



LOS ANGELES

CAREER COLLEGE

Los Angeles Career College
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SCHOOL INFORMATION

Mission

The mission of Los Angeles Career College is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Los Angeles Career College is committed to securing the success of its students by providing training that will result in career placement.

In support of the Los Angeles Career College mission, the institute's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- To provide students with all the materials, faculty and administrative support needed to successfully complete their program;
- To encourage and foster the value of life-long learning in our students;
- To provide students with the most up-to-date and comprehensive information available in their field of study;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

Statement of History and Ownership

Los Angeles Career College is a private for-profit institute. Los Angeles Career College is a California corporation, 100% owned by Shota Mkrtumyan. Los Angeles Career College was established in March of 2018. There is one location, located at 8978 Tampa Ave. Northridge, CA 91324.

Officers

- Shota Mkrtumyan, BSN RN – Founder and School Director

Campus Facilities

All class sessions are held at the main Los Angeles Career College campus located at Los Angeles Career College, 8978 Tampa Ave, Northridge, CA 91324. The campus is situated on Tampa Ave, between Nordhoff St. and Parthenia St., 4 miles east of the California Highway (118). The area of the institute is approximately 3,500 square feet, with front and back entrances. This space is divided into a reception area, one administrative office and three classrooms for instruction. There are two restrooms available that are wheelchair accessible. Student and faculty lounge areas are available for relaxation. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware, and software. Our shared skills labs provide hospital beds, blood pressure cuffs, pulse oximeters, an EKG machine, mannequins and the latest in nursing-school, phlebotomy, medical assisting, and pharmaceutical technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access.

Students with Disabilities

In compliance with the Americans with Disabilities Act, all our facilities are fully accessible with designated parking, handicap parking, handicap restrooms, handicap access to building. For additional accommodations must be requested through the school director.

Program Delivery

Los Angeles Career College offers the following programs. Based on the program, instruction delivery is conducted in either residential or blended format. The lectures and labs are held on campus and clinical at an assigned clinical site(s). Students will receive a certificate of completion at the end of their enrollment.

Program	Clock Hours	Credentials Awarded by LACC	Industry Certification for which Program Prepares
Nurse Assistant	160	Certificate of Completion	Certified Nurse Assistant (CNA)
Phlebotomy Technician	80	Certificate of Completion	Certified Phlebotomy Technician (CPT-1)
Medical Assistant	720	Certificate of Completion	Certified Medical Assistant (CCMA)
Pharmacy Technician	720	Certificate of Completion	Certified Pharmacy Technician (CPhT)

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits a student earns at Los Angeles Career College is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at Los Angeles Career College is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Los Angeles Career College, in order to determine if credits or a certificate will transfer.

Transfer of Credit

Transfer into Los Angeles Career College

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by LACC. Likewise, coursework completed at LACC may or may not be accepted by another institution depending upon its programs, policies, and regulations.

Transfer credits will be evaluated using the following guidelines:

- Only credits earned at an institution that is accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA) will be considered. Any credits earned at a foreign institution must have a credential evaluation completed indicating equivalency with LACC courses. The potential student is responsible for paying the cost of the evaluation. The student may use any reputable evaluation service. Many options can be found on the National Association of Credential Evaluation Services (NACES) website.
- An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.
- A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.
- A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/fail" option are not eligible for transfer.
- Coursework completed more than three years ago is not eligible for transfer of credit.
- Transfer of credit must be completed prior to enrollment. Submitting an official transcript in a timely manner is the sole responsibility of the student.
- The Chief Academic Officer shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 50% of a program can be completed via transfer of credit. Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

Transfer out of Los Angeles Career College

Transferability of coursework completed at LACC is always up to the discretion of the receiving institution. LACC does not in any way imply or guarantee the transferability of credit (clock hours) into any other institution.

Program Offerings

Los Angeles Career College offers the following programs.

Certificate Programs

Program Title	Program Length in Weeks	Total Clock Hours
Medical Assistant	<ul style="list-style-type: none">• Day: 22.5 weeks	720
Phlebotomy Technician	<ul style="list-style-type: none">• Day: 2 weeks• Evenings: 3.5 weeks• Weekend: 10 weeks	80
Nurse Assistant Training	<ul style="list-style-type: none">• Day: 5 weeks• Evening: 9.3 weeks• Weekend: 13 weeks	160
Pharmacy Technician	<ul style="list-style-type: none">• Day: 22.5 weeks	720

**Program length in weeks may be extended depending on holiday schedules.*

College Holidays for All Programs

Holidays	2021-2022
Christmas Break	December 24-26, 2021
New Year's Eve & Day After	December 31, 2021-January 2, 2022
Memorial Day	May 28-30, 2022
Independence Day	July 2-4, 2022
Labor Day	September 3-5, 2022
Thanksgiving Day & After	November 24-27, 2022
Christmas Break	December 24-25, 2022
New Year's Eve & Day After	December 31, 2022-January 2, 2023

Academic Calendar and Program Start Dates

Program start and end dates may be adjusted at the discretion of the College.

Programs Offered

Medical Assistant Program

Program Start Dates	Expected Program Completion Dates
01/03/2022	06/08/2022
06/13/2022	11/17/2022

Phlebotomy Technician

Program Start Dates	Classroom End Date*
01/10/2022	01/14/2022
01/15/2022	02/12/2022
01/24/2022	01/28/2022
02/14/2022	02/18/2022
02/26/2022	03/26/2022
02/28/2022	03/04/2022
03/14/2022	03/18/2022
03/28/2022	04/01/2022
04/09/2022	05/07/2022
04/11/2022	04/15/2022
04/25/2022	04/29/2022
05/09/2022	05/13/2022
05/21/2022	06/25/2022
05/23/2022	05/27/2022
06/13/2022	06/17/2022
06/27/2022	07/01/2022
07/09/2022	08/06/2022
07/11/2022	07/15/2022
07/25/2022	07/29/2022
08/08/2022	08/12/2022
08/20/2022	09/24/2022
08/22/2022	08/26/2022
09/12/2022	09/16/2022
09/26/2022	09/30/2022
10/08/2022	11/05/2022
10/10/2022	10/14/2022
10/24/2022	10/28/2022
11/07/2022	11/11/2022
11/12/2022	12/17/2022
11/28/2022	12/02/2022
12/12/2022	12/16/2022
12/26/2022	12/30/2022

*The end date listed is for 40-hour classroom training of the Phlebotomy Technician program. To successfully complete the program and earn a certificate of completion, students must also complete a 40-hour clinical rotation.

