seventy-five percent (70%) average on written examinations or assignments and pass at least half of all exams in the course.
- B) Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines.
- C) Satisfactory achievement on written assignments as determined by guidelines.
- D) Appropriate participation in small group sessions and practical conferences.

##### 7. The Water Technology Management programs are designed to prepare the student water works field as follows:

Bureau of Labor Statistics Occupational Title/Code: 51-8031 Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Illustrative examples: *Sewage Plant*

*Operator, Liquid Waste Treatment Plant*

*Operator*

Broad Occupation: 51-8030 Water and Wastewater Treatment Plant and System

Operators

Minor Group: 51-8000 Plant and System

Operators

Major Group: 51-0000 Production

Occupations

#### Description of educational program:

1. The equipment to be used during educational program:  
Audio, Visual, Computer and construction tools of the trade.

2. The number and qualifications of the faculty needed to teach the educational program:

Mission Career College staff and independent contractors are qualified for the WTM training programs.

3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:

Mission Career College plans to enroll 30 students each of the next 3 years following the date the application is submitted.

4. The learning skills, and other competencies to be acquired by graduates of the program.

Upon completion of the water programs the graduating student will competently perform in the following areas:

Fundamentals of Water/Wastewater Technology

Students will learn how source waters are obtained, treated and distributed and how wastewater is collected, transported and disposed of in the area. Contemporary issues facing the water and wastewater industry will also be explored.

#### Calculations in Water/Wastewater Technology

Study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatment, calculations and chemical dose rates as it relates to water/wastewater technology.

#### Basic Hydraulics

Study of the hydraulics necessary in the operation of water and maintenance plants and systems. Consideration of the types of pumps used in water/wastewater service, their operational characteristics and maintenance, and the problems common to their use.

#### Introduction to Electrical & Instrumentation Processes

Introductory course provides basic electron theory and electrical principles. Electrical safety precautions, component identification, schematic interpretation, motors, transformers, relays and test equipment will be studied. Automated process control devices and an overview of current technologies will be discussed.

#### Laboratory Analysis for Water/Wastewater

Examines basic fundamentals of laboratory analysis with emphasis on applied chemical and microbiological procedures for water and wastewater plant operators. Includes procedures and techniques used in physical, chemical, bacteriological and biological examination of water/wastewater.

#### Basic Plant Operations: Water Treatment

Designed to study sources of water, public health aspects of water supply, chemical, physical and bacteriological standards of water quality, types of water treatment plants, water treatment procedures, operation, maintenance, storage and distribution.

#### Basic Plant Operations: Wastewater Treatment

Designed to familiarize students with wastewater collection systems and essential safety procedures necessary to their operation, including preliminary and primary treatment processes and maintenance of a wastewater treatment plant.

### Water Technology -Advance Level 17.7 Credit Units

1. Water Treatment Operator-Advance 5.9 Credits
2. Water Distribution Operator-Advance 5.9 Credits
3. Wastewater Operator-Advance 5.9 Credits

Diploma/Certificate Awarded: Certificate

A) Admissions requirement:

HS Diploma, GED preferred though not required.

B) Minimum Qualifications for Certification:

- ✓ Successful completion of the T1 exam
- ✓ Successful completion of the T2 exam
- ✓ Successful completion of the T3 exam
  - 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below)
  - AND
  - 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)
  - Successful completion of the T4 exam
  - 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below)
  - AND
  - 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)
- ✓ Successful completion of the T5 exam
  - 2 years of operator experience working as a shift or chief operator, while holding a valid T4 operator certificate, at a T4 facility or higher (no substitutions)
  - AND
  - 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

\*High school/GED equivalency for Grades T1 and T2 ONLY can be fulfilled with either successful completion of *Basic Small Water System Operations* course provided by the Department OR 1 year as an operator of a facility that required an understanding of chemical feeds, hydraulic systems, and pumps.

#### Minimum Qualifications for Examination:

Grade **T1** High School or GED\*  
Successful completion of the T1 exam

**T2** High School or GED\*

**AND**

**One** 36-hour course of specialized training covering the fundamentals of drinking water treatment Successful completion of the T2 exam

**T3** High School or GED

**AND**

**Two** 36-hour courses of specialized training that includes one course covering the fundamentals of drinking water treatment

Successful completion of the T3 exam

**1 year of operator experience** working as a certified T2 operator for a T2 facility or higher (may be substituted for (3 below)

**AND**

**1** additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)

**T4** Possession of a valid T3 certificate

**AND**

**Three** 36-hour) courses of specialized training that includes at least 2 courses in drinking water treatment

Successful completion of the T4 exam

**1 year of operator experience** working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3 below)

**AND**

**3 additional years of operator experience** working as a certified treatment operator (may be substituted with (1) or (4 below)

**T5**  Possession of a valid T4 certificate

**AND**

**Four** 36-hour courses of specialized training that includes at least 2 courses in drinking water treatment

Program Requirements

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable disease. Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Background Investigation/Check.

