CONTRA COSTA
MEDICAL CAREER COLLEGE
a Legacy Education Institution

Creating One Legacy at a Time

2026/2027 School Catalog

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Catalog Information

Period of Time Catalog Covers

This Catalog is covered for the period of time starting July 1, 2026, and ending on June 30, 2027.

Student Consumer and Disclosure Information

Additional student consumer and disclosure information can be found on Contra Costa Medical Career College website at **www.ccmcc.edu**. Go to "Disclosures" to find information regarding:

ACCET Student Outcomes, Annual Crime Disclosure, State BPPE Annual Report, Cost of Attendance Allocations, Drug-Free Campus Guidelines, College Navigator, Gainful Employment Information, Student Right to Know Graduation Rates, Textbooks by Program details and more.

Catalog Information

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 we provide to you prior to signing an enrollment agreement. The Catalog is updated on a regular basis as changes occur. The most recent Catalog can be found at **https://ccmcc.edu/school-catalog/**.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting **osar.bppe.ca.gov**.

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750.00 and not more than $30,000.00 per work infringed. For “willful” infringement, a court may award up to $150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov** imprisonment.

File Sharing and Peer-to-Peer Files

Use of school computers and networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over Contra Costa Medical Career College's network through the use of email, webpages, and peer-to-peer file sharing software. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to disciplinary action, as well as civil and criminal liabilities. This policy applies to computers owned by Contra Costa Medical Career College, as well as personal computers that may be using the Contra Costa Medical Career College network or working with Contra Costa Medical Career College documents.

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Getting to Know Contra Costa Medical Career College

Mission Statement

The mission of Contra Costa Medical Career College, a Legacy Education Inc. institution, is to educate students in career specific disciplines in the areas of allied health that match industry demands. Contra Costa Medical Career College is committed to offering a quality educational experience and assistance in individualized placement so graduates can utilize their knowledge and skills to enter their chosen career fields.

Core Values

In pursuit of this mission, Contra Costa Medical Career College is guided by the following core values, principles and objectives:

- **Integrity:** By constantly striving for the best in education, we remain true to our mission, our vision, and our commitment to students, faculty, staff and investors.
- **Creativity:** Our inventive spirits and industrious imaginations fuel our efforts to consistently situate the company on the leading edge of its field and offer the latest innovations in instructional techniques and technologies.
- **Ambition:** The pursuit of education has at its very core a sound work ethic, a burning motivation, and an insatiable drive. These qualities nourish our venture and drive us forward in achieving our goals.
- **Teamwork:** While Legacy started with a close-knit, loyal group of educators, its true legacy will be the spirit of constructive collaboration it inspires in its students, faculty and staff.

About the College

Contra Costa Medical Career College, Inc. (CCMCC) is a private institution, incorporated in the state of California in 2008 and began offering classes at its Antioch campus in November 2007. Legacy Education Inc. acquired the assets of Contra Costa Medical Career College in December 2024. Legacy Education – Antioch, LLC, DBA Contra Costa Medical Career College, is a California LLC. The governance and control of the institution are invested in the Legacy Education Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy-making body of the institution. The Board of Directors is comprised of the following members: LeeAnn Rohmann, Gerald Amato, Blaine Faulkner, Dr. Zwade Marshall, Janis Paulson, and Peggy Tiderman. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DeRose Family Trust, and Michael Garnick.

The school was formed in response to the growing need for qualified, entry-level healthcare professionals in this community. CCMCC offers low tuition, flexible schedules, and instructors who are experts in their fields of study. Our class sizes are kept small so that we can concentrate on quality instruction. We work hand in hand with employers in the community to ensure the most up-to-date curriculum possible. All our programs are career focused, so our graduates are prepared to make a positive impact from the start of their new career in the healthcare industry.

The institution has no pending petition on bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy (11 U.S.C. Sec. 1101 et seq.).

Approvals and Accreditation

Contra Costa Medical Career College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of

the California Code of Regulations and is institutionally accredited by the Accrediting Council of Continuing Education and Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Contra Costa Medical Career College is also recognized by the United States Department of Education (U.S.DOE) as an institution eligible to participate on Title IV Financial Aid Programs. The Vocational Nursing Program is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The Surgical Technology program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Department of Veterans Affairs (VA) has approved certain programs at Contra Costa Medical Career College for veteran's enrollment. Copies of approval to operate and accreditation certificates are posted in the lobby for review.

Location

4041 Lone Tree Way
Suite 101
Antioch, CA 94531
925-757-2900

Hours of Operation

Department	Days/Times
Admissions	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Business Office	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Career Services	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Financial Aid	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Instructional Hours	Monday – Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Student Services	Monday – Thursday 8:00 a.m. – 10:00 p.m. Friday 8:00 a.m. – 5:00 p.m.
Registrar	Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 5:00 p.m.

Please note, the campus is closed on Saturdays and Sundays.

The campus will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

**Contra Costa Medical Career College reserves the right to move certain holidays above to other months during the year. Other scheduled class breaks or holidays will be announced. Students will be notified by their program faculty or college administration of any changes.*

Facilities Specifications

Contra Costa Medical Career College (CCMCC) occupies approximately 28,000 square feet of classroom space and offices with ample parking for students, employees, and guests and is located at 4041 Lone Tree Way Suite 101 in Antioch, CA. 94531. All classes are held at this location. The general environment of CCMCC is professional, spacious, and orderly. There are twelve administrative offices, ten classrooms: nine skills laboratories, a library/computer lab area, and an indoor student break area. Vending machines and a copy/fax machine are available for student use. Students may access the library/computer lab during posted hours. The library/computer lab consists of twelve computers, a printer, a resource working area, and an ample selection of books, magazines, and journals. Lecture rooms have a max capacity of 24 students. There are four restrooms available in the facility.

Approval Disclosure Statement

Contra Costa Medical Career College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code §94800. The Bureau's licensure means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. An institution must renew its license every three years and is subject to continuing review.

Records / Transcripts

In accordance with the Family Education Rights and Privacy Act (FERPA), all student information contained in the student's academic, administrative, financial aid and placement files is held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the campus Registrar / Records office. Official transcripts will be issued for students at any time after graduation. Please see the Accounting office for a schedule of transcript fees.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Director and Director of Education if the request for amendment is denied, challenging the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Director.

Admissions

Requirements and Procedures

Contra Costa Medical Career College (CCMCC) is in compliance with federal, state and local government agencies. The college does not discriminate or will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Contra Costa Medical Career College abides by the regulation that "no otherwise disabled individual" shall be excluded from participation in programs and services

offered by the College "solely by reason of the disability." The college does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

Entrance Policy for IDL Programs

CCMCC is authorized to deliver distance education in California. Therefore, participants must provide a California address as their physical location on the enrollment agreement. Participants are required to notify the institution registrar of any changes to their physical location. Due to the nature of a Hybrid program, students who choose to relocate to a state in which the institution does not have the approval to operate may adversely impact the student's ability to complete the program.

Registration Procedures for all programs excluding Associate of Applied Science in Surgical Technology, Vocational Nurse, and Diagnostic Medical Sonography programs.

As a prospective student, you are encouraged to review this catalog before 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.

To complete registration at Contra Costa Medical Career College, you may:

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

Contra Costa Medical Career College (CCMCC) is approved to accept Title IV funding (Financial Aid) from the Department of Education for the Sterile Processing Technician, Medical Assisting with Phlebotomy, Diagnostic Medical Sonography, Dental Assisting, Associate of Applied Science in Surgical Technology, and Vocational Nurse Programs ONLY at this time.

CCMCC also accepts VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

CCMCC is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at **www.etpl.edd.ca.gov.** Please contact your local Employment Development office for more information.

CCMCC does not participate in any state financial aid programs.

Steps in Admissions

1. Schedule an appointment with an Admissions Advisor for a counseling session.
2. Obtain and read the CCMCC catalog/performance fact sheet and choose a Program or Course.
3. Complete an enrollment agreement and pay the registration fee. (Registration fee is non-refundable/non-transferable)
4. Finalize funding for the Program.

5. Purchase text and required equipment.
6. Complete the mandatory background check and drug screen (if applicable)
7. Attend Orientation on scheduled dates (if applicable).

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

General Admissions Requirements

1. Applicants must be at least 18 years of age. Those who are 17 may enroll with a parent or guardian's signed consent.
2. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States. Applicants must reside in the state of California during their enrollment period.
3. Proof of High School Graduate/GED or achieved a degree higher than a High School Diploma, and/or written certification by a cognizant authority for homeschooled students.
4. Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.
5. No felony, and certain misdemeanors (drug, violence, and theft), convictions are not allowed. A pre-employment background check and drug screening (serum) will be required. This is required by the clinical training facility and for State licensure depending on the program.
6. If CCMCC has reason to believe a student's proof of graduation is not valid, a transcript request form is sent directly to the student's High School or College to request the validity of graduation.
7. **Pass the entrance exam (Diagnostic Medical Sonography, Dental Assisting, Associate of Applied Science in Surgical Technology, Vocational Nurse, and Sterile Processing Technician programs ONLY).** This is a Scholastic level exam (Wonderlic exam) used to ensure that the applicant will benefit from the curriculum taught in the Dental Assisting, Associate of Applied Science in Surgical Technology, Diagnostic Medical Sonography, and Sterile Processing Technician Programs. Vocational Nurse Program must pass the TEAS exam. The minimum passing score on the Wonderlic test are listed below.

Program	Minimum Score
Diagnostic Medical Sonography	18
Dental Assisting	13
Associate of Applied Science in Surgical Technology	18
Sterile Processing Technician	12

The Wonderlic is a twelve-minute test given online on campus at CCMCC. This test must be passed prior to enrollment into the Dental Assisting, Associate of Applied Science in Surgical Technology, Diagnostic Medical Sonography, Vocational Nurse, and Sterile Processing Technician. The exam may be attempted a maximum of four times within a 12-month period. The passing score is valid for one year.

The minimum passing score for the TEAS exam is 55% for the Vocational Nurse Program. This test must be passed prior to enrollment in the Vocational Nurse Program. Candidates will be allowed three (3) attempts on the TEAS entrance exam. Candidates must wait a minimum of 48 hours between exam attempts. Any candidate who does not pass on the second attempt will be required to meet with the Director of Education prior to taking the third attempt. No enrollment agreement may be signed prior to the applicant's demonstration of the aptitude to successfully complete the program to which they are applying (e.g., obtaining a passing score, or completing high school/GED equivalency).

8. Once the applicant passes the entrance exam(s) and an application is received, an **interview will be scheduled with the program director and program faculty. (Diagnostic Medical Sonography, and Vocational Nurse only)**

Additional Admissions Requirements

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

Candidates for enrollment in the Vocational Nursing Program shall:

1. Present a valid ID and Social Security Number.
2. Be beyond the age of compulsory school attendance (17).
3. Present proof of High School Diploma/college diploma from a recognized educational institution: or General Equivalency Diploma or its equivalent. Individuals who have completed education at an institution in a country other than the United States must obtain and present a foreign transcript evaluation.
4. Take and pass the TEAS test with a minimum score of 55 (an official TEAS transcript dated within the last year will be accepted) Students must wait a minimum of 48 hours between tests and are allowed a maximum of three tests in a year.
5. Have an interview with the Director of Nursing or designee.
6. Allow college to conduct a personal background check and drug test.
7. Submit a physical, proof of all required immunizations and TB testing prior to the start of class.
8. Agree to provide or arrange for payment for the training offered.
9. Understand that fulfilling of all the above requirements does not guarantee acceptance of the Vocational Nursing Program at Legacy Education. All qualifying candidates are further subjected to a screening and selection process.

Distance Learning

As part of the admission process for programs delivered via distance education, students are required to take and pass the Wonderlic Digital Learning Risk Assessment test with three or less risks identified and to attest to certain competencies in the use of technology.

Students must have the following competency skills:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of the catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

Students must have access to a computer with the following:

- A processor of 2 GHz or faster.

- 4 GB RAM or greater.
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
- Monitor and video card with 1024x768 or greater resolution.
- Speakers / headphones and microphone.
- A web camera capable of video web conferencing.
- USB Port or USB-C Adapter.

Please note that Google Chromebooks are not compatible with program requirements.

Software and Applications Requirements

You will need access to a computer with Microsoft® Windows or Apple® MacOS and familiarity with the following items:

OPERATING SYSTEM

Operating System	Minimum	Recommended
Microsoft®	Windows 10	Windows 10 or higher
Apple® MaxOSx	MacOSx 10.14 (2015 model or newer)	Latest version

WEB BROWSER

Windows Web Browser	Minimum	Recommended
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Microsoft® Edge	38 or higher	Latest version
Mac OSX Browser	**Minimum**	**Recommended**
Apple®Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

**Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

Additional Software

**Recommended but not required.*

- Microsoft® Office 2013.
- An up-to-date installation of Adobe® Reader.
- An up-to-date installation of the Adobe® Flash plug-in.

- Local administrative privileges to operating system may be required to allow for installation of software and / or configure computer settings.
- A current security suite application (updated regularly).

Re-admission Procedures

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

Enrollment

Associate of Applied Science in Surgical Technology, Dental Assisting, Vocational Nurse, Sterile Processing Technician, and Diagnostic Medical Sonography must attend Orientation before the first day of class.

Refused Attendance

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

- Comply with admission requirements.
- Respond to official Contra Costa Medical Career College notices.
- Settle financial obligations when due. Students are generally notified in advance if they are not allowed entrance into the classroom. Contra Costa Medical Career College, except for assistance toward reinstatement, can drop the student from all current and future classes if appropriate. A Student that has been removed from classes will not have attendance or receive a grade.

Arbitration and Class Action Waiver Disclosure

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

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

Office of Student Assistance and Relief

"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 may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov."

Granting Credits

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

Challenge Credit

All students are allowed to challenge a maximum of 25% of the required courses in a program (or 35% if applying to the Associate Degree of Nursing program) and receive full academic credit. Students may request Challenge Credit for a course in which they believe they have already achieved the required competencies through prior education, military training, work experience, professional certification, or other documented learning experiences. A Challenge Credit form must be completed and submitted to the Campus Registrar prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay a non-refundable fee of $200.00 per course at the time of request to schedule a challenge test.

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a "CC" and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. Challenging a course will affect a student's scheduled completion date.

Transfer Credit/Credit Evaluation

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

"The transferability of credits you earn at CCMCC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or 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 your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCMCC to determine if your degree or certificate will transfer."

Contra Costa Medical Career College allows for the transfer of credits earned at another institution if that institution is nationally accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education, and if the previous credits earned are comparable to those offered in the institution's program in which the student seeks to enroll. All credits considered must have been earned within the five years and be of "C" average or above. Contra Costa Medical Career College will allow no more than 50% of any program to be credited by transferring credits from another institution. CCMCC does not accept credit through CLEP, AP, DSST, or other standardized proficiency examinations unless specifically approved by the Director of Education. There is no fee for the evaluation or the granting of transfer of credit. If a student is required to maintain a minimum number of scheduled hours for financial aid, the student's financial aid may be adjusted based on their schedule. The student should consult with Financial Aid to determine any effects of the Financial Aid. Students may also need to audit classes to maintain their status as an active student. Students will not be charged to audit classes, nor will those classes be counted in scheduled hours to calculate a tuition adjustment. A written request for credit transfer must be made to the Director of Education or Director of Admissions at least two weeks prior to the start of class, in order to allow Contra Costa Medical Career College adequate time for evaluation. Requests made with less than 2 weeks prior notice will not be evaluated. The request must include an official transcript from the student's prior institution,

and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within two weeks of receipt of the requisite documents, and the student will be advised by mail or email. If credit is denied, a student may appeal to the Director of Education or Director of Admissions in writing within 14 days of denial, providing copies of all appropriate evidence/paperwork. The Director of Education or Director of Admission's decision will be final.

Any reduction in tuition resulting from the transfer of credits will be based on the per hour cost of training for the program times the number of clock hours of the institution's comparable program for which the student is being given credit. The student is allowed and encouraged to sit, free of charge, for purposes of review, any portions of the program for which s/he has been given credit if classroom space is available.

For the General Education Diploma Program. If an applicant has completed all CCMCC's required general education courses at another approved, accredited institution then the applicant will receive full credit for coursework already successfully completed at the approved, accredited institution.

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

Payment, Cancellation, Withdrawal and Refund Policies

Methods of Payment

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

Returned Check Charge $25.00

Late Payment Fee $50.00

Contra Costa Medical Career College (CCMCC) is approved to accept Title IV funding (Financial Aid) from the Department of Education for the Sterile Processing Technician, Medical Assisting with Phlebotomy, Diagnostic Medical Sonography, Dental Assisting, Associate of Applied Science in Surgical Technology, and Vocational Nurse Programs ONLY at this time.

CCMCC also accepts VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

CCMCC is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at **www.etpl.edd.ca.gov.** Please contact your local Employment Development office for more information.

CCMCC does not participate in any state financial aid programs.

Professional Judgment Policy

Professional Judgment refers to the authority granted to financial aid professionals to adjust a student's financial aid eligibility based on unusual or exceptional circumstances. These circumstances may include, but are not limited to:

- A significant decrease in income
- Changes in family size or marital status
- Loss of employment or assets
- Unusual medical or personal expenses
- Change in dependency status

This list is not exhaustive. If you have a unique situation not listed above, you may still be eligible for a review under the professional judgment process.

Initial Financial Aid Eligibility

Your initial financial aid eligibility is determined based on the information submitted on your Free Application for Federal Student Aid (FAFSA). Within 2–3 business days of FAFSA processing, the school receives an Institutional Student Information Record (ISIR), which includes your Student Aid Index (SAI). This information is used to calculate your financial aid package.

Why Professional Judgment May Be Necessary

At Legacy Education, we understand that FAFSA data may not always reflect your current financial situation. When appropriate, our Office of Financial Aid may use professional judgment to update your FAFSA data, recalculate your SAI, and adjust your financial aid package accordingly.

Requesting a Professional Judgment Review

To initiate a professional judgment review:

1. Contact your campus Financial Aid Department.
2. Your assigned Financial Aid Advisor will guide you through the process, including a list of required documentation.
3. Supporting documentation is mandatory and must be submitted by:
    - o You and your spouse, or
    - o You and your parents (if you are a dependent student)

Documentation must clearly support the nature and timing of the change in circumstances.

Collection Procedures

Students whose financing package does not cover the entire cost of tuition are responsible for paying the remaining balance. Payment may be made through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party services, or other outside sponsoring agencies. Any remaining balance not covered by these funding sources must be paid by cash, check, debit card, money order, or credit card at the time of enrollment, or the student must execute a promissory note unless alternative payment arrangements have been made by the College. Students will receive a payment schedule upon execution of the promissory note. No additional notices or statements are automatically mailed. Students may request a copy of a statement at any time free of charge from the Business Office.

Unless otherwise informed, payments are due on the 1st day of each month and may be made by cash, check, debit card, money order, or credit card payable to Contra Costa Medical Career College. Students whose tuition is being paid in whole or in part through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party servicers, or other outside sponsoring agencies remain responsible for ensuring all required documentation is submitted and that payment arrangements are completed in accordance with the sponsoring agency's requirements and Legacy Education policies.

