



CATALOG



Chemical Dependency
Counselor



CPR



EKG Technician



Home Health Aide



Medical Assistant



Nurse Assistant
Certification



Office Specialist



Phlebotomy Technician



Physical Therapy Aide



Solar Photovoltaic
Installation



Water Technology

Mission Career College
www.missioncareercollege.com
Jan. 1, 2026- Dec. 31, 2026

Table of Contents

| | |
|--|-----------|
| Locations | 5 |
| FACILITIES | 5 |
| GOALS AND OBJECTIVES | 5 |
| Welcome and MCC Mission Statement | 6 |
| Accreditation and Licensure | 6 |
| LICENSED AND APPROVED | 6 |
| APPROVAL DISCLOSURE STATEMENT | 7 |
| Admissions Information | 8 |
| REGISTRATION | 8 |
| ADMISSION REQUIREMENTS | 8 |
| ASSESSMENT | 8 |
| ENROLLMENT PROCEDURES | 8 |
| ACCEPTANCE | 8 |
| EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY | 8 |
| Academic Policies | 9 |
| ACADEMIC FREEDOM | 9 |
| CLASS SIZE | 9 |
| HOMEWORK | 9 |
| MAKE-UP WORK | 9 |
| MAKE-UP TIME-ABSENTEEISM | 9 |
| GRADING SCALE | 9 |
| CREDITS | 9 |
| TRANSCRIPTS | 9 |
| SATISFACTORY ACADEMIC PROGRESS (SAP) | 9 |
| CLASS SCHEDULE (DAYS/HOURS) | 10 |
| HOLIDAY AND VACATION CALENDAR | 10 |
| Student Services | 10 |
| LEARNING RESOURCES & LIBRARY CENTER | 10 |
| STUDENT ADVISING SERVICES | 10 |
| HOUSING | 10 |
| TRANSPORTATION | 10 |
| PLACEMENT PREPARATION AND ASSISTANCE | 10 |
| RECORDS | 11 |
| RELEASE OF STUDENT RECORDS | 11 |
| Code of Conduct and Disciplinary Policies | 11 |
| STUDENT DRESS AND CONDUCT | 11 |
| LEAVE OF ABSENCE | 11 |
| SUSPENSION, DISMISSAL AND RE-ENTRY | 11 |
| ATTENDANCE POLICY | 12 |
| COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS | 12 |
| ACADEMIC PROBATION | 12 |
| SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID | 12 |
| APPEALS | 12 |
| REINSTATEMENT | 13 |
| DISTANCE LEARNING | 13 |
| PROGRAM CHANGES | 13 |

| | |
|-------------------------------------|----|
| MARKETABILITY POLICY _____ | 13 |
| RELIABILITY (ATTENDANCE) _____ | 14 |
| SKILL AND KNOWLEDGE _____ | 14 |
| GOOD CUSTOMER RELATION SKILLS _____ | 14 |
| GRADUATION REQUIREMENTS _____ | 14 |

Finance, Tuition and Fees _____ 14

| | |
|--|----|
| TUITION PAYMENT POLICY _____ | 14 |
| FINANCIAL AID _____ | 14 |
| PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS _____ | 14 |
| REFUND AND CANCELLATION POLICIES CANCELLATION POLICY _____ | 15 |

Students have the right to cancel their enrollment agreement and receive a refund of all charges paid through attendance at the first-class session, or within seven (7) calendar days after enrollment, whichever is later. _____ 15

Any payments made, along with negotiable instruments signed, will be refunded (less the enrollment fee and Student Tuition Recovery Fund (STRF) fee) within 45 days of the school's receipt of the mailed notice of cancellation. _____ 15

Upon cancellation, all equipment, textbooks, and supplies must be returned within three (3) business days from receipt of Notice of Cancellation. Failure to return these items will result in a charge equal to five percent (5%) of the total contract amount, which will be deducted from the refund. The refund will be processed within 45 days following the 3-day return period. _____ 15

| | |
|-------------------------|----|
| WITHDRAWAL POLICY _____ | 15 |
| REFUND POLICY _____ | 15 |

Students have the right to withdraw from the school at any time and receive a refund for the portion of the program not completed. Refunds are calculated in accordance with the California Education Code (CEC) Section 94870. _____ 15

Refunds are calculated on a pro-rata basis, meaning you only pay for the portion of the program you completed. Refunds are issued within forty-five (45) days after the school receives your withdrawal notice. _____ 15

- Registration fee: \$150.00 _____ 15
- STRF fee (as required by 5 CCR 71800 and CEC Sec. 94870) _____ 15
- You completed 25% of the course (40 ÷ 160). _____ 15
- You are responsible for 25% of tuition = \$687.50. _____ 16
- Less non-refundable registration fee = \$150.00. _____ 16
- Refund due = \$1,912.50. _____ 16

| | |
|------------------------|----|
| DRUG-FREE POLICY _____ | 16 |
| OTHER _____ | 16 |

Compliance and Grievance Procedures _____ 16

| | |
|--|----|
| Student Tuition Recovery Fund Disclosures. _____ | 17 |
| STUDENTS RIGHTS & RESPONSIBILITY _____ | 18 |
| ADMINISTRATIVE POLICIES _____ | 18 |
| CATALOG INSERTS _____ | 18 |
| PROFESSIONAL ADVISORY BOARD _____ | 18 |
| ADVISORY BOARD MEMBERS _____ | 18 |

Program Descriptions _____ 19

| | |
|--|-----------|
| MEDICAL SCIENCES _____ | 19 |
| Acute Care Nurse Assistant _____ | 19 |
| CPR/First Aid _____ | 19 |
| Chemical Dependency Counselor (Alcohol & Drug) _____ | 19 |
| EKG Technician _____ | 20 |
| Home Health Aide (HHA) _____ | 21 |
| Massage Therapy Program _____ | 21 |

| | |
|-------------------------------|----|
| Medical Assistant (MA) | 23 |
| Medical Assistant Program | 23 |
| Medical Terminology | 25 |
| Monitor Technician | 25 |
| NCLEX Review | 26 |
| Nurse Assistant Certification | 26 |
| Physical Therapy Aide Program | 26 |
| Pharmacy Technician | 28 |
| Phlebotomy Technician | 30 |
| Restorative Nursing Assistant | 31 |

GENERAL TRADE 32

| | |
|------------------------------------|----|
| English as a Second Language (ESL) | 32 |
| Forklift Operator | 33 |
| Office Specialist | 34 |
| Solar Photovoltaic Installation | 35 |
| Tower Crane Operator | 37 |
| Water Technology -Entry Level | 39 |
| Water Technology -Advance Level | 41 |
| PROGRAM/SCHEDULE & OTHER FEES | 45 |

Distance Education 46

| | |
|-------------------|----|
| STUDENT BENEFITS: | 47 |
|-------------------|----|

Locations

Main Campus

3750 Santa Fe Ave.
Riverside, CA 92507

Satellite Campus

2211 Hunts Lane #Q&R Road
San Bernardino, CA 92408

1871 N. Delilah St.
Corona, CA 92824

Branch Campus

15447 Anacapa Rd, Ste. 100
Victorville, CA 92392

PHONE

Tel: (951) 688-7411
Fax: (951) 688-7412

Business Hours

8:00am – 4:00pm, Monday - Friday

E-MAIL

admissions@missioncareercollege.com
referrals@missioncareercollege.com

FACILITIES

The Riverside campus is centrally located at 3750 Santa Fe Ave., Riverside, CA 92507

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

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

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

The Victorville campus is located at 15447 Anacapa Rd. Suit 100 Victorville CA 92392

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

The Corona campus is located at 1871 N. Deliah St., Corona, CA 92824

This location features a training room, physical therapy tables, iPads for student education, physical therapy equipment and an office area equipped with personal computers, tables and chairs for administrative purposes.

GOALS AND OBJECTIVES

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

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

ADVANTAGES of MCC

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

Welcome and MCC Mission Statement

MISSION AND PHILOSOPHY

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

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

HISTORY AND OWNERSHIP

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

Mission Career College, Inc. Corporate office is located at 3750 Santa Fe Ave., Riverside, CA 92507.

Accreditation and Licensure

LICENSED AND APPROVED

Mission Career College Inc., (dba) as Mission Career College (MCC), is located at 3750 Santa Fe Ave., Riverside, CA 92507. *"This institution is licensed to operate by the Bureau for Private Postsecondary Education ("Bureau").* The Bureau's license to operate means that the institution and its operation comply with the minimum state standards as set forth in the Education Code.

For approval information regarding the college or its programs approved by the BPPE, contact Internet link is www.bppe.ca.gov.

PROGRAMS –BPPE APPROVED

Acute Care Nurse Assistant
Chemical Dependency Counselor (Alcohol & Drug)
Clinical Medical Assistant
CPR- AED
EKG Technician
English as a Second Language-Advanced
English as a Second Language-Beginning Communication
English as a Second Language-High Intermediate
English as a Second Language-Intermediate
English as a Second Language-Low Intermediate
Forklift Operator
Home Health Aide
Massage Therapy
Medical Assistant (720.00 hours)
Medical Assistant (420.00 hours)
Medical Terminology
Mobile Crane Operator
Monitor Technician
NCLEX Review
Nurse Assistant Certification
Office Specialist
Pharmacy Technician
Phlebotomy Technician
Restorative Nursing Assistant (RNA)
Solar Photovoltaic Installer
Tower Crane Operator
Water Technology Management-Advance Level
Water Technology Management-Entry Level

APPROVAL DISCLOSURE STATEMENT

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

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

Mission Career College is not accredited by an accrediting agency recognized by the United States Department of Education.

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

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

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

INSTRUCTIONAL EQUIPMENT & MATERIALS

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

FACULTY

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

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

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

A listing of MCC's faculty can be found in this catalog.

