

Emerald Career College
411 East Huntington Dr. Suite 209
Arcadia, CA 91006
Office: (818) 438-6666

4

Catalog of Courses
January 1, 2024 to December 31, 2024

6

Institutional Mission and Objectives.....	3
Catalog Update Policy.....	3
Policy – Distribution of This Catalog and Program Brochures.....	3
Instructional Location	3
BPPE Approval	3
Financial Stability – Bankruptcy History.....	3
Review Documents	3
Description of the Facilities & Type of Equipment Used for Instruction	4
Library Resources	4
Questions.....	Error! Bookmark not defined.
Complaints	4
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	4
Admissions Policies & Recognition of Credits	5
Visa Related Services.....	7
Language Proficiency.....	7
Language of Instruction	8
English as a Second Language Instruction.....	8
Accreditation Status	8
STRF Disclosure	8
Privacy Act.....	8
Student Conduct.....	9
Nondiscrimination Policy.....	9
Academic Freedom	10
Sexual Harassment	10
Student’s Right to Cancel.....	10
Policies and Procedures Regarding Financial Aid	11
Loan Repayment	11
Financial Aid Disclosures	11
Grades and Standards for Student Achievement - Satisfactory Progress	11
Attendance Policy – All Programs	13
Academic Probation and Dismissal Policies	13
Leaves of Absence	13
Student Grievance Procedures – Student Rights	14
Student Services.....	14
Placement Services.....	14
Student Housing.....	14
Student Records and Transcripts.....	14
Professions – Requirements for Eligibility for Licensure	15
Charges: Tuition & Fees	15
Faculty.....	16
Programs	17

Institutional Mission and Objectives

The mission of Emerald Career College is to support all students in achieving their full educational potential in an environment of academic excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the healthcare field, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The objective of Emerald Career College is to develop professional qualities in each of our students. To teach those subject areas which are most needed and emphasize those most needed for success and to provide hands-on instruction that will enable each student to progress as rapidly as capability permits.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or visiting our website.

5

Instructional Location

Emerald Career College is located at 411 East Huntington Dr. Suite 209 Arcadia, CA 91006.

7

BPPE Approval

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

8

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

9

Review Documents

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.

Description of the Facilities & Type of Equipment

11

The institution is located at 411 East Huntington Dr. Suite 209 Arcadia, CA 91006 with over 600 sq feet in an air conditioned, modern facility that is accessible to all public transportation. For each program of study at Emerald Career College equipment and supplies are provided that are sufficient to meet the educational needs of the students and are detailed in Appendix A of this catalog.

Library Resources

12

Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

Premium Online Course – <http://thePoint.iww.com>

Accrediting Bureau of health Education Schools –
<http://www.abhes.org>

American Health Information Management
Association – <http://www.ahima.org>

American Medical technologies –
<http://www.amt1.com>

American Board of Medical Specialists –
<http://www.abms.org>

American Academy of Pediatrics – www.aap.org

American Heart Association –
www.americanheart.org

Food and Drug Association – www.fda.org

National Center for Complementary and Alternative
Medicine – www.nccam.nih.gov

CDC – www.cdc.gov

OSHA – www.osha.gov

US Department of Justice/Americans with Disabilities
Act – www.usdoj.gov/ada

Medical Dictionary – www.medical-dictionary.com

U.S. Department of Health and Human Services –
www.ealthfinder.gov

Medical Resources New and Reconditioned
Equipment – www.medicalresources.com

The Physician's Desk Reference – www.pdr.net

MedlinePlus, National Institutes of Health –
<http://medlineplus.gov/>

MedicineNet – www.medicinenet.com

American Society of Radiologic Technologists –
<http://www.asrt.org>

American Red Cross – www.redcross.org

National Safety Council – www.nsc.org

National Women's Health Information Center –
<http://www.womenshealth.gov>

National Center for HIV,STD and TB Prevention –
<http://www.cdc.gov>

American Cancer Association –
<http://www.cancer.org>

Centers for Medicare and Medicaid Services –
<http://www.cms.hhs.gov>

Questions

13

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

Complaints

14

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

15

The transferability of credits you earn at Emerald Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the

certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Emerald Career College to determine if your certificate will transfer.”

17

Admissions Policies & Recognition of Credits

1. Student must have graduated from high school, or earned a GED or equivalent.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other institution.
5. For Physical Therapy Aide with Massage Therapy applicants: Acknowledge that this program is not approved by CAMTC, and therefore if a student wishes to pursue a position as a Massage Therapist they should to check the requirements for the city/county which they may seek employment, as some cities/counties – but not all – in the State of California require Massage Therapists to be certificated by California Massage Therapy Council, a public benefit non-profit organization that provides voluntary certification to massage professionals. CAMTC requires that applicants for voluntary certification have graduated from a CAMTC-approved program.
1. For Nurse Assistant Program applicants: Students must complete a general background check Live Scan prior to the start of the internship as requested by a hospital/clinical setting. The cost of all required background checks will be paid by the student. Emerald Career College will facilitate background checking procedures. Background check results could impact the student’s ability to attend the clinical education center, to complete the program’s graduation requirements, or to obtain certification after completion of the program.

18

CPR Certification Requirement:

Prior to the start of any program with a clinical externship component, students must submit proof of completion and current certification in CPR for the Healthcare Provider. Failure to keep this certification current could impact the student’s ability to attend the clinical education center, to complete the program’s graduation requirements, or to obtain certification after the completion of the program of study. It is the student’s responsibility to maintain current certification.

Nurse Assistant Pre-Enrollment Policy

This institution informs NATP program applicants of the following requirements and restrictions set by the CDPH prior to enrollment in the NATP program. The institution will update information provided to applicants regarding the clearance process as changes to the clearance process are made by the CDPH.

Nurse Assistant Pre-Enrollment Procedure

- When the student chooses to enroll, this institution will have students fill out top portion (Section I-III) of CDPH 283B (CNA/HHA) application form, the institution will complete section IV and students will complete and submit a Live Scan fingerprinting upon enrollment.

Upon student enrollment, the NATP school administrator will submit CDPH283B (not signed by RNPD) and Live Scan BCIA8016 forms to the Department’s Aide & Technician Certification Section Registry at the following address:

**California Department of Public Health (CDPH)
Licensing and Certification Program (L&C)
Aide and Technician Certification Section (ATCS)**

**MS 3301, P.O. Box 997416
Sacramento, CA 95899-7416**

- NATP students who submitted the CDPH283B application and Live Scan to DOJ and want verbal acknowledgement regarding “clearance”, may call the Aide and Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative regarding clearance.
- The RNTP will not sign CDPH283B until students successfully complete state and federal NATP requirements and are eligible for CNA competency exams. The RN Program Director will verify successful NATP completion by reviewing CDPH 276A, CDPH 27C, student attendance and sign in sheets (including makeup sessions) prior to signing
- Submission of the initial CDPH 283B This institution will keep copies of the initial CDPH283B and Live Scan BCIA8016 that were initially submitted to the Department’s Aide & Technician Certification Section Registry and signed copies of CDPH283B in student files for 5 years.

Nurse Assistant Prior Conviction Policy

- Any conviction receives an evaluation by CDPH. Due to longer processing times, the possibility exists that the student may complete NATP training, pass competency examination, pay tuition and testing fees, and still not obtain a background clearance from the CDPH.
- Failure to obtain a background clearance prohibits students from obtaining CNA certification.

Nurse Assistant Prior Conviction Procedure

- For individuals (potential students) who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an “inquiry” with the Department by doing the following:
 - a. Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: **“CLEARANCE ONLY WITH LETTER”**. The school does not fill out any information on the form.
 - b. Write at the top of the LiveScan form (BCIA8016) **CLEARANCE ONLY WITH LETTER**”, when filling out the form at the LiveScan vendor site.
- CDPH will review LiveScan/DOJ results, determine if the individual is “cleared” or not “cleared”; and send the individual a letter explaining the results.

Health Requirements for Nurse Assistant Program

- The student must be free from communicable diseases, infection, psychological disorders and other conditions that would present a threat to, or negatively impact the well being of faculty, students or consumers, or would prevent the successful performance of the responsibilities and tasks required in the education and training program of the college.
- Any condition described above which is developed by the student after admission to the program, may be considered sufficient cause for suspension from the program.
- The Program Director may require a student to be examined by a licensed health care provider and to have laboratory tests, as needed, to determine physical and mental fitness.
- The Director is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the program, and except for such use, the confidentiality of such records shall be maintained.

1. Physical Examinations:

Each student shall be required to have a complete physical examination prior to admission to the program. Students must be free from contagious disease and otherwise not present a health hazard to patients.

Further, students must be cleared to participate in the program without limitation. Students must bear the cost of such examination and tests. These tests need to be updated each year.

2. Laboratory Tests:

Students are required to have the following tests: TB skin test and/or chest x-ray within 3 months of the start of the program. Additionally, students must demonstrate by titers immunity from measles, rubella, rubeola, varicella, hepatitis B and mumps. Students may choose to waive immunization for Hepatitis B by submitting a signed disclaimer to the Director of Nursing. Copies of all laboratory results must be submitted with the completed Health Record. Students will be notified if tests, other than those listed above are required by an affiliating facility.