A service charge of $25.00 will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier's check unless otherwise approved by the Business Office.

The College may withdraw a student's enrollment if the student fails to meet financial obligations by the scheduled due dates and does not make satisfactory arrangements with the institution. If no payment arrangement has been made within 90 days of the original payment due date, the student may be withdrawn from the program. Students withdrawn for non-payment cannot re-enroll or restart until all outstanding balances are paid in full or a written payment arrangement has been reviewed and approved by the Business Office. Any approved payment arrangement must be signed by the student and the institution prior to re-enrollment, must specify the total balance owed, the payment schedule, and the consequences of default.

Current Schedule of Charges

All tuition costs and payment arrangements must be arranged prior to the first day of class. The current schedule of charges is listed with program and course descriptions.

Cancellation of Classes or Programs

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

Cancellation Period

1. You have the right to cancel this agreement and receive a full refund (less a deposit or application fee not to exceed $200) through attendance of the first-class session, or the seventh day after enrollment, whichever is later.
2. Cancellations due to no show/non-starts, cancellation by the student during the cancellation period, will receive a full refund (less a deposit or application fee not to exceed $200) within 45 days of the cancellation date. Cancellations due to program cancellation by the institution will receive a full refund (including the deposit or application fee not to exceed $200).
3. Your cancellation takes effect when you give a written Notice of Cancellation to this school. Any written expression that you wish not to be bound by this agreement will serve as a Notice of Cancellation of this agreement. Read the Notice of Cancellation form provided to you for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.
4. You are due for a complete refund within 45 days after the school receives a valid Notice of Cancellation.
5. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
6. Cancellation shall occur when the student provides a written notice of cancellation to the address of Contra Costa Medical Career College: 4041 Lone Tree Way Ste. 101, Antioch, California, Attn: Registrar. This can be done by mail, hand delivery, e-mail ccmcc@ccmcc.edu , or fax (925)757-5873.
7. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

Program/Course Withdrawal

The term "Withdrawal" signifies that a student has withdrawn from a course after completing the first-class session. To withdraw, the student must complete a "Withdrawal Form," which can be located and submitted at the front desk. If a student wishes to withdraw but is unable to complete the form, they must contact the school and notify

the school registrar who can then complete the "withdrawal form" on behalf of the student. In the case that a student informs the instructor, the instructor must immediately notify the school registrar. The effective date of withdrawal is the last date of actual attendance. This is a permanent mark with no grade points assigned. Students withdrawing from one course while retaining their registration with Contra Costa Medical Career College should refer to the Withdrawal section under Grading System in this catalog. The enrollment status of such students will be changed to “Drop.” They will be immediately withdrawn from Contra Costa Medical Career College and their future classes will be deleted from their schedules.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Contra Costa Medical Career College is the date the student began the withdrawal process by completing and submitting an official withdrawal form as instructed above and ceasing to attend classes or other College activities. A student who submits a completed official withdrawal form but continues to attend classes or other College activities will not be considered to have officially withdrawn from the college. If a student does not complete the official withdrawal process, the College will determine its withdrawal date based upon federal regulation and institutional records. If a student is absent for 14 consecutive days, excluding holidays, does not communicate directly with the College regarding the nature of those absences, and does not officially withdraw from the program, he/she will be considered withdrawn from the program. The refund will be calculated based on the last day attended (LDA) according to the pro-rate refund policy described above.

Withdrawal after the Cancellation Period

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

Student Tuition Recovery Fund (STRF)

“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 North 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 enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans

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

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

Calculation of Refund / Refund Policies

How Contra Costa Medical Career College calculates refunds: For example, if a student enrolls in a 600-hour program and withdraws after receiving 250 hours of instruction, and if the student paid a $200.00 registration fee and $9,850.00 tuition, the school would deduct the $200.00 registration fee from the amount received, divide the remaining $9,850.00 by the number of hours in the program ($9,850.00/ 600 = $16.42/hr.) and multiply that hourly amount times the number of hours attempted by the student (250hrs x $16.42 = $4,105.00) The amount paid, in excess of that amount would be the amount of the refund. ($9,850.00 - $4,105.00= $5,745.00) Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition. If you attend class and drop before payment is made, you will be responsible for tuition accrued up to the date the formal withdrawal notice is given. No refund will be given after 60% of the total program clock hours including the externship hours.

Hypothetical Refund Calculation

Sterile Processing Technician
600 hours total hours
Withdrew after 65 hours of instruction.

$9,850.00 tuition/ 600 hours=$16.42 per hour
$16.42 per hour X 65 hours attempted = $1,067.30
$9,850.00 Tuition paid - $1,067.30 = $8,782.70
Refund Amount: $8,782.70

Payment of Refunds

Refunds are made within 45 days following the date upon which the student's withdrawal has been determined.

Title IV Refund Policy

R2T4 refers to the calculation required when a *Title IV* grant or loan recipient withdraws from an institution during a payment period/period of enrollment in which the recipient began attendance. The R2T4 calculation compares the amount of *Title IV* aid the recipient earned to the amount disbursed and determines whether funds must be returned, or the student is eligible for a post-withdrawal disbursement.

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

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

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

Excludes:

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

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

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

RETURN OF TITLE IV FUNDS CALCULATION PROCESS

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

The procedure is:

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

TIMEFRAME OF PROCESSING

All students who withdraw from school must have applicable refunds (R2T4) calculated accurately and paid within 45 days (about 1 and a half months) from the Date of Determination (DOD) and will be based on the payment period from which the student withdrew. Post withdrawal disbursements to the student's account for any outstanding institutional charges or prior year charges (<$200.00) that we have the authorization to return. This must be paid no later than 180 days (about 6 months) after we determine the date of withdrawal.

A post-withdrawal disbursement, whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond. All post-withdrawal disbursements are applied to the student's account first.

We must provide written notification no later than 180 days to the student (or parent) of the opportunity to accept all or part of the post-withdrawal disbursement of Title IV loan funds. This must be done within 30 days of Contra Costa Medical Career College's determined date of withdrawal. (DOD)

RETURN OF TITLE IV CREDIT BALANCE

When a student withdrawals during a period with an existing Title IV credit balance, CCMCC will not release any portion of a Title IV credit balance to the student and will not return any portion to the Title IV funds prior to completing the R2T4 calculation.

Credit balance funds must be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4. Any student who receives an overpayment from Title IV must repay it in full.

FUNDS RETURNED BY PROGRAM

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

Federal Aid funds are returned in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant

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

Withdrawal/Drop Policies

DETERMINATION OF THE WITHDRAWAL DATE

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

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

WITHDRAWAL/DROP DATE POLICY

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date.
The official date will be determined by the earlier of one of the following:

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

Academic and Attendance Policies

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

Academic Standard Policy

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

Contra Costa Medical Career College conducts evaluations of each student's progress on a weekly basis to assess compliance with minimum program standards. Grades are recorded using Student Information System Instructor Web Portal. This is an online student grade record. Grades are recorded and updated on a weekly basis. Students will be given access to the student web portal through Student Information System and are able to download and register through the CCMCC mobile Application which displays their grades. Students will have access to their grades 24 hours a day through the student web portal and the CCMCC Mobile Application. **A student who has not achieved the minimum program standard will be placed on a Term Action Plan for a period of two weeks.** The program instructors will make every attempt possible to help the student improve his/her grade by offering one on one tutoring to the student, suggesting study groups and techniques, and being available to the student for questions. A Status Update Form will be completed in 2 weeks following the initiation of the Term Action Plan.

1. If the student's grade has not improved with remediation attempt, the student will be dismissed.

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

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

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

Phlebotomy Program

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

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

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

1. If the student's skill performance has not improved with remediation attempt, the student will be dismissed.
2. If the student's skill performance meets the program standard, they will be removed from Performance Progress Term Action Plan status.

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

Vocational Nursing Program

The following are the attendance requirement guidelines for the VOCATIONAL NURSING program:

- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the VOCATIONAL NURSING department, Clinical Coordinator when they are absent ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY or PART of DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL/SKILLS LAB. Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to contact the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions. The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make-up form for all theory make-up and clinical make-up. Make up assignments for theory are due to the DON within 10 days, failure to complete the make-up assignment within 10 days will result in dismissal from the VN program. Skills lab is made up in the skills lab and make-up time must be scheduled with the instructor, failure to make up skills lab will result in clinical failure and dismissal from the program. Clinical make up is scheduled in the clinical site at the end of the term, failure to complete clinical make up will result clinical failure and dismissal from the program.

Students may miss a maximum of 16 hours of theory and 16 hours of clinical/Skills Lab (skills lab hours are considered clinical hours) during a term.

Students will be given attendance warnings as below:

Theory:

8 hours missed first warning

16 hours missed second warning

Any time over16 hours missed- termination from the VN program

Clinical/Skills Lab:

8 hours missed first warning

16 hours missed second warning

Any time over 16 hours missed- termination from the VN program

Make up assignment procedure:

Theory:

1. The instructor will provide the student with a make-up assignment that is specific to meeting the objectives that were missed and of appropriate length regarding the time that was missed.

2. The assignment will be due no more than 10 days from the date of the absence.

3. Assignments may include a written synopsis of the objectives missed, completion of lessons related to the topics missed in the students' electronic resources and/or a quiz based on the topics missed.

4. The faculty will review the assignment for completeness and grade the assignment. The student must complete 100% of the assignment and obtain a grade of a minimum of 90% on the assignment for the assignment to be considered complete.

5. If the student does not complete the assignment or does not achieve 80% or better on the assignment, the student will be referred to the DON.

6. If the student did not meet the expectations regarding the make-up assignment the Director of Nursing will give the student an additional assignment in the form of additional lessons to be completed in the students' electronic resources, a quiz, completion of the previous assignment or handwritten correction of the previous assignment.

7. If the student does not complete 100% of the assignment or achieve a minimum of 80% on the assignment after meeting with the Director of Nursing, the student will be placed on a remediation plan.

8. The graded assignment will be returned to the student, a copy will be submitted to the Director of Nursing.

Skills Lab

1. If the student is absent from the skills lab, the student will be required to make up the time and missed skills in the skills lab with the instructor.

2. The student will schedule make up time with the instructor, skills lab must be made up within 10 days of the absence.

3. The student will complete the skills that were missed in the skills lab through demonstration by the instructor and return demonstration by the student. The student will practice the skills that were missed for the same amount of time that was missed.

Clinical

1. If a student is absent from the clinical site, the student will be required to make up clinical in the clinical setting at the end of the term. There is a week scheduled between terms to allow for make-up in the clinical setting on the regularly scheduled clinical days.

2. The student will be required to make up the objectives missed, and the time missed in the clinical setting.

3. Clinical make up days will be scheduled for no less than 4 hours. Any time missed less than 4 hours will require 4 hours of make up in the clinical site. Any time missed more than 4 hours will require 8 hours of make up in the clinical site.

In all cases:

1. The instructor will complete the make-up form listing the objectives to be made up, the number of hours to be made up and the assignment.

2. The instructor will submit the completed make-up form including the time made up and a copy of any written assignments to the Director of Nursing.

3. The instructor will submit the completed make up form including the time made up to the registrar.

Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course or program syllabus. The grading scale is as follows: The following grading policy is in effect at CCMCC, a pass is understood to be 70% or

more (75% for Vocational Nurse, and 80% for Diagnostic Medical Sonography Programs). Courses also may be designated as Pass/Fail by the class Instructor. Students must take and complete all required modules. The following grading policy is in effect:

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

Grades D and F are considered a fail.

The externship/practical grading policy involves only:
P (Pass) F (Fail)

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

Grade Reporting

Students are given a log-in to the student portal through Student Information System, which is the college's online grading management system. Students can also download the CCMCC mobile Application which gives them 24-hour access to their grades. Grades are not given over the telephone. All grades are posted in Student Information System, or submitted to the students directly. Students may request an unofficial transcript from the Registrar. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor. Due to the requirements of each course, instructors are allowed a reasonable time to submit grades.

Grade Appeals

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

Grounds for a Grade Appeal

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., prejudice or discrimination
- Inconsistent or inequitably applied standards for evaluation of student academic performance

- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this catalog for "Complaints Relating to Discrimination and Sexual Harassment."

The Process

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

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

Satisfactory Academic Progress (SAP) For Title IV Purposes Only

Procedure

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

Qualitative Standard

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

Module grades will be reported to the Director of the Program at the end of each module. The Academic Records will calculate cumulative GPA at each evaluation point and place affected students on academic warning or probation by completing probation forms, discussing the terms of the warning or probation with the student(s), and having the student sign the form. The Academic Records will then process a warning or probation notice and file it in the student's academic file.

Quantitative Standard

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

Maximum Time Frame Requirements

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

The maximum time frame for completing each program is outlined below:

Program Name	Program Length (100%)	Maximum Timeframe (150%)
Dental Assisting	49 Credits	73.5 Credits
Diagnostic Medical Sonography	96 Credits	144 Credits
Medical Assisting with Phlebotomy	32 Credits	48 Credits
Sterile Processing Technician	37 Credits	55.5 Credits
Associate of Applied Science in Surgical Technology	111 Credits	166.5 Credits
Vocational Nurse	1530 Clock Hours	2295 Clock Hours

Evaluation Periods

Satisfactory Academic Progress will be assessed at the following:

Program Name	Period One	Period Two
Dental Assisting	18 Credits	36 Credits
Diagnostic Medical Sonography	18 Credits	36 Credits
Medical Assisting with Phlebotomy	16 Credits	n/a
Sterile Processing Technician	19 Credits	n/a
Associate of Applied Science in Surgical Technology	28 Credits	55 Credits
Vocational Nurse	450 Clock Hours	901 Clock Hours

Withdrawal and Incomplete Grade Policy

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

Warning Policy

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

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

If at the end of the warning period, the student has not met both the qualitative and quantitative standards, the student will be placed on Financial Aid Probation and considered not making Satisfactory Academic Progress during

the probation period. The student has the option to appeal this decision in order to remain in the program. If the student submits an appeal for unsatisfactory academic progress, and the appeal is denied, the student will be deemed ineligible for Federal Student Aid for the next payment period. If the appeal is approved Probation will continue until the next evaluation period and the student will have to complete an academic plan and then Financial Aid will be reinstated.

Probation Policy (Term-Action Status)

Academic Financial Aid Probation will occur if the student fails to meet qualitative (70% GPA) (80% GPA, Vocational Nurse and Diagnostic Medical Sonography programs) and quantitative (67% credits attempted) standards, upon completion of the warning period, at any incremental evaluation point. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on Financial Aid probation. This probationary period will not interrupt any student Title IV Funds eligibility and will continue to receive funds during the payment period only if the student submits a written appeal to the Satisfactory Academic Progress determination within 15 days of receiving notice of unsatisfactory progress and the Appeal Committee approves the appeal. If the student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory academic progress will be re-established, and Title IV funds will be disbursed for the next payment period. If a student doesn't meet the minimum requirements within the next consecutive grading period, the student's enrollment will be terminated.

Termination Policy

Students who fail to make Satisfactory Academic Progress by the end of their probation period will be terminated. Any student that is terminated from the program may appeal against the decision. All appeals and/or requests for re-admission must be made in writing to the Appeals Committee within 15 days (about 2 weeks) of the student being notified of his/her probation or termination.

Appeal Policy and Procedure

Appeal Policy

Students who are deemed ineligible for Federal Student Aid after one payment period on Financial Aid Warning may appeal the decision. All appeals and/or requests for re-admission must be made in writing to the Director of Education within 15 days of the student being notified of his/her termination. The appeal or request for re-admission must document that the conditions resulting in the termination have been rectified. During this period, the student is ineligible for Federal Student Aid.

Re-admission is not guaranteed, and the decision of the Director of Education is final. The Director of Education will notify the student in writing of the decision within 15 days of the college's receipt of the appeal or request for readmission.

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

Appeal Procedure

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

Appeal documents will be reviewed by the Appeals Committee consisting of a Director of Education, Faculty Instructor, and Director of Financial Aid. A decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file.

Reinstatement of Financial Aid

If the student prevails upon the appeal or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements the Satisfactory Academic Progress determination will be reversed, and federal Financial Aid will be reinstated as applicable. Students will be placed on Financial Aid Probation.

General Attendance Policy

All students must be officially registered for a class to attend the class or to receive a grade. Contra Costa Medical Career College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students. Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Director of Education. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's transcript, and tuition will not be refunded. With instructor approval, students may be allowed to make up examinations or class assignments missed due to an **excused** absence or excused tardiness. Work must be completed immediately upon return and in the same delivery method as originally required. Students may not make up exams or homework missed due to an unexcused absence. For an absence to be excused, students must notify their instructor and/or leave a message with the administrative assistant before the start of class. An excused absence still counts as an absence. Students may not miss more than 10% of the required program/course clock hours. Students are required to complete 90% of the total clock hours. 100% of the hours required during the clinical externship portion of the program must be completed. Being tardy to class is strongly discouraged. Being tardy is coming to class 1-14 minutes after the designated start time. Tardiness and leaving early have a negative effect on grades. Being tardy for more than 15 minutes is considered an absence and leaving more than 15 minutes early is also considered an absence. Students will be warned in writing when they are in danger of being dismissed for excessive absenteeism or tardiness. If a student is in violation of this policy and exceeds the maximum allowed absences, he/she will be dismissed and will need to ask for re-admittance. If re-admittance is granted, the student will have to start the program over and will be responsible for paying all published tuition charges and fees associated with the program. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

E-Learning

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

Retake/Make-Up Policy

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

Academic Dishonesty

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

- Using or attempting to use unauthorized materials, information or study aids in any academic exercise.

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

Disciplinary Term Action Status

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

Appeal

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

Graduation Requirements

A Certificate of Completion will be awarded to those students meeting the graduation requirements. Associate of Applied Science in Surgical Technology Program, students will receive an Associate of Applied Science in Surgical Technology from Contra Costa Medical Career College. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study with an appropriate number of clock hours with a cumulative grade point average of 2.0, (3.0 for Associate of Applied Science in Surgical Technology core courses, and Diagnostic Medical Sonography, and Vocational Nurse Program), passed the final exam with letter grades of "C" or better, ("B"

for Associate of Applied Science in Surgical Technology core courses, and Diagnostic Medical Sonography, and Vocational Nurse Program) and have fully paid all tuition charges. Students must meet all minimum attendance requirements as stated in this catalog. Refer to the Associate of Applied Science in Surgical Technology, Diagnostic Medical Sonography, and Vocational Nurse Program sections for graduation criteria.