HANDICAP FACILITIES

Mission Career College has auxiliary aids and services available upon request for individuals with disabilities. Mission Career College facilities are handicap accessible. MCC makes every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized test(s) as mentioned in the Admissions Standards.

INTERNATIONAL STUDENTS / VISA INFORMATION

Admits students from other countries: Yes.

Visa services provided: No.

Institution vouches for student status: Yes (as required by applicable federal law).

Admissions Information

REGISTRATION

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

ADMISSION REQUIREMENTS

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

ASSESSMENT

Wonderlic Scholastic Examination

| Program | Score (Minimum) |
|--|------------------------|
| Acute Care Nurse Assistant | 12 |
| CPR/AED | 12 |
| Chemical Dependency Counselor (Alcohol & Drug) | 16 |
| EKG Technician | 12 |
| English as a Second Language | 10 |
| Forklift Operator | 10 |
| Home Health Aide | 12 |
| Massage Therapy | 12 |
| Medical Assistant 420 hrs. | 13 |
| Medical Assistant 720 hrs. (Distance Learning) | 13 |
| Medical Terminology | 10 |
| Mobile Crane Operator | 12 |
| Nurse Assistant | 12 |
| Office Specialist | 16 |
| Pharmacy Technician | 16 |
| Phlebotomy Technician | 16 |
| Physical Therapy Aide & Rehabilitation | 16 |
| Solar Photovoltaic Installation | 12 |
| Tower Crane Operator | 12 |
| Water Technology-Entry Level | 12 |
| Water Technology-Advanced Level | 12 |

ENROLLMENT PROCEDURES

Enrollment at MCC begins with a personal interview with an Admissions Representative, which is required to register for any training program. The Admissions Department is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The enrollment process consists of two steps:

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

ACCEPTANCE

Applicants must complete all admissions requirements before being considered for acceptance. Successful candidates will be notified in person or by email within five days of completing the admissions process.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

Academic Policies

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

ACADEMIC FREEDOM

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

CLASS SIZE

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

HOMEWORK

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

MAKE-UP WORK

Students must request permission to make up work directly from their instructor. *The instructor and student will physically interact, and the instructor will issue the makeup assignment.* Upon his/her approval, all make-up work must be completed within (1) week of the day of absence before a grade is issued.

MAKE-UP TIME-ABSENTEEISM

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

GRADING SCALE

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

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

CREDITS

Mission Career College measures academic progression in Instructional hours.

**Note-Program Content Subject to Change*

TRANSCRIPTS

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

MCC regularly monitors students' progress to assure that all full-time students (morning, afternoon and evening students) are progressing at a rate that will allow them to successfully complete their course of study within the maximum allowable time frame.

The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. Programs of 30 weeks in length must be completed within a maximum time frame of 45 weeks. Periods during an approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the quarter credits completed.

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

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

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

***Academic Year**

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

CLASS SCHEDULE (DAYS/HOURS)

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

CLASS SCHEDULE

CLASS HOURS

| | |
|--|-------------------------|
| Morning Classes Monday through Friday | 8:00 a.m. to 4:30 p.m. |
| Evening Classes Monday through Friday | 6:00 p.m. to 10:00 p.m. |
| Weekend Classes Saturday and Sunday | 8:00 a.m. to 4:30 p.m. |

Clinical and class hours will vary and are subject to change.

Students are scheduled for courses in four-week modules. If a holiday falls on a scheduled class day, the missed class must be made up within the same four-week session. Faculty will inform students if make-up hours are required, and the instructor will decide on a suitable time to complete them. Make-up days may be scheduled on Saturdays or Sundays.

HOLIDAY AND VACATION CALENDAR

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

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

Student Services

LEARNING RESOURCES & LIBRARY CENTER

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

STUDENT ADVISING SERVICES

If students experience any difficulties progressing through their program, faculty and administrative staff are available for private advising and support. MCC encourages student feedback on policies, instruction, and curriculum. The Campus Executive Director maintains an open-door policy and is available to address any concerns that may arise.

HOUSING

Mission Career College does not have dormitories at any of the campuses and does not offer housing assistance services for its students. Affordable residential apartments, houses and condos are available in San Bernardino, Riverside and Victorville CA. Rentals can be accessed through the website www.rentals.com this website will give distance to schools and pricing information. For temporary stays near the school, students can access www.hotels.com for a list of hotels and motels in the area. The median monthly housing costs in San Bernardino and Riverside counties are \$2,113.

TRANSPORTATION

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

PLACEMENT PREPARATION AND ASSISTANCE

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

Job placement assistance includes:

- Job assistance for all graduates by the placement department.
- Direct job referrals via internet-email matching MCC graduates with available job openings in the field for which they are trained.
- Follow-up and assistance, if necessary, after hire.
- Please note MCC does not guarantee employment.

RECORDS

STUDENT RECORDS

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

RELEASE OF STUDENT RECORDS

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

1. An officer/employee of the U.S. Department of Education, State of California, city or county agency seeking information in the course of his/her duties.
2. College records personnel with legitimate educational interest, or a person assigned in writing by an adult student or the parent or guardian of such student, if the student is a dependent minor.

MCC grants the students' right to access their own files. Requests for academic transcripts can be sent (along with a \$10 fee for unofficial and \$15 fee for official transcripts) to:

Financial Aid and Records Office, Mission Career College, 3750 Santa Fe Ave., Riverside CA 92507 or admissions@missioncareercollege.com.

Code of Conduct and Disciplinary Policies

STUDENT DRESS AND CONDUCT

Students are expected to dress and behave in a manner consistent with professional standards, similar to those observed in a business office (business casual attire).

MCC reserves the right to dismiss any student whose conduct, attendance, or academic performance negatively impacts the learning environment or the school's reputation. Grounds for dismissal include, but are not limited to:

- Cheating or using another student's work for grading purposes
- Intentional destruction of property
- Intoxication or substance abuse on campus
- Disruptive or intimidating behavior that interferes with others' learning
- Blatant disrespect toward staff, instructors, or fellow students
- Professionalism and respect are expected at all times.

LEAVE OF ABSENCE

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

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

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

A student must submit a signed and completed Leave of Absence Request Form to the Director of Education or Executive Director.

The Director of Education or Executive Director will review the request for LOA for approval.

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

SUSPENSION, DISMISSAL AND RE-ENTRY

Students will be dismissed for the following reasons:

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

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

ATTENDANCE POLICY

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

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

Attendance is monitored daily; however, the student’s attendance percentage is monitored at the end of each module. Students who fall below 70% cumulative attendance at the end of the module will be given counseling and placed on probationary status.

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

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

Attendance/reliability will be monitored in the following manner:

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

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

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

COURSE REPETITIONS, INCOMPLETES AND WITHDRAWALS

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

Students earning a grade of Incomplete (“I”) will have a period not to exceed one module in which to complete the requirements of the module and receive a letter grade. Failure to submit the required work in the prescribed time will result in a grade of “F”. A grade of “I” or the number of credits attempted will not be considered in the calculation of the student’s grade point average until it is changed to a letter grade. Any course within a module from which a student has withdrawn prior to its completion must repeat the module in its entirety.

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

ACADEMIC PROBATION

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

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

A student placed on probation is still considered to be making satisfactory academic progress and will remain eligible to receive financial aid. However, if the student fails to meet satisfactory academic progress requirements during the probationary period, their financial aid eligibility will be suspended.

APPEALS

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

REINSTATEMENT

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

DISTANCE LEARNING

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

ENGLISH LANGUAGE INSTRUCTION

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

ENGLISH as a SECOND LANGUAGE

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

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

PROGRAM CHANGES

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

This institution does not provide credit for experiential learning.

TRANSFER CREDIT INTO MISSION CAREER COLLEGE

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

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

NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at *Mission Career College* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the *certificate* you earn in *the educational program* is also at the complete discretion of the institution to which you may seek to transfer. If the *certificate* that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *Mission Career College* to determine if your *certificate* will transfer.

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

MARKETABILITY POLICY

The goal of MCC is to train and place the students who enroll and successfully complete their training programs. This demands that a graduate of any MCC training program be as competitive (marketable) as is possible in the career field that he/she wishes to enter. Since MCC cannot know how well any student will do in the three characteristics desired by employers, MCC cannot guarantee placement to any graduate.

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

RELIABILITY (ATTENDANCE)

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

SKILL AND KNOWLEDGE

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

GOOD CUSTOMER RELATION SKILLS

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

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

GRADUATION REQUIREMENTS

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

Finance, Tuition and Fees

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

TUITION PAYMENT POLICY

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

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

The period for making such arrangements is within 90 days from the due date of the delinquent payment. If, after the 90-day period, no arrangements have been made, the account will be turned over to a collection agency.

FINANCIAL AID

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

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

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS

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

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

REFUND AND CANCELLATION POLICIES

CANCELLATION POLICY

Students have the right to cancel their enrollment agreement and receive a refund of all charges paid through attendance at the first-class session, or within seven (7) calendar days after enrollment, whichever is later.

Cancellation is effective on the date the school receives written notice of cancellation. Written notice may be submitted by mailing a signed and dated "Notice of Cancellation" form, or any other written notice, to the Executive Director. Notice must be postmarked no later than midnight on the third (3) business day following the first day of class.

Please note, cancellation cannot be made by phone or by failing to attend class.

If a student has received federal student financial aid, they are entitled to a refund of any funds not paid from federal aid program sources.

Any payments made, along with negotiable instruments signed, will be refunded (less the enrollment fee and Student Tuition Recovery Fund (STRF) fee) within 45 days of the school's receipt of the mailed notice of cancellation.

Upon cancellation, all equipment, textbooks, and supplies must be returned within three (3) business days from receipt of Notice of Cancellation. Failure to return these items will result in a charge equal to five percent (5%) of the total contract amount, which will be deducted from the refund. The refund will be processed within 45 days following the 3-day return period.