**I. Water Treatment Operator II** (Advanced)

Responsibilities of Water Treat. Chief System Op.

Iron and Manganese Control

Fluoridation

Softening

Trihalomethanes / Disinfectant by Product Control

Demineralization

Advanced Water Mathematics

Advanced Treatment Methods

Handling and Disposal of Process Wastes

Maintenance

Instrumentation

Safety

Advanced Laboratory Procedures

Drinking Water Regulations

Administration / Management Practices

**II. Water Distribution Operator** (Advanced)

Responsibilities of Distribution Chief System Operator

Regulations (Advanced)

Distribution System Compliance

Distribution System Sampling

Water Mathematics (Advanced)

Watershed Management

Source Water Allocation

Source Water Constituents

Blending

Disinfection (Advanced)

Well Head Treatment

Distribution System Administration

**III. Wastewater Operator** (Advanced)

Activated Sludge (Operation of Conventional Activated Sludge Plants)

Sludge Digestion and Solids Handling

Effluent Disposal

Plant Safety

Wastewater Math (Advanced)

Wastewater Chemistry (Advanced)

Maintenance

Laboratory Procedures and Chemistry

Applications of Computers for Plant O & M

Analysis and Presentation of Data

Records and Report Writing

Treatment Plant Administration

The Water Technology programs are designed to prepare the student water works field as follows:

Bureau of Labor Statistics Occupational Title/Code- 51-8031 Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Illustrative examples: *Sewage Plant Operator,*

*Liquid Waste Treatment Plant Operator*

Broad Occupation: 51-8030 Water and Wastewater Treatment Plant and System Operators

Minor Group: 51-8000 Plant and System Operators

Major Group: 51-0000 Production Occupations

**Description of educational program:**  
Water Distribution Systems II

Wastewater Collection Systems II

Designed to provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles. This course supports California Water Environment Association (CWEA) Wastewater Collections Certification: Grade levels 3 and 4.

Public Works Supervision

An introductory course into the principles and practices of modern supervision and management, with emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

Backflow Tester Training

Prepares students for the American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA) certification for Backflow Prevention Assembly Tester Certification. Includes backflow device installation and testing procedures required for the certification testing.

Cross Connection Control Specialist

Study of the administrative and technical procedures required for a cross connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

Cross Connection Controls Specialist - Recycled Water

Study of the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

Cooperative Work Experience

5 hours paid or 4 hours unpaid work experience per week per unit. Practical application of principles and procedures learned in the classroom to the various phases of water and wastewater treatment, distribution or collection. Work experience will be paid or unpaid at the appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. May be repeated for up to 12 units.

Selected Topics In Water/Wastewater Technology

Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. Offered as Credit/No Credit only. Non-associate degree applicable.

Selected Topics In Water/Wastewater Technology

Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**PROGRAM/SCHEDULE**

**OTHER FEES**

Registration Fee (all programs)	\$150.00
STRF Fee (\$.50) per thousand of institutional charges	\$ 0
Lab Coat (ADC, PT)	\$ 30.00
Scrubs (MA, MT, Rx, VN)	\$ 40.00
Books (PT, CNA)	\$ 225.00

Clinical Insurance (Optional PT, Rx, VN, MA) \$ 30.00

**Faculty – Current BPPE Approved Programs**

Alcohol & Drug Counselor	
Office Specialist	
Massage Therapy	
Medical Assistant	Yolanda Esparza
Medical Assistant (Distance Learning)	Online Instructor
Phlebotomy Technician	Leisha Miller, RN Ana Yahia, CPT1
Nurse Assistant	Leisha Miller, RN Pamela Biddle, LVN, CNA instructor Mary Pearson, LVN, CNA Instructor Krystal Jones, LVN, CNA Instructor Pier Jackson, LVN, CNA instructor