Change of Course / Course Scheduling Policies

Change of Course Policy

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

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

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

Course Scheduling

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

Change of Academic Program

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

Leave-of-Absence Policy

A student may not take a leave of absence during the didactic portion of their program/course if they are enrolled in a linear program. If the student is enrolled in Medical Assisting, or Medical Assisting with Phlebotomy, and it becomes necessary for them to interrupt their didactic portion of their program, they may be eligible to take a Leave of Absence in-between a module. A leave of absence may be granted for specific situations including Illness, Family Emergency, Financial Difficulties, Pregnancy, or Death in the family. A leave of absence must be approved by the Program Director. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request. The student must attest to understanding the procedures and implications for return (or failure to do so). If a leave of absence is approved, the student will be granted a leave of absence for up to a maximum of 180 days or ½ the published program length, whichever is shorter. If it becomes necessary for a student to interrupt their externship training, a leave of absence may be granted for specific situations including Illness, Family Emergency, Financial Difficulties, Pregnancy, or Death in the family. A leave of absence during an externship must be approved by the Director of Career Services. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request so that CCMCC may have reasonable expectations of the student's return, and the student must attest to understanding the procedures and implications for return (or failure to do so). A leave of absence period may not exceed 180 days within any 12-month

period or ½ the published program length, whichever is shorter. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period or ½ the published program length, whichever is shorter. If the student does not return following the leave of absence period, CCMCC will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

Withdrawal Policy

The term "Withdrawal" signifies that a student has withdrawn from a course after completing the first-class session. To withdraw, the student must complete a "Withdrawal Form," which can be located and submitted at the front desk. If a student wishes to withdraw but is unable to complete the form, they must contact the school and notify the school registrar who can then complete the "withdrawal form" on behalf of the student. In the case that a student informs the instructor, the instructor must immediately notify the school registrar. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the CCMCC refund policy.

Repeating Courses

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

Maximum Time (in clock hours) in Which to Complete

(VA benefits are paid for approved program length only)

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

Maximum Length of Time (in clock hours) for Course Completions
(VA benefits are paid for approved program length only)
Phlebotomy Technician: 180 hours

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

Pharmacy Technician: 504 hours

Sterile Processing Technician: 1116 hours

Clinical Medical Assisting: 480 hours

Medical Assisting: 660 hours

AAS Surgical Technology: 2472 hours

Medical Admin/Billing/Coding Specialist: 480 hours

Medical Assisting with Phlebotomy: 960 hours

Diagnostic Medical Sonographer: 2880 hours

Dental Assisting: 1478 hours

Vocational Nurse: 2295 hours

Maximum Class Enrollment

The maximum enrollment for each class at Contra Costa Medical Career College will be 24 students per instructor during lecture. This means that each instructor will have no more than 24 students per class section during each

program. (Dental Assisting maximum is 18 students per instructor during lecture) This means that each instructor will have no more than 18 students per class section during each module. (Vocational Nurse maximum is 30 students per instructor during lecture) This means that each instructor will have no more than 30 students per class section during each program. (Associate of Applied Science in Surgical Technology is 20 students per instructor during lecture) This means that each instructor will have no more than 20 students per class section during each program. During the skills laboratory portion of the training, the maximum student-to-instructor ratio is 15 students to 1 instructor. (Medical Assisting maximum is 12 students to 1 instructor in the lab) (Dental Assisting maximum is 18 students to 1 instructor in the lab and 6 students to 1 instructor during all preclinical, and clinical instruction) (Associate of Applied Science in Surgical Technology maximum is 10 students to 1 instructor in lab). (IDL- All IDL courses are 40 students to 1 instructor for didactic) The established ratio for externship for all programs is 1:1. The rationale for determining the established ratios was by adhering to the regulation and guidelines set forth by the State of California's Department of Consumer Affairs Bureau for Private Postsecondary Education as well as the JRC-DMS. The institution utilizes appropriate and effective instructional methods and other resources to ensure sound instructional delivery.

Visa Services

The institution does not provide visa services, does not vouch for student status, and does not issue I-20 forms for F-1 or M-1 visas.

English Language Proficiency

Applicants must be able to read, write, speak, understand, and communicate in English at a 12th-grade English proficiency level. This requirement may be demonstrated by possession of a high school diploma or recognized equivalent from an institution where instruction was provided primarily in English, or by other institution-approved documentation or assessment demonstrating the required level of English proficiency.

Applicants who graduated from a foreign high school, college, or university where instruction was provided primarily in English may satisfy this requirement by providing acceptable documentation confirming English as the primary language of instruction.

All instruction is provided in English. The institution does not provide English as a Second Language (ESL) instruction.

Externship/Practical Training Policies

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

Clinical Externship Guidelines

A background check and drug screening will be performed on all students prior to the externship placement. No felony and certain misdemeanors (pending charges or convictions) are permitted. Charges include but are not limited to: theft, grand theft, drug offenses, burglary, breaking and entering, assault and/or battery offenses, are not permitted.

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

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

Students must provide proof of immunity for the following:

1. **TDAP:** Adult dose within the last 10 years.
2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some clinical sites may require a titer)
3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some clinical sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test. You may also provide proof of a negative QuantiFERON-TB Gold test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship for certain facilities.
7. **COVID 19:** Documentation of vaccine or a signed waiver. (Some facilities may NOT accept waivers)

All required documents, including resume and cover letter, are due by the halfway point of the didactic portion of all programs with the exception of the Vocational Nurse program. Vocational Nurse documents are due at the beginning of Term 1 before the start of clinical training. If required documents are not turned in by the due date, externship placement will be delayed. No exceptions. Students who fail to turn in required documents will automatically be dropped from the program 30 days after the last day of didactic training.

Student Services

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

Career and Assessment Service

CCMCC is committed to providing professional career and employment related services to current students and graduates from programs, regardless of the geographical location of our students. Dedicated personnel will provide resume review and critique; job search assistance; interviewing and negotiating techniques; career development and assessment for those students seeking career direction. Contra Costa Medical Career College does not guarantee employment.

Guidance and Counseling

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

Technical Support

Technical support is available to students and staff for 24/7 via the LMS support that is in LMS. Additionally, technical support is provided for students and staff during institutional operating hours from 8:00 a.m. to 10:00 p.m. by emailing help@legacyed.com.

The VP of Student Information Systems, Director of IT, VP of Academics and Online, and Chief Academic Officer receive notification from faculty or students regarding any technical issues or assistance needed for all Systems utilized within the program.

Housing

Contra Costa Medical Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers housing assistance. One-bedroom apartments in the 94531 area are available for rent, ranging from $1,500-$3,000 per month. www.apartments.com.

Campus Security

A crime report is available to any student who requests such information. These reports are generated from local police department reports. Contra Costa Medical Career College policies are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing.

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

Media Lab

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

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

Library and Resource Center

Contra Costa Medical Career College has a Media Center on campus with computer stations and internet access as well as an array of books and resources. Students can also check out materials through the Administrative Assistant.

Student Complaint and Grievance Policies

Discrimination or Harassment Complaints

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

Grievance Procedures for Civil Rights Violations

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

Hearing Procedures and Rights

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

Hearing Rights

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

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

Hearing procedures include the following:

- A written or electronic record of the proceedings is maintained. The hearing is closed, and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A designated secretary will be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable people conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaints to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.
- The chairperson may terminate a party's right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
- If either party fails to appear, the hearing will continue as if the absent party were present.
- After the hearing, the committee deliberates and renders a decision by a simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The President/CEO of Contra Costa Medical Career College sends written notification of the committee's decision and of the right to appeal.

Appellate Procedures

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

A reasonable possibility that the unfavorable decision was clearly wrong, given the hearing committee's interpretation of the evidence or in the disciplinary action imposed; and new evidence that was not available for

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

probation or suspension. Any retaliatory action of any kind by an employee or student at Contra Costa Medical Career College against any other employee or student at Contra Costa Medical Career College as a result of that person's seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

Notice to Students

Student Complaint Procedure

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

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

ACCET Complaint Procedure

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

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students

5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

BPPE Complaint Procedure

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Department of Consumer Affairs at **1747 North Market Blvd., Suite 225 Sacramento, California 95834 or PO box 980818, West Sacramento, Ca. 95834-0818. Toll Free Number: (888) 370-7589 Telephone Number: (916) 574-8900 Fax Number: (916) 263-1897**

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

ABHES Complaint Procedure

Any questions a student may have regarding the Associate of Applied Science in Surgical Technology program that have not been satisfactorily answered by the institution may be directed to the Accrediting Bureau of Health Education Schools (ABHES). Please direct inquiries to:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
Telephone: 301-291-7550
www.abhes.org

A copy of the Accrediting Bureau of Health Education Schools' Complaint Form is available at https://complaintsabhes.com.

BVNPT Complaint Procedure

Any questions a student may have regarding the Vocational Nurse program that have not been satisfactorily answered by the institution may be directed to the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). Please direct inquiries to:

Student Bureau of Vocational Nursing and Psychiatric Technicians
2535 Capital Oaks Drive
Suite 205
Sacramento, CA 95833-2945
Telephone: 916-263-7800
Fax: 916-263-7855
www.bvnpt.ca.gov

General College Policies

Dress Code

- **Security ID Badge**: Identification badge is to be worn at all times above the waist, with name visible, the ID badge will allow access to the classrooms and labs. It will be deactivated at the end of the didactic portion.
- **Hair**: Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Hair should be natural in color. No green, blue, purple etc. Facial hair must be clean, neat, and well groomed.
- **Headwear**: Religious head covers may be worn; baseball-type caps are inappropriate.
- **Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Absolutely no piercings allowed: No lip, eyebrow, bar or tongue piercings will be permitted.
- **NO** denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest.
- **Absolutely NO** sweatshirts or T-shirts with cartoons, graffiti, advertising, or offensive pictures.
- **Absolutely NO** smart watches allowed during class time.
- **Skirts/Dresses**: Uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
- **Uniforms/Scrubs**: Uniforms can be any color, so long as they match and look professional. Scrubs are to fit appropriately, no sagging, and no extremely form-fitting uniforms are to be worn. No sweatpants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts, or leggings) no capri style scrub pants are to be worn.
  Diagnostic Medical Sonography, Associate of Applied Science in Surgical Technology, Sterile Processing, Vocational Nurse, and Dental Assisting refer to the Student Handbook for specific required attire and dress code**.**
- **Footwear**: Clean, white, or predominately white leather or leather like tennis shoes will be worn. Nursing shoes are acceptable; however, no open toed shoes are allowed.
- **Grooming:** Fragrances: Do not wear any perfume or cologne, it may cause allergic reactions for some. Many people are also sensitive to smell.
- **Make-up/Eyelashes:** Make-up/Eyelashes must provide a natural and professional appearance.

- **Fingernails**: Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed. Only clear nail polish will be permitted.
- **Tattoos:** All tattoos that are visible must be always covered.
- **Hygiene:** The College and its externship affiliations require high standards of personal grooming and hygiene which is **neat, clean, and professional**. Students are required to maintain an environment free of odors. Dirty, torn, or stained uniforms are not permitted.

Computer Software and E-Mail Policies

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

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

Student Conduct and Discipline

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

Reasons for Probation, Suspension, and Dismissal of Students from programs
Students may be disciplined for violation of **ANY** of CCMCC's policies including but not limited to the following:

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

- Sexual harassment, Sexual assault, Slander of CCMCC or any of its employees or affiliates
- Soliciting or assisting another in an act that would subject students to a serious Contra Costa Medical Career College sanction
- Trespassing in an area of Contra Costa Medical Career College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of Contra Costa Medical Career College
- Using Contra Costa Medical Career College equipment or networks to violate software copyrights.
- Violation of Contra Costa Medical Career College's visitor policy
- Violation of academic policies such as terms of probationary status (term action plan terms).
- Violation of any other lawful policy including HIPAA (Health Insurance Portability and Accountability) or directive of Contra Costa Medical Career College or its employees. Violation of HIPAA is grounds for immediate expulsion and may include jail time and/or monetary penalties up to $30,000 if prosecuted.
- Any action that would grossly violate the purpose of Contra Costa Medical Career College or the rights of those who comprise College.
- Failure to follow any safety rules or regulations of any kind, including dress codes.
- Failure to follow other posted rules.
- Disciplinary action may include probation, suspension, or dismissal from Contra Costa Medical Career College.

Students with Disabilities

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

Transcript Requests

Students should direct requests for transcripts to the Registrar's office. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student signature and either the student's date of birth or social security number. Contra Costa Medical Career College will not release transcripts without appropriate authorization from the student. Transcripts contain only coursework completed at the College. The request takes 5-7 working days to process.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

- The right to inspect and review the student's education records within forty-five (45) days of the day the College receives the request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

- The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was

submitted, that official shall advise the student of the correct official to whom the request should be addressed. Student files may not be removed from campus grounds for any reason.

- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

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

Student Record Retention

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

Student Records Policies

Transcripts and other documents received by Contra Costa Medical Career College for the purpose of admission or recording supplemental work become the property of Contra Costa Medical Career College and will not be released or copied without prior permission from the student. California regulatory agencies require that student records be kept for five years. All application materials and documents are collected in person or by mail. Original signatures must accompany forms where signatures are required. Photocopies of application paperwork are not acceptable. Records are stored in a lockable file room where only appropriate personnel have access. Student files may not be removed from campus grounds for any reason. Computerized records are secured by individual employee passwords that give them access to log into CCMCC's SharePoint for inactive scanned student records. In accordance with the Family Education Rights and Privacy Act (FERPA), all student information contained in the student's academic, administrative, financial aid and placement files is held in strict confidence. In the event that Contra Costa Medical Career College discontinues operation, Contra Costa Medical Career College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use. Students will also be advised on how to gain additional copies through the office: **Contra Costa Medical Career College** 4041 Lone Tree Way, Suite 101 Antioch, Ca. 94531 (925)757-2900 Fax (925)757-5873.

Copyright Infringement Policy

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

Visitors

No one may visit the classroom during class hours without the prior approval of the instructor. All visitors must sign in at the front desk and leave their ID in exchange for a security badge that will allow them access to the classroom. Students may not bring children to the classroom or computer lab or leave them at any other college location while attending class.

Cell Phone Policy

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

Animals on Campus

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

Drug and Alcohol Policy

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

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

Drug and Alcohol Prevention/Awareness informational materials are available to any student. We have an extensive list of referral agencies that can assist any student in these areas. Please contact the Student Services office for information on referral sources. All inquiries or requests for information on Drug or Alcohol Awareness/Prevention are held in strictest confidence.

Vocational Program Information

Associate of Applied Science in Surgical Technology

Program Length	1648 Clock Hours 111 Quarter Credits 61 Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:10
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Associate of Applied Science
SOC Code/CIP Code	29-02055/51.0909
Employment Positions	Surgical Technologist, Surgical Scrub Technologist, Operating Room Technician, Certified Surgical Technologist, Scrub Technician

Goals and Purpose

The Contra Costa Medical Career College AAS in Surgical Technology Program is committed to providing an environment that facilitates student success in acquiring the theory and technical skills pertinent to a professional surgical technologist. Upon successful completion of the AAS Surgical Technology Program, the student will receive an Associate of Applied Science in Surgical Technology from Contra Costa Medical Career College.

Outcomes and Objectives

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

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

Instructional Methods

- Online
- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities

- Large group discussions
- Demonstration
- Practical Laboratory
- Simulation
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

Program Outline

Course Number / Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
PSY 100 Psychology	48	0	0	48	4.5
NUTRI 100 Nutrition	48	0	0	48	4.5
MT 100 Medical Terminology	48	0	0	48	4.5
ST.1 Surgical Technology Orientation	2	0	0	2	0
ST.2 Anatomy & Physiology 1	37.8	0	0	37.8	3.5
ST.3 Anatomy & Physiology 2	65.8	0	0	65.8	6.5
ST.4 Anatomy & Physiology 3	72.8	0	0	72.8	7
ST.5 Anatomy & Physiology 4	58.8	0	0	58.8	5.5
ST.6 Microbiology	16.8	0	0	16.8	1.5
ST.7 Professional Practice	51.8	0	0	51.8	5
ST.8 Patient Care Concepts	9.8	7	0	16.8	1
ST.9 Surgical Techniques 1	37.8	35	0	72.8	5.5
ST.10 Surgical Techniques 2	44.8	42	0	86.8	6.5
ST.11 Pharmacology & Anesthesia	20.3	17.5	0	37.8	2.5
ST.12 Technological Sciences	17.5	14	0	31.5	2
ST.13 Surgical Procedures 1	35	31.5	0	66.5	5
ST.14 Surgical Procedures 2	45.5	42	0	87.5	6.5
ST.15 Surgical Procedures 3	59.5	35	0	94.5	7.5
ENG 100 English Composition	48	0	0	48	4.5
ENG 101 Oral Communication	48	0	0	48	4.5

Course Number / Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
MA 100 Basic College Mathematics	48	0	0	48	4.5
ST.16 Externship	0	0	560	560	18.5
TOTAL	**864**	**224**	**560**	**1648**	**111**

Course Descriptions

Course Number / Title	Course Length	Description
PSY 100 Psychology	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality. Prerequisites: None
NUTRI 100 Nutrition	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. Prerequisites: None
MT 100 Medical Terminology	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course is a survey of the terminology used routinely in the medical environment. It will begin with learning the root words used in constructing medical terms and integrate commonly used medical acronyms and abbreviations. The information will be presented according to anatomical systems. The student will be responsible for knowing the written and auditory recognition of the terminology reviewed. Prerequisites: None
ST.1 Orientation	Lecture Hours: 2 Total Clock Hours: 2 Quarter Credits: 0	This preliminary course will introduce the policies and procedures of Contra Costa Medical Career College and the AAS Surgical Technology Program. The student will be provided with information regarding requirements and materials required to successfully complete the AAS Surgical Technology Program. It is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study. Prerequisites: PSY 100, NUTRI 100, MT 100

Course Number / Title	Course Length	Description
ST.2 Anatomy & Physiology 1	Lecture Hours: 37.8 Total Clock Hours: 37.8 Quarter Credits: 3.5	During this course the student will be introduced to the structure and function of the human body. The student will study the anatomy and physiology of the integumentary system and the skeletal system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1
ST.3 Anatomy & Physiology 2	Lecture Hours: 65.8 Total Clock Hours: 65.8 Quarter Credits: 6.5	During this course the student will study the anatomy and physiology of the muscular system, nervous system, and endocrine system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2
ST.4 Anatomy & Physiology 3	Lecture Hours: 72.8 Total Clock Hours: 72.8 Quarter Credits: 7	During this course the student will study the anatomy and physiology of blood, the cardiovascular system, the lymphatic system and immunity, and the respiratory system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3
ST.5 Anatomy & Physiology 4	Lecture Hours: 58.8 Total Clock Hours: 58.8 Quarter Credits: 5.5	During this course the student will study the anatomy and physiology of the digestive system, urinary system, and reproductive systems in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4
ST.6 Microbiology	Lecture Hours: 16.8 Total Clock Hours: 16.8 Quarter Credits: 1.5	This introductory course provides students with an overview of microbes and process of infection. The student will be taught classification of organisms as well as cell theory. In addition, the student will learn about the tools for identifying microbes, the process of infection, disease prevention, immunity, and obtain knowledge of microorganisms and the diseases they cause. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5
ST.7 Professional Practices	Lecture Hours: 51.8 Total Clock Hours: 51.8 Quarter Credits: 5	This course introduces professional management and employability skills that are necessary for the surgical technology profession. It elaborates on the importance of communication and teamwork while pointing out the ethical, moral, and legal issues involved in caring for patients. Recommended practices and legal elements of proper documentation are identified, and positive risk management techniques are taught. This course also explains healthcare facility organization and management in detail. Additionally, the physical environment of the healthcare facility is described, and hazard preparation is discussed. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6