If you have any complaints, questions, or problems which you cannot resolve with the school, write or call: **The Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.**

www.bppe.ca.gov

WITHDRAWAL POLICY

Students have the right to withdraw from a program at any time. While students are encouraged to meet with the Executive Director to discuss possible alternatives before making a final decision, all withdrawals **must be submitted in writing** and mailed to Mission Career College, Attention: Executive Director.

The official withdrawal date will be the date MCC receives the student's written notification. Students will be notified of the receipt of their withdrawal notice within 24–48 hours. Once communication has been established with the student, the refund request will be forwarded to the MCC Accounting Department. A confirmation will then be sent to the student, along with notice that any eligible refund may take up to forty-five (45) days to process, in compliance with CEC Section 94870 (refer to Refund Policy).

If a student withdraws after the cancellation period, they are responsible for the cost of educational services received on a pro-rata basis, in addition to:

- A non-refundable registration fee of \$150.00, and
- The cost of any equipment or supplies issued.

Please note: Mission Career College does not accept the return of used uniforms.

REFUND POLICY

Students have the right to withdraw from the school at any time and receive a refund for the portion of the program not completed. Refunds are calculated in accordance with the California Education Code (CEC) Section 94870.

If the school terminates a student, or if a student stops attending classes, the school is still required to process a refund based on the state refund policy. All refunds will be issued within forty-five (45) days from the date of withdrawal or termination.

This refund policy does not apply to students whose tuition and fees are fully paid by a third-party organization (e.g., JTPA, ETP, Private Industry Council, or Vocational Rehabilitation program), provided that:

- The student is not responsible for repaying the third-party organization, and
- The institution has a written agreement with the third-party organization that was in place on or before the student's enrollment date.

Refunds are calculated on a pro-rata basis, meaning you only pay for the portion of the program you completed. Refunds are issued within forty-five (45) days after the school receives your withdrawal notice.

Non-refundable charges include:

- Registration fee: \$150.00
- STRF fee (as required by 5 CCR 71800 and CEC Sec. 94870)

Example:

If you paid \$2,750.00 in advance for a 160-hour course (including tuition, supplies, and fees) and withdraw after completing 40 hours:

- You completed 25% of the course ($40 \div 160$).

- You are responsible for 25% of tuition = \$687.50.
- Less non-refundable registration fee = \$150.00.
- Refund due = \$1,912.50.

DRUG-FREE POLICY

Mission Career College (MCC) is committed to maintaining a safe, healthy, and drug-free learning and working environment for all students and employees. The use, possession, sale, distribution, or manufacture of alcohol or any illegal controlled substance is strictly prohibited on MCC property or at MCC-sponsored events. The possession or use of drug paraphernalia, the misuse of prescription or over-the-counter medications, and being under the influence of alcohol or drugs, or exhibiting behavior that suggests impairment, are also prohibited. For the purposes of this policy, “drugs, alcohol, and other substances” include, but are not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and substances commonly referred to as “designer drugs.”

In accordance with local, state, and federal laws, MCC will impose disciplinary sanctions on any student or employee who violates this policy. Disciplinary actions may include suspension, expulsion, termination of employment, referral for prosecution, or mandatory participation in a drug or alcohol rehabilitation program. In addition to institutional sanctions, students and employees may face legal consequences under federal, state, and local laws. Such consequences may include fines, imprisonment, loss of eligibility for federal financial aid, and the forfeiture of property or assets related to drug activity.

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

Orange County

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

Riverside County

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

San Bernardino County

385 N. Arrowhead Ave.
 San Bernardino, CA 92415, (909) 387-4415
 St. John of God Hospitality Center
 15534 6th Street Victorville, CA (760) 952-9192

OTHER

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

Compliance and Grievance Procedures

Mission Career College (MCC) is committed to resolving student concerns at the earliest opportunity in a fair and respectful manner.

Step 1: Instructor

If a student has a complaint or concern about any aspect of their training, the student should first discuss the matter with their instructor.

Step 2: Program Director

If the concern cannot be resolved at the instructional level, the student may bring the issue to the Program Director.

Step 3: Executive Director

If the issue remains unresolved, the student may escalate the matter to the Executive Director.

Step 4: Formal Written Grievance

If the concern is still unresolved, the student may submit a **formal written grievance** to:

Mission Career College
 Corporate Office
 3750 Santa Fe Ave.
 Riverside, CA 92503
 Phone: (951) 688-7411

The written grievance should include:

- A description of the problem(s)
- The approximate date(s) the issue occurred

- Names of individuals involved
- Copies of relevant documents or evidence
- Proof that the school's internal complaint procedure has been followed
- The complainant's signature

Addressing Student's Grievance

Mission Career College will appoint a neutral party, investigate the complaint by interviewing the grievant, witnesses and anyone involved, collect facts, seek a solution and communicate the outcome.

External Complaint Options

If the institution's grievance process has been fully exhausted and the problem remains unresolved, students may file a complaint with the **Bureau for Private Postsecondary Education (BPPE):**

Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (888) 370-7589

Website: www.bppe.ca.gov

WIOA/WIA Students

Students, who are funded by WIOA/WIA who wish to file a grievance may also contact their assigned WIOA counselor. MCC will provide agency contact information upon request and will notify the WIOA agency of any participant complaints.

Student Tuition Recovery Fund Disclosures.

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

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, 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. 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.
5. 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.
6. 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 non-collecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

STUDENTS RIGHTS & RESPONSIBILITY

Rights and Responsibilities

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

Student Rights:

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

Student Responsibilities:

- To conduct all financial affairs in a legal and ethical manner.
- To read and adhere to all published procedures and policies governing their student account including the following:
- To know when registering for a class, charges are incurred.
- The student is responsible for payment of charges incurred when registering, **whether they attend class or not.**
- To have charges removed, a drop form must be processed either in person or in the Student Services office during the refund period. The drop with a refund deadline for most standard-length classes is the second Friday of the term.
- To pay all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by another party.
- To ensure the student's name and mailing address are correct and if not to notify Admissions and Records by phone (951) 688-7411 or in person to update any changes.
- To submit disputes of charges and petitions for removal of charges in writing with Enrollment Services by the fourth week of the term.
- Pay all penalties, costs and legal fees associated with the collection of their student account.
- If a student is under 18 years of age, they **will** be held liable for all charges incurred and educational loan contracts.

“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. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office can be reached by calling (888) 370-7589 or by visiting <https://www.osar.bbpe.ca.gov/>.”

ADMINISTRATIVE POLICIES

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

CATALOG INSERTS

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

PROFESSIONAL ADVISORY BOARD

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

ADVISORY BOARD MEMBERS

| | |
|----------------------------|---|
| <i>Elizabeth Opoku, RN</i> | <i>CNA & Phlebotomy Program Director / Instructor</i> |
| <i>Lilliana Curtis LVN</i> | <i>CNA Instructor</i> |
| <i>Anita Menchaca, CPT</i> | <i>Phlebotomy Instructor</i> |
| <i>Maritza Martin, MA</i> | <i>Medical Assistant Instructor</i> |

Program Descriptions

MEDICAL SCIENCES

Applicants must be in good physical and emotional health and must have passed a health examination. If, at any point before or after admission, a student's health poses a potential risk to patient safety, admission may be denied or the student may be withdrawn from the program.

Acute Care Nurse Assistant

90 Instructional Hours

Class Location(s): Riverside, San Bernardino and Victorville Campuses

CNA 103-Acute Care Nurse Assistant

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

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

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

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

CPR/First Aid

6 Instructional Hours

Class Location(s): Riverside, San Bernardino and Victorville Campuses

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

Occupations/Job Titles: SOC-21-1010 Registered Recovery Worker

Chemical Dependency Counselor (Alcohol & Drug)

720 Instructional Hours

Class Location(s): Riverside Campus

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

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

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

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

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

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

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

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

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

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

Occupations/Job Titles: SOC-21-1010 Substance Abuse Counselor, Chemical Dependency Counselor, Case Manager-Substance Abuse Services, Rehabilitation Counselor

EKG Technician

32 Instructional Hours

Class Location(s): Riverside Campus

This 32 instructional hour program also provides an excellent foundation for coursework in Cardiovascular Technology. Graduates of this program are qualified for employment in hospitals, clinics, private practices, nursing homes, emergency rooms, and other healthcare facilities across the country. As an EKG Technician, you will work as part of a medical team, assisting in the diagnosis and treatment of cardiovascular conditions. This program provides students with comprehensive instruction on the structure and function of the cardiovascular system, including the circulation of blood through the heart and lungs.

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

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

Occupations/Job Titles 29-2031 – ECG Technician, Cardiac Catheterization Technologist, Monitor Technician and EKG Monitor Technician.

Clinical Medical Assistant Program:

160 Instructional Hours

Class Location(s): San Bernardino Campus

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

The program also includes an optional clinical externship at a local healthcare provider.

Home Health Aide (HHA)

40 Instructional Hours

Class Location(s): Riverside, San Bernardino and Victorville Campuses

CNA 102-Home Health

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

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

Occupations/Job Titles: SOC-31-1121 Home Health Aide, Personal Care Aide, Caregiver and In-home Caregiver.

Massage Therapy Program

720 Instructional Hours

Class Location(s): Riverside Campus

This 720 instructional hours program trains students in academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics, and business practices.

Massage Therapy is a healing art as well as a science. It requires a balance of academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, along with a commitment to the time, energy and focus necessary for the training process to become a solid practitioner.

CD100-Career Development-This 30 instructional hour course is designed to provide the student with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing and interviewing techniques. As a result of this study, the student should be able to apply for membership to professional associations, write a resume and implement a job search.