**MCC Faculty:**

Acute Care Nurse Assistant	Leisha Miller, RN
Nurse Assistant	Leisha Miller, RN, DPH approved
Program Director,	Leisha Miller, RN, DPH approved Leisha Miller, RN, DPH approved Pamela Biddle, LVN, CNA instructor Mary Pearson, LVN, CNA Instructor Krystal Jones, LVN, CNA Instructor
CPR/First Aid	Ashley Macias, AHA Certified instructor
ECG/EKG	Leisha Miller, RN
Home Health Aide	Leisha Miller, RN
Medical Assistant	Yolanda Esparza, MA
Medical Assistant (Distance Learning)	Online Instructor
Monitor Technician	Leisha Miller, RN
Alcohol & Drug Counselor	Spencer Laker, CADC1
Office Specialist	
Massage Therapy	
Phlebotomy Technician	Leisha Miller, RN AnaYahia, CPT1
Mobile Crane/Tower Crane	Peter Williams, NCCCO Certified
Fork Lift Operator	Heavy Equipment Operator
Water Technology	Cornell Gillenwater, Lic
Water Tech. Contract Operator	
ECG/EKG	Beverly Pope, MA
Home Health Aide	Leisha Miller, RN
Monitor Technician	Beverly Pope, MA

**NOTE:**

**“Any questions a student my have regarding this catalog that have not been answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 www.bppe.ca.gov, toll free telephone number (888) 370-7589 or fax (916) 263-1897.**

**Distance Education**

Disclosure to students is required. Institutions must disclose to the student in the school catalog if a program contains a distance education component. Specifically, institutions are required to disclose a description of the educational program including the instruction provided (CEC §94909(a)(5)) and the location of courses offered (CEC §94909(a)(4)). Institutions participating in a consortium agreement should also disclose the entity with which the institution is contracting for the educational program. If appropriate, an institution may disclose in the catalog that the method of delivery would be either in-class or distance depending on enrollment needs.

Approval is required for changes in method of delivery. Pursuant to CEC §94898(c), if an institution enrolls a student in a program that is conducted at a specific site, the institution may not subsequently convert the program to distance education, unless the student was notified in writing during the enrollment process that the program contained a distance education component. The institution must have Bureau approval for the distance education component of the educational program.

MCC ensures that the educational program offered through distance education is appropriate for delivery through distance education methods;

- Assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment;
- Ensure that the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology;
- Provide for meaningful interaction with faculty who are qualified to teach using distance education methods;
- Maintain clear standards for satisfactory academic progress;
- Complete timely student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used, and evaluated by duly qualified faculty;
- Employ a sufficient number of faculty to assure that the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and, the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog; and
- Maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

Program of instruction not offered in real time will meet specific standards (5 C.C.R. §71716).

- Transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission;
- Provide the student the right to cancel the agreement and receive a full refund before the first lesson and materials are received;
- Transmit all of the lessons and other materials to the student if the student has fully paid for the educational program, and after having received the first lesson and initial materials, requests in writing that all of the material be sent.
- Ensure the enrollment agreement discloses the institution and student's rights and duties.

**Available Programs**

**National Certification**

Pharmacy Technician - PTCB	PTCB
Medical Assistant	NHA
Clinical Medical Assistant	NHA
EKG Technician	NHA
Phlebotomy Tech –“National Certification Only”	NHA

**Healthcare Programs (online / e-learning)**

**Pharmacy Technician:** - This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations,

reading and interpreting prescriptions, defining generic and brand names drugs and much, much more!

*Program also includes an optional clinical externship at a local healthcare provider!*

**Medical Assistant Administrative / Clinical** - This program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the

Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

- **Administrative Medical Assistant:** - This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

*Program also includes an optional clinical externship at a local healthcare provider!*

- **Clinical Medical Assistant Program:** - This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

*Program also includes an optional clinical externship at a local healthcare provider!*

**EKG Technician:** - This EKG Technician Program prepares students and nurses to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing. A highly interactive course!

*Program also includes an optional clinical externship at a local healthcare provider!*

**Medical Terminology:** - This course is a guide to identifying and understanding the basic word structure, root words, suffixes, and prefixes, the organization of the human body and the associated systems, medical abbreviations, symbols and common medical terms.

**STUDENT BENEFITS:**

- 24 x 7 hour instructor and mentor support
- Online healthcare content that supplements each course
- Student and Instructor collaboration
- Engaging labs, student exercises, course videos and animated simulations
- Student pre and post assessments and online performance tracking
- National and State Certification opportunities
- Clinical Externships for most programs
- Student textbooks, workbooks and all materials
- Career services



- Secure Student Portal which includes: care guidance, resume writing & other resources

**ADDENDUM:**

- MCC shall update its catalog when major changes occur or otherwise revision of change will be yearly.
- MCC shall provide all prospective students, either in writing or electronically with a school catalog.
- Final Examination are required of all program offered, and/or \*State of California Examination for Licensure.