4. Drug Screening:

A negative drug screen performed within 3 months of the start of the program is required.

5. Immunizations:

Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers and the community. Students must obtain the immunizations prior to being admitted into the program. Copies of all immunization results must be submitted to the School Administrator as specified. If other tests or immunizations are required by an affiliating facility, other than what is indicated above, students will be notified.

6. Vision Test:

Student must show proof of correctable vision at 16” to 18” range.

ANY MEDICAL CONDITION THAT MIGHT REQUIRE PRE-MEDICATION MUST BE CLARIFIED BY A PHYSICIAN IN WRITING AND RESULTS OF THE CONSULTATION INCLUDED IN THE STUDENT’S FILE.

7. CPR Card:

All students are required to obtain and maintain certification in cardiopulmonary resuscitation (CPR). A copy of his/her current CPR card is required prior to beginning his/her clinical at our affiliates. The CPR card must at the “Basic Life Support for the Healthcare Provider” level and must not expire before the end of the Program. CPR training must be certified by the American Heart Association. We do not accept online training or non-health care provided cards. A copy of current certification must be on file prior to enrollment in the first semester and be kept current during the program. Lack of verification will result in loss of acceptance status.

8. Criminal Background Check:

The California Health and Safety Code requires that all students have a criminal record clearance by the completion of finger print cards (live scan) to the State Department of Justice. The program will make arrangements for live scans to be conducted at no cost to students. This must be completed before contact with any patients in the training program. Students who have any convictions are advised to speak with the Program Director and to visit the State of California website for more information to determine eligibility to participate in the training program and to obtain certification. Under no circumstances will students be permitted to practice clinical skills training or have contact with patients unless they have been screened and there is not indication they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.

Visa Related Services

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

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

22

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

24

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 Ave., Suite 225, Sacramento, CA 95833, (916) 579-8900 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.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Emerald Career College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Emerald Career College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student's Right to Cancel

25

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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy five dollars. (\$75)

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, 411 East Huntington Dr. Suite 209 Arcadia, CA 91006 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.

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

Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have

withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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

27

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

28

Loan Repayment

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.

29

Financial Aid Disclosures

If a student obtains a loan to pay for an educational program, the student will have to repay 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 money not paid from federal student financial aid program funds.

30

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, B, C, D, F system

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

90% to 100%	= A	4 Grade Points
80% to 89%	= B	3 Grade Points
70% to 79%	= C	2 Grade Points
0 to 69%	= F	0 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Nurse Assistant Program

31

Attendance Policy

The Nursing Assistant Training Program imposes and implements a strict attendance policy due to the short and fast pace of the program. Students are not allowed to miss a day, unless it is in an emergency situation. Therefore, accommodation will be considered in cases where there is death in the family or other comparable family emergency. Nevertheless, regardless of the circumstance, student understands that he or she still might not be able to finish the course in its given time, even if make-up training is completed. Each student's circumstance and situation will be individually and fairly evaluated by the RN Program Director and School Administrator. A two-day absence with no supporting document is grounds for automatic expulsion from the program.

Students are made to understand that missing a day means shortage of training hours that is necessary for the completion of the program qualifying them towards taking the State test. Absenteeism might cause rescheduling such student's training completion and will result in like manner towards rescheduling said student State examination date.

Absentee Procedure

This institution discusses and executes a "Make-up Day Disclosure Statement Agreement", that in the event either a "theory day" or "clinical day" is missed, the student must make-up the missed training hour-for-hour, regardless of any circumstance, with the instructor present.

This institution provides limited, well defined time to do make-up work, in accordance with the limited number of absences allowed. As such, 6 hours of theory and 6 hours of clinical make-up are allotted within the schedule of the course. Make-up training and assignments for theory and clinical are to be developed, implemented, and overseen by the RN Program Director.

Clinical Make Up

Clinical make-up day must be done by a student returning to the clinical site (which is allowed by the contracted clinical facility) to do the make-up work hour-for-hour of the material that was missed, including skills, in the presence of the NATP Instructor. The student will be responsible for the instructor fee for the said make-up time spent by the instructor with the student.

Theory Make Up

Classroom theory make up occurs prior to clinical and is supervised by an instructor available for questions and module/exam administration. The Instructor, in conjunction with the RN Program Director, will develop make-up assignments for a missed theory day prior to clinical. Student will be subjected to

submit a written explanation or a project pertaining to a certain Module/Modules missed on a particular day to make sure student understand the content of the Module/ Modules that has been missed.

If student does not agree with the stipulations stated on the “Make-up Day Disclosure Statement Agreement”, this institution provides the student with the option to re-enroll in the next cohort session and start the training over again from the beginning, with an adjusted program fee.

Student must complete 160 hours of theory/clinical hours in order to be eligible to take the CNA State exam. Student must pass both parts of the State exam (written and skills) in order to receive State certification.

Attendance Policy – Other Programs

Due to the short length of our programs and the training requirements that apply, students are required to attend 100% of the scheduled sessions of the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor. It is the student’s responsibility to coordinate any required make up work with their instructor.

32

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student’s GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Emerald Career College
411 East Huntington Dr. Suite 209
Arcadia, CA 91006

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student’s failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

33

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

Emerald Career College
411 East Huntington Dr. Suite 209
Arcadia, CA 91006

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the

planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures – Student Rights

34

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Emerald Career College
411 East Huntington Dr. Suite 209
Arcadia, CA 91006

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

35

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide placement assistance.

36

Student Housing

This institution has no responsibility to find or assist a student in funding housing.

37

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,500 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a

difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

21

Professions – Requirements for Eligibility for Licensure

Phlebotomy Technician

Licensure is a goal of this program. The graduate of this Phlebotomy program must pass an approved national Phlebotomy examination. The graduate of this program must also complete an application to the California Department of Health – Laboratory Field Services and pay the appropriate fees in order to receive their certification as a Certified Phlebotomy Technician I.

Nurse Assistant

Licensure is a goal of this program. In order to take the Certified Nursing Assistant California State Board Examination, the student must have successfully completed a Certified Nurse Assistant Training Program (NATP) approved by the California Department of Public Health, pass the State Board Examination, and complete an application to the CDPH to receive their certification as a Certified Nurse Assistant.

Pharmacy Technician

Licensure is a goal of this program. Upon completion of the program, students can apply for their Pharmacy Technician license from the California State Board of Pharmacy. No exam is required. This state board does not approve programs which offer this instruction. A \$195 fee is required, as well as providing your SSN or ITIN, a photo, proof of basic education, proof of completion of the pharmacy technician course, a self-query report form the National Practitioner Data Bank, and fingerprints by LiveScan. More information pertaining to licensure requirements can be found here:

<https://www.pharmacy.ca.gov/applicants/tch.shtml>. The application for Pharmacy Technician is found here: https://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf.

Physical Therapy Aide with Massage Therapy

Licensure is not a goal of this program. Physical Therapy Aides are not granted licensure by the Physical Therapy Board of California nor any other agency. The State of California does not oversee nor provide licensure of Massage Therapists.

Students who graduate this program and wish to pursue a position as a Massage Therapist are encouraged to check the requirements for the city/county which they may seek employment, as some cities/counties – but not all – in the State of California require Massage Therapists to be certificated by the California Massage Therapy Council (CAMTC), a public benefit non-profit organization that provides voluntary certification to massage professionals. CAMTC requires that applicants for voluntary certification have graduated from a CAMTC-approved program; our institution does not possess CAMTC certification.

23

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee *	STRF* (\$.250 / \$1,000)	Books & Materials	Total Program Charges
The Versatile Medical Assistant	\$5,000	\$75	\$0	\$160	\$5,235.00
Phlebotomy Technician	\$2,000	\$75	\$0	\$160	\$2,235.00
Nurse Assistant	\$1,600	\$75	\$0	\$160	\$1,835.00

Pharmacy Technician	\$4,500	\$75	\$0	\$160	\$4,735.00
Physical Therapy Aide with Massage Therapy	\$5,000	\$75	\$0	\$160	\$5,235.00

*Registration Fees are non refundable

*STRF Fees are non refundable after the cancellation period

Program Name	
The Versatile Medical Assistant	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,235.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,235.00
Phlebotomy Technician	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,235
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,235
Nurse Assistant	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$1,835
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$1,835
Pharmacy Technician	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$4,735.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,7435.00
Physical Therapy Aide with Massage Therapy	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,235.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,235.00

Faculty

26

Nurse Assistant & Versatile Medical Assistant Instructor

Shushan Manukyan, Ph.D.

Shushan has over 20 years of experience as an instructor and possesses her Ph.D in Biochemistry. She is also possesses her certificate as a Certified Phlebotomy Technician (CPT1) and the California Certified Medical Assistant certification.

Phlebotomy Instructor

Nisma Ibrahim, RN

Nisma is a registered nurse with over 5 years of nursing experience. She is the Program Director and instructor of our Phlebotomy program.