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

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

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

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

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

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

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

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

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

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

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

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

MT132-Massage Techniques-Multi-Modality This 30 instructional hour course offers advanced platform integration of Swedish tissue techniques to the torso; arm, neck and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques such as Neuromuscular Therapy, Aromatherapy and Massage for Special Populations. Upon successful completion of this course, the student should be able to demonstrate the postural assessment, selection and use of essential oils and prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

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

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

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

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

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

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

Occupations/Job Titles: SOC-31-2000 Physical Therapy Aide (PT Aide, Rehabilitation Aide, Physical Therapy Attendant, Rehab Technician, Physiotherapy Aide and Physical Medicine Aide

Medical Assistant (MA)

720 Instructional Hours

Class Location(s): San Bernardino Campus

This 720 instructional hours program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship. Certified Medical Assistant duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examine rooms neat and clean.

CMAP120-Medical Assisting Procedures and Patient Care- This course is designed to familiarize the student with the duties and responsibilities as the clinical medical assistant in a healthcare facility. At the completion of this course the student will understand basic patient care procedures such as administering medications, rendering first aid in the office and in emergency situations. Students will also understand how behavior influences health. In addition, the student will learn and review specifics of Universal Precautions, taking vital signs and anthropometric measurements and anatomy and physiology.

CMAP110-Medical Assisting Procedures and Laboratory Techniques-This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of vital signs and arthrometric measurements and anatomy and physiology.

CMAP150- Medical Assisting Clinical Externship- This course is designed to allow the student to practice all the skills and techniques they have been taught while in the classroom. The student is given a folder on the day of their external assignment. This folder contains forms that the student is required to be responsible for. The timecard is to be completed for each week and faxed to the school or the student may bring it in each Friday, the end of each week. There is an evaluation form and a letter of completion, which the student is responsible for providing it to the external site supervisor for completion and to then return it to school the last day of their training site assignment. This may be done by fax or in person. Upon successful completion of these requirements, the student is considered to have completed the course requirements and will be a graduate.

Occupations/Job Titles 31-9092.00 – Certified Clinical Medical Assistant, Medical Assistant, Patient Care Technician, Medical Office Assistant, Back Office Medical Assistant, Clinical Support Specialist and Clinical Care Assistant.

Medical Assistant Program

420 Instructional Hours

Class Location(s): San Bernardino Campus

This 420 instructional hours program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

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

MA01—Records Management and Ethics -This 30 instructional hour course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, and filing and charting. The development of keyboarding skills will also be presented. Upon completion the student will be able to compare AMA and AAMA code of ethics, discuss pros and cons of bioethical issues and triage patients while ensuring the retrieval of the patients' medical records once in the office.

MA02-Medical Assisting Procedures and Patient Care-

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

MA03 – Introduction to Word Processing & Transcription-

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

MA04 – Medical Insurance – This 30-hour instructional program introduces students to the fundamentals of medical insurance processing. Topics include types of medical insurance plans, completing patient information forms, abstracting information from medical records, CPT and ICD-9 coding, preparing claim forms, and staying current with industry changes. Students will gain hands-on experience processing claims for Medicare, Workers' Compensation, Medicaid/AHCCCS, group insurance, and private insurance. The course also helps students strengthen their keyboarding skills. Upon successful completion, students will be able to identify the three major types of health insurance contracts and apply the correct filing procedures with the appropriate diagnosis and procedure codes.

MA05 – Fundamentals of Office Accounting- This 30 instructional hour course will introduce students to the fundamental concepts and practices of medical office accounting. Topics covered in the course include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, and employee benefit packages. The development student will be able to perform accounts receivable and accounts payable procedures while posting entries on a day sheet.

MA06 – Computerized Finance Management- This 30 instructional hour course will introduce students to computerized medical office management. Students learn to perform the following functions electronically: patient record keeping, insurance coding and billing, and various bookkeeping functions such as accounts payable, accounts receivable, and payroll. The development of keyboarding skills will also be presented. Upon successful completion the student will be able to use a computerized medical office program to navigate patient records.

MA07 – Professional Development- This 30 instructional hour course introduces the student to the basic concepts of general psychology and to the skills and strategies of writing an effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, developing professional attitudes, allied health professions and credentialing. Upon completion the student will be able to identify career opportunities using source leads and provide a professionally prepared resume.

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

MA09 – Minor Office Surgery – This 50-hour instructional course covers minor office surgical techniques along with key topics in anatomy and physiology. Areas of study include surgical procedures, sterilization and infection control, diagnostic techniques, the integumentary system, medical terminology, vital signs, blood pressure, and OSHA regulations. Upon successful completion, students will be able to demonstrate an understanding of aseptic techniques and properly handle instruments used in minor surgical procedures.

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

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

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

MA13 – Hematology and Phlebotomy- This 50 instructional hour course will introduce the student to the back-office areas of hematology and phlebotomy, as well as topics in anatomy and physiology. Topics presented in the course include hematology, phlebotomy, blood chemistry, differential cell count, blood typing, immunology, medical terminology, and OSHA regulations. Upon completion the student will be able to perform all aspects of the clinical lab while observing OSHA guidelines.

MA14 – Human Development - This 50-hour instructional course introduces students to the fundamentals of pediatrics, geriatrics, and obstetrics/gynecology (OB-GYN), along with related topics in anatomy and physiology. Areas of study include OB-GYN care, pediatric and geriatric patient care, the reproductive and endocrine systems, contraception, sexually transmitted diseases (STDs), medical terminology, vital signs, blood pressure, and OSHA regulations. Upon successful completion, students will be able to effectively triage OB-GYN patients and provide appropriate patient education based on the diagnosis.

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

Occupations/Job Titles 31-9092.00 – Certified Clinical Medical Assistant, Medical Assistant, Patient Care Technician, Medical Office Assistant, Back Office Medical Assistant, Clinical Support Specialist and Clinical Care Assistant.

Medical Terminology

40 Instructional Hours

Class Location(s): San Bernardino Campus

This **40-hour instructional program** is designed to equip students with foundational knowledge of medical terminology used by healthcare professionals. Students will gain a basic understanding of human anatomy, body systems, and how the body functions.

Upon successful completion, participants will be able to:

- Identify and explain the four key word parts used in forming medical terms
- Analyze and interpret unfamiliar medical terms using word-part knowledge
- Define anatomy and physiology, and use anatomical reference systems to describe body positioning and major organ systems
- Understand anatomical terminology in relation to procedural coding manuals
- Recognize disease-related terms relevant to diagnostic coding manuals

Occupations/Job Titles 31-9092.00 – Certified Clinical Medical Assistant, Medical Assistant, Patient Care Technician, Medical Office Assistant, Back Office Medical Assistant, Clinical Support Specialist and Clinical Care Assistant.

Monitor Technician

24 Instructional Hours

Class Location(s): Riverside Campus

This 24 instructional hour program also provides an excellent foundation for coursework in Cardiovascular Technology. Graduates of this program are qualified for employment in hospitals, clinics, private practices, nursing homes, emergency rooms, and other healthcare facilities across the country. As a Monitor Technician, you will work as part of a medical team, assisting in the diagnosis and treatment of cardiovascular conditions. This program provides students with comprehensive instruction on the structure and function of the cardiovascular system, including the circulation of blood through the heart and lungs.

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

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

Occupations/Job Titles 29-2031 – ECG Technician, Cardiac Catheterization Technologist, Monitor Technician and EKG Monitor Technician.

NCLEX Review

258 Instructional Hours

Class Location(s): Riverside, San Bernardino and Victorville Campuses

This 258 instructional hour program review provides an excellent foundation for coursework in Foundations of Nursing, Pharmacology, Intro to Medical-Surgery Nursing, Beginning Medical-Surgical Nursing, Obstetrics-Maternity Nursing, Mental Health Psychiatric Nursing, Intermediate Medical Surgical Nursing, Pediatric Nursing, advanced Medical-Surgical Nursing, and Gerontology-Community Nursing.

Nurse Assistant Certification

160 Instructional Hours

Class Location(s): Riverside, San Bernardino and Victorville Campuses

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

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

CNA 101-Long-Term Care

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

Occupations/Job Titles: SOC-31-1130 Certified Nursing Assistant, Nurse Aide, Patient Care Assistant, Resident Care Assistant and Caregiver

Physical Therapy Aide Program

600 Instructional Hours

Class Location(s): Riverside Campus

This 600 instructional hours program trains students in academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. This program covers anatomy, physiology, kinesiology, theory and practice of massage therapy, hands-on practice under supervision, ethics, and business practices.

Massage Therapy is a healing art as well as a science. It requires a balance of academic technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, along with a commitment to the time, energy and focus necessary for the training process to become a solid practitioner.

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

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

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

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

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

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

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

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

MT110-Circulatory Systems - This course students will gain understanding of the structure and function of the human body. Emphasis will be placed on the lymphatic, cardiovascular and digestive systems. Upon completion the students should be able to apply this knowledge in their hands on approach to massage techniques learned.

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

MT114-Health Services Management and Ethics II-This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for practice, taking the steps necessary in establishing practice and guidelines for ethical conduct. Upon successful completion of the course, the student should be able to construct a mission statement, write a basic business plan and demonstrate the ethical behavior expected of a professional massage therapist.

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

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

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

MT132-Massage Techniques-Multi-Modality This course offers advanced platform integration of Swedish tissue techniques to the torso; arm, neck and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques such as Neuromuscular Therapy, Aromatherapy and Massage for Special Populations. Upon successful completion of this course, the student should be able to demonstrate the postural assessment, selection and use of essential oils and prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

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

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

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

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

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

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

Occupations/Job Titles: SOC-29-1123 Physical Therapy Aide, Rehabilitation Aide, Physical Therapy Attendant, Rehab Technician, Physiotherapy Aide and Physical Medicine Aide

Pharmacy Technician
720 Instructional Hours

Class Location(s): Riverside Campus

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

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

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

PT101-Pharmacy Laws and Regulations-This course orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Students learn the concept of direct patient care and technicians' general role in its delivery, with particular emphasis on the complementary roles of pharmacists and technicians. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

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

PT103-Hospital and Retail Pharmacy In this hour course, students learn the preparation of sterile products, the hospital drug delivery system, unit dose packaging systems, ward stocks, narcotic disposal, and community pharmacy operations. The preparation of IV admixtures and TPN solutions under sterile conditions is introduced. Emphasis is also placed on the proper use of the laminar flow hood using quality control

measures. Upon successful completion of the course, students should be able to develop proper manipulative techniques as well as the interpretation and evaluation of hospital orders and technical duties related to dispensing over-the-counter drugs in a retail pharmacy.