Course Number / Title	Course Length	Description
ST.8 Patient Care Concepts	Lecture Hours: 9.8 Lab Hours: 7 Total Clock Hours: 16.8 Quarter Credits: 1	During this course the student will be taught to directly contribute to the patient's physical and psychosocial well-being by utilizing patient-centered care which encompasses therapeutic care, communication, and intervention specific to the unique needs of the patient. The student will also study and explore death and dying focusing on the social, personal, ethical, legal, and medical perspectives specifically. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7
ST.9 Surgical Techniques 1	Lecture Hours: 37.8 Lab Hours: 35 Total Clock Hours: 72.8 Quarter Credits: 5.5	In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8
ST.10 Surgical Techniques 2	Lecture Hours: 44.8 Lab Hours: 42 Total Clock Hours: 86.8 Quarter Credit Hours: 6.5	This course provides an introduction to hands-on technique necessary to ensure the safety of patients and surgical team during transferring, transporting, and positioning the surgical patient. In addition, students will be taught skin prep and draping guidelines that are presented in a timewise and stepwise way to help clarify who does what, and when. The student will be oriented to the flow of a surgical procedure from the time of preparation to the close of surgery. Post anesthesia Recovery will also be introduced, topics include: PACU facility, procedures, psychosocial care, postoperative complications, Elements of discharge planning, and unanticipated PACU outcomes. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9
ST.11 Pharmacology & Anesthesia	Lecture Hours: 20.3 Lab Hours: 17.5 Total Clock Hours: 37.8 Quarter Credit Hours: 2.5	This course focuses on the medication processes and the role of the surgical technologist in drug handling, as well as an emphasis of drugs used on the sterile field. The students will be provided with an introduction to the process of anesthesia and physiological monitoring. While in this course the student will also learn basic procedures and techniques in which the student may be required to assist. The primary purpose of this course is to familiarize the student with basic concepts and terms that are associated with pharmacology, anesthesia, and basic monitoring. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10

Course Number / Title	Course Length	Description
ST.12 Technological Sciences	Lecture Hours: 17.5 Lab Hours: 14 Total Clock Hours: 31.5 Quarter Credit Hours: 2	This course introduces technology and medicine. Topics include: physics, information technology, energy sources in surgery, minimally invasive surgery (MIS), and robotic surgery. Students will be taught to use computers professionally in the Perioperative environment. This course will also cover common surgical devices that use electromagnetic energy as well as other types of energy utilized in the Perioperative environment. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11
ST.13 Surgical Procedures 1	Lecture Hours: 35 Lab Hours: 31.5 Total Clock Hours: 66.5 Quarter Credit Hours: 5	During this course the student will be oriented to commonly performed tests and diagnostic procedures, both invasive procedures and noninvasive procedures. Students will review the surgical anatomy involved in general, gynecological, obstetrical, and genitourinary surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12
ST.14 Surgical Procedures 2	Lecture Hours: 45.5 Lab Hours: 42 Total Clock Hours: 87.5 Quarter Credit Hours: 6.5	Students will review the surgical anatomy involved in ophthalmic, ENT, oral maxillofacial, plastic, reconstructive, and orthopedic surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13
ST.15 Surgical Procedures 3	Lecture Hours: 59.5 Lab Hours: 35 Total Clock Hours: 94.5 Quarter Credit Hours: 7.5	Students will review the surgical anatomy involved in peripheral vascular, thoracic, pulmonary, cardiac, pediatric, neuro, and emergency trauma surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14

Course Number / Title	Course Length	Description
ENG 100 English Composition	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course focuses on the reading and writing process and refines the use of proper grammar. College English is designed to help students develop the rhetorical knowledge and practical habits of successful college writers. Students will learn to use the concepts of purpose, audience, and genre as they develop their own documents; to generate claims, ideas, supporting details, and evidence; to use appropriate writing structure; to produce drafts and to revise their work as they develop a final product; to produce a prose style that is readable, effective, and free from error; and to develop critical skills through an analysis of good explanation and description writing. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15
ENG 101 Oral Communication	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	Essential Elements of Public Speaking is written to introduce students to the art of public speaking. It will provide a thorough foundation in classic approaches and new developments regarding theory, research, and issues of public speaking in a variety of contexts. Students are introduced to public speaking and concepts of audience, whether one or one hundred, and how best to shape their messages to have the intended effects. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15
MA 100 Basic College Mathematics	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This college mathematics course is a Career Pathways Course for those students interested in career-seeking jobs pertaining to math tracks and workforce readiness. The emphasis throughout the book is integration to careers and how math plays a role in career choices. Basic overall college level mathematic skills are taught. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15
ST.16 Externship	Externship Hours: 560 Total Clock Hours: 560 Quarter Credits: 18.5	This course provides students with 560 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on the scrub and circulating roles of the surgical technologist. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required caseloads and 560 externship hours. Prerequisites: PSY 100, NUTRI 100, MT 100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15, ENG 100, ENG 101, MA 100

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
  3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
  6. **Flu Vaccine** is required from September through March during externship for certain facilities
  7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

General Education Courses Grading Policy

Grade reports are issued to students at the completion of each term. Students are able to view and monitor their grades continuously throughout the course. Grades are based on the quality of work as shown by written tests, discussions, written assignments, oral presentation, and projects as indicated on the course or program syllabus. Rubrics for grading criteria for assignments are posted. The following grading policy is in effect at CCMCC. A passing grade is understood to be 70% or higher. Students must take and complete all required modules. The following grading policy is in effect for General Education Courses:

Grade	Percentage	Rating	Grade Point Value
A	90%-100%	Superior	4.0
B	80%-89.9%	Above Average	3.0
C	70%-79.9%	Average	2.0
D	50%-69.9%	Below Average	1.0
F	0-50%	Fail	0.0
W	Students who drop/withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.		
TC	Transfer Credit		

Surgical Technology Core Courses Grading Policy

The student must complete a grade of a C (70%) or better during each module. A student who does not maintain a 70% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module.

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC
Below 70% is Failing!

Grading weights are as follows:
Homework= 10% of total grade
Quizzes= 40% of total grade
Tests= 50% of total grade

Quizzes

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

Tests/Midterms/Final

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

Student Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 560 hours of externship training are required.

General Education Courses Attendance Policy

Attendance is defined by completion of activities in the LMS. Instructors have access to time on task for each student in the course. Success in a course is dependent on active participation and engagement throughout the course. As such, students are required to complete all assignments by required due dates, and to actively participate in class discussions. Students should refer to individual course syllabi for start/finish assignment dates.

Log in to course at least three times a week, on different days, in order to complete weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;

Participate in the weekly threaded discussions; this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and answer questions from the instructor and/or other students

Students who fail to attend at least one class day out of any 14 consecutive calendar days (excluding LOAs, holidays & scheduled breaks) will be terminated from the program.

Students will not be marked present for the course in a particular week if they have not posted on the discussion forum and/or submit assignment/essay or complete assessment if administered in that week.

GRADUATION CRITERIA

Upon satisfactory completion of classroom/lab hours, passing each general education course with a 70% or higher and passing each surgical technology core courses with a 70% or higher, and successful completion of required clinical externship hours the student will be **required** to take the certification exam provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)*. Upon successful completion of the AAS Surgical Technology Program, the student will receive an Associate of Applied Science in Surgical Technology from Contra Costa Medical Career College, and upon passing the certification exam the student will receive a certificate that certifies them nationally as a Certified Surgical Technologist (CST) from the NBSTSA.

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

Academic Calendar

Day

Start Date	Anticipated Graduation Date
July 5, 2026	October 2, 2027
October 4, 2026	December 13, 2027
January 3, 2027	December 4, 2027
April 4, 2027	February 21, 2028

All courses must be taken and successfully completed in order delineated as a cohort.

GENERAL EDUCATION COURSES 1 (GE1) WEEKS 1 – 12 (12 weeks)

Course Number	Course Name	Location
PSY 100	Psychology	Online
NUTRI 100	Nutrition	Online
MT 100	Medical Terminology	Online

PROGRAM CORE COURSES CURRICULUM (ST) WEEKS 13 – 35 (23 weeks)

MONDAY THROUGH FRIDAY 9AM - 4PM

Course Number	Course Name	Location
ST.1	Surgical Technology Orientation	On Campus
ST.2	Anatomy & Physiology 1	On Campus
ST.3	Anatomy & Physiology 2	On Campus

Course Number	Course Name	Location
ST.4	Anatomy & Physiology 3	On Campus
ST.5	Anatomy & Physiology 4	On Campus
ST.6	Microbiology	On Campus
ST.7	Professional Practice	On Campus
ST.8	Patient Care Concepts	On Campus
ST.9	Surgical Techniques 1	On Campus
ST.10	Surgical Techniques 2	On Campus
ST.11	Pharmacology & Anesthesia	On Campus
ST.12	Technological Sciences	On Campus
ST.13	Surgical Procedures 1	On Campus
ST.14	Surgical Procedures 2	On Campus
ST.15	Surgical Procedures 3	On Campus

GENERAL EDUCATION COURSES 2 (GE2) WEEKS 36 – 47 (12 weeks)

Course Number	Course Name	Location
ENG 100	English Composition	Online
ENG 101	Oral Communication	Online
MA 100	Basic College Math	Online

EXTERNSHIP WEEKS 48 – 61 (14 weeks)

Course Number	Course Name	Location
ST.16	Externship	TBD

Clinical Medical Assisting

Program Length	320 Clock Hours 19 Quarter Credits 10 PT Weeks / 20 PT Weeks
Teacher/Student Ratio	Lecture: 1:24 Lab: 1:12
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9092
Employment Positions	CMA, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendant

Goals and Purpose

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

Outcomes and Objectives

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

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery

- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one's value to an employer

Instructional Methods

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

Program Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Clinical Medical Assisting	120	40	160	320	19
TOTAL	**120**	**40**	**160**	**320**	**19**

Course Description

Course Title	Course Length	Description
Clinical Medical Assisting	Lecture Hours: 120 Lab Hours: 40 Externship Hours: 160 Total Clock Hours: 320 Quarter Credits: 19	This Clinical Medical Assisting Program focuses solely on the back-office procedures performed in the clinical setting of a physician's office or clinic. Medical Terminology and Basic Anatomy and Physiology will also be covered. This program is designed to provide thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. Pre-requisites: None

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.

2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship for certain facilities
7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Challenge Credit = CC
Withdrawal = W
Transfer Credit = TC

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

Method of Evaluation

Theory grade is determined by:

Clinical Medical Assisting Core:

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

Medical Terminology:

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

1. Clinical evaluations are graded on a Pass, Fail basis.

2. Homework assignments must be turned in on time to receive credit for assigned work.

3. Skills Lab Competency Exam is mandatory "PASS" to pass course.

4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

Lecture

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

Student Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Academic Calendar

Day classes are held Monday through Thursday from 9:00 am - 1:00 pm for 10 weeks (may include some Fridays to make-up holidays)
Mid-day classes are held Monday through Thursday from 1:30pm-5:30pm for 10 weeks. (may include some Fridays to make-up holidays)
Evening classes are held Monday through Thursday from 6:00 pm-10:00 pm for 10 weeks. (may include some Fridays to make-up holidays)
Weekend classes are held on Saturdays from 9:00 am – 5:00 pm for 20 weeks. (may not be consecutive weekends)

Day (Monday – Thursday)

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027
May 24, 2027	July 29, 2027

Mid-Day

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027

Start Date	Anticipated Graduation Date
May 24, 2027	July 29, 2027

Evening

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027
May 24, 2027	July 29, 2027

Dental Assisting

Program Length	985 Clock Hours 62.5 Quarter Credits 43 Weeks
Teacher/Student Ratio	Lecture: 1:18 Lab: 1:18 Preclinical/Clinical Instruction: 1:6
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9091
Employment Positions	Dental Assistant, Front Office Assistant, Billing/Insurance Specialist, Dental X-ray Technician, Sterilization Assistant

Goals and Purpose

Contra Costa Medical Career College's Dental Assisting Program is 985-hours of theory, laboratory and clinical training geared to prepare the student for an entry level position in a Dental Office. The Program provides all the necessary training to enable the students to acquire satisfactory skills and demonstrate competencies in a variety of dental office procedures and laboratory techniques. Students are presented with infection control, instrument processing, terminology, instrument identification, chairside procedures, charting, digital and conventional x-rays, coronal polish and sealant placement, preliminary examination procedures, manipulation of dental materials, front office management, appointment scheduling, and records-keeping. Student graduates may find employment in dental clinics and private dental offices as dental assistants. The primary goal of the CCMCC Dental Assisting Program is to prepare entry level dental assistants with the knowledge and skills competencies for patient care.

Outcomes and Objectives

Upon successful completion of the program, graduates will:

- Demonstrate knowledge in basic sciences and clinical practice in the delivery of patient care.
- Exhibit professionalism and work ethics with co-workers and patients
- Demonstrate understanding of the ethics and scope of practice of a dental assistant
- Demonstrate effective communication skills.
- Perform dental procedures by employing asepsis and sterilization techniques
- Provide health education and nutrition counseling to dental patients.

Program Admissions Requirements

1. High School Diploma/GED
2. Wonderlic SLE admissions score of 13 or higher
3. In addition, students complete the following prerequisites prior to starting the Dental Assisting Program:
    a. Orientation, completed prior to DA 99
    b. DA 99; 8-hr Infection Control in Dentistry

Both orientation and the DA 99- 8-hr Infection Control in Dentistry course are taught before students start any other courses.
After completing orientation and the DA 99 Infection Control course, students will complete all courses. DA 100 – DA 107 are offered regardless of the sequence. Students must complete all didactic and laboratory courses prior to starting DA 108- Externship.

Orientation

During orientation, students will be introduced to basic college and program guidelines, terminology, basic chairside skills, minimal head and tooth anatomy, tooth numbering, safety, and emergency precautions. Students will establish basic knowledge of instrument processing, operatory management, and methods to prevent cross contamination.

DA 99 8-hr Infection Control in Dentistry
Total Hours: 8 (*Lecture: 4, Lab: 4)*
Prerequisite: Orientation

Program Outline

Course Number / Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Orientation	Orientation is completed prior to DA99.				
DA99 8-hr Infection Control in Dentistry	This 8-hour infection control course is completed prior to any other Dental Assisting module/course.				
DA100 Dental Science	40	40	0	80	6
DA101 Anatomy and Physiology Operatory Procedures	40	40	0	80	6
DA102 Restorative Dentistry Laboratory Materials	40	40	0	80	6
DA103 Chairside Dentistry and Procedures	40	40	0	80	6
DA104 Dental Radiography	40	40	0	80	6
DA105 Dental Specialties Procedures	40	40	0	80	6
DA106 Preventive Dentistry Procedures (8-week course)	80	80	0	160	6
DA107 Law & Ethics in the Dentistry Advanced Chairside	40	40	0	80	12
DA108 Externship	0	0	265	265	8.5
TOTAL	**360**	**360**	**265**	**985**	**62.5**

A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab and one credit for every thirty (30) hours of externship

The Dental Assisting program length is 985 total clock hours (43 weeks). Total time in weeks to complete the program may vary based on school holidays and breaks.

Didactic
The didactic portion of this class will introduce prospective students to Infection Control in Dentistry. Upon enrollment, prospective students will be given a study packet to review prior to the start of this introductory course. Students will be provided with a workbook that must be completed in preparation for the didactic portion and written exam. Current methods of infection control in dentistry and goals for prevention will be explored. OSHA guidelines, Bloodborne Pathogen Standards, importance of standard precautions will be presented, and students will be given an Infection Control written exam that must be passed with a 76% or higher prior to starting the Dental Assisting Program.

Lab/Clinical

In the lab/clinical portion, students will be given a demonstration on proper handwashing, donning PPE, and preparation and breakdown of operatories. Proper instrument processing protocol will be demonstrated, including proper disposal of regulated/infectious waste. Students will learn reasoning and the importance of spore testing. Sufficient practice time will be given for students to prepare themselves properly and safely and operatory for patient treatment. They will safely break down the operatory and process all instruments from transport to sterilization. Students must successfully complete a practical exam demonstrating proper protocol to successfully pass this introductory course and obtain certification.

Course Descriptions

Course Number / Title	Course Length	Description
DA 100 Dental Science	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	**Description** The didactic portion of this course is an introduction to the dental profession and its history. It includes basic concepts and principles of microbiology and asepsis, proper methods of infection control and sterilization including OSHA regulations are reiterated. Topics include professionalism and patient records. Introduction to the physical and chemical properties of dental materials; preparation, placement and removal of provisional restorations as allowed by DPA is also introduced. Students are prepared for the state certification examination for infection control. The lab portion of this course will introduce students to the study, characteristics, safe manipulation and use of dental materials and equipment in operative and restorative dentistry. Emphasis is placed on infection control and safety standards. Prerequisites: Orientation and successful completion of DA 99
DA 101 Anatomy and Physiology	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course covers the basics of dental anatomy, physiology, tooth morphology, eruptions patterns, Emphasis will be on teeth and their surrounding structures. Head and neck anatomy, body systems, and the administration of local anesthetic will be discussed. The lab portion of this course is an introduction to the physical and chemical properties of dental materials and the preparation, placement and removal of provisional crowns as allowed by the State Dental Practice Act. In addition, students will learn operatory concepts and assisting with local dental anesthesia. Prerequisites: Orientation and successful completion of DA 99

Course Number / Title	Course Length	Description
DA 102 Restorative Dentistry	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course will introduce students to the study, characteristics, safe manipulation, and use of dental impression materials. Emphasis is placed on infection control safety standards and hazard control protocols. It prepares students to assist in the management of dental and medical emergencies, including review of legal and ethical responsibilities. In the lab portion students will take, pour and trim preliminary impressions. Students will prepare final impression materials and bite registrations. In addition, students take and record vital signs and be prepared to assist in the management of medical and dental emergencies. Prerequisites: Orientation and successful completion of DA 99
DA 103 Chairside Dentistry and Procedures	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course introduces the use and care of dental equipment, identification and application of hand instruments, tray setups and their sequence of use. Four handed dentistry techniques and preparation for assisting in a clinical setting will be discussed. The lab portion will introduce the principles of chairside assisting with an emphasis on operative procedures which include chairside responsibilities, instrument identification tray setups, four-handed techniques and sequences of general dentistry procedures. Prerequisites: Orientation and successful completion of DA 99
DA 104 Dental Radiology	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course emphasizes patient management, radiation safety and infection control procedures in accordance with OSHA, the CDC and the DPA. The class deals primarily with dental radiography. The student will be provided with information on radiographic techniques and procedures, including the latest on digital and 3-D radiography. Students will review procedures for operation of the latest imaging systems, safety precaution measures using radiography equipment minimizing the risk to the patient and all dental personnel, aseptic techniques, radiation hygiene and maintenance for quality assurance and safety. Students are prepared for the state certification examination in dental radiology, a passing score of 76% or higher is required prior to seeing clinical patients. In lab, this course emphasizes patient management, radiation safety and infection control procedures in accordance with OSHA and CDC guidelines. Laboratory and clinical experience will allow students to enhance the efficiency and quality of their radiographic techniques. Students will perform, evaluate and interpret various types of radiographs. Technique and diagnostic quality are reinforced. Prerequisites: Orientation and successful completion of DA 99

Course Number / Title	Course Length	Description
DA 105 Dental Specialties	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course introduces the dental health team, practices, and procedures of dental specialties as well as dental assisting duties in a specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, and prosthodontics and the associated dental assisting duties are explored. This lab course introduces specialty practices in dentistry including Pediatrics, Orthodontics, Endodontics, Oral Surgery and Prosthodontics. Students will learn skills performed by a dental assistant and registered dental assistant in these specialty fields, they will be able to identify specialty instruments and their functions. Prerequisites: Orientation and successful completion of DA 99
DA 106 Preventative Dentistry Procedures	Lecture Hours: 80 Lab Hours: 80 Total Clock Hours: 160 Quarter Credits: 12	The didactic portion of this course explores the principles and practices of preventing and controlling dental disease. Emphasis is placed on nutrition and plaque control. Coronal polish theory and procedures are introduced, and students are prepared for the state certification examination in coronal polishing and upon successful completion will continue with pit and fissure sealant course content and state exam. Students must pass both coronal polish and sealant exams with a 76% or higher prior to seeing clinical patients. Periodontal disease process theory is addressed in the course. In the first 4 weeks, this lab course introduces the techniques of coronal polish while emphasizing patient management and infection control procedures in accordance with OSHA and CDC. Clinical experience will allow students to perform coronal polish on patients. In weeks 5 – 8 the lab will introduce the proper techniques in placing pit and fissure sealants to assure retention. Clinical experience will allow students to perform sealant procedure of patients. Prerequisites: Orientation and successful completion of DA 99
DA 107 Law and Ethics in the Dental Profession	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Quarter Credits: 6	The didactic portion of this course covers law and ethics in dentistry. Upon completion of this course, students will take the CA State Exam, which must be passed with a 76% or higher for certification. The lab portion will include routine maintenance of the dental office equipment. DA duties during chairside procedures of crown, bridge, and endodontics, instrumentation and tray set ups. Prerequisites: Orientation and successful completion of DA 99

Course Number / Title	Course Length	Description
DA 108 Clinical Externship	Externship Hours: 265 Total Clock Hours: 265 Quarter Credits: 8.5	Upon successful completion of the classroom component of the program, dental assisting students participate in 265 hours of externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Evaluation is conducted by the Externship site personnel. Prerequisites: Orientation, DA 99, DA 100, DA 101, DA 102, DA 103, DA 104, DA 105, DA 106, and DA 107.