Nurse Assistant Training

Program Start Dates	Expected Program Completion Dates
01/10/2022	02/11/2022
01/15/2022	04/09/2022
02/14/2022	03/18/2022
03/12/2022	06/11/2022
03/21/2022	04/22/2022
04/25/2022	05/27/2022
05/07/2022	08/13/2022
06/06/2022	07/11/2022
07/11/2022	08/12/2022
07/16/2022	10/15/2022
08/15/2022	09/19/2022
09/17/2022	12/17/2022
09/19/2022	10/21/2022
10/24/2022	11/29/2022
11/28/2022	12/30/2022

Pharmacy Technician

Program Start Date	Expected Program Completion Dates
01/03/2022	06/08/2022
06/13/2022	11/17/2022

ADMISSION REQUIREMENTS AND PROCEDURES

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered, and the student receives information regarding funding options.

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

General Admissions Procedure for all Programs

1. Speak with an Admissions Advisor about the program that interests you.
2. Receive and review the school catalog.
3. Receive, review and initial the School Performance Fact Sheet.
4. Receive a tour of the campus.
5. Review, complete and sign an enrollment agreement.

Admissions Requirements

1. Applicants for the Phlebotomy Technician, Medical Assistant, and Pharmacy Technician program must be at least 18 years of age to be considered for admission. Applicants for the Nurse Assistant program must be at least 16 years of age to be considered for admission.
2. All applicants must pay a \$75.00 non-refundable applicant fee to apply.
3. Applicants for Phlebotomy Technician, Medical Assistant, and Pharmacy Technician programs must have a high school diploma or GED, and proof must be presented to the institute.

The administration will review the information of the required documents for admission and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

Distance Education Requirements

You will need access to a computer, tablet, or smartphone with Microsoft® Windows or Apple® Mac OS and familiarity with the following items:

Operating System:

	MINIMUM	RECOMMENDED
Microsoft® Windows	Windows 7	Windows 10 or higher
Apple® MacOSx	MacOSx 10.10	Latest version

Microsoft® Windows may be required for some technology

Web browser:

WINDOWS BROWSER	MINIMUM	RECOMMENDED
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Internet Explorer	10 or higher	Latest version
Microsoft® Edge	38 or higher	Latest version
MAC OSX BROWSER	MINIMUM	RECOMMENDED
Apple® Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

Students must have access to a computer, tablet, or smartphone with the following:

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high-speed internet connection with a connection speed of 1.5 MB/s or better.
- Monitor and video card with 1024x768 or greater resolution
- Speakers/Headphones and Microphone
- A web camera capable of video web conferencing

Students enrolling in a blended program must have the following competency skills:

- Ability to use e-mail to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins and configuring common browser options.

The applicant needs to be a current resident of California with Government issued identification. Please note, students must notify the institution if they plan to relocate out of state. The institution is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form to the campus prior to relocation.

ACADEMIC POLICIES

English Instruction

Los Angeles Career College does not offer English as a Second Language instruction. All instruction occurs in English. Per regulation 71810(b)(5), Los Angeles Career College, may conduct an initial interview assessment with the student to measure their English level.

Definition for Clock Hours

A period consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period. A 50 to 60-minute faculty supervised laboratory, training, or internship in a 60-minute period. Sixty minutes of preparation in a correspondence course. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute breaks. (34 CFR § 600.2)

Standards of Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- Qualitatively: The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (C) average at the conclusion of each evaluation period.
- Quantitatively: The student must attend at least 80% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program. *

*In order to graduate, students must complete all program hours.

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 or who has not successfully achieved a cumulative rate of attendance of at least 80% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

Qualitative Measurements

The Qualitative Measurement portion consists of a student's grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based upon the course final grade. The GPA is the calculated average of the course grades for the entire program of study to date. A student must maintain a minimum GPA of 2.00 or a "C" to be considered making Satisfactory Progress. Only letter

grades are posted to the student’s official school transcript. Course withdrawal will not affect a student’s grade point average (GPA).

Grade Chart

Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90 – 100%	Excellent	4
B	80 – 89%	Good	3
C	75 – 79%	Satisfactory	2
D	65 – 74%	Unsatisfactory	1
F	0 – 64%	Failure	0
P		Pass (Clinical)	
F		Fail (Clinical)	
W		Withdrawn	
R		Repeat	

Calculation of a student’s GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a “C”. As defined in the above Grade Chart, the “C” grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of “A”, “B”, “C”, “D”, and “F” enter the GPA calculation. All courses with a grade of “A”, “B”, “C”, “D” is also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed

Measurement calculation as hours attempted, but not as hours earned.

A grade of “P” is given for courses designated as pass/fail. A grade of “P” does not enter into the GPA calculation. A grade of “P” is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of “F” is given for courses designated as pass/fail does not enter into the GPA calculation. A clinical course with a grade of “F” is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “W” is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grades of “W” do not enter into the GPA calculation.

A grade of “W” is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of “R” is given solely in the event that a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an “R.” A grade of “R” is not entered into the GPA calculation. A grade of “R” is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

Quantitative Measurements

The Quantitative Measurement portion consists of a student’s satisfactorily completed program hours, as by a Rate of Progress/Passed Measurement calculation. The Rate of Progress/Passed Measurement is the percentage of successfully completed hours of the total hours attempted.

The Rate of Progress/Passed Measurement has two components: the attempted hours and the actual hours earned. To determine the Rate of Progress/Passed Measurement of a student, the total of actual hours earned is divided by the total attempted hours. The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in clock hours; however, for the calculation of maximum time frame and the Rate of

Progress/Passed Measurement clock hours will be used. Periods of non-enrollment are not considered in the calculation of the maximum timeframe. Any student who has not reached program completion by the maximum timeframe will be terminated.

Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program. Formal evaluations will occur at the midpoint, end of program, and, if needed, at the Maximum Time Frame based on scheduled hours. Consistent with SAP measurements, the evaluations will assess each student’s progress against the qualitative and quantitative standards previously identified.

Evaluation Table

Program	Program Clock Hours	Midpoint	End of Program	Maximum Time Frame
Medical Assistant	720/22.5 weeks	360 hours/11.25 weeks	720 hours/22.5 weeks	1080 hours/33.75 weeks
Phlebotomy Technician	80 hours/ D-2 weeks E- 3.5 weeks W-10 weeks	40 hours/ D- 1 weeks E- 1.75 weeks W- 5 weeks	80 hours/ D-2 weeks E-3.5 weeks W-10 weeks	120 hours/ D-3 weeks E-5.25 weeks W-15 weeks
Nurse Assistant Training	160 hours/ D - 5 weeks W - 13 weeks	80 hours/ D - 2.5 weeks W - 6.5 weeks	160 hours/ D - 5 weeks W - 13 weeks	240 hours/ D - 7.5 weeks W - 19.5 weeks
Pharmacy Technician	720 hours/ 22.5 weeks	360 hours/ 11.25 weeks	720 hours/ 22.5 weeks	1080 hours/ 33.75 weeks

* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

Maximum Time Frame

The table below shows the minimum number of actual hours that the student must complete to remain in good standing and complete their program within the Maximum Time Frame.

Program	Program Clock Hours	Midpoint	End of Program	Maximum Time Frame
Nurse Assistant Training	720 hours	288 hours (80% of 360)	576 hours (80% of 720)	720 hours (100% of 720)
Phlebotomy Technician	80 hours	32 hours (80% of 40)	64 hours (80% of 80)	80 hours (100% of 80)
Medical Assistant	160 hours	64 hours (80% of 80)	128 hours (80% of 160)	160 hours (100% of 160)

Pharmacy Technician	720 hours	288 hours (80% of 360)	576 hours (80% of 720)	720 hours (100% of 720)
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When students are terminated from one program (Academic Expulsion) they may be allowed to start in a different program under a probationary status. The student will then have to meet certain requirements.

Students who are academically terminated from one program and wish to transfer to another program must submit a written appeal according to the terms outlined in section Appeal and Reinstatement. Admission to the new program requires the approval of the school director. If the appeal is granted, the student will be admitted to the new program on a probationary status and must follow the terms of the academic plan provided to him or her.

Warning Period

If a student fails to meet the cumulative 80% attendance, and/or the cumulative 2.0 grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the Program Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Los Angeles Career College. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal

Appeal and Reinstatement

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be

considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The School Director will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the School Director is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the Program Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the Los Angeles Career College. The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll.

Incomplete Courses

Los Angeles Career College does not offer a grade of incomplete.

Remedial Courses

Los Angeles Career College does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated to earn a passing grade based on availability of program offerings. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

ATTENDANCE POLICIES

Attendance/Tardiness, Make-Up Standards

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

Definition of Absent:

- Students that arrive more than 15 minutes after class begins.
- Students that leave more than 15 minutes before class ends.
- Students that return from break more than 15 minutes after class begins.
- Three tardies is equivalent to one absence.

Definition of Tardy:

- Students that arrive 1 to 15 minutes after class begins.
- Students that leave class 1 to 15 minutes before class ends.
- Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the program director for the counseling.

It is student responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to making up time, obtain a make-up slip from the front office, or from the instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- Nurse Assistant training and Phlebotomy technician program students must confer with their instructor and/or their program director for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT) and California Department of Public Health (CDPH). Students must complete the board approved program hours for the (Theory, Skill Lab and clinical) in order to graduate from the program. Students in the Vocational Nurse and Nursing Assistant programs must refer to their handbooks for further information regarding their specific attendance and make-up work policies.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The chief academic officer will determine

the status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- The chief academic officer may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- The chief academic officer may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or
- The chief academic officer may determine that the student is not maintaining academic progress in general, and the student will be withdrawn
- The chief academic officer may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

Academic Probation

Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and school director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. Student receives a final passing grade for the course after being placed on probation. This final grade will be reflected on the student’s transcript.

Disciplinary Probation

During study students must always adhere to Los Angeles Career College’s Standards of Conduct. Disciplinary probation status is given consequently when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period during which a student must demonstrate conduct that conforms to Los Angeles Career College’s Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination. Disciplinary probation status does not prohibit a student being placed on academic probation.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting a LOA.

- Students in need of a LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

Termination

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs

STUDENT ACTIVITIES AND SERVICES

Los Angeles Career College offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

Academic Counseling

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administrative directors, chief operating officer, and chief academic officer have a sincere interest in the personal welfare of each student and therefore employ an open-door policy. Students requesting professional counseling services will be referred to local counseling agencies in the Los Angeles County area.

Research and Library Services

Los Angeles Career College will provide an online library that is accessible to all students. The online library will integrate EBSCO host online services to form a virtual library capable of conducting college-level research. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. A student may conduct a search by title, author, subject area, or key words.

Placement Services

Los Angeles Career College does not guarantee employment for its graduates. The Director of Student Services and Placements assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

Student Identification Card

Every student will be provided with an ID card that is supposed to be worn at all times while in premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.

GENERAL TERMS AND CONDITIONS

Los Angeles Career College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, Los Angeles Career College sponsors activities and organizations to foster integration of personal and professional development.

At the end of every course, Los Angeles Career College students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and academic departments. Student services are primarily handled by the director of student services.

The institute reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice.

The dress code is as follows:

- ✓ Los Angeles Career College students will wear the school-designated uniform/scrubs and a school- provided nametag to campus, clinical sites and externship sites.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings or jewelry (with the exception of small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

Standards of Conduct

Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Los Angeles Career College defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

Grounds for Dismissal

Students in the classroom or in clinical practice are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice:

- Error not reported immediately to Instructor or Charge Nurse. Failure to perform clinical skills appropriate to their level of training.
- A student behavior that presents a threat to patient safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for Drug Use:

- Giving medications to patient
- Failure to inform Instructor/director of use of prescribed medications that could alter student's behavior.
- Unauthorized drug use General Grounds:
- Failure to meet course requirements as previously stated.