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

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

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

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

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

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

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

PT130-Pharmacology and the Nervous System- This hour course, provides students with an introduction to pathologies of the nervous system and the drugs used for treatment of its pathologies in prescription and nonprescription form. Drug classes presented include stimulants, depressants, psychotropic, anxiolytic, anti-anxiety, pain management, anticonvulsants, anesthetics, analgesics, and narcotics. Emphasis is placed on the connection between the physiological systems and the related drugs. Students should demonstrate competence with the different drug trade names, generic names and their classification. Upon successful completion of the course, students should be able to distinguish between the brand and generic name, standard pronunciation, dosage form, and routes of administration of medications used to treat the nervous system including psychiatric disorders. Students should be able to demonstrate this by interpreting prescription and medication orders using the correct dosage equation and delivery system.

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

PT160-Externship- This hour course, provides students training in the skills developed in the didactic and laboratory phases of their training in the practice environment of an ambulatory clinic that provides infusion services. The externship will be completed at a pharmacy, hospital, or other appropriate health care facility under the supervision of qualified healthcare personnel. At the completion of the externship, students will have performed all duties designated to a pharmacy technician in an ambulatory setting. The preceptor at the external facility completes a

written evaluation of each student's performance.

Occupations/Job Titles: SOC-29-2052 Pharmacy Technician, Pharmaceutical Services, Certified Pharmacy Technician (CPT), Medication Technician, and Pharmaceutical Technician.

Phlebotomy Technician

89 Instructional Hours

Class Location(s): Riverside Campus and Victorville Campus

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

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

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

Phlebotomy Technician – This course will provide the student with an understanding of Anatomy, Law and Ethics, Blood Collection and Testing, OSHA Regulations and Safety in the Medical Office. The Phlebotomy course is a comprehensive training program in phlebotomy, the specialized occupation of blood collection. This course examines the phlebotomist's role and relationship to the clinical laboratory, hospital community, and other health care delivery systems. Students will be introduced to the medical specialties associated with phlebotomy and will study the basics of anatomy and physiology. The various methods of blood collection, including venipuncture and capillary sampling are studied and performed. Other areas include infection control, safety, specimen transport and processing, quality control, professionalism, and laboratory testing.

PBT101-Infection Control- This hour course, in health care institutions, the patients are usually very ill because of infection or injury. This course is designed to provide the student with an understanding of the phlebotomist's role in the prevention of the spread of infection and disease in the health care setting.

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

PBT103-Medical Terminology- This course, medical profession has a language all its own. This course is designed to provide the student with an understanding of the language of medicine. Every medical professional eventually needs to master the basics of this language to properly function as a member of the healthcare team.

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

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

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

PBT107-Post Puncture Care- This course is designed to provide the student with an understanding of how to carefully attend to the patient's puncture site after needle withdrawal in order to prevent complications.

PBT108-Waste Disposal- This course is designed to provide the student with an understanding of how to dispose of medical waste safely and legally.

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

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

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

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

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

PBT206A-Recognition of Problems with Requisitions, Specimen, Transport and Processing- This course is designed to provide the student with an understanding of standards and protocols designed for the proper handling and processing of specimens to attain laboratory results. Occasionally, patient complications during or after the blood collection procedure are unavoidable. If so, the health care worker must be knowledgeable of methods that will decrease the negative impact of the complication to the patient, to the quality of the blood sample, to the phlebotomist, or to all three. Phlebotomists should also know that specimens should be transported to the laboratory for processing as soon as possible because delays can significantly affect laboratory results.

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

PBT207-Communication Skills and Interpersonal Relationships, Stress Management, Ethics and Legal Issues- This course is designed to provide the student with an understanding of how to interact compassionately with patients, clients, and their families. This course is also designed to provide the student with an understanding of the agencies and their responsibilities governing healthcare practitioners. Knowing and understanding these standards not only protects the phlebotomist, laboratory, hospital, and physician from possible lawsuits, but protects the patient from harm as well.

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

PBT209-Legal Issues Related to Blood Collection- This course is designed to provide the student with an understanding of law, ethics, and bioethics as it relates to blood collection and patient care. Every health care practitioner is governed by the same legal and ethical standards. Knowing and understanding these standards not only protect the phlebotomist, laboratory, hospital, and physician from possible lawsuits, but protect the patient as well.

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

Occupations/Job Titles: SOC-30-9097 Phlebotomy Technician, Phlebotomist, Certified Phlebotomy Technician (CPT), Patient Service Technician, Mobile Phlebotomist, Blood and Collection Technician.

Restorative Nursing Assistant

16 Instructional Hours

Class Location(s): Riverside Campus

Restorative Nursing Assistant refers to nursing interventions that promote the resident's ability to adapt and adjust living as independently and safely as possible. This concept actively focuses on achieving and maintaining optimal physical, mental and psychosocial functioning. Generally, RNAs are initiated when a resident is discharged from formalized physical, occupational or speech rehabilitation therapy.

Occupations/Job Titles: SOC-31-1012 Restorative Nursing Assistant (RNA), Nurse Aide/Nursing Aide, Patient Care Assistant (PCA).

GENERAL TRADE

English as a Second Language (ESL)

| | |
|---|-----------|
| 1. English as a Second Language – Advance | 160 Hours |
| 2. English as a Second Language – Beginning Communication | 240 Hours |
| 3. English as a Second Language – High Intermediate | 160 Hours |
| 4. English as a Second Language – Intermediate | 160 Hours |
| 5. English as a Second Language – Low Intermediate | 180 Hours |

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

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

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

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

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

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

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

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

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

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

- practice targeted behaviors and obtain satisfaction from carrying them on to have learning experiences that are within their present attainments and predispositions, within their **zone of proximal development** (Vygotsky, 1978).
- achieve powerful literacy (be creative, reason, solve problems and conflicts, and perform **higher order thinking skills**)
- see knowledge as problematic.
- question everything around them, their commonsense assumptions, what they take as given, their ideological and **epistemological** commitments, the interpretations of the world we live in, their values, their rights, and their duties.
- learn that historical facts are far from being objective and impartial.
- work in **teams** and achieve a sense of community.
- explore different ways to read text, whereby they try to read against common sense interpretations and critique the harmfulness of stereotypes.
- look beyond the knowledge they are being taught, think differently, and think outside the box. By the end of this course, students will study content that is based on their interests and needs is based on an analysis of modern society to see which topics and conflicts would benefit them the most fosters the development of high **moral character**
- promotes an active concern for social justice
- covers functional needs and significant life problems (**deals with conflict**/introduces crisis)
- challenges conformity, rigid sex roles, and opinions that are dictated by group consensus
- incites them to challenge what is taken for granted with regards to race, class, gender, sexual orientation, and family norm.

Forklift Operator

40 Instructional Hours

Class Location(s): Riverside Campus

This 40-hour course consists of 28 hours of classroom instruction and 12 hours of hands-on field training, delivered over a two-week period. The program covers the different types of forklifts and their applications on job sites. Students will learn proper techniques for lifting, transporting, and placing various types of loads. The course also covers the duties and responsibilities of forklift operators, safety regulations, and basic preventive maintenance procedures.

The program is designed to prepare the students as follows:

- **Basic Operational Techniques** -This module provides basic instruction for safe operation and preventive maintenance on each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. The module is intended to hands-on experience with each type of machine.
- **Safety** - Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protection, safe driving equipment, and HAZCOM.
- **Basic Rigging** - This module introduces basic principles and practices behind safe and efficient rigging operations. At this level of training, no trainee should perform rigging operations. Only a qualified person should perform the rigging and moving of any size load on a job. Trainees need only be aware of basic equipment requirements and selection criteria at this stage of their training. They will be introduced to factors such as load stress in this module.
- **Communication Skills** - This module provides trainees with techniques for communicating effectively with co-workers and supervisors. It includes practical examples that emphasize the importance of verbal and written information and instructions on the job. It also discusses effective telephone and e-mail communication skills.
- **Employability Skills** - This module helps the trainee identify the roles of individuals and companies in the construction industry. It introduces the trainee to critical thinking and problem-solving skills and computer systems and their industry applications. It also reviews effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress and substance abuse.
- **CPR & First Aid** - This module teaches emergency response skills based on the latest scientific findings, as stated in Emergency Cardiovascular Care 2000 Guidelines and OSHA First Aid Guidelines. With video and lecture, trainees learn how to recognize emergency situations and handle them as a First Aid/CPR trained responder. Trainees are American Red Cross certified in Basic First Aid and CPR after completion of this class.
- **Equipment Operation and Maintenance** - This lab is designed for the trainees to put into action what they have learned in the classroom. The trainees will perform tasks with machines, enhancing their skills and preparing them for employment as an entry level forklift equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.
- **LAB Equipment Operation and Maintenance** - This lab is designed for the trainees to put into action what they have learned in the classroom. The trainee will perform tasks on the machine enhancing their skills and better preparing them for employment as an entry level forklift equipment operator. The trainees will also perform the necessary preventative maintenance required by these machines to keep them

Occupations/Job Titles: SOC 47-2070 Mobile Crane Operator, Certified Crane Operator (CCO), Hydraulic Crane Operator, Lattice Boom Crane Operator, Heavy Equipment Operator, Construction Crane Operator, Boom Truck Operator, and Tower Crane Operator

Mobile Crane Operator

160 Instructional Hours

Class Location(s): Riverside Campus

In this 160 instructional hour course, which encompasses the following educational programs and other components of instruction offered:

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

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

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

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

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

Equipment Operation and Maintenance-This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. In addition, the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging

hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) correctly signal a crane operator for lifting a load.