Additional Requirements

- A mandatory background check and Drug screen is done at the time of registration.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
  3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
  6. **Flu Vaccine** is required from September through March during externship for certain facilities
  7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grading Policy

The student must complete a grade of a C (70%) or better during each module. A student who does not maintain a 70% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the program. Grades are based on the student's work in the didactic (classroom setting. Students must obtain a minimum average grade of 70% in didactic courses.

The externship component of the program is graded on a Pass/Fail basis.
Students must pass the laboratory and clinical portions of the program to graduate.

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Challenge Credit = CC
Withdrawal = W
Transfer Credit = TC

Teaching Methodology

Training will be delivered in a combination of lab, lecture, and work-based environments, provided by an instructor with training and experience in dental practice. The classroom component will be delivered in terms of didactic and skills laboratory. In addition, students are expected to turn in homework on assigned topics. Students will complete 265 hours of externship giving them a "hands-on" experience.

Method of Evaluation

Weekly quizzes and final examinations are administered. Student's skills performances are evaluated and graded. Homework is part of the overall grade. A final evaluation of the student's overall performance is conducted at the completion of the theory and skills components of the program. Final evaluation consists of identified skills, abilities and knowledge of the program and completion of required projects. Externship performance is evaluated at the completion of 265 hours.

Program Requirements

Students must achieve 70% or higher GPA during each evaluation period and have satisfactorily completed appropriate assignments, projects, performance checklist procedures and completion of externship; and must meet 90% of course attendance.

Academic Calendar

Day classes are held Monday through Thursday from 9:00 am - 2:00 pm, 20 hours per week.
Externship hours are to be arranged. Students must be available Monday – Friday during regular business hours, 40 hours per week.

Day

Start Date	Anticipated Graduation Date
July 20, 2026	May 28, 2027
September 14, 2026	July 23, 2027
October 12, 2026	August 20, 2027
November 9, 2026	September 21, 2027
December 7, 2026	October 15, 2027
January 18, 2027	November 5, 2027
February 15, 2027	December 6, 2027
March 15, 2027	January 6, 2028
April 5, 2027	February 1, 2028
May 31, 2027	
June 28, 2027	

Diagnostic Medical Sonography

Program Length	1,920 Clock Hours 106 Quarter Credits 72 Weeks
Teacher/Student Ratio	Lecture: 1:24 Lab: 1:12
Delivery Method	Residential; Hybrid
Credential Awarded upon Completion	Diploma
SOC Code/CIP Code	29-2032
Employment Positions	Diagnostic Medical Sonographer

Goals and Purpose

The Diagnostic Medical Sonography (DMS) Program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service; as a free-lance sonographer; or as a traveling sonographer. It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or the American Registry of Radiologic Technologists (ARRT®).

CCMCC DMS students **WILL** be eligible to take the SPI exam upon successful completion of the Physics portion of the DMS program. Graduates **WILL** be eligible to sit for the American Registry of Radiologic Technologists (ARRT®) exam upon graduation. Once the graduate passes the ARRT® exam he/she may then sit for the ARDMS specialty exams including the OBGYN, Abdominal and Vascular Credentialing Exams. Graduates from the CCMCC DMS program **WILL NOT** be eligible to sit for the CCI exam specializing in Cardiac Sonography unless the graduate successfully completes a 940-hour program concentrating on Cardiac Sonography. The graduate of the CCMCC DMS program must pass all core theory and laboratory courses, and clinical externship courses with a grade of 80% or better to complete the program.

ARRT ® is a registered trademark owned by The American Registry of Radiologic Technologist. Contra Costa Medical Career College is not licensed by, endorsed by, or affiliated with The American Registry of Radiologic Technologist.

Outcomes and Objectives

Upon successful completion of the program, graduates will:

- Demonstrate the ability to efficiently perform basic abdominal and small parts, pelvic, obstetrical, and vascular ultrasound examinations at an acceptable level of competence.

- Correlate ultrasound images with clinical findings, patient history, and pertinent pathophysiology.
- Possess the knowledge, skills, and abilities of the student sonographer in caring for the ill patient.
- Demonstrate the ability to promote good interpersonal relations with members of the health team.
- Possess a medical and professional sense of values and a concern for public health and safety.
- Have an awareness of the responsibilities and limitations of the role of the sonographer and to be able to function within these limits.
- Understand the importance of continued personal and educational growth.
- Recognize and appreciate the cost, preparation, maintenance, and care of sophisticated instrumentation found within the ultrasound department.
- Be prepared to successfully complete the SPI and ARRT® exams as well as registry examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) in the areas of Abdominal, OB/GYN, and Vascular.
- Be Employable as Diagnostic Medical Sonographer/Ultrasound Technician (CIP # 51.0910; O-NET# 29-2032.00)

Instructional Methods

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

Program Admissions Requirements:

1. Must be at least 18 years of age
2. High School Diploma or equivalent
3. An Associate of Arts or Associate of Science degree (or higher) in any discipline.
   A 3.0 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A cumulative GPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
4. Successful completion of the following pre-requisite courses within the past 10 years. Academic requirements specified below must be completed at a regionally or nationally accredited institution: Successful completion (defined as receiving a grade of "C" or higher) of college-level coursework in the

subjects below. (2.5 GPA required) CCMCC does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of 3 semester or 4 quarter credits.

- Human Anatomy & Physiology with a lab
- Medical Terminology
- Oral Communication (i.e. Speech)
- Written Communication
- College Algebra or higher-level mathematics

Recommended course: Physics (sound waves, heat, light, and motion)

Course work must be college level, completed and documented on an officially sealed transcript.

5. WONDERLIC SLE admissions score of 18 or higher
6. Criminal history background check – Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the ARDMS at www.ardms.org, as to your eligibility to apply for ARDMS examination.
7. Health screenings and immunizations (prior to program admission). Note: TB testing is required just prior to placement into clinical externship.
8. Physical Requirements You must be physically able to:
   • Stand/walk up to 8 hours during an 8-hour shift
   • Lift/move a maximum of a 290-pound patient in a 2-person/3-person transfer
   • Operate and manipulate all sonography equipment
   • Reach forward 18 inches holding an object up to 15 pounds
   • Bend, crouch, or stoop 20 times per hour
   • Push a patient in a wheelchair or gurney 300 feet or further, as required by structural design of the building
   • Move loads of up to 45 pounds 25 times per hour
   • Adequately differentiate sonographic images with subtle grayscale and color distinctions
   • Adequately distinguish audible sounds in a Doppler signal
9. Drug and alcohol testing (required by CCMCC and the clinical externship sites prior to placement)
10. Current BLS for the Healthcare Provider certification through the American Heart Association.

Program Outline

Course Number / Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
DMS100 Fundamentals of Sonography	48	0	0	48	4.5
DMS101 Physical Principals & Instrumentation of Ultrasound	96	96	0	192	14
DMS200 Professional Aspects of Sonography	48	0	0	48	4.5
DMS201 Vascular Sonography	96	96	0	192	14
DMS300 Patient Care for Sonographers	48	0	0	48	4.5
DMS301 Abdominal and Small Parts Ultrasound Imaging	96	96	0	192	14
DMS400 Patient Care for Sonographers	48	0	0	48	4.5
DMS401 Obstetrics & Gynecology Ultrasound	96	96	0	192	14
DMS500 Clinical Externship I	0	0	480	480	16

Course Number / Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
DMS501 Clinical Externship II	0	0	480	480	16
TOTAL	**576**	**384**	**960**	**1920**	**106**

Course Descriptions

Course Number / Title	Course Length	Description
DMS100 Fundamentals of Sonography	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques. Prerequisites: Successful admission into the program Co-requisite: Concurrent Module 1 courses
DMS101 Physical Principals & Instrumentation of Ultrasound	Lecture Hours: 96 Lab Hours: 98 Total Clock Hours: 192 Quarter Credits: 14	This course covers the basic physical principles of ultrasound and instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, transducer operating principles and composition, the components of the ultrasound imaging unit, common artifacts in imaging, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound machine. Prerequisites: Successful admission into the program Co-requisite: Concurrent Module 1 courses
DMS200 Professional Aspects of Sonography	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing and interview techniques. Prerequisites: Successful completion of Module 1 courses Co-requisite: Concurrent Module 2 courses

Course Number / Title	Course Length	Description
DMS201 Vascular Sonography	Lecture Hours: 96 Lab Hours: 98 Total Clock Hours: 192 Quarter Credits: 14	This course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to instruct the student to ultrasound studies performed in the practice of vascular ultrasound imaging. Prerequisites: Successful completion of Module 1 courses Co-requisite: Concurrent Module 2 courses
DMS300 Patient Care for Sonographers	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	This course presents the student with different aspects of patient care that are relevant to the sonographer Focus is placed on patient/sonographer interaction, HIPPA, essentials and patients' rights, fundamental patient care, and infection control for the sonographer. Prerequisites: Successful completion of Module 2 courses Co-requisite: Concurrent Module 3 courses
DMS301 Abdominal and Small Parts Ultrasound Imaging	Lecture Hours: 96 Lab Hours: 98 Total Clock Hours: 192 Quarter Credits: 14	This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist. Prerequisites: Successful completion of Module 2 courses Co-requisite: Concurrent Module 3 courses
DMS400 Patient Care for Sonographers	Lecture Hours: 48 Total Clock Hours: 48 Quarter Credits: 4.5	Students will learn how to communicate with patients and other health care professionals, care for those with special needs, prepare the patient for different types of ultrasound examinations, recognize medical emergencies, and a review of the different sonographic examinations and guidelines, and quality assurance. Prerequisites: Successful completion of Module 1-3 courses Co-requisite: Concurrent Module 4 courses

Course Number / Title	Course Length	Description
DMS401 Obstetrics & Gynecology Ultrasound	Lecture Hours: 96 Lab Hours: 98 Total Clock Hours: 192 Quarter Credits: 14	This course will confer a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center upon the normal and pathological conditions of the uterus, ovaries and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the reading radiologist. Prerequisites: Successful completion of Module 1-3 courses Co-requisite: Concurrent Module 4 courses
DMS500 Clinical Externship I	Externship Hours: 480 Total Clock Hours: 480 Quarter Credits: 16	During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations. Prerequisites: Successful completion of Module 1-4 courses, Co-requisite: None
DMS501 Clinical Externship II	Externship Hours: 480 Total Clock Hours: 480 Quarter Credits: 16	This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. Prerequisites: Successful completion of Module 1-4 courses, Co-requisite: None

A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).

Module Breakdown

Module Number	Course Numbers/Titles	Week Number	Total Clock Hours	Total Quarter Credits
Module 1	DMS 100- Fundamentals of Sonography DMS 101- Physical Principals & Instrumentation of Ultrasound	1-12	240	18.5
Module 2	DMS 200- Professional Aspects of Sonography DMS 201- Vascular Sonography	13-24	240	18.5

Module Number	Course Numbers/Titles	Week Number	Total Clock Hours	Total Quarter Credits
Module 3	DMS 300- Patient Care for Sonographers DMS 301- Abdominal & Small parts Ultrasound Imaging	25-36	240	18.5
Module 4	DMS 400- Patient Interaction DMS 401- Obstetrics & Gynecology Ultrasound Imaging	37-48	240	18.5
Module 5	DMS 500- Clinical Externship I DMS 501- Clinical Externship II	49-72	960	32

Additional Requirements

- A mandatory background check is done at the time of registration.
- A mandatory drug screen is completed on all students prior to starting externship.
- All students must be BLS for the healthcare provider Certified, within the first Module.
- Students must provide proof of the following immunizations before clinical/externship:
  1. Proof of Varicella (Chicken Pox) immunity as shown by a serum titer containing immunity
  2. Proof of a complete (3 injection series) Hepatitis B vaccination and a serum titer confirming immunity
  3. Proof of Measles, Mumps and Rubella (MMR) immunity as shown by a serum titer confirming immunity to each disease
  4. Proof of Tetanus vaccination within the last 10 years
  5. Two negative TB Skin Tests (Mantoux PPD) within 6 months prior to the start of externship
  6. Flu Vaccine is required from September through March during externship for certain facilities.
  7. COVID 19: Documentation of vaccine or a signed waiver. (Some facilities may NOT accept waivers)
  8. BLS Certified, Healthcare Provider. (Offered at CCMCC)
  9. Current Physical Examination
  10. Proof of medical insurance or ability to obtain medical insurance prior to externship placement

Grading

Grading Policy

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain an 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the program. Grades are based on the student's work in the didactic (classroom setting. Students must obtain a minimum average grade of 80% in didactic courses. Laboratory and clinical education are graded on a Pass/Fail basis. Students must pass the laboratory and clinical portions of the program to graduate.

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Challenge Credit = CC
Withdrawal = W
Transfer Credit = TC

Evaluation Method

Quizzes

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

Tests/Midterms/Final

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

Student Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 960 hours of externship training are required. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Academic Calendar

Day classes are held from 9:00 am-2:00 pm Monday through Thursday, for 48 weeks.
Evening classes are held from 5:00 pm-10:00 pm Monday through Thursday, for 48 weeks.
Externship hours are to be arranged. Students must be available Monday – Friday during regular business hours, 40 hours per week.

Day

Start Date	Anticipated Graduation Date
September 28, 2026	August 18, 2028

Evening

Start Date	Anticipated Graduation Date
January 4, 2027	November 17, 2028
June 28, 2027	May 18, 2029

Medical Administrative Assistant/Billing and Coding Specialist

Program Length	320 Clock Hours 19 Quarter Credits 10 PT Weeks
Teacher/Student Ratio	Lecture: 1:24 Lab: 1:24
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9092
Employment Positions	MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant

Goals and Purpose

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

Outcomes and Objectives

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

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

- Complete the following claims accurately:
  - Commercial fee-for-service
  - Blue Cross/Blue Shield
  - Medicare/Medicaid
  - CHAMPVA/TRICARE
  - Worker's Compensation

Instructional Methods

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

Program Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Medical Administrative Assistant/Billing and Coding	120	40	160	320	19
TOTAL	**120**	**40**	**160**	**320**	**19**

Course Description

Course Title	Course Length	Description
Medical Administrative Assistant/Billing and Coding	Lecture Hours: 120 Lab Hours: 40 Externship Hours: 160 Total Clock Hours: 320 Quarter Credits: 19	This program is designed to provide, through didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. Pre-requisites: None

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
  3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
  6. **Flu Vaccine** is required from September through March during externship for certain facilities
  7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

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

Medical Administrative Assistant/Billing and Coding Specialist Core:

12 MAA lecture quizzes, 25 pts each (300 pts)..... 15%

Attendance, Participation, Employability (100 pts) 5%

20 MAA homework assignments, 10 pts each (200 pts)..... 10%

40 Computer Skills Lab assignments, 5 pts each (200 pts)..... 10%

MAA final exam (200 pts) 10%

Medical Terminology:

8 Terminology quizzes, 50 pts each (400 pts)..... 20%

8 Terminology spelling tests, 25 pts each (200 pts)..... 10%

8 Terminology homework assignments, 25 pts per assignment (200 pts)..... 10%

Terminology final exam (200 pts)..... 10%

Total (2000 pts) 100%

Lecture

Lecture quizzes will consist of multiple choice, short answer, and fill in the blank questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and computer lab notes. All homework assignments must be turned in to get credit for homework assigned. A final exam will be given at the end of the course. An overall grade of 70% or higher is required to successfully complete the program.

Student Computer Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship hours are most likely during the day therefore students must be available during normal daytime working hours.