General Grounds:

- Failure to meet course requirements as previously stated
- Cheating or allowing another student to copy an exam answer during a test
- Exhibiting anger in rage or curse words or gestures, or disrespectful behaviors.
- Violation of any of the rules and regulations or violating the California Codes.

Plagiarism and Cheating Policy

Plagiarism and cheating are unacceptable conduct and considered serious breaches of academic discipline. Students in any healthcare related program are prepared to enter the health care communities and assume positions that require the utmost in integrity and honesty. Therefore, instructors are obligated to report instances of suspected plagiarism and cheating to the Chief Academic officer.

Examples of Plagiarism and cheating will include, but is not limited to:

- Presenting another student's work as his/her own.
- Using prepared materials not specifically allowed by the instructors during an examination
- Use of crib notes
- Collaborating during an examination
- Stealing, using or transmitting verbally or otherwise actual test or test questions before the time of the examination
- Aiding and abetting any act of cheating

The punishment for any offense may result in dismissal of the student from the program.

Retention of Records

Los Angeles Career College will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid. Student academic records and transcripts of completed courses for Los Angeles Career College's degree and certificate programs are electronically maintained (computer copy). Hard copies maintained in the student's file. In addition, the institution's Director of Student Services and Placement maintain students' academic records. The Director of Student Services and Placement maintains academic records throughout the student's period of study. Students' academic records are kept in a secure location within the administrative office, which requires two different locks to access.

Los Angeles Career College maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Los Angeles Career College is available for inspection and review by that student upon

request in writing (petition form) for such review. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via videoconferencing, with a representative from the institution.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

Student Grievance Procedure

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem.
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's chief academic officer who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The chief academic officer will notify the student of the decision reached.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 www.bppe.ca.gov Mailing address is:

PO. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: (888) 370-7589

Telephone Number: (916) 431-6959; Fax: (916) 263-1897 By email to: bppe@dca.ca.gov

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

Telephone Number: (916) 327-2445. Fax: (916) 324-0901

California Department of Public Health (CDPH) Laboratory Field Services

850 Marina Bay Parkway, Bldg. P, 1st Floor

Richmond, CA 94804-6403 lfsphebotrainingschool@cdph.ca.gov

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown					
	Registration Fee	STRF Fee	Tuition Fee	Cost of equipment, books and materials	Estimated Total Charges for Educational Program*	Total Cost
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>		
Nurse Assistant Training	\$75.00	\$1.00	\$991.00	\$533.00	\$250	\$1,850.00
Phlebotomy Technician	\$75.00	\$2.00	\$1,320.00	\$603.00	\$350	\$2,350.00
Medical Assistant	\$75.00	\$6.00	\$9,914.00	\$1,005.00	\$330	\$11,330.00
Pharmacy Technician	\$75.00	\$6.00	\$9,914.00	\$1,005.00	\$330	\$11,330.00
Registration Fee		This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$100. Once paid this fee is non-refundable.				
STRF Fee		STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. Since January 1, 2015, the STRF assessment rate has been zero (\$0) per \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification.				
Cost of equipment, books and materials		The is the cost of your textbook(s), materials, and for your equipment you may require for completion of the program. These will be itemized on your enrollment agreement.				
Estimated Total Charges for Educational Program*		This cost consists of exam fees, live scans, BLS certification, uniform fees and licensing fees that are not paid to Los Angeles Career College but are required to complete the program. The online course access fee is paid to Los Angeles Career College if a student has enrolled in a blended delivery program (both online, blended, and residential). The total estimated cost for your program will be listed on your Enrollment Agreement. These costs are subject to change at any time.				

Tuition Fee		This is cost of tuition for your program.
Total Cost		This is the total charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.

There are no charges or fees associated with distance education.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 no collection 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.

Payment Policy

Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment. No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Los Angeles Career College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or cashier's check or money order.

Cancellation and Refund Policies

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation by email to admin@lacareercollege.com You can also do this by mail or hand delivery to 8978 Tampa Ave. Northridge CA 91324. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- a. Deduct a registration fee from the total tuition charge.*
- b. Deduct the STRF fee from the total tuition charge.*
- c. Divide this figure by the number of days in the course.*
- d. The quotient is the daily charge for the course.*
- e. The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.*
- f. The refund would be any amount in excess of the figure derived in (D) that was paid by you.*
- g. The refund amount shall be adjusted for equipment, if applicable.*

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled, to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CAREER PROGRAMS

NURSING ASSISTANT TRAINING PROGRAM

Total Clock Hours: 160

Weekday: 5 weeks

Weekend: 13 weeks

Program Delivery: Residential Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-1131 Nursing Assistants

This program fulfills the education requirements for licensure/certification required for employment in the field.

Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must be at least 16 years of age or older to enroll.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

Program Goals and Objectives

The program is intended to provide entry-level employment opportunities in the Nursing Assistant field. Prepares the Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing of the California State Exam. This course introduces the students to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Upon completion of this program, the student will be able to:

- ✓ Demonstrate application of basic math and science skills.
- ✓ Use verbal and written communication.
- ✓ Demonstrate legal and ethical responsibilities.
- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.

- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.
- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinical	Total
NA 101	Introductions to Healthcare	2	0	0	2
NA 102	Patients' Rights	2	1	1	4
NA 103	Interpersonal Skills	2	0	0	2
NA 104	Prevention Management of Catastrophic and Unusual Occurrence	1	0	1	2
NA 105	Body Mechanics	1	1	4	6
NA 106	Medical and Surgical Asepsis	1	1	8	10
NA 107	Weights and Measures	1	0	1	2
NA 108	Patient Care Skills	13	7	44	64
NA 109	Patient Care Procedures	5	2	16	23
NA 110	Vital Signs	1	2	6	9
NA 111	Nutrition	1	1	6	8
NA 112	Emergency Procedures	1	1	1	3
NA 113	Long-Term Care Patient	3	2	4	9
NA 114	Rehabilitative Nursing	1	1	4	6
NA 115	Observation and Charting	2	2	4	8
NA 116	Death and Dying	1	1	0	2
	Program Totals	38	22	100	160

Course Descriptions

NA 101: Introductions to Healthcare

In this module, students learn about the role and responsibility of the certified nursing assistant and review Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

NA 102: Patient Rights

The student is instructed in the patients' rights as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the

responsibility for reporting, patient care plans, patient-care documentation, and the legal issues of charting.