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

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

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

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

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

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

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

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

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

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

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

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

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

Occupations/Job Titles: SOC 47-2070 Mobile Crane Operator, Certified Crane Operator (CCO), Hydraulic Crane Operator, Lattice Boom Crane Operator, Heavy Equipment Operator, Construction Crane Operator, Boom Truck Operator, and Tower Crane Operator

Office Specialist

720 Instructional Hours

Class Location(s): Riverside Campus

In this 720 instructional hour course, the program is to train the student and develop and augment his or her skills using micro-computers and software. The student will receive instruction and hands-on experience in computer operations. Training is designed to provide the student with well-rounded education in preparation for a variety of entry level and non-entry level occupations depending on the student's prior experience and transferable skills. New versions of software is added to the course on a regular basis to enhance general education and accommodate industry changes in software applications.

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

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

C110–Word Processing- In this 144 instructional hour course, teaches Microsoft Word. The students will learn basic word processing concepts, which can be applied to any word processor. Students will then learn to create standard business letters and reports using Microsoft Word. They

also will use existing templates and learn how to create form letters using mail merge.

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

C130–Electronic Spreadsheets- In this 144 instructional hour course, teaches the student basic spreadsheet concepts using the Microsoft Excel program. Students will learn how this program is used in a wide variety of business applications.

C140–Database Management- In this 144 instructional hour course, teaches the student basic database concepts using the Microsoft Access program. Students will learn how this program is used in a variety of business applications.

C240–Computerized Accounting- In this 144 instructional hour course, students will gain knowledge of basic accounting principles and concepts. General accounting procedures will be discussed. Students will have experience working with QuickBooks accounting software packages. Students will be able to create invoices, create checks, and create reports, process purchase orders, process payroll, and set up a chart of accounts.

Occupations/Job Titles: SOC-43-4170 Office Assistant, Office Clerk, Administrative Support Specialist and Receptionist.

Solar Photovoltaic Installation

80 Instructional Hours

Class Location(s): Riverside Campus

This comprehensive 80-hour course provides in-depth training on the design, installation, and operation of photovoltaic (PV) systems. The program combines classroom instruction with hands-on training using real PV equipment, giving participants practical working experience. Designed for contractors, electricians, utility workers, engineers, and other industry professionals, the course aims to develop knowledgeable, skilled individuals who can ensure the safe and high-quality installation of PV systems.

Participants will engage in interactive exercises, including simulated design, installation, and commissioning of grid-connected PV systems. The course places strong emphasis on code compliance and current industry's best practices to prepare students for real-world applications

Program Overview and Requirements

1. **Certificate of Completion:**

Participants who successfully complete this one-week program will receive a Certificate of Completion from Mission Career College.

2. **Ability to Benefit (ATB):**

Mission Career College offers Ability to Benefit (ATB) options for eligible students.

3. **Prerequisites and General Education Requirements:**

It is recommended that participants have a basic understanding of electrical systems, including their properties and terminology. Familiarity with the installation and use of electrical equipment and components is highly beneficial for success in this program.

4. **Program Title and Course Components:**

This course provides training in:

- Photovoltaic (PV) system installation
- Related design concepts
- Valuable hands-on experience with PV equipment

Please note: Any assessments or testing conducted in this course are for educational purposes only and should not be confused with national certifications (e.g., NABCEP) or state/local construction trade licenses. While some jurisdictions may require proof of training completion for employment, this certificate does not represent a national certification or professional license. Course assessments are used solely to evaluate learning progress and improve future training.

5. **Method of Instruction:**

- Classroom (Theory)
- Laboratory Work
- Practical Skills Training
- Blended Learning (combination of in-person and online instruction)

6. **Graduation Requirements:**

To successfully complete the program, students must meet the following requirements:

- Maintain a minimum GPA of 2.5 with no grade lower than a "C" in any portion of the course
- Achieve an average of at least 75% on written exams or assignments, and pass at least half of all examinations
- Demonstrate satisfactory performance in the laboratory and practical skills as evaluated by course guidelines
- Complete all written assignments satisfactorily

- Participate actively in group sessions and practical conferences

7. Program Objective:

This program is designed to prepare students for careers in the photovoltaic installation field by providing both theoretical knowledge and practical, hands-on experience.

Bureau of Labor Statistics Occupational Title/Code

| | |
|------------|--|
| 47-4099.01 | Solar Photovoltaic Installers |
| 17-2199.11 | Solar Energy Systems Engineers |
| 47-1011.03 | Solar Energy Installation Managers |
| 17-2199.03 | Energy Engineers |
| 47-2111.00 | Electricians |
| 17-2071.00 | Electrical Engineers |
| 17-3024.00 | Electro-Mechanical Technicians |
| 47-4099.02 | Solar Thermal Installers and Technicians |
| 41-4011.07 | Solar Sales Representatives and Assessors |
| 49-9021.01 | Heating and Air Conditioning Mechanics and Installer |

Description of educational program:

1. The equipment to be used during educational program:

This course involves the outdoor installation of grid-connected solar electric power systems and working with electrical equipment. Participants are encouraged to plan and prepare accordingly, and to bring appropriate clothing and footwear, work gloves, hats, sunglasses and sunscreen as required. They should also bring a simple calculator, notepad and pen or pencil. All PV systems, test equipment and tools will be provided.

2. The number and qualifications of the faculty needed to teach the educational program:

Mission Career College shall provide one or more qualified for the SPI program depending on community, agency or contractor referral needs.

3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:

Mission Career College plans to enroll a minimum of 10 students each per class per month for the next 3 years following the date the application is submitted.

Student Learning Outcomes:

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

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

Occupations/Job Titles: SOC 47-2231 PV Installation Technician, Solar Panel Installer, and Solar Technician

Tower Crane Operator
160 Instructional Hours

Class Location(s): Riverside Campus

1. Diploma/Certificate Awarded:
National Commission for the Certification of Crane Operators (NCCCO)
Admissions requirement:
 - A) HS Diploma, GED, or Wonderlic score
 - B) Minimum Qualifications for Certification:
Successfully complete training and pass the NCCCO written / practical examinations.
2. Types and amount of general education required:
High School Graduate or GED preferred.
3. Title of educational programs and other components of instruction offered:
Orientation to the Trade-Provide an overview of heavy equipment operation, operator responsibilities, and career opportunities.
Cover basic principles of safety and engine operations.

Safety- Provide a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Present basic requirements, for personal protection, safe driving equipment, and HAZCOM.
Identification of Heavy Equipment-Introduce the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment.

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

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

Equipment Operation and Maintenance-This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. In addition, the trainee will practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) correctly signal a crane operator for lifting a load.

Rigging-This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry.
Crane Safety-This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment.

Weights, Measurements, and Calculations-In this class the student will be given basic math functions, formulas, symbols, and definitions. They will be shown how to calculate the volume of different geometric shapes and how to convert those volumes into weight using tables and charts.

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

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

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

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

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

Advanced Rigging-Students, using a load configuration, will be shown how to find the center of gravity of a load and the

amount of sling tension applied.

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

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

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

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

4. The Method of Instruction:

Classroom (Theory), Laboratory, Practical Skills Training, and blended conventional classroom/online training.

5. The Graduation Requirements:

Graduates must have a minimum GPA of 2.0 with no grade less than a “C” for each course.

- A) Seventy percent (70%) average on written examinations or assignments and passing at least half of all exams in the course
- B) Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines
- C) Satisfactory achievement on written assignments as determined by guidelines.
- D) Appropriate participation in small group sessions and practical conferences.
- E) Pass Course National written and practical examination

6. The program is designed to prepare the students(s) as follows:

Upon completion, the graduate should be qualified to work in an entry-level position in construction and related industries requiring crane operators. The course consists of instructor-led training and dedicated hands-on procedures designed to practice or demonstrate entry-level skills in crane operations and general construction job-site knowledge.

Description of educational program:

- 1. The equipment to be used during the educational program: Audio, Visual, Computer, tower crane and virtual laboratory.
- 2. The number and qualifications of the faculty needed to teach the educational program:
Mission Career College staff and independent contractors are qualified to teach this training program.
- 3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:
Mission Career College plans to enroll 20 students per class per start each of the next 3 years following the date the application is submitted.
- 4. The learning skills, and other competencies to be acquired by graduates of the program
 - Define and discuss the requirements for and expectations of an entry-level employee operating mobile hydraulic cranes.
 - Demonstrate entry-level proficiency in operating mobile hydraulic cranes.
 - Become proficient with basic rigging operations and techniques.
 - Apply basic knowledge of job-site safety, first aid and CPR.
 - Apply skills necessary to conceptualize and complete work assignments.
 - Effectively utilize mathematics as applicable to basic construction applications.
 - Interpret basic construction blueprints and processes involved with simple construction projects.
 - Participate in basic construction project exercises combining classroom and field training.
 - Prepare job applications and understand how to present themselves in job interviews.
- 5. National Certification is the goal of the institution

Occupations/Job Titles: SOC 47-2070 Mobile Crane Operator, Certified Crane Operator (CCO), Hydraulic Crane Operator, Lattice Boom Crane Operator, Heavy Equipment Operator, Construction Crane Operator, Boom Truck Operator, and Tower Crane Operator

Water Technology -Entry Level

82 Instructional Hours

Class Location(s): Riverside Campus

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

* Diploma/Certificate Awarded: Certificate

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

B) Minimum Qualifications for Certification:

- o Successful completion of the T1 exam
- o Successful completion of the T2 exam
- o Successful completion of the T3 exam
 - 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below)
- AND
- 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)
- o Successful completion of the T4 exam
 - 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below)
- AND
- 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)
- o Successful completion of the T5 exam
 - 2 years of operator experience working as a shift or chief operator, while holding a valid T4 operator certificate, at a T4 facility or higher (no substitutions)

AND

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

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

Minimum Qualifications for Examination:

Grade T1 High School or GED* Successful completion of the T1 exam T2 High School or GED*AND One 36-hour course of specialized training covering the fundamentals of drinking water treatment Successful completion of the T2 exam.