Pharmacy Technician Instructor

Zmrukht Emerald Saakyan, Licensed Pharmacy Technician

Zmrukht has over 4 years of experience as a pharmacy technician and possesses a current pharmacy technician license.

Physical Therapy Aide with Massage Therapy Instructor

Ma Christina Salgado Cortez, Licensed Physical Therapist

Christina has over 13 years of experience as a physical therapist in the United States and possesses a current Physical Therapist license for the states of California, Maryland, Massachusetts, Rhode Island, and Connecticut.

Programs

Name of Program	The Versatile Medical Assistant
39 Program Description	This program prepares the student in a wide variety of skills in the health care industry. Included are those skills that prepare the student to perform appropriate administrative and clinical duties and laboratory procedures. Additionally, the program includes components in the basics of Coding and Billing, the basics of Pharmacology and medical assisting for specific specialists. SOC 31-9092
Program Mission	The mission of this program is to provide high quality healthcare assistant training that prepare the student for the ever changing healthcare environment.
Program Objectives	At the completion of the program, the graduate will be equipped to provide competent care or medical office assistance. The graduate will understand the importance of ethical standards and cooperative relationships with members of the medical team with whom they will be working.
Total Clock Hours	720 hours
Is an Externship or Internship Required?	no
Graduation Requirements	To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Module	Module Description & Objectives	Hours
Anatomy and Physiology I	The fundamentals of anatomy, physiology and medical terminology associated with digestive, cardiovascular, respiratory, blood forming, lymphatic and nervous systems are introduced to students. Emphasis is on spelling, pronunciation, and the meaning of medical terms. Students are introduced to the relevant Greek and Latin derivatives. The structural organization of the human body is identified. Learning Objectives - The objective of this course is for students to correctly and accurately use medical language in its proper context to meet workplace standards which include pronunciation, spelling, and defining. - The students will also be able to identify the position of anatomical parts of the human body. - Specific objectives are to locate and name the body's anatomical structure, define terms that apply to the structural organization of the body, and to identify the body cavities and recognize organs contained in those cavities.	60 hours
Anatomy and Physiology II	This course is a continuation of Anatomy and Physiology I. This course concentrates on the special senses, muscular, skeletal, endocrine, urinary, female and male reproductive systems and mental health. Learning Objectives Upon successful completion of this course, the learner have reliably demonstrated the ability to: Identify and describe anatomical terms, physiology, pathology and diagnostic tests for the following: Digestive system, Urinary	60 hours

	system, Female and male reproductive systems, Nervous system, including senses Eyes and ears , Cardiovascular system, Respiratory system, Blood system, Lymphatic and immune systems , Musculoskeletal system, Endocrine system • Define and spell correctly the common disorders, diagnostic tests, and abbreviations pertaining to the above body systems. • The student will be able to name the organs of the special senses and their location and describe the function of the special senses.	
Clinical Medical Assisting	Exploring the medical office assistant's role in performing basic clinic procedures: Taking and charting vital signs Assisting the physician with physical examinations Assembling equipment, Explaining collection of specimens for external evaluation to the patient: The student will learn to collect and test specimens including:, basic urinalysis, pregnancy testing, Hemoccult testing and slide preparation and blood glucose testing and the proper use of sterilization and disinfection of equipment. Learning Objectives Use the Snellen chart, complete eye chart testing and chart results. Use the correct technique for taking blood pressure and how to correct errors when taking blood pressure Prepare for the care of laboratory specimens for laboratory testing. Preparation of the examining room for, physical examinations, other procedures, and sterile tray for minor surgery Information on a percentile chart for boys and girls * Demonstrate: Preparation of the examining room for, physical examinations, other procedures, blood glucose testing, recording information on a percentile chart for boys and girls and procedures for the gynecologic patient and the obstetric patient Discuss: Prevention of cross contamination, medical and surgical asepsis and sterilization techniques Preparation of children for, examination, tests and procedures, and current immunization schedule recommendations Identify: Surgical instruments and tests and procedures used for children	60 hours
Medical Office Procedures	Prepares the students for, and emphasizes the following • Reception duties, such as telephone etiquette, booking appointments, filing, mail processing • Maintaining patient confidentiality • Adhering to Health Association Code of Ethics • Medical supply ordering • Patient record management (clinic and hospital) • Requisitions • Handling medical emergencies • Maintaining legal aspects of medicine • Interpersonal skills • Stress management Learning Objectives • Demonstrate proficiency in medical office etiquette • Apply appropriate procedures for the beginning and ending of the work day • Identify time management principles • Describe scheduling guidelines • Recognize office policies and protocols for handling appointments • Demonstrate scheduling of patient admissions and/or procedures • Identify critical information required for scheduling patient's admissions and/or procedures • Demonstrate organizing a patient medical record	60 hours

	• Identify systems for organizing medical records • Describe various types of content maintained in a patient's medical record • Demonstrate documentation of patient care (CAAHEP IV.P.IV.8)** • Demonstrate documentation of patient education (CAAHEP IV.P.IV.9)** • Compare and Contrast various filing methods • Identify types of records common to the healthcare setting	
Medical Coding and Billing	This module is designed to prepare the student in the basics of medical coding and billing which is useful in many healthcare position including Admitting Clerk, Medical Biller, Claims Processor and Medical Front Office. The student will learn third-party payer billing, state and federal rules and regulations, compliance issues, HIPAA, patient record keeping, patient registration, and scheduling. Students will review reimbursement methodologies, fee schedule reimbursement and charge-master issues, along with an introduction to CPT-4 and ICD-9 coding systems. This CPT coding course begins at the basic level, where students will gain an understanding and foundation of CPT-4 coding, then progress into evaluation, management, and surgery sections, followed by all other organ and body systems. This ICD-9 coding course, starts with the format and convention behind the International Classification of Diseases, then builds upon these coding fundamentals until the student can code complex diagnoses from the medical record documentation. Learning Objectives • Articulate the procedure for converting a term for a medical disease or procedure to its numerical identifier using the most recent revision of the ICD-CM. • Summarize the limitations of the alphabetical listing to identify as numerical code of medical diseases and procedures when using the most recent revision of the ICD-CM. • Describe the most recent revision of the ICD-CM procedural cautions when using the alphabetical list to identify a specific numerical code. • Describe the numerical code for a disease or procedure in each of the major classification categories of the most recent revision of the ICD-CM • Demonstrate the use of the most recent revision of the ICD-CM to convert a n	100 hours
Electronic Health Records	Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into specialized applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security. Learning Objectives	40 hours

	• Upon successful completion of this course, the student will have reliably demonstrated the ability to • use a specialized computer billing program to enter practitioner and patient information, • bill for services to: private insurers, produce printed day sheets and verify entries, • book patient appointments online, and • use other features of software, as appropriate.	
Basics of Pharmacology	Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems. Learning Objectives • Dosage Calculation • Demonstrate knowledge of basic math computations. • Apply mathematical computations to solve equations. • Identify measurement systems. (CAAHEP II.C.II.3)** • Define basic units of measurement in metric and household systems. • Establish metric equivalents that are most frequently used in the medical field. • Compute conversions among measurement systems. (CAAHEP II.C.II.5)** • Identify both abbreviations and symbols used in calculating medication dosages. • Calculate medication dosages using proportional method. • Calculate medication dosages using a formulaic method. • Calculate pediatric medication dosages by various rules.	40 hours
Medical Law and Ethics	Introduces the basic concept of Medical Assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the Medical Assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Learning Objectives • Compare and contrast physician and Medical Assistant roles in terms of standard of care • Interpret the issues of confidentiality as it applies to the Medical Assistant • Describe the implications of HIPAA for the Medical Assistant in various legal settings • Summarize the Patient Bill of Rights • Discuss liability, professional, personal injury, and third party insurance • Compare criminal and civil law as it applies to the practicing Medical Assistant • Give examples of tort law as it would apply to a Medical Assistant	40 hours

	Explain how the following impact the Medical Assistant's practice and give examples of the following: negligence, malpractice, statute of limitations, Good Samaritan Acts, Uniform Anatomical Gift Act, living will, advance directives, and medical durable power of attorney.	
Lab practice - Injections and Venipuncture	The course prepares students to assist the physician in the clinic, outpatient office and ambulatory health care settings. Responsibilities include administration of medications, phlebotomy, and aiding in diagnostic tests and procedures commonly performed in the medical office. Learning Objectives - Demonstrate venipuncture and skin puncture technique - Demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines - Perform CLIA- waived laboratory tests - Label and handle all biologic specimens - Use equipment including calibration, maintenance and troubleshooting - Demonstrate quality assurance and quality control procedures.	40 hours
Assisting Derm/Gast/Neur o specialists	This module designed to introduce students how to assist to different specialty doctors. Gives practical guidelines about care of the patients, instruments and tools used during the examinations and basic knowledge of diseases and conditions in Dermatology, Gastroenterology and Neurology. Learning Objectives: - Explain common diagnostic tests and procedures for these specialties - Prepare the patient for examinations, tests and procedures - Assist dermatologist, gastroenterologist and neurologist during their examinations and procedures - Demonstrate ability to instruct patients about posttest and post procedure care - Demonstrate knowledge of common disorders of skin, alimentary tract and accessory organs, explains main diseases of nervous system - List potential complications of spinal injury - Explain the purpose of various diagnostic procedures for these specialists	40 hours
Assisting GYN/OB and Urology specialists	This course introduces main GYN/OB and Urology diseases and discusses the role of medical assistant during the examinations, tests and procedures. Provides knowledge about common diseases of urinary system, male and female reproductive systems. Instructs about performing of selected tests and procedures when assisting urologist and GYN/OB. Learning objectives: - Prepare examination rooms for GYN/OB and urologist - Assist during the tests and procedures - List and describe disorders of urinary system and male reproductive system, common gynecologic and obstetric disorders	40 hours