NA 103: Interpersonal Skills

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and healthcare, and family interaction.

NA 104: Prevention & Management of Catastrophic and Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for certified nursing assistants, and patient safety.

NA 105: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

NA 106: Medical & Surgical Asepsis

The student will learn of Microorganisms, the universal precautions used for infection control including methods for handling patients, and all materials soiled with blood and/or body fluids from patients. The methods prescribed are designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and healthcare workers.

NA 107: Weights and Measures

The student will learn to accurately measure intake and output; and about fluid balance, fluid intake, fluid output, forcing and restricting fluids as well as measuring a resident's height and weight on the bed or upright scale. The student will be taught the Metric system for weight, length and liquid volume. The student will also learn military time, i.e. a twenty-four (24) hour clock.

NA 108: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care for dependent residents.

NA 109: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing, including but not limited to

urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, irrigating or changing the tubes). Students also learn about intake and output, bed-making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

NA 110: Vital Signs

The students learn about vital signs, and how to measure, record and report temperature, pulse, respiration and blood pressure. They will learn about the different parameters of vital signs, nursing care management, reporting and proper documentation.

NA 111: Nutrition

The student learns the principles of basic nutrition, four basic food groups, religious dietary restrictions, the four major types of nutrients, the importance of water, nutrient and caloric needs, assessing nutrition, good vs poor.

NA 112: Emergency Procedure

In this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical-emergency signs and symptoms, the roles and procedures for certified nursing assistants, and patient safety and emergency, including overview of CPR and first aid for choking resident.

NA 113: Long Term Care

During this module, the students learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

NA 114: Rehabilitation

During this module, the students learn the importance of rehabilitation for residents with limited abilities and preventing serious complications in compromised residents. Students will learn range of motion exercises, and about devices that assist residents with their activities of daily living.

NA 115: Observation and Charting

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting and medical terminologies.

NA 116: Death and Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours and receive satisfactory evaluations.

PHLEBOTOMY TECHNICIAN PROGRAM

Total Clock Hours: 80

Weekday: 2 weeks

Evening: 3.5 weeks

Weekend: 10 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-9097 Phlebotomists

This program fulfills the education requirements for licensure/certification required for employment in the field.

Prerequisites

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

Program Goals and Objectives

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 40-hours classroom instruction with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications, and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes a minimum of 50 successful venipunctures and 10 skin punctures. In California, it is required to be state certified to work as a phlebotomist. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

Upon completion of this program, the student will be able to:

- ✓ Have a basic understanding of the background on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.

- ✓ Have the skills necessary in providing continued high-quality service.
- ✓ Have a basic understanding of anatomy and physiology with a focus on the circulatory system.
- ✓ Be able to apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.
- ✓ Be able to perform the necessary clerical functions associated with phlebotomy.
- ✓ Be able to utilize blood collection equipment.
- ✓ Be able to collect a quality blood specimen for laboratory diagnostic purposes.
- ✓ Have information that will expand their skills within the clinical laboratory.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinical	Clock Hours
PT 101	Introduction to Phlebotomy	4	0	0	4
PT 102	Customer Service	1	0	0	1
PT 103	Medical Terminology/ Basic Anatomy & Physiology	4	0	0	4
PT 104	Safe Environment	2	0	0	2
PT 105	Clerical Duties	1	0	0	1
PT 106	Blood Specimen Collection Equipment	2	0	0	2
PT 107	Blood Collection Process	0	20	0	20
PT 108	Specimen Handling	2	0	0	2
PT 109	Non-blood Specimen	2	0	0	2
PT 110	Quality, Application Process & Continuing Education	2	0	0	2
PT Clinical	Clinicals	0	0	40	40
	Program Totals	20	20	40	80

Course Descriptions

PT 101 Introductions to Phlebotomy

During this module student learn the basic background information on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.

PT 102 Customer Service

The student learns the skills necessary in providing continued high-quality service.

PT 103 Medical Terminology/Basic Anatomy and Physiology

During this module student learn a basic understanding of anatomy and physiology with a focus on the circulatory system.

PT 104 Safe Environments

The student learns about safety in the workplace including infection control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.

PT 105 Clerical Duties

During this module student learn perform the necessary clerical functions associated with phlebotomy.

PT 106 Blood Specimen Collection Equipment

The student learns the basic knowledge and skills necessary to use blood collection equipment.

PT 107 Blood Collection Process

During this module student learn how to collect a quality blood specimen for laboratory diagnostic purposes.

PT 108 Specimen Handling

This module prepares the phlebotomy learner with information that will expand their skills within the clinical laboratory.

PT 109 Non-blood Specimen

During this module student learn the other body fluids also analyzed in the laboratory.

PT 110 Quality, Application Process and Continuing Education

This module prepares the learner with the information regarding quality activities in the workplace, specific application processes for obtaining California Phlebotomy Certification and Continuing Education Requirements.

PT Clinical

Students will attend a 4-hour clinical externship at one of our contracted hospitals. Students will be required to perform live sticks with hospital staff (nurses, physicians, phlebotomist) supervision. They will need fulfill the state requirement for venipuncture and capillary sticks.

Pre-requisite: PT 101, PT 102, PT 103, PT 104, PT 105, PT 106, PT 107, PT 108, PT 109, PT 110

Graduation Requirements

Upon successful completion (70% and more) of both theoretical and clinical components of the Phlebotomy program and if all financial obligations are met a certificate of completion is issued to the graduate.

Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Technician program must take the Registered Phlebotomy Technician Examination through the AMT American Medical Technologists and administrated by Pearson VUE Testing Center. Upon completion of the program graduates will receive information on how and where to take the test from their instructor.

MEDICAL ASSISTANT PROGRAM

Total Clock Hours: 720

Weekday: 22.5 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-9092 Medical Assistant

This program fulfills the education requirements for licensure/certification required for employment in the field.

Prerequisites

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

Program Goals and Objectives

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

This program is divided into eight learning units called modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. The State of California does not require that medical assistants be certified, but such a certificate may increase the chances

of being hired. The national CCMA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Assistants.