Academic Calendar

Day program meets Monday through Thursday from 9:00 am-1:00 pm for 10 weeks
Mid-day program meets Monday through Thursday from 1:30 pm-5:30 pm for 10 weeks
Evening program meets Monday- Thursday from 6:00 pm-10:00 pm for 10 weeks

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

Day

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027
May 24, 2027	July 29, 2027

Mid-day

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027

Start Date	Anticipated Graduation Date
May 24, 2027	July 29, 2027

Evening

Start Date	Anticipated Graduation Date
August 3, 2026	November 6, 2026
October 12, 2026	January 20, 2027
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027
May 24, 2027	July 29, 2027

Medical Assisting

Program Length	440 Clock Hours 29 Quarter Credits 20 Weeks (Morning/Afternoon) 20 Weeks (Evening)
Teacher/Student Ratio	Lecture: 1:24 Lab: 1:12
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9092
Employment Positions	MA, Medical Assistant, CMA, MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendant

Goals and Purpose

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

Outcomes and Objectives

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

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

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

Instructional Methods

- Lecture
- Independent research
- Collaborative discussion
- Laboratory skills techniques
- Demonstration
- Return demonstration
- 1 on 1 Instruction

- Role-play
- Multimedia
- Use of computers
- Group activities
- Electronic Health Records software
- Textbook
- Workbook

Program Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Medical Administrative Assistant/Billing and Coding	120	40	0	160	14
Clinical Medical Assisting	80	40	160	280	15.33
TOTAL	**200**	**80**	**160**	**440**	**29**

Course Descriptions

Course Title	Course Length	Description
Medical Administrative Assistant/Billing and Coding	Lecture Hours: 120 Lab Hours: 40 Total Clock Hours: 160 Quarter Credits: 14	This module is designed to provide, through didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This module is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. Pre-requisites: None
Clinical Medical Assisting	Lecture Hours: 80 Lab Hours: 40 Externship Hours: 160 Total Clock Hours: 280 Quarter Credits: 15.33	This Clinical Medical Assisting Program focuses solely on the back-office procedures performed in the clinical setting of a physician's office or clinic. Medical Terminology and Basic Anatomy and Physiology will also be covered. This program is designed to provide thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. Pre-requisites: Medical Administrative Assistant/Billing and Coding

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:

1. **TDAP:** Adult dose within the last 10 years.
2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship for certain facilities
7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grading Scale
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

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

Module 1

Medical Administrative Assistant/Billing and Coding Specialist:

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

Medical Terminology:

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

Module 2

Clinical Medical Assisting:

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

1. Clinical evaluations are graded on a Pass, Fail basis.

2. Homework assignments must be turned in on time to receive credit for assigned work.

3. Skills Lab Competency Exam is mandatory "PASS" to pass course.

4. Students **MUST PASS each module** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

Lecture

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

Student Clinical Skills Lab

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

Student Computer Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Academic Calendar

Day program meets Monday through Thursday from 9:00 am-1:00 pm for 20 weeks
Mid-day program meets Monday through Thursday from 1:30 pm-5:30 pm for 20 weeks
Evening program meets Monday- Thursday from 6:00 pm-10:00 pm for 20 weeks
(May include some Fridays to make-up for Holidays)

Day (Monday – Thursday)

Start Date	Anticipated Graduation Date
August 3, 2026	January 20, 2027
October 12, 2026	April 9, 2027
January 5, 2027	June 21, 2027
March 16, 2027	August 27, 2027
May 26, 2027	November 5, 2027

Mid-day

Start Date	Anticipated Graduation Date
August 3, 2026	January 20, 2027
October 12, 2026	April 9, 2027
January 5, 2027	June 21, 2027

Start Date	Anticipated Graduation Date
March 16, 2027	August 27, 2027
May 26, 2027	November 5, 2027

Evening

Start Date	Anticipated Graduation Date
August 3, 2026	January 20, 2027
October 12, 2026	April 9, 2027
January 5, 2027	June 21, 2027
March 16, 2027	August 27, 2027
May 26, 2027	November 5, 2027

Medical Assisting with Phlebotomy

Program Length	640 Clock Hours 43 Quarter Credits 35 Weeks
Teacher/Student Ratio	Lecture: 1:24 Lab: 1:12
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9092
Employment Positions	MA, Medical Assistant, CMA, MAA, Billing and Coding Specialist, Biller, Coder, Front Office Medical Assistant, CMA, Clinical Medical Assistant, Back Office Medical Assistant, Chiropractic Assistant, Orthopedic Cast Specialist, Morgue Attendant, CPT 1, Phlebotomist, Phlebotomy Technician, Venipuncturist

Goals and Purpose

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

Outcomes and Objectives

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

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology commonly found in the medical record
- Demonstrate in Electronic Medical Record how to:
    - Prepare and maintain the medical record
    - Prepare and maintain the appointment schedule
    - Compose and prepare medical correspondence
    - Claim processing
- Transcribe a dictated medical report
- Manage incoming and outgoing financial transactions for the medical practice
- Assist with office emergencies
- List and discuss the responsibilities of health insurance specialists
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet
- Describe the authorization process for a patient requesting an appointment

- List the managed care models
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems
- State the processing steps that must take place before a completed claim form can be sent to the insurance company
- Complete the following claims accurately:
    - Commercial fee-for-service
    - Blue Cross/Blue Shield
    - Medicare/Medicaid
    - CHAMPVA/TRICARE
    - Workers Compensation
- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Demonstrate first aid for disorders of the musculoskeletal system
- Demonstrate the collection of specimens
- Locate information regarding medications
- Take a medical history
- Demonstrate the administration of oral and injectable medications
- Instruct patient in preventative health practices
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction
- Complete immunizations, BLS, drug screening and background check
- Use communication strategies associated with quality customer service
- Draft a resume that clearly communicates one's value to an employer
- Define the anatomy, physiology, and terminology of the coronary system.
- Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
- Understand the necessity and placement of 12-Lead EKG.
- Demonstrate performance and interpretation of 12-Lead EKG.
- Demonstrate how to take a blood pressure reading.
- Demonstrate how to obtain pulse and respiration assessment.

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

Instructional Methods

- Lecture
- Independent research
- Collaborative discussion
- Demonstration
- Return Demonstration
- 1 on 1 Instruction
- Role-play
- Multimedia
- Use of computers
- Group activities

- Practical training
- Electronic Health Records software
- Textbook
- Workbook

Program Outline

Course Title	Lecture Hours	Lab Hours	Clinical Practical	Externship Hours	Total Clock Hours	Total Credit Hours
Medical Administrative Assistant/Billing and Coding	120	40	0	0	160	14
Clinical Medical Assisting	80	40	0	160	280	15.33
EKG/ECG Technician/Phlebotomy Technician 1	80	20	80	0	200	14.33
TOTAL	**300**	**100**	**80**	**160**	**640**	**43**

Course Descriptions

Course Title	Course Length	Description
Medical Administrative Assistant/Billing and Coding	Lecture Hours: 120 Lab Hours: 40 Total Clock Hours: 160 Quarter Credits: 14	This module is designed to provide, through didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This module is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. Pre-requisites: None
Clinical Medical Assisting	Lecture Hours: 80 Lab Hours: 40 Externship Hours: 160 Total Clock Hours: 280 Quarter Credits: 15.33	This Clinical Medical Assisting Program focuses solely on the back-office procedures performed in the clinical setting of a physician's office or clinic. Medical Terminology and Basic Anatomy and Physiology will also be covered. This program is designed to provide thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. Pre-requisites: Medical Administrative Assistant/Billing and Coding
EKG/ECG Technician/Phlebotomy Technician 1	Lecture Hours: 80 Lab Hours: 20 Clinical Practical Hours: 80 Total Clock Hours: 200 Quarter Credits: 14.33	The course is designed to provide instruction in electrocardiography testing and interpretation procedures used in detecting heart disease and other cardiovascular disorders. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including waves, complexes, lead morphology and rhythms; and the more complex topics including 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for certification by examination through the National Healthcareer Association (NHA). Additionally, participants will qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association's (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have a high school diploma or GED, have no felony convictions on their record and have passed an approved certification exam. This course is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and practical instruction, training in venipuncture. Pre-requisites: Medical Administrative Assistant/Billing and Coding, Clinical Medical Assisting

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
  3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
  6. **Flu Vaccine** is required from September through March during externship for certain facilities
  7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

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

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

Module 1- Medical Administrative Assistant/Billing and Coding Specialist

Grading
12 MAA lecture quizzes, 25 pts each (300 pts)..... 15%
Attendance, Participation, Employability (100 pts)..... 5%
20 MAA homework assignments, 10 pts each (200 pts)..... 10%
40 Computer Skills Lab assignments, 5 pts each (200 pts)..... 10%
MAA final exam (200 pts)..... 10%
Medical Terminology:
8 Terminology quizzes, 50 pts each (400 pts) 20%
8 Terminology spelling tests, 25 pts each (200 pts)..... 10%

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

Module 2-Clinical Medical Assisting

Grading

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

Module 3- Phlebotomy Technician and EKG/ECG Technician

Grading

Phlebotomy:

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

EKG/ECG:

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

Lecture

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

Student Clinical Skills Lab

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

Student Computer Lab

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

Clinical Component

Clinical Component will be after classroom instruction is completed. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Phlebotomy Technician - Student Practical Training

Per The California Department of Health Services-Laboratory Field Services:

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

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

In partnership with Contra Costa Community Outreach Clinic and Laboratory (CLIA# 05D2156917)

CCMCC provides 80 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a licensed clinical laboratory.

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

Academic Calendar

Day program meets Monday through Thursday from 9:00 am-1:00 pm for 30 weeks
Mid-day program meets Monday through Thursday from 1:30 pm-5:30 pm for 30 weeks
Evening program meets Monday through Thursday from 6:00 pm-10:00 pm for 30 weeks
(May include some Fridays to make-up for Holidays)

Day

Start Date	Anticipated Graduation Date
August 3, 2026	April 16, 2027
October 12, 2026	June 28, 2027
January 4, 2027	September 3, 2027
March 15, 2027	November 12, 2027
May 24, 2027	January 25, 2028

Mid-Day

Start Date	Anticipated Graduation Date
August 3, 2026	April 16, 2027
October 12, 2026	June 28, 2027
January 4, 2027	September 3, 2027
March 15, 2027	November 12, 2027
May 24, 2027	January 25, 2028

Evening

Start Date	Anticipated Graduation Date
August 3, 2026	April 16, 2027
October 12, 2026	June 28, 2027
January 4, 2027	September 3, 2027
March 15, 2027	November 12, 2027
May 24, 2027	January 25, 2028

Pharmacy Technician

Program Length	336 Clock Hours 22 Quarter Credits 21 Weeks
Teacher/Student Ratio	Lecture: 1:18 Lab: 1:15
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	29-2052
Employment Positions	Pharmacy Technician, Pharmacist Technician, Certified Pharmacy Technician

Goals and Purpose

The Pharmacy Technician certificate program at Contra Costa Medical Career College will give you the tools to enter the healthcare world as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesaler's industry. Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. As a Certified Pharmacy Tech, you'll receive and verify prescriptions and prepare patient medication. CCMCC's Pharmacy Technician classes will also train you to maintain client profiles and insurance claim forms. Pharmacy Techs are the key communication liaison between medical professionals, doctors, pharmacists and patients. This course is fully approved by the Ca. Board of Pharmacy to earn the title of Registered Pharmacy Technician. The state requires a minimum of 240 hours of training in the subject of Pharmacy Technician. In addition, participants will be qualified to apply to sit for the **OPTIONAL** National Certification Exam through the National Healthcareer Association. Upon successful completion of this exam, students will earn the credential CPhT. There are no prerequisites for this program**.**

***State registration will be denied if the applicant has any felony convictions on record. *State registration is a requirement for completion of this program. It takes up to 90 business days after successful completion of all course requirements to obtain California State Registration. California State Registration is <u>REQUIRED</u> for Pharmacy Technician employment in the state of California.**

Outcomes and Objectives

At the end of the course, the participants will be able to:

- Design a study plan that fits their learning style and personal commitments.
- Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Initiate, verify, collect payment for, and initiate billing for pharmacy services or goods.
- Purchase pharmaceuticals, devices, and supplies according to an established plan.
- Control the inventory of medications, equipment, and devices according to an established plan.

- Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal, and local laws, regulations, and professional standards.
- Maintain the pharmacy equipment and facilities.
- Assist the pharmacist in preparing, storing, and distributing investigational medication products.
- Assist the pharmacist in monitoring medication therapy.
- Participate in the pharmacy department's process for preventing medication misadventures.
- Demonstrate skill in career and educational goal setting, organization, note-taking, and test-taking.
- Complete externship requirements including TB test, and CPR.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.
- Utilize networking, informational interviews and other resources to generate job interviews.
- Orally express one's goals, skills, and personal qualities in a manner that makes one a desirable employee.
- Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
- Use active listening, mirroring, and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
- Describe and apply several strategies for managing stress on the job, at school, at home.
- Complete the National Certification Examination.
- Define medical terms and abbreviations used for inpatient pharmacy orders
- Demonstrate proper hand washing and sterile gloving techniques
- Describe and utilize Standard Precautions established by the Centers for Disease Control.
- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Define injectable routes and administration systems for parenteral products.
- Describe horizontal and vertical laminar airflow hoods (LAH) and a high efficiency particulate air (HEPA) filters
- Perform aseptic technique in a horizontal LAH.
- Differentiate between varying directions for reconstituting a sterile drug contained in a vial, calculate, and prepare an ordered dose in a LAH.
- Calculate and prepare an ordered dose from a sterile drug contained in an ampule in the LAH.
- Describe the risks involved in cytotoxic drug preparation and list the steps in preparing, handling and transporting cytotoxic drugs.
- Identify the components of a Chemo Spill Kit and a biological safety cabinet.
- Identify IV maintenance fluids and equipment.
- Calculate and set up a total parenteral nutrition (TPN) electrolyte pooling field in a LAH.
- Correctly fill out a TPN mixing report and prepare a TPN.
- Calibrate and operate an Automix® compounder using specific gravity.
- Calibrate and operate a Pharm Assist® repeater pump.
- Correctly apply the following formulas and calculations used in IV preparation and administration:
    1. D/H x Q = X
    2. V/C x C = R
    3. BSA(m^2), (Body Surface area in m^2)
    4. Safe Dose (when ordered in BSA)
    5. mL/h
    6. gtt/min
    7. mL/h **/**drop factor constant = gtt/min

Instructional Methods

- Lecture
- Individualized Study
- Small and Large Group Discussions
- Skills Demonstration
- Competency Check-off

Program Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Pharmacy Technician	144	72	120	336	22
TOTAL	**144**	**72**	**120**	**336**	**22**

Course Description

Course Title	Course Length	Description
Pharmacy Technician	Lecture Hours: 144 Lab Hours: 72 Externship Hours: 120 Total Clock Hours: 336 Quarter Credits: 22	The Pharmacy Technician certificate program at Contra Costa Medical Career College will give you the tools to enter the healthcare world as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesaler's industry. Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. As a Certified Pharmacy Tech, you'll receive and verify prescriptions and prepare patient medication. CCMCC's Pharmacy Technician classes will also train you to maintain client profiles and insurance claim forms. Pharmacy Techs are the key communication liaison between medical professionals, doctors, pharmacists and patients. This course is fully approved by the Ca. Board of Pharmacy to earn the title of Registered Pharmacy Technician. The state requires a minimum of 240 hours of training in the subject of Pharmacy Technician. In addition, participants will be qualified to apply to sit for the **OPTIONAL** National Certification Exam through the National Healthcareer Association. Pre-requisites: None

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)

3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship for certain facilities
7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

The final course grade is based on theory/lab total points.

1. Theory/lab grade is determined by:

Sixteen lecture quizzes .....50% (must maintain 70% to continue program)

One Mid-term Exams 20%

Homework/Attendance 5%

Final Skills Lab Competency .....Pass/Fail(must pass to pass course)

Final exam 25%

Total.....100%

2. Laboratory experience: You must successfully perform all clinical competencies in order to pass the course.

3. Clinical evaluations are graded on a Pass, Fail basis.

***State registration is a REQUIREMENT for completion of this program. It takes up to 90 business days after successful completion of all didactic and clinical course requirements to obtain California State Registration. California State Registration is REQUIRED for Pharmacy Technician employment in California.**

It takes up to 90 business days for the California Board of Pharmacy to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your application. California State Registration is REQUIRED for Pharmacy Technician employment in the state of California

Lecture

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

Student Lab

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

Clinical Component

The clinical component will be after classroom instruction is completed. 120 hours of externship training are required to complete the program and apply for your California State License. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Academic Calendar

Day Classes are held Mon, Wed, and Friday from 9:00 am-1:00 pm for 18 weeks.

Day

Start Date	Anticipated Graduation Date
November 9, 2026	April 16, 2027
April 5, 2027	September 3, 2027
August 16, 2027	January 17, 2028

Sterile Processing Technician

Program Length	744 Clock Hours 37 Quarter Credits 28 Weeks
Teacher/Student Ratio	Lecture: 1:25 Lab: 2:25
Delivery Method	Residential; Hybrid
Credential Awarded Upon Completion	Certificate
SOC Code/CIP Code	31-9093/51.1012
Employment Positions	Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

Goals and Purpose

Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include Decontamination procedures, preparation, and packaging for sterilization, monitoring the process of steam, and liquid chemical sterilization, maintaining product sterility through shelf-life/rotation, storage distribution, inspection and inventory control of supplies, instruments, and equipment. Upon completion of this course, graduates will be prepared to take the CRCST exam (Certified Registered Sterile Processing Technician) through HSPA (Healthcare Sterile Processing Association) formerly IAHCSMM or CSPDT (Certified Sterile Processing and Distribution Technician) through CBSPD (Certification Board for Sterile Processing and Distribution. Professionally trained Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient, and dental surgery centers. There are no pre-requisites for this program.

Program Completion:

Students who successfully complete all program requirements, including classroom instruction, laboratory training, and externship hours will receive a Certificate of Completion.

Graduates will be prepared to sit for national certification exams:

- CRCST (Certified Registered Central Service Technician) through HSPA (Healthcare Sterile Processing Association, formerly IAHCSMM)
- CSPDT (Certified Sterile Processing and Distribution Technician) through CBSPD (Certification Board for Sterile Processing and Distribution)

Certification Exam Information

CRCST (HSPA – Provisional Certification):

- Administered off-site
- Graduates may sit for the provisional exam immediately after completing the program
- Requires 400 hours of hands-on experience (including externship hours) within six months to convert to full certification
- Provisional certification expires after 6 months if full certification is not obtained
- Full certification is valid for 1 year and must be renewed annually
- Testing throughout the year

WHAT IS A PROVISIONAL CERTIFICATION?

Provisional Certification is attained when applicants choose to take the CRCST exam before they have completed their 400 hours of hands-on experience. It is NOT an exemption from the hands-on experience requirement.

Individuals who attain provisional certification have six months in which to complete and submit documentation of their hands-on experience. If the experience is not completed and documented within the allotted six-month period, the certification will be revoked, and the individual will need to retest to regain certification.

CSPDT (CBSPD – Full Certification): (400 hours externship per CCMCC requirement)

- Administered off-site
- Students must provide proof of program completion with a final grade of 70% or higher
- No additional clinical hours are required for eligibility
- Certification is valid for 5 years and is renewable
- Testing held quarterly

Note: Students are encouraged to pursue certification to enhance their employment qualifications and demonstrate professional competency.