	- Describe and explain the purpose of various diagnostic procedures associated with the urinary system, female and male reproductive system - Be able to instruct the patient on the breast self-examination - Assist with the pelvic examination and Pap-smear - Assist with colposcopy and cervical biopsy	
Assisting Pediatrics	The course prepares students to assist pediatrician during different types of visits. Provide information about psychological aspects of child care, obtaining and recording history and anthropometric measurements. Responsibilities also include administering medications and vaccinations. Learning objectives: - List safety precautions in pediatric office - Explain differences between well-child and sick-child visits - List types and schedules of immunizations, identify sites for each injection used on child and infant - Describe the role of the parent during the office visit and care. - Discuss names, symptoms, and treatments for common pediatric illnesses - Describes the feelings that child may have during an office visit	40 hours
Assisting Diagnostic/Orthopedics specialists	This module introduces the basics of diagnostic imaging, patient positioning, radiation safety, contrast medium examinations and teleradiology. Students will learn how to assist during radiology imaging, how to calm patients' fears and how to handle and store radiographic films. Also the basics of Orthopedics will be covered in this module. Students will learn about main spinal curvatures, the common disorders of musculoskeletal system, diagnostic procedures in orthopedics and the principles in assisting with orthopedist. Learning objectives: - Explain the theory and function of different radiological equipment - Describe the routine and contrast media, computed tomography, sonography, magnetic resonance and mammography - Explain the role of medical assistant in radiological procedure - Describe different types of fractures, common musculoskeletal disorders - Identify different types of musculoskeletal diagnostic procedures - Discuss the role of medical assistant in caring patients with musculoskeletal disorders - Describes various types of ambulatory aids	40 hours
Externship	This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, communication, and following directions. Learning Objectives - Demonstrate scheduling appointments - Perform billing procedures	60 hours

	• Use the computer • Demonstrate telephone skills • Demonstrate use and maintenance of office equipment • Demonstrate competent assistance with history and physical exams • Perform electrocardiography (EKG) • Demonstrate administration of injections • Perform venipuncture procedures 2 Rev Fall 2013 • Perform waived laboratory procedures • Demonstrate emergency skills • Integrate relating effectively with health team members and patients. • Integrate appropriately communication with health team members and patients • Demonstrate following instructions as directed by supervisory staff • Display demonstration of empathy in communicating with patients, family and staff • Display application of active listening skills • Display use of appropriate body language and of the nonverbal skills in communicating with patients, family and staff • Display demonstration of awareness of the territorial boundaries of the person with whom communicating • Display demonstration of sensitivity appropriate to the message delivered • Display demonstration of awareness of how an individual's personal appearance affects anticipated responses • Display demonstration of recognition of the patient's level of understanding in communications • Display analysis of communications in providing appropriate responses/feedback • Display recognition of and protection of personal boundaries in communicating with others • Display demonstration of respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status	
--	---	--

Name of Program Phlebotomy Technician**Program Description**

This program prepare the student to become a California Certified Phlebotomist Technician CPT1) In this program students will be prepared to take an approved national certifying exam and, after passing, be eligible for certification from the California Department of Public Health, Laboratory Field Services. SOC 31-9097

39

Program Mission

The mission of this program is to prepare the student to become California Certified Phlebotomist Technicians (CPT 1)

Program Objectives

The objective of this program is to provide training through lectures, lab exercises and practical experience in order to provide the student with the opportunity to acquire the skills and confidence to work as a phlebotomist and obtain adequate preparation for the national certification exam.

Total Clock Hours

80 Hours

Is an Externship or Internship Required?

Yes

Graduation Requirements

To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work.

Final Tests or Exams

Yes. Students are evaluated through written and performance assessments.

Outline of Subject Matter**Basic Phlebotomy 40 hours**

In this module, the following topics will be covered.

- (A) Basic infection control, universal precautions and safety;
- (B) Basic anatomy and physiology of body systems with emphasis on the circulatory system, the appropriate medical terminology;
- (C) Proper identification of patient and specimens, the importance of accuracy in overall patient care;
- (D) Proper selection and preparation of skin puncture site, including selection of antiseptic;
- (E) Blood collection equipment, types of tubes and additives, proper order of draw when additives are required, special precautions;
- (F) Post-puncture care;
- (G) Appropriate disposal of sharps, needles and waste.

Objectives

After completing this unit the student will be able to:

Define the terms

List the components of blood

Describe how to prepare a patient for a venipuncture.

Describe how to collect a specimen via venipuncture.

Describe how to process blood specimens for testing

Advanced Phlebotomy 40 hours

In this module the following topics will be covered.

- Advanced infectious disease control and biohazards;
- Anti-coagulation theory;
- Knowledge of pre-analytical sources of error in specimen collection, transport, processing and storage;
- Anatomical site selection and patient preparation;
- Risk factors and appropriate responses to complications which may arise from phlebotomy;
- Recognition of, and corrective actions to take, with problems in test requisitions, specimen transport and processing;
- Applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics and legal implications of phlebotomy;
- Quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results;
- Legal issues related to blood collection.

Objectives

After completing this module the student will be able to

- Differentiate between serum and plasma.
- Identify factors to be considered in venipuncture or skin puncture site selection.
- List the equipment and supplies needed to collect blood by venipuncture and skin puncture.
- Describe 6 patient factors which influence the ability to perform venipuncture successfully.
- Discuss 6 complications associated with blood collection.
- Describe the steps in accurate specimen collection and documentation procedures.

Externship

Practical instruction in phlebotomy in a clinical setting.

Objectives

- Perform a minimum of 10 skin and 50 venipunctures

Program Name Nurse Assistant

Program Description

This program enhances the abilities of students in a wide variety of skills in the health care industry. Students will learn interpretation of medical and social needs of people being served, nutrition, and working with long term care. This course will enable the graduate to obtain professional employment in a variety of employers such as clinical facilities, long term care, nursing homes, and hospitals. SOC31-1014

Program Objective

Upon completion of the Nurse Assistant program, students will be able to: demonstrate the fundamental nursing skills expected of a nursing assistant. The student will use effective communication skills while delivering care to clients and families in various nursing practice settings, and in collaboration with the health care team.

Program Mission

The mission of this program is to provide high quality healthcare assistant training that prepares the student for the ever changing healthcare environment. The goal of this program is to prepare the student to become California Certified Nurse Assistant.

Graduation Requirements

To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work and a passing grade for all clinical work. The student must pass a State exam to receive State certification.

Total Clock Hours

This program is 160 hours

Final Tests or Exams

Yes. Students are evaluated through written and performance assessments.

Internship or Externship

Yes. Practical instruction as nurse assistant in a clinical setting.

Module	Description	Theory Hours	Clinical Hours
Introduction	In this course the student is introduced to the California Code of Regulations, Division 5, Title 22, regarding the regulation of health care facilities. The student is instructed in the roles and responsibilities of the nurse assistant including the requirement for CNA certification, professionalism, ethics and confidentiality. Objectives At the completion of this module the student will understand • The role & responsibilities of the Nursing Assistant (CNA) • Title 22 • Requirements for nurse assistant certification • Professional, Ethical and Legal Issues Affecting the Nursing Assistant	2 hrs	
Patient's	In this course the student is introduced to patient/resident rights, the	2 hrs	1 hr

Rights	fundamental principles of care and how those patient rights are protected by federal and state law. Objectives At the completion of this module the student will understand • Health & Safety Code • Code of Federal Regulations • Clinical Skills: Resident Rights (1 hour Clinical) • Knocks on door before entering • Pulls privacy curtains during personal care • Keeps resident information confidential • Treats resident with respect and dignity • Encourages resident to make choices • Explains procedure to resident		
Interpersonal Skills	In this course the student is introduced to the interpersonal skills a nurse assistant must possess to communicate effectively with the patient, family members and the health care team. Objectives At the completion of this module the student will have a basic understanding of the following interpersonal skills • Communications • Defense Mechanisms • Socio-cultural factors • Attitudes illness/health care • Family interaction	2 hrs	
Prevention Management (catastrophe and unusual occurrences)	In this course the student is introduced to the nurse assistant's role in creating a safe environment for the patient and planning for potential emergency conditions. Objectives At the completion of this module the student will understand • Emergency procedures • General safety • Fire, Disaster plans • Roles & Procedures for Certified Nurse Assistants (CNA) • Demonstrates fire/disaster procedures • Handles O2 safely • Uses fire extinguisher	1 hr	
Body Mechanics	In this course the student is introduced the principles of positioning and the transportation of patients using efficient and proper use of the body. Objectives At the completion of this module the student will understand • Basic body mechanics • Transferring techniques • Alignment • Ambulation • Use of gait • Proper body mechanics/positioning techniques	2 hrs	4 hrs