Following the successful completion of the first seven modules, students participate in a 360-hour externship.

Upon completion of this program, the student will be able to:

- ✓ Upon successful completion of this program, the graduate will be able to:
- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- ✓ Apply principles of infection control and use appropriate aseptic technique.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Demonstrate acceptable speed and accuracy in computer keyboarding.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The instructor aids by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinicals	Total
MA 100	Administrative Medical Assisting Duties	50	0	0	50
MA 200	Clinical Medical Assisting and Office Procedures	20	25	0	45
MA 300	Patient Records, Medical Terminology, and Medical Management	30	15	0	45
MA 400	Office Environment Safety, Infection Control, and Laboratory Procedures	30	30	0	60
MA 500	Medical Office Administrative and Business Procedures	35	10	0	45
MA 600	Clinical and Surgical Protocols and Procedures	25	30	0	55
MA 700	Pharmacology and Clinical Processes	30	20	0	50
MA 800	Career Development	10	0	0	10
MA EXT	Externship	0	0	360	360
	Program Totals	230	130	360	720

Course Descriptions

MA-100 Administrative Medical Assisting Duties

This module will educate students on the roles and responsibilities of a Medical Assistant. This section will cover physician/patient contracts, types of consents, and the legal responsibilities of physicians and their team. Many of the responsibilities will include the importance of sterilization and the techniques used in the healthcare field today. Students will be trained on emergency and first aid procedures that will be used in their job field. Along with medical assistant duties, students will learn the proper and specialized way of interacting and communicating in a professional setting. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-200 Clinical Medical Assisting and Office Procedures

This module will inform students of the structural mechanisms and roles of the skeletal, muscular, and integumentary systems. Students will be introduced to laboratory terminology and procedures commonly performed in physician's offices, along with related diseases. Students will learn the proper handling of a microscope and concepts in radiology. The importance of patient care is discussed, specifically related to completing a physical exam and the positioning/draping for a variety of procedures. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-300 Patient Records, Medical Terminology, and Medical Management

In this module, students will begin implementing the medical dictionary, medical terminology, and medical acronyms during their studies. Students will learn proper

computer skills used for setting up, maintaining, and organizing patient records. Students will also learn the preparation and execution process an insurance claim. For insurance claims, students will also learn how to acquire patient information from patient charts and ledgers, when filling out insurance forms. Conducting physical exam procedures, that are commonly practiced in physician's offices, including recording vital signs, charting, written communication, and keyboard skills for inputting information. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-400 Office Environment Safety, Infection Control, and Laboratory Procedures

In this module, students cover in dept information regarding the heart (circulatory) and lung (respiratory), their structure and functionality. Students will be introduced to EKG leads, the recording process for an electrocardiogram, and study electrical pathways of the heart muscles. Within this module, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. One of the key points of this module is the instruction of cardiopulmonary resuscitation (CPR), so students are prepared to respond to emergencies. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-500 Medical Office Administrative and Business Procedures

This module will focus on the business aspect of a physician's office, such as billing, collecting, and banking procedures. To be better prepared for the future, students will be instructed on how to use proper software for bookkeeping and reconciliation, scheduling appointments, and proper phone etiquette for effective communication. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-600 Clinical and Surgical Protocols and Procedures

This module will introduce students to the method of assisting minor surgical procedures, along with the patient examination preparation processes in both physician's offices and outpatient settings. Students will be taught aseptic techniques and diagnostic laboratory testing which is conducted in both physician's offices and outpatient settings. This module will assist in identifying the basic structural components and functions of the neurosensory, endocrine and reproductive systems. Common pathological conditions are also studied for better preparation of clinical and surgical procedures. Within this module, students will discuss how to prepare for their career path and processes on professional development.

MA-700 Pharmacology and Clinical Processes

In this module, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. They will learn to

identify the basic structure and function of the urinary and digestive system. The structure of the kidney system and common diseases are presented in this module, relating to clinical procedures. Physical exam procedures that are primarily used in physician's offices are practiced. During this module, pharmacology is introduced to students, including basic healing drugs, their uses, categorizations, prescription calculations and the effects on the body.

MA-800 Career Development

In this module, students will be assisted in resume writing and building to better prepare them for their job search after the completion of their program. They will be educated on proper, professional behavior in a workplace. During this module, mock interviews will be directed, where students will be required to dress appropriately and attend with their resume. They will learn time management skills and the requirements for employment. This module will create confidence in students for when they begin attending actual interviews.

MA-EXT

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted clinical sites. The externship will be an opportunity for student to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personal at the externship site. Student's will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: MA-100, MA-200, MA-300, MA-400, MA-500, MA-600, MA-700, MA-800

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours and receive satisfactory evaluations.

Licensure Disclosure

Although Medical Assistants are not licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the Medical Assistant be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

PHARMACY TECHNICIAN PROGRAM

Total Clock Hours: 720

Weekday: 22.5 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 29-2053 Pharmacy Technician

This program fulfills the education requirements for licensure/certification required for employment in the field.

Prerequisites

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

Program Goals and Objectives

The Pharmacy Technician Certificate program provides both technical and practical training which will enable the technician, upon certification, licensure, or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB). Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly trained pharmacy technicians increases. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician

has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- ✓ To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- ✓ To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- ✓ To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.
- ✓ To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the healthcare field.
- ✓ To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- ✓ To provide the student with skills required for CPR certification.
- ✓ Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- ✓ Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- ✓ Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- ✓ Explain the term “nonjudgmental duties,” explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- ✓ Identify professional organizations available to pharmacy technicians.
- ✓ Demonstrate how to find state-specific requirements for Pharmacy Technicians.

- ✓ Describe various aspects of the National Certification Examination and the California State Board of Pharmacy Registration process.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinical	Total
PHT 100	Pharmacy Laws and Regulations	50	0	0	50
PHT 200	Drug Basics and Fundamentals	30	15	0	45
PHT 300	Pharmacology and Health Systems	100	60	0	160
PHT 400	Medication Distribution and Administration	45	15	0	60
PHT 500	Retail Pharmacy	25	20	0	45
PHT EXT	Externship	0	0	360	360
	Program Totals	250	110	360	720

Course Descriptions

PHT-100 Pharmacy Laws and Regulations

This module explores the laws that relate to the field of pharmacy. It provides students with the history of pharmacy, which covers the responsibilities of both the pharmacy technician and pharmacist. Students will review common drug names, generic medications, drug classifications, dosage indications, and routes of administration. They will utilize drug reference books as part of their studies. Regulatory agencies are reviewed, students will become familiar with their function including state boards, DEA, FDA, and CSHP. Basic computer skills are introduced required for daily use is covered.