T3 High School or GED AND Two 36-hour courses of specialized training that includes one course covering the fundamentals of drinking water treatment Successful completion of the T3 exam, 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below) AND 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below) T4 Possession of a valid T3 certificate AND Three 36-hour) courses of specialized training that includes at least 2 courses in drinking water treatment. Successful completion of the T4 exam 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below) AND 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below) T5 Possession of a valid T4 certificate AND Four 36-hour courses of specialized training that includes at least 2 courses in drinking water treatment

Program Requirements

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

- A Physical Exam is documented on the Mission College Health Appraisal form, which considers the student free from communicable disease. Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Background Investigation/Check.

1. Types and amount of general education required:

High School or GED general education is not required.

2. Title of educational programs and other components of instruction offered:

| |
|---|
| I. Water Treatment Operator I (Entry Level) |
| The Water Treatment Plant Operator |

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

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

| |
|---|
| III. Wastewater Operator I (Entry Level) |
| The Wastewater Treatment Plant Operator |
| Why Treat Waste |
| Wastewater Treatment Facilities |
| Wastewater Math (Basic) |
| Wastewater Chemicals |
| Wastewater Chemistry (Basic) |
| Racks, Screens, Comminutor & Grit Removal |
| Sedimentation and Flotation |
| Trickling Filters |
| Rotation Biological Contractors |
| Activated Sludge |
| Wastewater Stabilization Ponds |
| Disinfection and Chlorination |
| Basic Life Support (CRP/FA) |
| Blood borne Pathogens |

5. The Method of Instruction:
Classroom (Theory), Laboratory, Practical Skills Training and blended conventional classroom/online training.

6. The Graduation Requirements:

Graduate must have a minimum GPA of 2.0 with no grade less than a “C” for each course.

- A) Seventy-five percent (70%) average on written examinations or assignments and pass at least half of all exams in the course.
- B) Satisfactory laboratory and clinical performance as determined by critical elements and specified guidelines.
- C) Satisfactory achievement on written assignments as determined by guidelines.
- D) Appropriate participation in small group sessions and practical conferences.

7. The Water Technology Management programs are designed to prepare the student water works field as follows:

Bureau of Labor Statistics Occupational Title/Code: 51-8031 Water and Wastewater Treatment Plant and System Operators
Operate or control an entire process or system of machines, often using control boards, to transfer or treat wastewater.

| | | |
|--|---|-----------------|
| Illustrative examples: <i>Sewage Plant</i> | <i>Operator, Liquid Waste Treatment Plant</i> | <i>Operator</i> |
| Broad Occupation: 51-8030 Water and | Wastewater Treatment Plant and System | Operators |
| Minor Group: 51-8000 Plant and System | Operators | |
| Major Group: 51-0000 Production | Occupations | |

Description of educational program:

1. The equipment to be used during the educational program: Audio, Visual, Computer and construction tools of the trade.
2. The number and qualifications of the faculty needed to teach the educational program:
Mission Career College staff and independent contractors are qualified for the WTM training programs.
3. Projected number of students Mission Career College plans to enroll in each of the next 3 years:
Mission Career College plans to enroll 30 students for each of the next 3 years following the date the application is submitted.
4. The learning skills, and other competencies to be acquired by graduates of the program.
Upon completion of the water programs the graduating student will competently perform in the following areas:
Fundamentals of Water/Wastewater Technology
Students will learn how source water is obtained, treated and distributed and how wastewater is collected, transported and disposed of in the area. Contemporary issues facing the water and wastewater industry will also be explored Calculations in

Water/Wastewater Technology

Study of mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatment, calculations, and chemical dose rates as it relates to water/wastewater technology.

Basic Hydraulics

Study of the hydraulics necessary in the operation of water and maintenance plants and systems. Consideration of the types of pumps used in water/wastewater service, their operational characteristics and maintenance, and the problems common to their use.

Introduction to Electrical & Instrumentation Processes

The introductory course provides basic electron theory and electrical principles. Electrical safety precautions, component identification, schematic interpretation, motors, transformers, relays, and test equipment will be studied. Automated process control devices and an overview of current technologies will be discussed.

Laboratory Analysis for Water/Wastewater

Examine fundamentals of laboratory analysis with emphasis on applied chemical and microbiological procedures for water and wastewater plant operators. Includes procedures and techniques used in physical, chemical, bacteriological and biological examination of water/wastewater.

Basic Plant Operations: Water Treatment

Designed to study sources of water, public health aspects of water supply, chemical, physical and bacteriological standards of water quality, types of water treatment plants, water treatment procedures, operation, maintenance, storage and distribution.

Basic Plant Operations: Wastewater Treatment

Designed to familiarize students with wastewater collection systems and essential safety procedures necessary to their operation, including preliminary and primary treatment processes and maintenance of a wastewater treatment plant.

Water Technology -Advance Level

82 Instructional Hours

Class Location(s): Riverside Campus

1. Water Treatment Operator-Advance
2. Water Distribution Operator-Advance
3. Wastewater Operator-Advance

Diploma/Certificate Awarded: Certificate

- A) Admissions requirement:
HS Diploma, GED preferred though not required.
- B) Minimum Qualifications for Certification:

- ✓ Successful completion of the T1 exam
- ✓ Successful completion of the T2 exam
- ✓ Successful completion of the T3 exam
 - 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below) AND
 - 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)
 - Successful completion of the T4 exam
 - 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below)
AND
 - 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)
- ✓ Successful completion of the T5 exam
 - 2 years of operator experience working as a shift or chief operator, while holding a valid T4 operator certificate, at a T4 facility or higher (no substitutions)
AND
 - 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

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

Minimum Qualifications for Examination:

Grade **T1** High School or GED*
Successful completion of the T1 exam

T2 High School or GED*
AND
One 36-hour course of specialized training covering the fundamentals of drinking water treatment Successful completion of the T2 exam

T3 High School or GED
AND

Two 36-hour courses of specialized training that includes one course covering the fundamentals of drinking water treatment Successful completion of the T3 exam

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

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

T4 Possession of a valid T3 certificate
AND

Three 36-hour) courses of specialized training that includes at least 2 courses in drinking water treatment Successful completion of the T4 exam **1 year of operator experience** working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below) **AND 3 additional years of operator experience** working as a certified treatment operator (may be substituted with (1) or (4) below)

T5 Possession of a valid T4 certificate **AND Four** 36-hour courses of specialized training that includes at least 2 courses in drinking water treatment.

Program Requirements

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

- A Physical Exam is documented on the Mission College Health Appraisal form, which considers the student free from communicable disease. Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Background Investigation/Check.

| |
|---|
| I. Water Treatment Operator II (Advanced) |
| Responsibilities of Water Treatment. Chief System Op. |
| Iron and Manganese Control |
| Fluoridation |
| Softening |
| Trihalomethanes / Disinfectant by Product Control |
| Demineralization |
| Advanced Water Mathematics |
| Advanced Treatment Methods |
| Handling and Disposal of Process Wastes |
| Maintenance |
| Instrumentation |
| Safety |
| Advanced Laboratory Procedures |
| Drinking Water Regulations |
| Administration / Management Practices |

| |
|--|
| II. Water Distribution Operator (Advanced) |
| Responsibilities of Distribution Chief System Operator |
| Regulations (Advanced) |
| Distribution System Compliance |
| Distribution System Sampling |
| Water Mathematics (Advanced) |
| Watershed Management |
| Source Water Allocation |
| Source Water Constituents |
| Blending |
| Disinfection (Advanced) |
| Wellhead Treatment |
| Distribution System Administration |

| |
|--|
| III. Wastewater Operator (Advanced) |
| Activated Sludge (Operation of Conventional Activated Sludge Plants) |
| Sludge Digestion and Solids Handling |
| Effluent Disposal |
| Plant Safety |
| Wastewater Math (Advanced) |
| Wastewater Chemistry (Advanced) |
| Maintenance |
| Laboratory Procedures and Chemistry |
| Applications of Computers for Plant O & M |
| Analysis and Presentation of Data |
| Records and Report Writing |
| Treatment Plant Administration |

The Water Technology programs are designed to prepare the student water works field as follows:

Bureau of Labor Statistics Occupational Title/Code-51-8031 Water and Wastewater Treatment Plant and System Operators
 Operate or control an entire process or system of machines, often using control boards, to transfer or treat water or wastewater.
 Illustrative examples: *Sewage Plant Operator, Liquid Waste Treatment Plant Operator*

Broad Occupation: 51-8030 Water and Wastewater Treatment Plant and System Operators

Minor Group: 51-8000 Plant and System Operators

Major Group: 51-0000 Production Occupations

Description of educational program:

Water Distribution Systems II

Wastewater Collection Systems II

Designed to provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance, and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles. This course supports California Water Environment Association (CWEA) Wastewater Collections Certification: Grade levels 3 and 4.

Public Works Supervision

An introductory course into the principles and practices of modern supervision and management, with emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

Backflow Tester Training

Prepares students for the American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA) certification for Backflow Prevention Assembly Tester Certification. Includes backflow device installation and testing procedures required for the certification testing.

Cross Connection Control Specialist

Study of the administrative and technical procedures required for a cross-connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

Cross Connection Controls Specialist - Recycled Water

Study of the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross-connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

Cooperative Work Experience

5 hours paid or 4 hours unpaid work experience per week per unit. Practical application of principles and procedures learned in the classroom to the various phases of water and wastewater treatment, distribution, or collection. Work experience will be paid or unpaid at the appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. May be repeated for up to 12 units.