	• Adaptive Equipment • Clinical Skills: Body Mechanics (4 hours Clinical) • Use of gait belt • Helping helpless resident up to head of bed w/2 assistants • Turning/positioning resident • Assisting transfer from bed to chair or wheelchair • Assisting transfer from chair or wheelchair to bed • Mechanical lift		
Medical and Surgical Asepsis	In this course the student is presented with information about asepsis and the control of infection. Specific procedures and precautions are taught to protect residents, other health care workers and others from infection. Objectives At the completion of this module the student will understand • Micro organisms, Infectious agents & blood borne pathogens • The Chain of infection • Body defenses • Signs & symptoms of infection • Universal precautions, transmission based precaution • Principles of Asepsis • Defense against infection and use of Personal Protective Equipment • Bio-hazardous waste management • Clinical Skills: Medical & Surgical Asepsis (8 hours Clinical) • Hand washing • Proper handling of linen • Universal Precautions • Gloving • Gowning • Apply Mask • Double bagging trash/waste	2 hrs	8 hrs
Weights and Measures	In this course the student is introduced to a system of measurement used by the nurse assistant. Objectives At the completion of this module the student will understand • Metric & household measurements • Weight, length, and liquid volume • Military time (24-hour clock) • Clinical Skills: Weights and Measures (1 hour Clinical) • Measuring oral intake • Measuring urinary output • Measuring height of resident in bed • Weighing resident in bed • Measuring and weighing resident using an upright scale	1 hr	1 hr
Patient Care Skills	In this course the student is taught the skills need tot support and assist the resident in personal hygiene, activities of daily living and	20 hrs	44 hrs

	elimination. The nurse assistant learns that assistance of this type is provided only when the patient needs help. Objectives At the completion of this module the student will understand • Bathing/medicinal baths • Dressing • Oral hygiene • Hair care, shampoo, medicinal shampoo, • Nail & foot care, shaving • Prosthetic devices (To be completed before Clinical) • Skin care, pressure ulcer prevention and care • Urinary elimination and catheter care • Bowel elimination, ostomy care • Bowel & bladder retraining (To be completed before Clinical) • Clinical Skills: Patient Care Skills (44 hours Clinical) • Back rub • Bed bath/partial bath • Tub bath • Shower • Assisting with oral hygiene • Denture care • Nail care • Combing resident's hair • Shampoo of bed ridden resident • Shampoo with shower or tub bath • Medicinal shampoo • Shaving – electrical shaver, razor blade • Dressing/undressing patient • Changing clothes of resident with shower • Assist in use of urinal, bedpan, commode/toilet • Bladder, bowel retraining • Perineal care • Artificial limbs • Splints • Applying/removing behind-the-ear hearing aid • Removing, cleaning and reinserting artificial eye		
Patient Care Procedures	In this course the student is provided learning experiences to safely perform the procedures necessary to support the resident in meeting the physical care needs that cannot be met by that resident. Objectives At the completion of this module the student will understand • Bed making • Collection of specimens • Care of patient with tubing (does not include insertion, suction or changing tubes): • Gastrointestinal tube feeding and suction • Intravenous therapy • Urinary	6 hrs	20 hrs

	• IV • Bowel care, Cleansing enemas, Laxative suppositories • Intake and output measurements • Therapeutic (TED) hose use • Non-sterile dressings • Non-prescription use of ointments, lotions, or powders • Admission, transfer, discharge procedures • Application of warm and cold procedures • Clinical Skills: Resident Care Procedures (20 hours Clinical) • Collect and identify specimen • Sputum collection • Urine specimen: clean catch & routine urine analysis • Stool Specimen • Occupied bed making • Unoccupied bed making • Administering the commercially prepared cleansing enema • Administering enemas – tap water, soap suds • Administering laxative suppository • Empty urinary bags • Care of patient with tubing • Oxygen • IV • Gastrostomy • Nasogastric • Urinary Catheter • Antiembolic hose, elastic stockings (TED Hose) • Admitting, transferring, discharging patient • Application of nonsterile dressing, bandages • Application of non-legend topical ointment		
Vital Signs	In this course the student is to learn the correct procedures for measuring temperature, pulse, respirations and blood pressure and how to recognize and report normal and abnormal measurement. Objectives At the completion of this module the student will understand • Purpose of vital signs • Factors affecting vital signs • Normal ranges • Methods of Management • Temperature, Pulse, Respirations • Blood pressure • Pain • Height • Weight • Abnormalities • Recording • Clinical Skills: Vital Signs (6 hours Clinical) • Measure and record vital signs • Temperature: Oral, Axillary, Rectal	3 hrs	6 hrs

	• Pulses: radial, apical • Respirations • Blood Pressure		
Nutrition	In this course the student will learn about the basic food groups, their effect on the body, resident nutrition and hydration requirements and common therapeutic diets. Objectives At the completion of this module the student will understand • Proper nutrition and food pyramid • Fluid requirements • Nutritional needs of elderly • Therapeutic diets, dietary therapy and modifications • Feeding Techniques • Alternative feeding • Clinical Skills: Nutrition (6 hours Clinical) • Feeding the helpless resident • Assisting the resident who can feed self • Verifying resident has been given correct diet tray	2 hr	6 hrs
Emergency Procedures	In this course the student is introduced to the concepts and procedures related to emergency procedures, signs and symptoms of distress, the nurse assistant role in Long Term Care situations and appropriate response to temporary intervention and emergency situations. Objectives At the completion of this module the student will understand • Signs and symptoms of distress • Immediate and temporary intervention • Emergency codes • Clinical Skills: Emergencies and Catastrophic Prevention (1 hour Clinical) • Applying postural supports (safety devices) • Applying soft wrist/ankle restraint as safety device • Heimlich maneuver for the conscious patient • Heimlich maneuver for the unconscious patient • Positioning of call light • Handles 02 safely • Use of fire extinguisher	3 hrs	2 hrs
Long Term Care Patient	In this course the student is introduced to the common physical and psychological conditions found in the elderly, the approaches to care and the community resources oft time available to assist the elderly with psychological, recreational an social needs. Objectives At the completion of this module the student will understand • Special Needs. Patients with: • Retardation • Alzheimer's • Cerebral palsy • Epilepsy	2 hrs	

	• Dementia • Mental Illness • Introduction to anatomy and physiology • Physical and behavioral needs and changes • Community resources available • Psychological, social, and recreational needs • Common diseases/disorders including signs and symptoms		
Rehabilitative Nursing	In this course the student is introduced to restorative care. The nurse assistant is learns how to assist the patient to achieve maximum independent living skills through the use of rehabilitative or restorative procedures. Objectives At the completion of this module the student will understand • Promoting patient potential & independence • Activities of Daily Living (ADL's) • Family interactions • Complications of inactivity • Ambulation • Rehabilitation procedures, range of motion (ROM) • Use of adaptive devices • Clinical Skills: Rehabilitative/Restorative Care (4 hours Clinical) • Range of motion exercises • Assisted ambulation of resident with gait belt • Assisting the resident to ambulate with cane • Rehabilitative devices	2 hrs	4 hrs
Observation and Charting	In this course the student will learn how to report and record observations using appropriate medical terms and abbreviations. Objectives At the completion of this module the student will understand • Observation of patients and reporting responsibilities (To be completed before Clinical) • Patient Care Plan • Patient Care Documentation (To be completed before Clinical) • Legal Issues of Charting • Key terminology & abbreviations • Clinical Skills: Observation and Charting (4 hours Clinical) • Reports appropriate information to charge nurse • Documents vital signs, Activities of Daily Living, timely/correctly • Documents changes in resident's body functions/behaviors • Participates in resident care planning	8 hr	4 hrs
Death and Dying	In this course the student will learn of the various state of the grieving process and physical signs of approaching death. The nurse assistant must recognize the physical, psychological and spiritual needs of the	2 hrs	

	resident during this normal stage of life. And provide support to the resident and family members. Objectives At the completion of this module the student will understand • Common signs of approaching and biological death • Five stages of grieving process • Patient monitoring and comfort measures • Rights of dying patient (To be completed before Clinical) • Monitoring the patient • Emotional and spiritual needs of patient and family • Postmortem care		
		60 hrs	100 hrs

Program Name Pharmacy Technician

Program Description

The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to fill the role and perform all tasks required of a Pharmacy Technician in the state of California, under the direct supervision of a registered pharmacist. This course covers all topics required by Title 16 California Code of Regulation section 1793.6(c) and more, which makes our graduates eligible to obtain their license from the California State Board of Pharmacy. Graduates of this course will be equipped with the knowledge needed to obtain their certification from the Pharmacy Technician Certification Board (PTCB) or National Healthcare Association Pharmacy Technician Certification Program, which can increase their employability and competitiveness in the job market. The program consists of 240 hours of theory and skills training in the classroom. This educational program is designed to prepare students for employment as a Pharmacy Technician, SOC 29-2052 – Pharmacy Technicians

Program Objective

39

Upon completion of this program the student will have:

- Knowledge and understanding of different pharmacy practice settings.
- Knowledge and understanding of the duties and responsibilities of a pharmacy technician in relationship to other pharmacy personnel and knowledge of standards and ethics, laws and regulations governing the practice of pharmacy.
- Knowledge and ability to identify and employ pharmaceutical and medical terms, abbreviations and symbols commonly used in prescribing, dispensing and record keeping of medications.
- Knowledge of and the ability to carry out calculations required for common dosage determination, employing both the metric and apothecary systems.
- Knowledge and understanding of the identification of drugs, drug dosages, routes of administration, dosage forms and storage requirements.
- Knowledge of and ability to perform the manipulative and record-keeping functions involved in and related to dispensing prescriptions.
- Knowledge of and ability to perform procedures and techniques relating to manufacturing, packaging, and labeling of drug products.