Pre-requisite: None

PHT-200 Drug Basics and Fundamentals

This unit covers the atomic structure, respiratory systems, gastrointestinal, and chemotherapy in relation to drugs being introduced to the systems. Students will learn generic drug names, compounding pharmaceuticals, types of drug classifications, indications for medication use, routes of administration and dosages. This module presents a basic overview of chemistry, which includes how to use the periodic table of elements. Basic computer skills are covered, such as keying information and other essential employee skills required of a pharmacy technician.

Pre-requisite: None

PHT-300 Pharmacology and Health Systems

This module explores the procedures involved in pharmacokinetics and basic pharmacology. This includes the different side effects of drugs. Students will learn generic drug names, compounding pharmaceuticals, types of drug classifications, indications for medication use, routes of administration and dosages. The unit will also explore how designated drugs are introduced to the nervous, cardiovascular, and urinary systems. Pathological conditions and diseases in relation to the human systems are explored as well. Basic computer skills are introduced required for daily use is covered.

Pre-requisite: None

PHT-400 Medication Distribution and Administration

This module introduces students to pharmacy related language, including pharmacy abbreviations. Mathematical conversions, translating medication orders, and dose calculations to package and administer drug orders accordingly in a hospital or any inpatient pharmacy setting. This unit will introduce the use of the Dose Drug Distribution System, students will be

able to perform unit dose prepackaging, compounding pharmaceuticals, and cassette filling. Students will learn generic drug names, compounding pharmaceuticals, types of drug classifications, indications for medication use, routes of administration and dosages.

Pre-requisite: None

PHT- 500 Retail Pharmacy

This module covers the policies and procedures for pharmacy technicians employed in a retail setting. This includes filling prescriptions per medication orders and RX, drug ordering procedures, and billing requirements. Students will review generic drug names, routes of administration, indication for medication use, side effects of medicine, and dosages.

Pre-requisite: None

PHT-EXT

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted pharmacies. The externship will be an opportunity for student to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personal at the externship site. Student's will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: PHT-100, PHT-200, PHT-300, PHT-400, PHT-500

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable course proficiency standards.
3. Complete all clinical and externship requirements and hours and receive satisfactory evaluations.

LICENSURE REQUIREMENTS

Nurse Assistant

Upon completion of the program students will receive a certificate of completion and become eligible to take the examination for certification in the State of California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have successfully completed a Department of Public Health-approved nurse assistant training program. You are allowed two (2) years from your training program completion date to pass the nursing assistant examination. If you do not pass the NNAAP examination within a two-year period, you will be required to re-train before you will be allowed to take the examination again. The program fulfills the education requirements for licensure/certification required for employment in the field.

Phlebotomy Technician

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1. With passage of the exam graduate must submit an application. Applications will not be reviewed unless the proper \$100 fee is submitted. This fee is non-refundable. The program fulfills the education requirements for licensure/certification required for employment in the field.

A valid social security number is mandatory for certification by the State of California. Please contact the U.S. Social Security Administration for further information on how to obtain a social security number. It is the applicant's responsibility to make sure that the application and all other supporting documents are submitted in a timely manner. You must have all correspondence specify: "Attention: Phlebotomy Program". This will reduce the likelihood of receipt of the documents by other programs which in turn may cause a delay in the processing of your application. Documents include official transcripts, verification of training and experience and certificate of completion of training course, two passport size photos and state approved examination.

Medical Assistant

Although medical assistants are not licensed, certified, or registered by the State of California, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

The four major certification agencies and the medical assistant certifications they offer are:

1. The American Association of Medical Assistants (AAMA) offering the Certified Medical Assistant (CMA) certification
2. American Medical Technologists (AMT) offering the Registered Medical Assistant (RMA) certification
3. The National Center for Competency Testing (NCCT) offering the National Certified Medical Assistant (NCMA) certification
4. The National Healthcareer Association (NHA) offering the Certified Clinical Medical Assistant (CCMA) certification

All four certification agencies require medical assistants to pass a certification exam in order to become certified. The program fulfills the education requirements for licensure/certification required for employment in the field.

Pharmacy Technician

Must meet one of the following requirements: [CA Bus and Prof 4202a]

1. Complete any pharmacy technician training program accredited by the American Society of Health-System Pharmacists.
2. Obtain an associate degree in pharmacy technology.
3. Complete any other course that provides a training period of at least 240 hours of instruction covering the topics outlined in regulation. [CA Board Reg. Code 1793.6]. Pharmacy technicians may use The National Pharmacy Technician Training Program together with appropriate supervision of 360 hours of practical experience.
4. Graduate from an accredited pharmacy program.
5. Receive certification by a board-approved program.

Upon completion of the program at the institute, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB). Licensure Requirements [CA Board Reg. Code 1793.5]:

1. Applicant must submit an application (\$50) to the Board of Pharmacy.
2. Applicant must attain a high school diploma or equivalent.
3. Applicant must produce documents confirming his or her identity.
4. Applicant must produce a description of his or her qualifications and supporting documentation for those qualifications.
5. Applicant must undergo and pass a criminal background check.

The program fulfills the education requirements for licensure/certification required for employment in the field.

PROFESSIONAL DEVELOPMENT COURSES

*: Los Angeles Career College provides professional development courses that are taken by non-matriculated students who are not seeking academic credit. These courses do not lead to employment.

*Basic Life Support (BLS) and Heartsaver First Aid CPR AED – American Heart Association

Basic Life Support and certification is for healthcare professions who are required to perform BLS, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Heartsaver First Aid CPR AED certification is for adult and child educators, daycare providers, lifeguards, and those who are interested in learning cardiopulmonary resuscitation techniques.