**NOTE:**

**“Any questions a student my have regarding this catalog that have not been answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 www.bppe.ca.gov, toll free telephone number (888) 370-7589 or fax (916) 263-1897.**

**Schedule of Non-Tuition Charges**

Registration Fee (all programs)	\$150.00 *
STRF Fee (\$.50) per thousand of institutional charges	\$ 0 *
Scrubs (MA, MT, Rx, VN)	\$ 30.00
Books (PT, CNA)	\$ 225.00
Stethoscope	\$ 35.00
Blood Pressure Cuff	\$ 30.00

\* Non-Refundable

**Total Charges for a Period of Attendance**

Name of Program	Total Charges for a Current Period of Attendance	Estimated Total Charges For the Entire Educational Program
Acute Care Nurse Assistant	\$2,670.	\$2,670.
Medical Assistant (420 hrs.)	\$6,500	\$6,500
Chemical Dependency Counselor	\$8,000.	\$8,000.
Clinical Medical Assistant	\$6,500.	\$6,500.
Office Specialist	\$8,000.	\$8,000.
CPR/First Aid	\$ 65.	\$ 65.
EKG Technician	\$ 775.	\$ 775.
English as a Second Language-Advance	\$1,800.	\$1,800.
English as a Second Language-Beg. Com.	\$2,400.	\$2,400.
	\$1,800.	\$1,800.
English as a Second Language-High Intermediate	\$1,800.	\$1,800.
English as a Second Language-Intermediate	\$1,800.	\$1,800.
English as a Second Language-Low Intermediate	\$1,600.	\$1,600.
	\$ 600.	\$ 600.
	\$8,000.	\$8,000.
Forklift Operator	\$6,500.	\$6,500.
Home Health Aide	\$ 595.	\$ 595.
Massage Therapy	\$5,995.	\$5,995.
Medical Assistant (720 hrs)	\$ 775.	\$ 775.
Medical Terminology	\$3,750.	\$3,750.
	\$1,850.	\$1,850.
Mobile Crane Operator	\$8,000.	\$8,000.
Monitor Technician	\$1,850.	\$1,850.
Nurse Assistant Certification	\$ 350.	\$ 350.
	\$7,500.	\$7,500.
Pharmacy Technician	\$5,995.	\$5,995.
	\$7,500.	\$7,500.
Phlebotomy Technician		
Physical Therapy Aide & Rehabilitation	\$7,500.	\$7,500
Restorative Nursing Assistant		
Solar Photovoltaic Installer		
Tower Crane Operator		
Water Technology -Entry		
Water Technology-Advance Level		

## STATEMENT OF UNDERSTANDING

After thoroughly reading and familiarizing yourself with the Mission Career College Student Catalog policies and procedures, read and **check the box** of each of the following statements.

- I have read the (Non-Academic Admission) requirements and understand that if I have difficulty in any of the course areas, I may not be successful in passing the course or State Exam.
- I have been given a copy of the School Performance Fact Sheet that relates to completion rates, placement rates, license examination passage rates and salary or wage information.
- I have read and understand the policies and procedures stated within.
- I understand that if I cannot support and abide by these policies and procedures, it may be in the best interest to seek another program in which to develop my technical skills.
- I have been informed of the amount of clinical time required and different schedules required to successful completion a course.
- I understand the MCC does not provide healthcare insurance. I have been advised to carry professional and personal medical insurance and acknowledge that my health and accident insurance and/or expenses are my responsibility.**
- I have been immunized to HBV and will submit documentation to be placed in my permanent file.
- I have not been immunized to HBE and understand the MCC will recommend where to go for vaccinations.
- I the student shall indemnify and hold harmless the Mission Career College Board, their respective directors, officers, employees, agents, clinical affiliates from any liability, claim, damage or damage incurred but not limited to property damage, bodily injury or death.
- I agree to defend, the sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlement or awards the Mission Career College Board, respective directors, and employees, clinical affiliates in any such action or claim.

CATALOG

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

If I am not a resident of California or the recipient of third-party payer tuition and course costs, such as workforce investment vouchers or rehabilitation funding, I am not eligible for protection under and recovery from the Student Tuition Recovery Fund.

I also understand that I am responsible for paying the state assessment amount for the Student Tuition Recovery Fund.

The agreement or contract is a legally binding instrument when signed by the student and accepted by the school.

I must repay the full amount of the loan.

I must pay interest on the loan.

Any refund will be deducted from the amount paid.

If I default on a government guaranteed loan, the government will take legal action against me.

This institution does not extend credit or loan money.

Registration Fees are non-refundable.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature:

**Please sign, tear page out and give it to the instructor**