Selected Topics in Water/Wastewater Technology

Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. Offered as Credit/No Credit only. Non-associate degree applicable.

Selected Topics in Water/Wastewater Technology

Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

Occupations/Job Titles: SOC-51-8031 Water Treatment Operator, Water Systems Operator, Wastewater Treatment Operator, Water Distribution Operator, Water Plant Technician, Water Quality Technician, Pump Station Operator and Field Service Technician.

PROGRAM/SCHEDULE & OTHER FEES

| | |
|---|-----------|
| Registration Fee (All Programs) | \$150.00 |
| STRF Fee (\$0.00) per thousand of institutional charges | \$ 0.00 |
| Lab Coat (WT, PT) | \$ 30.00 |
| Scrubs (NA, CMA, PHLE, PTA) | \$ 40.00 |
| Books (All Programs) | \$ 275.00 |

MCC Faculty – Current BPPE Approved Programs

| | |
|---|--|
| Acute Care Nurse Assistant..... | Elizabeth Opoku, MSN |
| Chemical Dependency Counselor..... | (Vacant, interviewing candidates in process) |
| Clinical Medical Assistant..... | Maritza Martin, MA |
| CPR/AED..... | Lilliana Curtis, AHA Certified instructor |
| ECG/EKG..... | Beverly Pope, MA |
| ESL(Beginning/Intermediate/Advanced)..... | (Vacant, update once filled) |
| Forklift Operator..... | (Vacant, update once filled) |
| Home Health Aide..... | Elizabeth Opoku, MSN |
| Massage Therapy..... | (Vacant, update once filled) |
| Medical Assistant..... | Maritza Martin, MA |
| Medical Assistant (Distance Learning)..... | Maritza Martin, MA |
| Medical Terminology..... | Deshalle Thomas, LVN |
| Mobile Crane/Tower Crane..... | (Vacant, update once filled) |
| Monitor Technician..... | Beverly Pope, MA |
| NCLEX-Review..... | (Vacant, update once) |
| Nurse Assistant..... | Elizabeth Opoku, MSN Elizabeth Cardoza, LVN, NA Instructor Lilliana Curtis, LVN, NA Instructor Denise Henderson, LVN, NA Instructor |
| Office Specialist..... | (Vacant, update once filled) |
| Pharmacy Technician..... | (Vacant, update once filled) |
| Phlebotomy Technician..... | Anita Menchaca, CPT1 |
| Physical Therapy Aide & Rehabilitation..... | (Vacant, interviewing candidates in process)) |
| Restorative Nursing Assistant..... | Lilliana Curtis, LVN Denise Henderson, LVN |
| Solar Photovoltaic Installer..... | (Vacant, update once filled) |
| Tower Crane Operator..... | (Vacant, update once filled) |
| Water Technology (Entry/Advance)..... | Dr. Roy Ishita |

NOTE:

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

Distance Education

Disclosure to students is required. Institutions must disclose to the student in the school catalog if a program contains a distance education component. Specifically, institutions are required to disclose a description of the educational program including the instruction provided (CEC §94909(a)(5)) and the location of courses offered (CEC §94909(a)(4)). Institutions participating in a consortium agreement should also disclose the entity with which the institution is contracting for the educational program. If appropriate, an institution may disclose in the catalog that the method of delivery would be either in-class or distance depending on enrollment needs.

Approval is required for changes in the method of delivery. Pursuant to CEC §94898(c), if an institution enrolls a student in a program that is conducted at a specific site, the institution may not subsequently convert the program to distance education, unless the student was notified in writing during the enrollment process that the program contained a distance education component. The institution must have Bureau approval for the distance education component of the educational program.

MCC ensures that the educational program offered through distance education is appropriate for delivery through distance education methods.

- ☛ Assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment.

- ☛ Ensure that the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology.

- ☛ Provide for meaningful interaction with faculty who are qualified to teach using distance education methods.

- Establish and uphold clear standards for satisfactory academic progress.

- ☛ Complete timely student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used and evaluated by duly qualified faculty.

- ☛ Employ a sufficient number of faculty to assure that the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and, the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog; and

- ☛ Maintain a record of the dates on which lessons, projects, and dissertations were received, and responses were returned to each student.

Programs of instruction not offered in real time will meet specific standards (5 C.C.R. §71716).

- ☛ Transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

- ☛ The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received;

- ☛ Transmit all the lessons and other materials to the student if the student has fully paid for the educational program, and after having received the first lesson and initial materials, requests in writing that all of the material be sent.

- ☛ Ensure the enrollment agreement discloses the institution and students' rights and duties.

| Available Programs | National Certification |
|--------------------|------------------------|
| Medical Assistant | NHA |
| EKG Technician | NHA |
| Phlebotomy Tech | NHA |

Healthcare Programs (online / e-learning)

Medical Assistant - This program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of this program emphasizes the "front office" skills required in a health care setting, while the clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

- The Administrative portion of the course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances.
- The clinical portion of the course prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

The program also includes an optional clinical externship at a local healthcare provider!

Medical Terminology - This course is a guide to identifying and understanding the basic word structure, root words, suffixes, and prefixes, the organization of the human body and the associated systems, medical abbreviations, symbols and common medical terms.

STUDENT BENEFITS:

- 24 x 7-hour instructor and mentor support
- Online healthcare content that supplements each course
- Student and Instructor collaboration
- Engaging labs, student exercises, course videos and animated simulations
- Student pre and post assessments and online performance tracking
- National and State Certification opportunities
- Clinical Externships for most programs
- Student textbooks, workbooks, and all materials
- Career services
- Secure Student Portal which includes care guidance, resume writing & other resources

ADDENDUM:

- **MCC shall update its catalog when major changes occur or otherwise revision of change will be yearly.**
- **MCC shall provide all prospective students, either in writing or electronically, with a school catalog.**
- **Final Examination are required of all programs offered, and/or *State of California Examination for Licensure.**

NOTE:

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

Schedule of Non-Tuition Charges

| | |
|-----------------------------------|-----------|
| Registration Fee (All Programs) * | \$150.00 |
| STRF Fee* | 0.00 |
| Scrubs (NA, CMA, PHLE, PTA) | \$ 30.00 |
| Books (All Programs) | \$ 225.00 |
| Stethoscope (NA, CMA) | \$ 35.00 |
| Blood Pressure Cuff(NA, CMA) | \$ 30.00 |

*** Non-Refundable Total Charges for a Period of Attendance**

| Programs | Total Charges for a Current Period of Attendance | Estimated Total Charges for the Entire Educational Program |
|--|--|--|
| Acute Care Nurse Assistant | \$2,670.00 | \$2,670.00 |
| Acute Care Nurse Assistant | \$2,670.00 | \$2,670.00 |
| Clinical Medical Assistant | \$7,150.00 | \$7,150.00 |
| Chemical Dependency Counselor (Alcohol & Drug) | \$5,000.00 | \$5,000.00 |
| CPR-AED | \$75.00 | \$75.00 |
| EKG Technician | \$1,089.00 | \$1,089.00 |
| English as a Second Language- Advance | \$1,800.00 | \$1,800.00 |
| English as a Second Language- Beg. Communication | \$2,400.00 | \$2,400.00 |
| English as a Second Language- High Intermediate | \$1,800.00 | \$1,800.00 |
| English as a Second Language- Intermediate | \$1,800.00 | \$1,800.00 |
| English as a Second Language- Low Intermediate | \$1,800.00 | \$1,800.00 |
| Forklift Operator | \$2,400.00 | \$2,400.00 |
| Home Health Aide | \$715.00 | \$715.00 |
| Massage Therapy | \$8,600.00 | \$8,600.00 |
| Medical Assistant (720.00 hours) | \$7,150.00 | \$7,150.00 |
| Medical Assistant (420.00 hours) | \$7,150.00 | \$7,150.00 |
| Medical Terminology | \$595.00 | \$595.00 |
| Mobile Crane Operator | \$5,995.00 | \$5,995.00 |
| Monitor Technician | \$675.00 | \$675.00 |
| NCLEX-Review | \$3,750.00 | \$3,750.00 |
| Nurse Assistant Certification | \$2,750.00 | \$2,750.00 |
| Office Specialist | \$8,600.00 | \$8,600.00 |
| Pharmacy Technician | \$8,600.00 | \$8,600.00 |
| Phlebotomy Technician | \$2,035.00 | \$2,035.00 |
| Physical Therapy Aide and Rehabilitation | \$7,500.00 | \$7,500.00 |
| Restorative Nurse Assistant (RNA) | \$250.00 | \$250.00 |
| Solar Photovoltaic Installer | \$5,495.00 | \$5,495.00 |
| Tower Crane Operator | \$5,995.00 | \$5,995.00 |
| Water Technology Management- Entry Level | \$6,500.00 | \$6,500.00 |
| Water Technology Management-Advance Level | \$6,500.00 | \$6,500.00 |

Thank You for Exploring Our Programs

At **Mission Career College** we are committed to providing hands-on, career-focused education that prepares our students for real-world success. Whether you're beginning a new path, enhancing your current skills, or changing careers, our programs are designed to support your journey from the classroom to the workforce.

Why Choose Us?

- Industry-relevant training with experienced instructors
- Flexible learning formats to fit your schedule
- Strong career services and employer connections
- Certification and licensing support for in-demand fields

As you review our course offerings, we encourage you to reach out with any questions or to schedule a campus visit. Our admissions team is here to guide you in every step of the way.

Ready to Take the Next Step?

 Call: (951) 688-7411

 **Email:** admissions@missioncareercollege.com

 **Visit:** missioncareercollege.com

 **Main Campus Address:** 3750 Santa Fe Ave., Riverside, CA 92507

Your future begins here. Let us help you build it.

– Mission Career College