Course Length: 4 hours

Cost: \$55.00

Course Content

- ✓ The important of high-quality CPR and its impact on survival
- ✓ All the steps of the Chain of Survival and apply the BLS concepts of the Chain of Survival
- ✓ Recognize the signs of someone needing CPR
- ✓ Performing high-quality CPR for adults, children, and infants
- ✓ The importance of early use of an AED and demonstrate its use
- ✓ Provide effective ventilations by using a barrier device
- ✓ The important of teams in multi-rescuer resuscitation and perform as an effective team member during multi-rescuer CPR.
- ✓ The technique for relief of foreign-body obstruction(choking) for adults and infants

Time	Lesson
9:30-9:35	Lesson 1: Course Introduction
9:35-10:00	Lesson 2: Rescuer Adult BLS Part 1: Adult Chain of Survival Part 2: Scene Safety, Assessment, and Adult Compressions Part 3: Pocket Mask Part 4: 1-Rescuer Adult Bls
10:00-10:10	Lesson 4: 2-Rescuer Adult BLS
10:10-10:20	Lesson 5: Special Considerations Part 1: Mouth to Mouth Breaths Part 2: Rescue Breathing Part 3: Breaths with an Advanced Airway Part 4: Opioid-Associated Life-Threatening Emergency Part 5: Maternal Cardiac Arrest
10:20-10:50	Lesson 6: High-Performance Teams Part 1: Team Dynamics

	Part 2: High-Performance Teams Part 3: High-Performance Teams Activity
10:50-11:10	Lesson 6A: Local Protocols Discussion
11:10-11:20	Break
11:20-11:30	Lesson 7: Child BLS Part 1: Pediatric Chains of Survival Part 2: Child BLS Part 3: 2-Rescuer Child CPR
11:30-11:40	Lesson 8: Infant BLS Part 1: Infant BLS Part 2: Infant Compressions Part 3: Bag-Mask Device for Infants Part 4: 2-Rescuer Infant CPR Part 5: AED for Infant and Children Less than 8 years of Age
11:40-11:50	Lesson 9: Relief of Choking Part 1: Adult and Child Choking Part 2: Infant Choking
11:50-12:05	Lesson 10: Conclusion
12:05-1:00	Lesson 11: Skills Test Part 1: Adult CPR and AED Skills Test Part: Infant CPR Skills Test
1:00-1:30	Lesson 12: Exam
1:30-2:30 (Optional)	Lesson 12: Remediation Part 1: Skills Testing Remediation Part 2: Exam Remediation

***IV Therapy and Blood Withdrawal – Board of Vocational Nursing and Psychiatric Technicians**

Hours: 36 Total Contact Hours

Cost: \$285.00

Theory: 27 Hours

Clinical: 9 Hours

IV Therapy and Blood Withdrawal course is a 3-day course for Licensed Vocational Nurses and registered nurses. This course is approved by the Board of Vocational Nurses and Psychiatric Technicians approved in California. The course is delivered part online (self-space) and part classroom.

Students will need to demonstrate IV insertions and blood withdrawals successfully and complete all didactic materials with over a 70% passing rate.

Course Content

- ✓ Preparing the patient psychologically
- ✓ Explaining the rationale for blood withdrawal and venipunctures
- ✓ Distinguishing between type of intravenous solutions and their appropriateness
- ✓ Preparing equipment properly and aseptically
- ✓ Selecting and correctly preparing the most appropriate vein for venipunctures/blood withdrawal
- ✓ Preparing the site in a manner which reduces the chance of infection
- ✓ Performing venipunctures utilizing direct or indirect method
- ✓ Performing blood withdrawal utilizing skin puncture (vacutainer, butterfly, syringe) or venipuncture
- ✓ Dressing site according to policy
- ✓ Securing and immobilizing device appropriate and safely
- ✓ Regulating flow rate and fluid accurately.

Day 1	<ul style="list-style-type: none">• Course Overview & Course Requirements• History of IV Therapy• Legal Aspects• Definitions• Review of Anatomy & Physiology• The Vein• Flues and Electrolytes• Psychological Preparation of the patient for the procedure• Universal Precautions for infection control
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<p>Day 2</p>	<ul style="list-style-type: none"> • Indication of intravenous therapy • Type of venipuncture devices • Types of delivery system • Methods of intravenous therapy • Legal aspects review (blood withdrawal) • Demonstration of type of blood withdrawal devices • Demonstration of Preparation of patient • Methods of Blood Withdrawal
<p>Day 3</p>	<ul style="list-style-type: none"> • Review brief history of IV Therapy • Review Legal Aspects Review • Brief Anatomy, physiology and intravenous therapy review

FACULTY

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Bachelor of Science in Nursing, West Coast University

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Phlebotomy Technician, U.S. Colleges

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Hours of Operation

Administrative Office

9:00 AM to 6:00 PM Monday through Friday

9:00 AM to 5:00 PM Saturday

Class Schedules

Nurse Assistant Training

Weekday Session: 9:00 AM to 5:30 PM Monday – Friday
Evening Session: 5:00 PM to 9:00 PM Monday - Friday
Weekend Session: 9:00 AM to 5:30 PM Saturday & Sunday

Phlebotomy Technician

Weekday Session: 9:30 AM to 5:30 PM Monday – Friday
Evening Session: 5:00 PM to 9:00 PM Monday-Thursday
Weekend Session: 9:30 AM to 5:30 PM Saturday's

Medical Assistant Program

Day Session: 9:00 AM to 5:00 PM Monday – Thursday
Externship may be up to 40 hours per week

Pharmacy Technician Program

Day Session: 9:00 AM to 5:00 PM Monday – Thursday
Externship may be up to 40 hours per week

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- Los Angeles Career College is approved to offer Phlebotomy Technician training by the California Department of Public Health, the Laboratory Field Services.
- Los Angeles Career College is able to offer IV Therapy and Blood Withdrawal course approved by the Board of Vocational Nursing and Psychiatric Technician.
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- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund.

And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.

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- Los Angeles Career College students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- Los Angeles Career College is not accredited by an accrediting agency recognized by the United States Department of Education, and students are not eligible for Federal or State Student Aid programs.
- Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs.
- At this time, Los Angeles Career College does not have any articulation agreements or transfer agreements with other institutions or colleges.
- It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.
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