Outcomes and Objectives

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

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

Instructional Methods

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

Program Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Sterile Processing Technician	130	214	400	744	37
TOTAL	**130**	**214**	**400**	**744**	**37**

Course Description

Course Title	Course Length	Description
Sterile Processing Technician	Lecture Hours: 130 Lab Hours: 214 Externship Hours: 400 Total Clock Hours: 744 Quarter Credits: 37	Central Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization maintaining product sterility through shelf-life/rotation, storage distribution, inspection, and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certified Registered Central Service Technician's exam through HSPA. Professionally trained Central Sterile Processing Technicians work in a variety of environments. Pre-requisites: None

Additional Requirements

- A mandatory background check is done at the time of registration and a mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module
- Students must provide proof of the following immunizations before clinical/externship:
  1. **TDAP:** Adult dose within the last 10 years.
  2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
  3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
  6. **Flu Vaccine** is required from September through March during externship for certain facilities
  7. **COVID 19**: Documentation of vaccine or a signed waiver. (Please note some facilities may NOT accept waivers)

Grading

Grade scale is as follows:
90 – 100% = A
80 – 89.9%= B
70 – 79.9%= C
60 – 69.9%= D
Below 59.9 = F
Withdrawal = W
Challenge Credit = CC
Transfer Credit = TC

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

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

1. Theory grade is determined by:

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

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

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

Lecture

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

Student Lab

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

Clinical Component

The clinical component will be during and after classroom instruction.

400 hours of training is required by HSPA to be eligible to test for Certification. 214 hours are acquired in our fully functional Sterile Processing laboratory and 400 guaranteed hours at an externship site arranged by CCMCC. Externship hours are most likely during the day; therefore, students must be available during normal daytime working hours.

Academic Calendar

Day program will meet Monday through Thursday from 9:00 am-2:00 pm for 17 ½ weeks
Evening program meets Monday through Thursday from 5:00 pm-10:00 pm for 17 ½ weeks

Day

Start Date	Anticipated Graduation Date
October 13, 2025	February 26, 2026
July 6, 2026	January 20, 2027
September 21, 2026	April 16, 2027
November 16, 2026	June 11, 2027
February 15, 2027	August 27, 2027

Start Date	Anticipated Graduation Date
April 12, 2027	October 22, 2027
June 28, 2027	January 11, 2028

Evening

Start Date	Anticipated Graduation Date
July 6, 2026	January 20, 2027
September 21, 2026	April 16, 2027
November 16, 2026	June 11, 2027
February 15, 2027	August 27, 2027
April 12, 2027	October 22, 2027
June 28, 2027	January 11, 2028

Vocational Nurse

Program Length	1,530 Clock Hours 62 FT / 84 PT Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:15 Clinical: 1:15
Credential Awarded Upon Completion	Certificate
Delivery Method	Residential
SOC Code/CIP Code	29-2061/51.3901
Employment Titles	Licensed Vocational Nurse, Vocational Nurse, Licensed Practical Nurse, Licensed Attendant; Nursing Technician, Home Health Nurse, and Home Health Care Provider

Program Description

The goal of the program is to develop the nursing student with the educational foundation to pass the NCLEX-PN exam, foster upward mobility and establish a career path in nursing. The student will be able to demonstrate the knowledge in promoting wellness, providing safe, empathetic care, and provide the nursing care to the community in a culturally sensitive manner.

Program Objectives

Upon completion of the Vocational Nurse Program, the student will be able to:

- Demonstrate command of basic knowledge and principles of safe and effective nursing care by passing the NCLEX-PN exam on the first attempt.
- Demonstrate safe and effective clinical decision-making skills as an entry level Vocational Nurse.
- Utilize the Nursing Process in determining the needs of the client.
- Collaborate with the client, family and members of the interdisciplinary team to achieve positive outcomes for the clients.
- Participate in the process of exploring the many varied and dynamic roles of nursing in our society today.
- Utilize effective communication skills with clients and healthcare team members.
- Demonstrate culturally competent care by the identification, honor and respect of each client's cultural heritage.
- Practice within the legal and ethical standards of the nursing profession.

Required Course Hours

Vocational Nursing

Term – Course Title / Number	Lecture Clock Hours	Laboratory Clock Hours	Clinical Clock Hours	Total Clock Hours
Term I – Fundamentals of Nursing I / VN-101	203	97	0	300
Term II – Fundamentals of Nursing II / VN-102	94	62	144	300
Term III – Medical Surgical Nursing I / VN-103	93	31	176	300
Term IV – Medical Surgical Nursing II / VN-104	93	21.5	200	314.5
Term V – OB, Pediatrics and Leadership / VN-105	93	62.5	160	315.5
TOTALS	**576**	**274**	**680**	**1530**

Vocational Nursing – Course Descriptions

Course Number / Name	Course Length	Description
VN 101 TERM I Fundamentals of Nursing I	Lecture Hours: 203 Laboratory Hours: 97 Total Clock Hours: 300	This course introduces the student to basic anatomy and physiology, basic math, medical terminology, the evolution of nursing, the role of the vocational nurse, asepsis and infection control, therapeutic communication, legal and ethical aspects of vocational nursing, CPR and medical emergencies, safety, body mechanics, patient hygiene and care of the environment, the nursing process and nursing documentation, basic nutrition and fluid and electrolyte balance and cultural and ethnic considerations. Prerequisites: None
VN 102 TERM II Fundamentals of Nursing II	Lecture Hours: 94 Laboratory Hours: 62 Clinical Hours: 144 Total Clock Hours: 300	This course introduces the student to admission, discharge and transfer of patients, vital signs, physical assessment, human growth and development across the lifespan, loss, grief and death, pain management, complementary and alternative treatments, basics of medication administration and pharmacology, medications used for pain management, applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. Prerequisites: VN- 101

Course Number / Name	Course Length	Description
VN 103 TERM III Medical Surgical Nursing I	Lecture Hours: 93 Laboratory Hours: 31 Clinical Hours: 176 Total Clock Hours: 300	The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the endocrine, sensory, neurological, and immune systems as well as cancer, communicable disease and mental health. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN -101, VN-102
VN 104 TERM IV Medical Surgical Nursing II	Lecture Hours: 93 Laboratory Hours: 21.5 Clinical Hours: 200 Total Clock Hours: 314.5	This course introduces the vocational nursing student to the nursing care and assessment of obstetric women, the stages of normal pregnancy, labor and delivery, childbearing practices of families from various cultures and settings, newborn assessment, high risk pregnancy and complications, ad patient education., pediatric diseases and care of the pediatric patient, leadership and NCLEX review. The student will utilize the nursing process and the Orem's conceptual framework in the care plan for the obstetric patients and families and pediatric patients. Prerequisites: VN-101, VN-102, VN-103
VN-105 TERM V OB, Pediatrics and Leadership	Lecture Hours: 93 Laboratory Hours: 62.5 Clinical Hours: 160 Total Clock Hours: 315.5	The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the reproductive system, maternal child nursing, pediatric nursing and the vocational nurse's role in supervision and leadership. This course also includes a comprehensive NCLEX review. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the skilled nursing clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN -101, VN -102, VN -103, VN -104

NOTE: Scheduled hours of attendance at clinical and theory may vary with each term based upon clinical patient consensus. A basic information schedule is available from the Clinical Coordinator or the Admissions Department.

Required Uniform

- 2 Scrub Sets (tops and pants)
- 1 Stethoscope
- 1 CPR Card

- 1 Lab Coat (issued prior to Externship)
- 1 ID Badge
- 1 Live Scan
- 1 Vocational Nursing Grad Diploma

NOTE TO STUDENTS: Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE, and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies.

The uniform and supplies package are a standard and mandatory cost of the program and similar items that the student may already own, or purchase may not be substituted for any part of the uniform and supplies package.

Required Items NOT Included in Program Cost

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform and supplies package:

Item	Estimated Cost
Physical Examination	$85.00 to $150.00
One Pair White, Closed-Toe Uniform Shoes	$35.00 to $85.00
Wrist Watches with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ball Point Pen	$0.75
Blood Pressure Cuff	$30.00
Scissors	$10.00
Pen Light	$10.00

Required Physical Examination / Lab Tests

All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning their first clinical rotation. The physical examination and lab tests are not included in the total program cost.

The physical examination must include the following elements:

- Basic Physical Exam
- Height and Weight
- Blood Pressure, Pulse and Respiration

Tetanus Vaccination Booster, RPR, PPD or Chest X-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.

Required Clinical Background Check

**Included in total program cost.*

Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. Contra Costa Medical Career College will conduct a limited background check on all students in accordance with its clinical facility contracts.

The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program. **IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY**. Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

Graduate NCLEX Test Prep Flow

- Contra Costa Medical Career College will meet with Term IV students 30 days prior to graduation to review the application process and assisting with Live Scan onsite. The cost for the application and fingerprinting is included in the Board Application Fees.
- Once a student completes all graduation requirements a required mandatory NCLEX Review is scheduled. 100% attendance and class participation are required. Applications to sit for the state exam will be mailed along with required fees. Allow four to eight Weeks for BVNPT processing time.
- Students will receive Authorization to Test (ATT) by mail and should contact the Campus Director directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- The Campus Director will receive an email as a result of the ATT and arrange a test date with the student
- Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.

Test Day

Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the Campus Director to expedite Licensure fee payment.

NCLEX Board Testing

All graduates are required to complete the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the Vocational Nursing Program, the following steps will need to be taken to apply for licensure.

- **Step 1:** Contra Costa Medical Career College will submit the graduate's BVNPT application for licensure along with the applicant's background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application.

- **Step 2:** When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college.
- **Step 3:** Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college.

NOTE: Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application and testing fees.

Academic Calendar

Day

Start Date	Anticipated Graduation Date
May 26, 2026	September 3, 2027

Avocational Program Information

Advanced Phlebotomy

Length	20 Clock Hours 2 Quarter Credits
Delivery Method	Online/E-learning
Credential Awarded Upon Completion	Certificate

Goals and Purpose

The purpose of the Advanced Phlebotomy course is to provide experienced phlebotomy professionals with advanced theoretical knowledge and skills necessary to enhance competency in venipuncture procedures, infection control, pre-analytical processes, and professional legal and ethical responsibilities. This course builds upon foundational phlebotomy training and supports eligibility for national phlebotomy certification for individuals with qualifying clinical experience.

Objectives

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

- Apply advanced infection control principles by identifying modes of disease transmission, implementing bloodborne pathogen standards, using appropriate personal protective equipment, and properly handling biohazardous materials.
- Demonstrate advanced knowledge of anticoagulation theory by explaining hemostasis, coagulation processes, anticoagulant therapies, tube additives, and specimen requirements for hematology and coagulation testing.
- Identify and prevent pre-analytical errors by recognizing factors affecting specimen collection, transport, processing, and storage, and applying strategies to ensure specimen integrity and suitability for analysis.
- Recognize and respond to phlebotomy-related complications by identifying risk factors, managing adverse patient reactions, and applying appropriate first aid and emergency response procedures
- Perform and explain advanced blood collection procedures including arterial punctures, blood cultures, and collections from vascular access devices, while applying correct patient assessment, site selection, and safety protocols.
- Evaluate test requisitions, specimen transport, and processing issues by identifying clerical and technical errors, prioritizing test requests, documenting corrective actions, and complying with transport and handling regulations.
- Collect and manage non-blood specimens by selecting appropriate containers, providing patient instructions, maintaining chain-of-custody requirements, and identifying common laboratory tests performed on body fluids.

- Demonstrate effective communication and professionalism by applying principles of verbal and nonverbal communication, customer service, conflict resolution, stress management, and culturally responsive interactions in healthcare settings.

- Apply quality assurance and risk management principles by participating in quality improvement efforts, monitoring specimen collection processes, maintaining documentation, and implementing corrective actions when errors occur.

- Analyze legal and ethical issues in phlebotomy practice by explaining regulatory standards (CLIA, CDPH), patient rights, consent, confidentiality, documentation requirements, and strategies to reduce medico-legal risk.

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Advanced Phlebotomy	20	0	0	20	2
TOTAL	**20**	**0**	**0**	**20**	**2**

Description

Course Title	Course Length	Description
Advanced Phlebotomy	Lecture Hours: 20 Total Clock Hours: 20 Quarter Credits: 2	This course provides an in-depth study of advanced infection control, venipuncture theory and techniques, pre-analytical error prevention, and advanced legal and ethical principles in phlebotomy. Designed for individuals with prior phlebotomy experience, the course builds upon foundational knowledge and supports preparation for national certification Pre-requisites: Minimum of 6 months of phlebotomy experience drawing blood on real patients. Pre-requisites: None

Coronal Polish Course

Length	16 Clock Hours
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

This coronal polish course provides all didactic, lab, and clinical instruction required and will include a review in oral anatomy, coronal polish theory, instrumentation, oral hygiene instruction, as well as stain identification and proper removal techniques. Participants must demonstrate minimum competency in both the principle and practices of coronal polish. The participant will be completing the didactic portion and must pass a written examination with a minimum of 76% prior to performing a coronal polish on clinical patients.

Objectives

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

- Patient oral hygiene instructions will be reviewed; students will be able to educate patients on the proper way to brush & floss. Advantages of fluoride applications will be stated.
- Difference in Prophylaxis and Coronal Polish will be explained. Progression of Periodontal disease will be explained. Specified duties and supervisions will be reinforced.
- Students will be instructed on the proper technique for soft deposit, debris & plaque removal from supragingival surfaces of the teeth. Skills will be mastered in the lab portion of this course.

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Coronal Polish Course	8	8	0	16	N/A
TOTAL	**8**	**8**	**0**	**16**	**N/A**

Description

Course Title	Course Length	Description
Coronal Polish Course	Lecture Hours: 8 Lab Hours: 8 Total Clock Hours: 16 Quarter Credits: N/A	This 16-hour course will provide approved instruction in coronal polishing for licensure as an RDA. In California, only an RDA who attended a board approved program can perform a coronal polish. This course must be completed prior to taking the state exam to obtain licensure. This coronal polish course provides all didactic, lab, and clinical instruction required and will include a review in oral anatomy, coronal polish theory, instrumentation, oral hygiene instruction, as well as stain identification and proper removal techniques. Pre-requisites: Basic Life Support, 8 Hour Infection Control

EKG/ECG Technician

Length	80 Clock Hours 7 Quarter Credits 10 Weeks (Morning/Afternoon) 10 Weeks (Evening)
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

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

Objectives

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

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

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
EKG/ECG Technician	60	20	0	80	7
TOTAL	**60**	**20**	**0**	**80**	**7**

Description

Course Title	Course Length	Description
EKG/ECG Technician	Lecture Hours: 60 Lab Hours: 20 Total Clock Hours: 80 Quarter Credits: 7	The course is designed to provide instruction in electrocardiography testing and interpretation procedures used in detecting heart disease and other cardiovascular disorders. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including waves, complexes, lead morphology and rhythms; and the more complex topics including 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Pre-requisites: None

Academic Calendar

Day course meets Tuesday and Thursday from 9:00 am-1:00 pm for 10 weeks
Mid-Day course meets Tuesday and Thursday from 1:30 pm-5:30 pm for 10 weeks
Evening course meets Tuesday and Thursday from 6:00 pm-10:00 pm for 10 weeks

Start Date	Anticipated Graduation Date
August 4, 2026	October 8, 2026
October 13, 2926	December 17, 2026
January 4, 2027	March 11, 2027
March 15, 2027	May 20, 2027
May 24, 2027	July 29, 2027

Infection Control

Course Length	8 Clock Hours
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

In California, an unlicensed Dental Assistant must complete an 8-hour Infection Control course prior to employment or starting a Dental Assisting program.

The didactic portion of this class includes basic concepts and principes of microbiology, asepsis, proper methods of infection control protocols, sterilization and instrument processing including OSHA regulations. Students are prepared for the Certification Examination for infection control.

The lab portion will emphasize the infection control practices of handwashing, donning and doffing PPE, general safety standards, safe operatory preparation, instrument processing and sterilization including use and maintenance of autoclave, including proper disposal of regulated/infectious waste. Current methods of infection control in dentistry and goals for prevention will be explored as well as introductory emergency safety precautions. OSHA guidelines, Bloodborne Pathogen Standards, and the importance of standard precautions will be presented.

Objectives

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

- Demonstrate proper handwashing technique and prevention of cross contamination
- Demonstrate proper donning and doffing of PPE
- Understand the epidemiology and symptoms of bloodborne pathogens
- Understand the modes of transmission and recognize tasks that may involve exposure
- Understand methods used to reduce exposure
- Demonstrate follow up procedures in the event of exposure including method of reporting and medical follow up
- Explain the appropriate actions to take during an emergency involving blood or OPIM
- Describe the principle of proper infection control protocol as it pertains to dentistry
- Demonstrate asepsis in the office
- Demonstrate the proper way to prepare dental operatory and equipment for treatment
- Demonstrate instrument processing from transport to sterilization and spore testing protocol
- Understand and explain documentation of record keeping related to infection control in dentistry
- Understand and demonstrate flushing water lines and waterline maintenance
- Demonstrate proper instrument storage to maintain sterility

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Infection Control	4	4	0	8	N/A
TOTAL	**4**	**4**	**0**	**8**	**N/A**

Description

Course Title	Course Length	Description
Infection Control	Lecture Hours: 4 Lab Hours: 4 Total Clock Hours: 8 Quarter Credits: N/A	The didactic portion of this class includes basic concepts and principes of microbiology, asepsis, proper methods of infection control protocols, sterilization and instrument processing including OSHA regulations. Students are prepared for the Certification Examination for infection control. The lab portion will emphasize the infection control practices of handwashing, donning and doffing PPE, general safety standards, safe operatory preparation, instrument processing and sterilization including use and maintenance of autoclave, including proper disposal of regulated/infectious waste. Current methods of infection control in dentistry and goals for prevention will be explored as well as introductory emergency safety precautions. OSHA guidelines, Bloodborne Pathogen Standards, and the importance of standard precautions will be presented. Pre-requisites: Basic Life Support

Medical Terminology

Length	40 Clock Hours 4 Quarter Credits 10 Weeks
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

Common medical terminology is a critical part of the language used by health care practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition, and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems.

Objectives

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

- Identify medical terms and words by their component parts
- Define the body structure and its systems, cavities, planes, and positions
- Explain the importance of medical terminology in healthcare professions
- Define and build the medical terms associated with the body's systems

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Medical Terminology	40	0	0	40	4
TOTAL	**40**	**0**	**0**	**40**	**4**

Description

Course Title	Course Length	Description
Medical Terminology	Lecture Hours: 40 Total Clock Hours: 40 Quarter Credits: 4	Common medical terminology is a critical part of the language used by health care practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition, and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems. Pre-requisites: None

Academic Calendar

Day course meets Monday from 9:00 am-1:00 pm for 10 weeks
Mid-Day course meets Monday from 1:30 pm-5:30 pm for 10 weeks
Evening course meets Monday from 6:00 pm-10:00 pm for 10 weeks

Start Date	Anticipated Graduation Date
August 3, 2026	October 5, 2026
October 12, 2926	December 14, 2026
January 4, 2027	March 8, 2027
March 15, 2027	May 17, 2027
May 24, 2027	July 26, 2027

Phlebotomy Technician 1

Length	120 Clock Hours 7 Quarter Credits 4 Weeks / 5 Weeks / 10 Weeks
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

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

Pre-requisite for this course is: documentation of 1) health-care industry experience 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement. ***State certification is a requirement for completion of this course. It takes up to 90 business days after successful completion of all course requirements to obtain California State Certification.**

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

Objectives

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

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

- Outline the process of application for State certification
- Complete 80 hours of practical training in a clinical setting
- Perform state specific number of venipuncture and capillary punctures in a clinical setting

Outline

Course Title	Lecture Hours	Practical Training	Total Clock Hours	Total Credit Hours
Phlebotomy Technician 1	40	80	120	7
TOTAL	**40**	**80**	**120**	**7**

Description

Course Title	Course Length	Description
Phlebotomy Technician 1	Lecture Hours: 40 Practical Hours: 80 Total Clock Hours: 120 Quarter Credits: 7	This is a **COURSE** intended for avocational purposes only. Participants qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association's (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. California state applicants must be 18 years of age, have a high school diploma or GED, have no felony convictions on their record and have passed an approved certification exam. This course is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and practical instruction, training in venipuncture. Pre-requisites: Documentation of 1) health-care industry experience 2) understanding that this course is avocational in nature and intended for the purpose of continuing education and career advancement

Per the California Department of Health Services-Laboratory Field Services:

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

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

In partnership with Contra Costa Community Outreach Clinic and Laboratory (CLIA# 05D2156917)

CCMCC provides 80 hours of practical instruction in a clinical setting that provides access to patients whose blood is being tested by a licensed clinical laboratory.