Program Mission

The mission of this program is to provide high quality pharmacy technician training that prepares the student for the ever changing healthcare environment. The goal of this program is to prepare the student to become California Licensed Pharmacy Technician.

Graduation Requirements

To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work. The student must pass a State exam to receive State certification.

Total Clock Hours

This program is 240 hours.

Final Tests or Exams

Yes. Students are evaluated through written and performance assessments.

Internship or Externship

No, there is no internship or externship portion of the program.

Outline of Subject Matter

Topic	Description & Learning Objectives	Hours
Week One Topic: Drug Classifications and Formulations	DESCRIPTION OF CONENT: This chapter introduces anatomy, physiology, diseases, pathophysiology, and epidemiology basics. Presents the most common prescriptions and nonprescription drugs in a large table, including uses, dosage limits, and common adverse reactions. Chapter also briefly describes the most common formulations for drugs and present routes of drug administration. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Have knowledge of human normal anatomy and physiology, as well as diseases and pathophysiology. • Describe pharmacokinetics: how drugs move through the body. • Discuss pharmacodynamics, drugs actions, dosage strength, drug interactions. • Present and perform different routes of drug administration.	25
Week Two Topic: Pharmacy Calculations, Abbreviations, and Terminology	DESCRIPTION OF CONENT: This chapter presents information in 3 key areas of knowledge. First it presents calculations as a mixture of straightforward explanations and practical problems. Next, it presents abbreviations with a brief explanation of their Latin origin. Then it presents commonly used medical terminology again with a brief explanation of word origin and roots. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • To do pharmacy calculations using ratio and proportion method, • To apply different units of measurements and common equivalents in solving problems with drug calculations • Demonstrate knowledge of pharmaceutical abbreviations, and medical terminology.	25
Week Three Topic: Pharmacy Law and Regulations	DESCRIPTION OF CONENT: This chapter focuses on FDA, CMS, DEA, USP, and state boards of pharmacy. It describes the drug approval process by the FDA, evaluation, and drug recall actions. Then it covers DEA regulation of control substances and patient privacy requirements under the HIPPA LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Demonstrate knowledge of the process of drug approval by the FDA, also drug withdrawals and recalls. • Recognize that consumers should be covered by the dietary supplement health education act to evaluate risk and mitigation strategies. • Understand the role and the importance of DEA regulations for controlled substances administration and distribution.	25

	• Ensure that pharmacy facilities have requires equipment to provide safe and affordable services.	
Week Four Topic: Inventory Control, Drug Formularies, Storage, and Shortages	DESCRIPTION OF CONENT: This chapter will describe skills to assist pharmacists with purchase of pharmaceuticals and needed products. Will also provide information on inventory, management of drug supply chain. The chapter will cover formularies and medication storage requirements. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Identify drug products for inventory tracking, manage inventory, and define main inventory terminology. • Understand the pharmaceutical supply chain, calculate order quantities, placing, and receiving orders. • Consider different aspects of drug formularies and policies as well as storage of pharmaceutical products. • Maintain the updated pharmacy technician certification, credentials, and advancement according to federal and state regulations.	25
Week Five Topic: Pharmacy Quality Assurance and Medication Safety	DESCRIPTION OF CONENT: This chapter presents the important role of pharmacy technician in the overall operation and management of pharmacies and ensuring patient safety. It will detail some roles and responsibilities of pharmacy technician in quality control, quality assurance, and medication safety. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Emphasize the principles of quality assurance and control, as well quality control of solid oral dosage forms. • Perform quality control of sterile and nonsterile compounding products. • Define medication safety, list the common causes of medication errors. • Report medication errors, provide productivity, efficiency, and customer satisfaction measures.	25
Week Six Topic: Interacting with Patients	DESCRIPTION OF CONENT: This chapter presents the appropriate and effective communication skills when interacting with patients. Also briefly describes the techniques for handling patients with special communication requirements, including those with terminal illnesses. The confidentiality of patient's information will also be discussed. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Understand the definitions and principles of communications with patients and in special circumstances. • Distribute medications and provide counseling and education to patients. • Ensure that patients' information is secure and confidential.	25

Week Seven Topic: Patient Care Services and the Pharmacy Technician	DESCRIPTION OF CONENT: This chapter describes the pharmacist emphasis on patient care services such as medication therapy management, immunization, point-of-care testing, and medication reconciliation. It also details ways that technicians can participate in these services and assist in data collection, patient interviews, data entry, documentation, and delivering patient care services. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Understand medication therapy management, review, record and design a medication-related plan. • Describe the types of interventions and referrals, document, and follow up. • Assist with chronic disease management, blood pressure check, monitor blood glucose, point-of-care testing. • Deliver pharmacy-based immunizations, assist with medical appliances and devices.	25
Week Eight Topic: Processing Prescriptions and Medication Orders. Pharmacy Information and Computer System	DESCRIPTION OF CONENT: This chapter presents in detail the time a prescription presented until the drug is delivered to the patient. It also reviews the importance of information systems in contemporary pharmacy practices and the ways that system can support complex clinical documentation. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Prepare medication orders by identifying prescription orders, obtaining information from patients and professionals. • Enter prescriptions or medication orders into computer, process orders and deliver to patients. • Identify pharmacy information systems, provide clinical screening for drug interactions, record, and report in patient profiles. • Demonstrate knowledge of advanced computerized systems for pharmacy dispensing, recognize computer-related issues in pharmacy practice.	25
Week Nine Topic: Nonsterile and Sterile Compounding	DESCRIPTION OF CONENT: This chapter defines the process of compounding special prescriptions for patients, including an overview of United States Pharmacopeia standards for nonsterile and sterile compounding. It describes the sterile admixture, laminar flow, and aseptic technique to help pharmacy technician be comfortable with these subject areas. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Describe standards of nonsterile compounding: simple, moderate, and complex compounding. • Identify equipment and material used in nonsterile compounding: measuring equipment, compounding equipment. • Demonstrate the skills in step-by-step process of compounding	25

	nonsterile and bulk compounding. • Prepare compounded sterile products and be aware of infection control. • Practice injectable products, parenteral solutions, nutritional solutions, and disposal of hazardous drugs.	
Week Ten Topic: Pharmacy Billing and Reimbursement	DESCRIPTION OF CONENT: This chapter presents the key facts that [pharmacy technician needs to know in assisting with billing for reimbursement. It includes a description of payment mechanisms, types of payers, and intermediaries, and the importance of using the right billing method. LEARNING OBJECTIVES: Upon successful completion of this chapter student will be able to: • Understand the methods of payments, reimbursement by government programs and nongovernment third party payers. • Interact with third -party payers, ensure refills are not being filled too early, submit claim for payment. • Provide billing for patient care by using current procedural terminology and up to day coding systems.	15

Program Name

Physical Therapy Aide with Massage Therapy

Program Description

Physical Therapy Aide with Massage Therapy program is designed to be both practical and job relevant. It will cover every aspect of theory knowledge, hands-on patient techniques, ethical issues, medical terminology and record keeping. Graduates of this course will be qualified to pursue positions as a Physical Therapy Aide, or as a Massage Therapist in counties of California which do not require CAMTC certification for Massage Therapists.

This program provides instruction all about the human body, specific disorders, and the way in which physical therapy aides and massage therapists assist in the treatment of these disorders. Graduates will learn how to communicate with other healthcare professionals and patients, and also understand the use of medical documentation, principles of ethics and law that affect these specialties. This educational program is designed to prepare students for employment as a Physical Therapy Aide, SOC 31-2022 Physical Therapist Aides and for employment as a Massage Therapist, SOC 31-9010 Massage Therapists.

39

Program Objective

At the completion of this program the student will

1. Understand and differentiate the roles and responsibilities of the members of rehabilitative team.
2. Summarize the process of patient interaction including legal and ethical issues, communications, and patient records.
3. Describe the process of specialized patient examinations, including pain assessment and data collection, and participate in plan of care.
4. Identify and discuss different types of physical therapy and massage therapy, and the various treatments, exercises, and interventions in each area.
5. Use appropriate medical terminology related body systems and physical disorders to communicate accurately with patients and colleagues.
6. Show understanding of the importance of a safe health care environment, including potential hazards and fall prevention, and maintaining clean, safe workplace.

Program Mission

The mission of this program is to provide training in the physical therapy aide discipline, augmented with training and study in massage therapy to produce well rounded, capable, and qualified physical therapy aides.

Graduation Requirements

To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work and a passing grade for all clinical work. The student must pass a State exam to receive State certification.

Total Clock Hours

This program is 720 hours.

Final Tests or Exams

Yes. Students are evaluated through written and performance assessments.

Internship or Externship

No, there is no internship or externship portion of the program, however practical skills training takes place in the classroom setting.

Outline of Subject Matter

Topic	Description & Learning Objectives	Hours
-------	-----------------------------------	-------

Introduction to Physical Therapy	The beginning chapter will discuss the history of PT and the main events occurred during the different periods of time. Exploring the achievements and various approaches of treatments in different countries and cultures will enrich the knowledge and give examples of big variety of means and ways of physical therapy. Front and back-office duties will be included in this course, such as appointment scheduling, answering phone calls, filing. Learning Objectives: At the completion of the module the student will be able to: • Learn about the history of Physical Therapy, the importance of physical therapy during the wars and epidemics. • Understand what makes physical therapy different from other health care professionals. • Assess and evaluate different patient undergoing physical therapy, the types and treatments used for different patients. • Recognize the roles and responsibilities of physical therapy aide's within rehabilitative team. • Demonstrate strong knowledge of filing, documentation, scheduling appointments, answering the phone calls, setting-up equipment.	60 Hours
Customer Service and Communication for PT aide/Massage Therapist	Communications with patients and coworkers will be discussed in this chapter. Greeting patients, showing respect and empathy is crucial in everyday work of PT aide and massage therapist. Understanding and feeling the patient's pain and complains will help to assist during the treatment and will bring the expecting results. Learning Objectives: At the completion of the module the student will be able to: 1. Communicate with many different people, using new skills to accurately communicate with supervising PT, patients, and their families. 2. Show empathy, respect and patient towards sick or injured people facing all new challenges of certain situations. 3. Familiarize with SOAP (Subjective, Objective, Assessment, Plan) notes – the method that many medical personnel use to document their evaluations and patient treatments	60 Hours

Ethics and Law for PT aide/Massage Therapist	This course will provide the knowledge of laws and ethics related to PT aide job and responsibilities. Patients' right and legal concerns also will be discussed in this chapter giving examples of the most common mistakes and near misses during the PT aide and massage therapist job. Learning Objectives: At the completion of the module the student will be able to: • Demonstrate the knowledge of Physical Therapy Associations' Code of Ethics, also American Hospital Association's <i>A Patient's Bill of Rights</i>. • Recognize the differences between law and ethics and their principles related to PT aide. • Understand negligence and malpractice with consideration of examples in everyday work with patients. • Demonstrate familiarity with HIPPA and patient's confidentiality; be aware of breaches of patient's information.	60 Hours
Medical Terminology	The importance of knowledge of medical terminology of very important part of PT aide education. PT orders understanding and following will be accurate and efficient in-patient care and treatment outcome. Learning Objectives: At the completion of the module the student will be able to: • Identify and understand medical terms to use in everyday work as PT aide. • Expand their medical vocabulary including anatomy, pathology, procedures, functions, movements and disorders. • Understand and use terminology associated with nervous, sensory, circulatory and respiratory systems.	60 Hours
Anatomy and Physiology Part I	The fundamentals of anatomy, physiology and medical terminology associated with digestive, cardiovascular, respiratory, blood forming, lymphatic and nervous systems are introduced to students. Emphasis is on spelling, pronunciation, and the meaning of medical terms. Students are introduced to the relevant Greek and Latin derivatives. The structural organization of the human body is identified. Learning Objectives:	60 Hours

	At the completion of the module the student will be able to: • Use medical language correctly and accurately in its proper context to meet workplace standards which include pronunciation, spelling, and defining; • Identify the position of anatomical parts of the human body; • Locate and name the body's anatomical structure; • Define terms that apply to the structural organization of the body; and, • Identify the body cavities and recognize organs contained in those cavities.	
Anatomy and Physiology Part II	This course is a continuation of Anatomy and Physiology I. This course concentrates on the special senses, muscular, skeletal, endocrine, urinary, female and male reproductive systems and mental health. Learning Objectives Upon successful completion of this course, the learner has reliably demonstrated the ability to: • Identify and describe anatomical terms, physiology, pathology and diagnostic tests for the following: Digestive system, Urinary system, Female and male reproductive systems, Nervous system, including senses Eyes and Ears, Cardiovascular system, Respiratory system, Blood system, Lymphatic and immune systems, Musculoskeletal system, Endocrine system • Define and spell correctly the common disorders, diagnostic tests, and abbreviations pertaining to the above body systems • Name the organs of the special senses and their location and describe the function of the special senses.	60 Hours
Electronic Medical Records	Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into specialized applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security. Learning Objectives Upon successful completion of this course, the student will have reliably demonstrated the ability to • Use a specialized computer billing program to enter practitioner and patient information, • Bill for services to private insurers, produce printed day sheets and verify entries, • Book patient appointments online, and	40 Hours

	• Use other features of software, as appropriate.	
Safety for PT Aide /Massage Therapist I	This course will provide the OSHA regulations of standard precautions in patient care and CDC guidelines to prevent workplace related infections spread. Ergonomics and PT aide safety will be described and established as the main safety measure in clinical workplace. Disaster preparation skills will be defined, and practical lessons will be conducted. Learning Objectives At the completion of the module the student will be able to: • Understand and use standard first aid and CPR. • Recognize and evaluate patients distress and emotional condition • Outline infection control, universal precautions, and disaster procedures • Demonstrate familiarity with OSHA standards and perform appropriate safety measures for patients and the workplace environment	40 Hours
Safety for PT Aide/Massage Therapist II	This course in continuation of safety measure at workplace. It will explore the important safety issues on proper body mechanics and safe patient transfer. This knowledge will help PT aide to prevent injuries of staff members, give examples of possible spine injuries in case of wrong movements Learning Objectives Upon successful completion of this course, the student will have reliably demonstrated the ability to: • Practice proper body mechanics and lifting techniques. • Perform right movements and posture during patient's transfer • Recognize various lifting machines and proper way to use them. • Assist patient to walk by understanding patient's injury types and deviations from normal gait.	40 Hours
Using PT Agents in PT Treatments	This chapter will discuss the using of physical agents rather than medications or surgery to treat patient. These agents include heat, cold, ultrasound, traction, and electricity. The relationship between the injury or disease and ability to perform activity in daily living will be described. Learning Objectives Upon successful completion of this course, the student will	60 Hours

	have reliably demonstrated the ability to: • Recognize the connection between the injury/disease and the treating agents. • Define different types of physical agents: heat, cold, traction, etc. with each patient Describe contraindications and precautions of the particular agents used in certain cases.	
Use of Exercise	This course will explore the use of exercise to treat patient. The types of exercises and the mechanism range-of-motion exercise will be explained. The knowledge to supervise a strength training program will be provided. The role of vestibular system in maintaining person's balance will be summarized and types of development/coordination delays will be discussed. Learning Objectives At the completion of the module the student will be able to: • Identify different types of exercises used in physical therapy – strength training, aerobic exercise, and range-of-motion exercise. • Understand how muscles are put together and why resistance is necessary to build the strength. • Perform teaching the patient to aerobic exercise and show how it increases a person's ability to use oxygen. • Demonstrate the knowledge to measure how much the patient can move a joint because limitations of injury/disease • Apply learned lessons to provide exercises for balance, coordination and developmental delays.	60 Hours
Introduction to Massage Therapy	This course will provide theoretical and practical knowledge of massage, different types of body skin assessment, skills how to measure the range of motion. The main musculoskeletal and pathological disorders will be discussed. Learning Objectives At the completion of the module the student will be able to: • Demonstrate the knowledge of theoretical and practical massage • Give general and relaxation massage with professional communication skills with patients. • Assess and analyze body and posture alignment and test the range of motion of the joint complexes. • Recognize several musculoskeletal disorders and other pathological conditions.	60 Hours

Remedial Exercises/ Hydrotherapy/Aromatherapy	This chapter will provide information about ergonomics, physical activities, stretching and strengthening exercises. The effects of water and different aromatic applicators will be discussed. Learning Objectives At the completion of the module the student will be able to: • Examine flexibility, differentiate various types of modes of stretching major muscle groups. • Understand basic principles of ergonomics, apply their knowledge into certain patient's case and advise patients to supplement their massage therapy treatment. • Develop skills of resistance exercises in specific pathological conditions • Gain an understanding of the properties of water and aromatic applicators, and how to use those in massage therapy treatment and into our everyday life.	60 Hours
--	--	----------

Program Name Massage Therapy

Program Description

Massage Therapy course is designed to provide hands-on skills and theoretical knowledge to become successful practitioners. Program length is 500 hours and includes anatomy and physiology, kinesiology, ethics, business, massage theory, research, evidence-based documentation, massage contraindications, adverse events and clinical massage topics.

Upon completion of this course students will have been fully trained, evaluated, and approved of their technical abilities; and will have achieved or succeeded 75% GPA for academic (theory) portion of the program. Students must also achieve 250 hours hands-on practice that incorporates both in classroom and supervised appointments.

This educational program is designed to prepare students for employment as a Massage Therapist, SOC 31-9010 Massage Therapists.

Program Objective

At the completion of this program the student will

1. Apply foundational knowledge of anatomy, physiology, and kinesiology to deliver safe and effective massage therapy.
2. Demonstrate competency in a range of massage techniques, including clinical, hydrotherapy, reflexology, and Asian modalities.
3. Identify contraindications and adapt treatments based on client health conditions, pain models, and safety considerations.
4. Maintain professional ethics, boundaries, and cultural competence in all client and workplace interactions.
5. Document treatments accurately and communicate effectively, including making appropriate referrals.
6. Establish and manage a massage practice, with knowledge of business operations, licensing, and ongoing professional development.

Program Mission

The mission of this program is to provide training in the massage therapy discipline to prepare students for a career as massage therapists.

Graduation Requirements

To complete this program a student must complete all prescribed courses, attend 100% of scheduled hour of instruction, and achieve a minimum score of 70% on all course work and a passing grade for all clinical work.

Total Clock Hours

This program is 500 hours.

Final Tests or Exams

Yes. Students are evaluated through written and performance assessments.

Internship or Externship

No, there is no internship or externship portion of the program, however practical skills training takes place in the classroom setting.

Outline of Subject Matter

Name of Module	Description & Learning Objectives	Hours
Anatomy and Physiology: Theory and Lab. Kinesiology	During this module the fundamentals of anatomy, physiology and medical terminology associated with all body systems will be discussed. Definitions of homeostasis and allostasis will be introduced. Introduction to medical terminology focusing on spelling, pronunciation, and the meaning of commonly used terms. Description of tissues and tissue types, types of membranes cells, and cell processes will be provided. Knowledge of different body systems such as skeletal, muscular, integumentary, nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, urinary, and digestive will be discussed with normal, pathologies, conditions, and disorders. Lab and practical lessons will be provided to achieve essential theoretical and practical knowledge and skills. Kinesiology as a science of body motion, its main markings, joint and muscle movements, muscle respiration will be introduced. At the completion of the module the student will be able to: • Learn about anatomical structures and physiological processes related to muscular-skeletal system, pathologies, injuries and disorders. • Understand integumentary system function and role in thermoregulation, pain control, and indications for massage therapy. • Assess and evaluate different neurological processes of the body in normal and pathological conditions, identify senses and their receptors. • Recognize the endocrine, cardiovascular, respiratory, lymphatic and reproductive systems anatomical structures and pathological conditions with understanding massage therapy modifications and contraindications. • Demonstrate strong knowledge of kinesiology, bony markings, muscle and joint movements, identify muscle respiration processes, including their origins, insertions, and secondary actions.	110 hours
Ethics, Cultural Competencies, and Boundaries	Introduces the basic concept of ethical principles and professional practices that underpin all aspects of massage therapist and client relationships. Provides the student with knowledge of cultural competencies, professional boundaries, and types of boundaries. Identification of professional and dual relationships, steps of making professional decisions using the turbulence theory will be discussed. Outline of sexual misconduct, sexual harassment, risk management, and session termination ways will be introduced.	10 hours

	At the completion of the module the student will be able to: • Define ethics, professionalism, boundaries, and discuss their key principles. • Show empathy, respect, professional relationships with patients, their family members and team members. • Understand cultural competencies and cultural awareness using necessary skills and encounters. • Define standards of practice including confidentiality, privacy, thrust, and professional boundaries.	
Massage Contraindications. Health and Hygiene. Professional Standards.	This course will discuss side effects of massage, endangerment sites, adverse events, massage contraindications, physical forces, and massage technique safety. Definition of standard precautions, concept of disease, transmission-based precautions, disinfection procedures, and emergency preparedness will be provided with focusing on skills needed in such medical emergencies as choking, hypoglycemia, stroke, heart attack, and seizures. Wellness, wellbeing, self-care, and biopsychological models will be introduced outlining the occupational, intellectual, emotional, social, and spiritual aspects of wellness. At the completion of the module the student will be able to: • Demonstrate the knowledge of massage contraindications during the performance of basic massage techniques, as well as their variations. • Recognize the side effects of massage, adverse reactions, endangerment sites and use the appropriate technique applications. • Understand the chain of infection and processes of disease transmission. • Learn about disinfection procedures for surfaces, objects, and laundry. • Summarize standard precautions and transmission-based precautions. • Demonstrate knowledge, first aid measures, and practical skills in medical emergencies. • Discuss physical dimension of wellness, self-care, nutrition, rest and sleep as a part of physical wellbeing with spiritual, social, and psychological wellness.	55 hours
Business Practices.	The licensing, types of insurances, business entities, zoning, startup costs, and taxes as well marketing strategies, professional profiles, value-added services, and retail products will be introduced. Knowledge of accounting in	15 hours

	business practices, determination of fees for provided services, financial statements, bartering, tipping, and various business policies will be provided. Discussion of professional development and business resources will be conducted. At the completion of the module the student will be able to: • Learn how to write a business plan, proposals, contracts, mission statement, and professional profile. • Expand the marketing and massage client demographics. • Demonstrate ability to use social media, websites, blogs as important tools for marketing. • Be professionally developed by continuing education, supportive networks, and updated licensing practice.	
Massage Theory. SOAP Notes. Clinical Massage. Pain Theories.	Definition of massage and massage timeline during different eras will be introduced. Description of massage-related assessments and documentation, the scope of practice and standards of care, informed consent will be provided. Documentation format types, referring a client to a healthcare provider for medical evaluation, explaining treatment planning and the importance of evidence in massage practice will be discussed. Definition of clinical massage, pain theories, pain management, clinical assessments and clinical application methods will be introduced. At the completion of the module the student will be able to: • Demonstrate knowledge of theory of massage, professional approaches on evidence-informed practice, types and levels of evidence, stages of practitioner expertise, research literacy. • Explain the effects of massage on various body systems, as well as its neuropsychological and whole-body effects. • Describe hospital-based massage and massage considerations for orthopedic conditions, injuries, working with athletes, surgical scars, and individuals in hospice care. • Utilize standardized documentation formats, SOAP notes, FDAR notes, and other formats, refer and recommend services or products to help clients achieve treatment goals. • Define clinical massage as a therapeutic, rehabilitation, and palliative care. • Understanding types of pain, acute and chronic, biopsychological model of pain, specific and nonspecific pain and the process of pain management.	60 hours

Hands-On Massage.	Discussion of massage table features, accessories, massage linens, massage lubricants, usage and storing, aromatherapy, essential oils, room environment, and safety guidelines will be conducted. Definition of hydrotherapy, thermotherapy, foot reflexology, principles and practices will be discussed, and practical skills will be learned. Asian massage therapy: Shiatsu, Thai massage, and Ayurvedic principles, and their characteristics will be introduced. Upon successful completion of this course, the student will be able to: • Identify the massage therapy application principles, body mechanics during different client positions, seated massage, use of bolsters, sheets, and towels. • Understand physical properties of water used in hydrotherapy: conduction, solvency, heat transference, hydrostatic pressure. Spa procedures and applications. • Define beneficial effects of cryotherapy and thermotherapy, contraindications and adverse effects, procedures and application methods. • Demonstrate foot landmarks and zones, basic techniques in foot reflexology, tools used in point pressure technique. • Use techniques in seated, pre seated, and post seated massage procedures, closing techniques. • Be familiar with Asian bodywork therapy techniques, vital energy phenomena, five elements, assessment of energetic imbalances.	250 hours
--------------------------	--	--------------

APPENDIX A: PROGRAMS EQUIPMENT LIST

**EQUIPMENT USED IN VERSITALE MEDICAL ASSISTANT, NURSE ASSISTANT,
PHLEBOTOMY TRAINING, PHARMACY TECHNICIAN AND PHYSICAL
THERAPY AID/MASSAGE THERAPY**

ECG MACHINE

STETHOSCOPE

ECHOCARDIOGRAPH

MANNEQUIN

CENTRIFUGES

AUTOCLAVES

SPHYGMOMANOMETERS

HOSPITAL STYLE BED

SYRINGES AND RELATED SUPPLIES

YOGA MATS

CRUTCHES

WALKER AND WALKING CANES

PHLEBOTOMY CHAIRS

HOSPITAL STYLE BED

RESISTANCE BANDS

JUMP ROPES

COUNTDOWN TRAY

MORTAR AND PESTLE