- 40 hours of practical training in a clinical setting on real patients whose blood is being tested by a licensed clinical laboratory will be completed concurrently with didactic training under the direct supervision of practical training instructors. Successful completion of all skin punctures, venipunctures, and arterial observations **will count** toward the CDPH-LFS certification requirements.
- Students may request additional practice based on the availability of the instructor.
- Competency checklists will be maintained.
- 40 hours of practical training in a clinical setting on real patients will be completed **after** the successful completion of the **didactic training and the first 40 hours of practical training.**
- Students must successfully complete the 40 hours of practical training done concurrently with didactic training in order to proceed on to complete the remaining 40-hour practical training required for graduation of the CCMCC Phlebotomy Course.
- Practical Training sites and locations where each student will complete the last 40 hours of training will be arranged by the Career Services Coordinator at Contra Costa Medical Career College.
- Clinical hours after the didactic instruction are completed, will most likely be during the day, therefore students must be available during normal daytime working hours.

Academic Calendar

Day course meets Monday through Thursday from 8:30 am-1:30 pm for 4 weeks
Day course meets Monday and Wednesday from 9:00 am-1:00 pm for 10 weeks.
Mid-Day course meets Monday and Wednesday from 1:30 pm-5:30 pm for 10 weeks
Evening course meets Monday and Wednesday from 6:00 pm-10:00 pm for 10 weeks
(May include some Fridays to make-up for holidays)
Weekend course meets every Saturday and Sunday from 9:00 am-5:00 pm for 5 weeks
(weekends may not be consecutive)

4 Week Day

Start Date	Anticipated Graduation Date
July 20, 2026	September 11, 2026
August 17, 2026	October 9, 2026
September 14, 2026	November 6, 2026
October 12, 2026	December 4, 2206
November 9, 2026	January 26, 2027
January 4, 2027	February 26, 2027
February 1, 2027	March 26, 2027
March 1, 2027	April 23, 2027
April 5, 2027	May 28, 2027

Start Date	Anticipated Graduation Date
May 3, 2027	June 25, 2027
June 1, 2027	July 23, 2027

10 Week Day, Mid-Day, and Evening

Start Date	Anticipated Graduation Date
August 3, 2026	September 6, 2026
October 12, 2026	January 19, 2027
January 5, 2027	April 9, 2027
March 15, 2027	June 18, 2027
May 24, 2027	August 27, 2027

Weekend (weekends may not be consecutive)

Start Date	Anticipated Graduation Date
August 29, 2026	October 30, 2026
November 14, 2026	January 20, 2027
January 30, 2027	March 28, 2027
April 10, 2027	June 9, 2027
June 26, 2027	September 1, 2027

Pit and Fissure Sealants

Length	16 Clock Hours
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

The Contra Costa Medical Career College Pit and Fissure Course is Board-approved and provides comprehensive instruction and certification in the application of pit and fissure sealants. This course is designed for licensed Registered Dental Assistants (RDAs) seeking additional certification, as well as unlicensed Dental Assistants (DAs) pursuing specialized training

This course provides comprehensive didactic, laboratory, and clinical instruction, including a review of oral anatomy, instrumentation, material identification, and development of proper sealant placement proficiency. Participants must successfully pass a written examination with a minimum score of 76% before performing sealant placement on clinical patients.

Objectives

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

- Participants will learn the goals and outcomes of sealants and the role they in a preventive program
- Participants will review oral anatomy, tooth morphology and identification
- Participants will become familiar with etch and sealant materials, the handling, storage and disposal of materials
- Participant will master the proper tooth preparation, etchant and sealant placement in the correct sequence to maximize retention
- Participants will perform proper set up, break down, instrument processing and sterilization of armamentarium

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Pit and Fissure Sealants	8	8	0	16	N/A
TOTAL	**8**	**8**	**0**	**16**	**N/A**

Description

Course Title	Course Length	Description
Pit and Fissure Sealants	Lecture Hours: 8 Lab Hours: 8 Total Clock Hours: 16 Quarter Credits: N/A	The Contra Costa Medical Career College Pit and Fissure Course is Board-approved and provides comprehensive instruction and certification in the application of pit and fissure sealants. This course is designed for licensed Registered Dental Assistants (RDAs) seeking additional certification, as well as unlicensed Dental Assistants (DAs) pursuing specialized training. This course provides comprehensive didactic, laboratory, and clinical instruction, including a review of oral anatomy, instrumentation, material identification, and development of proper sealant placement proficiency. Participants must successfully pass a written examination with a minimum score of 76% before performing sealant placement on clinical patients. Pre-requisites: Coronal Polish Certificate, 8 hour Infection Control Certificate and current BLS

Radiation Safety Course

Length	32 Clock Hours
Delivery Method	Residential
Credential Awarded Upon Completion	Certificate

Goals and Purpose

This course includes didactic, lab, pre-clinical, and clinical training in accordance with the Dental Board of California. All requirements are state-mandated and must be completed to obtain certification.

Participants must successfully complete the following:

- Pass a written Radiation Safety exam with a minimum score of 76% prior to patient exposure
- Complete required radiographs on training mannequins using conventional and digital techniques
- Complete full-mouth radiographs on clinical patients with prior written approval from a licensed dentist
- Provide pre-screened clinical patients with completed health histories

Instruction focuses on patient management, radiation safety, infection control, radiographic techniques, and quality assurance in compliance with OSHA, CDC, and state guidelines. Students gain hands-on experience performing and evaluating radiographs and are prepared for state certification in dental radiology.

Objectives

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

- History of radiation and its properties will be revealed thru classroom lecture.
- Safety protocol will be emphasized.
- Student will be introduced to different film holders, techniques for exposing both
- conventional and digital images.
- Students will learn how to expose quality images to limit retakes.
- Patient management will be explored. Role play activities will include producing
- professional/nonprofessional videos dealing with difficult radiation patients.
- Specialty films and their uses will be introduced.

Outline

Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Total Credit Hours
Radiation Safety Course	8	24	0	32	N/A
TOTAL	**8**	**24**	**0**	**32**	**N/A**

Description

Course Title	Course Length	Description
Radiation Safety Course	Lecture Hours: 8 Lab Hours: 24 Total Clock Hours: 32 Quarter Credits: N/A	This 32-hour Radiation Safety course provides the participant with the required curriculum to obtain certification to expose dental radiographs in the state of California. An entry-level California DHCP or one entering the workplace from another state may gain certification to expose dental x-rays. This course will provide didactic instruction in Radiation Safety and techniques using lab/pre-clinical instruction. Participants must demonstrate minimum competency in both the principles and techniques prior to patient exposures. Participants are required certification through a Board-approved provider to expose x-rays of any type., in a dental setting for both specialty and general dentistry. Pre-requisites: None

Current Schedule of Student Charges by Program

The below fees / charges reflect the schedule of total charges for both a period of attendance and an estimated schedule of total charges for the entire educational program.

Vocational Programs

Associate of Applied Science in Surgical Technology

DESCRIPTION	FEE / CHARGE
Tuition Fees	$29,024.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$1,300.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$247.00
Technology Fee (LMS and CourseKey)	$945.00
Drug Screen / Background Check	$150.00
TOTAL PROGRAM COST	**$35,311.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefit: *This Program is approved for Veterans' training benefits.*

Clinical Medical Assisting

DESCRIPTION	FEE / CHARGE
Tuition Fees	$4,348.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$291.00
Lab Fees and Supplies	$828.00
Malpractice Insurance	$150.00

DESCRIPTION	FEE / CHARGE
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$165.00
Technology Fee (LMS and CourseKey)	$471.00
Drug Screen / Background Check	$150.00
Certification Examination	$179.00
TOTAL PROGRAM COST	**$6,942.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Dental Assisting

DESCRIPTION	FEE / CHARGE
Tuition Fees	$14,165.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$328.00
Lab Fees and Supplies	$1,350.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$0
Technology Fee (LMS and CourseKey)	$471.00
Drug Screen / Background Check	$150.00
TOTAL PROGRAM COST	**$16,974.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefit: *This Program is approved for Veterans' training benefits.*

Diagnostic Medical Sonography

DESCRIPTION	FEE / CHARGE
Tuition Fees	$29,627.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$1,552.00
Lab Fees and Supplies	$4,995.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$2,175.00
Technology Fee (LMS and CourseKey)	$1,555.00
Drug Screen / Background Check	$150.00
Certification Exam	$950.00
TOTAL PROGRAM COST	**$41,364.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Medical Assisting Administrative Assistant/Billing and Coding Specialist

DESCRIPTION	FEE / CHARGE
Tuition Fees	$6265.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$337.00
Lab Fees and Supplies	$320.00
Malpractice Insurance	$50.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$65.00
Technology Fee (LMS and CourseKey)	$150.00
Drug Screen / Background Check	$150.00

DESCRIPTION	FEE / CHARGE
Certification Examination	$198.00
TOTAL PROGRAM COST	**$7,895.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Medical Assisting

DESCRIPTION	FEE / CHARGE
Tuition Fees	$7,350.00
*Application/Registration Fee	$200.00
STRF Fee	$0
Textbooks and Workbooks	$524.00
Lab Fees and Supplies	$1,655.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$165.00
Technology Fee (LMS and CourseKey)	$471.00
Drug Screen / Background Check	$150.00
Certification Examination	$377.00
TOTAL PROGRAM COST	**$11,202.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Medical Assisting with Phlebotomy

DESCRIPTION	FEE / CHARGE
Tuition Fees	$12,309.00

DESCRIPTION	FEE / CHARGE
*Application/Registration Fee	$200.00
STRF Fee	$0
Textbooks and Workbooks	$847.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$165.00
Technology Fee (LMS and CourseKey)	$471.00
Drug Screen / Background Check	$150.00
Certification Examination	$647.00
State Application Fee	$100.00
TOTAL PROGRAM COST	**$16,974.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Pharmacy Technician

DESCRIPTION	FEE / CHARGE
Tuition Fees	$3,200.00
*Application/Registration Fee	$200.00
STRF Fee	$0
Textbooks and Workbooks	$415.00
Lab Fees and Supplies	$795.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$570.00
Technology Fee (LMS and CourseKey)	$236.00
Drug Screen / Background Check	$150.00

DESCRIPTION	FEE / CHARGE
Certification Examination	$135.00
TOTAL PROGRAM COST	**$6,011.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Sterile Processing Technician

DESCRIPTION	FEE / CHARGE
Tuition Fees	$12,232.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$330.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$235.00
Certification Examination	$290.00
TOTAL PROGRAM COST	**$15,372.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Vocational Nurse

DESCRIPTION	FEE / CHARGE
Tuition Fees	$28,122.00
***Application/Registration Fee**	$200.00
STRF Fee	$0

DESCRIPTION	FEE / CHARGE
Textbooks and Workbooks	$2,484.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep/Testing Fees	$250.00
Technology Fee (LMS and CourseKey)	$660.00
Drug Screen / Background Check	$150.00
TOTAL PROGRAM COST	**$35,311.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program is approved for Veterans' training benefits.*

Avocational Programs

The below fees / charges reflect the schedule of total charges for both a period of attendance and an estimated schedule of total charges for the entire educational program.

Advanced Phlebotomy

DESCRIPTION	FEE / CHARGE
Tuition Fees	$399.00
STRF Fee	$0
TOTAL PROGRAM COST	**$399.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits.*

Coronal Polish Course

DESCRIPTION	FEE / CHARGE
Tuition Fees	$500.00
***Application/Registration Fee**	$25.00
STRF Fee	$0
TOTAL PROGRAM COST	**$525.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$25.00**

DESCRIPTION	FEE / CHARGE
***Non-Refundable Costs**	
Application/Registration Fee	$25.00
TOTAL NON-REFUNDABLE	**$25.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits.*

EKG/ECG Technician

DESCRIPTION	FEE / CHARGE
Tuition Fees	$3,235.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$88.00
Uniforms and Student ID	$30.00
Certification Examination	$135.00
TOTAL PROGRAM COST	**$3,688.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits.*

Infection Control

DESCRIPTION	FEE / CHARGE
Tuition Fees	$400.00
***Application/Registration Fee**	$25.00
STRF Fee	$0
TOTAL PROGRAM COST	**$425.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$25.00**
***Non-Refundable Costs**	
Application/Registration Fee	$25.00
TOTAL NON-REFUNDABLE	**$25.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits..*

Medical Terminology

DESCRIPTION	FEE / CHARGE
Tuition Fees	$635.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$135.00
Uniforms and Student ID	$30.00
TOTAL PROGRAM COST	**$1,000.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Program has NOT been approved for Veteran's training benefits.*

Phlebotomy Technician 1 (CPT1)

DESCRIPTION	FEE / CHARGE
Tuition Fees	$3,000.00
***Application/Registration Fee**	$200.00
STRF Fee	$0
Textbooks and Workbooks	$98.00
Lab Fees and Supplies	$120.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$30.00
CPR Fee	$85.00
Drug Screen / Background Check	$150.00
Certification Examination	$135.00
State Application Fee	$100.00
TOTAL PROGRAM COST	**$4,068.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Application/Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterans' Training Benefits: *This Course is approved for Veterans' training benefits.*

Pit and Fissure Sealants

DESCRIPTION	FEE / CHARGE
Tuition Fees	$500.00
***Application/Registration Fee**	$25.00
STRF Fee	$0
TOTAL PROGRAM COST	**$525.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$25.00**
***Non-Refundable Costs**	
Application/Registration Fee	$25.00
TOTAL NON-REFUNDABLE	**$25.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits.*

Radiation Safety Course

DESCRIPTION	FEE / CHARGE
Tuition Fees	$500.00
***Application/Registration Fee**	$25.00
STRF Fee	$0
TOTAL PROGRAM COST	**$525.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$25.00**
***Non-Refundable Costs**	
Application/Registration Fee	$25.00
TOTAL NON-REFUNDABLE	**$25.00**

Veterans' Training Benefits: *This Course has NOT been approved for Veteran's training benefits.*

Officers/Corporate Management

Title	Name
President/Chief Executive Officer	LeeAnn Rohmann
Chief Academic Officer	Ragheb Milad
Chief Financial Officer	Brandon Pope
Senior Vice President of Career Services/Student Services and Strategic Partnerships	Anthony Romo
Senior Vice President, Compliance	Mary Margaret Coughlin
Senior Vice President Marketing	Nicole Joseph
Senior Vice President Nursing	Michelle Welch, DNP, NP-C
Senior Vice President Operations	Joe Bartolome
Senior Vice President Planning & Analysis	Matt Berry
Vice President Academics and Online Education	Amanda Harrison
Vice President Corporate Admissions	Emma Ojugo
Vice President Corporate Controller	Pam Payawal
Vice President of Fiscal Operations and Student Financial Aid	Christine Salvador
Vice President Human Resources and Facilities	Alex Norman
Vice President Director of Nursing	Stephanie Shibley
Vice President Student Information Systems	Devin Baptiste
Corporate Director of Accounting	Ana Dasmarinas
Corporate Director of Accounting	Ted DeForest
Corporate Director of Career Services	Marlaina Koonce-Harb.
Corporate Director of Financial Aid	Claudia Barajas
Corporate Director of Information Technology	Navik Prakash
Corporate Director of Information Technology Support	Jose Alcala
Corporate Director Student Services	Christopher Lester
Corporate Program Director, Medical Programs	Blanca Rodriguez, NCMA
Corporate Program Director, Cardiac Sonography	Rose Maestas
Corporate Program Director, Dental Assisting	Dalene Garrett, RDA
Corporate Program Director, EMT	Ramona Roberts
Corporate Program Director, Magnetic Resonance Imaging (MRI)	Jermie Silva, RT®(MR)
Corporate Program Director, Nurse Assistant and Phlebotomy	Sarah Pobre, VN

Title	Name
Corporate Program Director, Pharmacy Technician	Daniel King
Corporate Program Director, Surgical Technology	Carlos Navarro, CST
Corporate Program Director, Sterile Processing Technician	Von Neak, CRCST
Corporate Program Director, Veterinary Programs	Sharon Willis
Accounting Manager	Tony Walston
Accounts Payable Specialist	Verity Fletcher
Campus President	Sheri Johnson
Corporate Business Office Manager	Lorena Cardenas
Corporate Clinical Director	Jean Rice
Corporate Compliance & Strategic Career Services Director	Mindi Guarino
Corporate Registrar	Marrisa Williams
Corporate Well Being Officer	Arlana Scola
Curriculum Designer	Madison Stratford
Dean of the School of Imaging	Chelsea Thomson
Director of Brand and Product Marketing	Savanna Langtim
Director of Online Education	Amanda Toot
Director Professional Development	Scott Walker
Educational Quality and Student Engagement Coordinator	Violet Milad
Executive Assistant to the CEO	Dinae Citta
Executive Assistant, Nursing Program	Patricia Betancourt
HRIS Specialist	Devin Carvin
Human Resources Assistant	Aarynn DeLeon
IT Cloud Systems Manager	Donato Demeterio
IT Help Desk	Christopher Campbell
IT Help Desk	Luis Canlas
IT Help Desk	Charles Manning
IT Tech Support	Salmai Luna
IT Support	Jesus Lopez
Marketing & Community Coordinator	Nathaniel Vice
Marketing Associate	Tyler Aldrian
Marketing Operations Specialist	March Spanos

Title	Name
Senior Career Services Specialist	June Vernon
Senior Director of Marketing	Tess Bell
Senior Director of Payroll	Dru Fox
Senior Financial Analyst	Amr Aleryani
Senior HR Generalist	Marika Rodriguez
Staff Accountant	Leticia Marin
Student Systems Administrator	Lauren Goldstein

Campus Administration and Faculty

Administration

Title	Name
Campus Director	Jennifer Pereira
Director of Education	Jessica Fejerang
Admissions Advisor	Giovauni Lee-Box
Admissions Representative	Joycee Cacique Macedo
Admissions Representative	Vanessa Kubik
Associate Director of Admissions	Orson Picasso
Business Office Manager	Jose Estrada
Business Office Coordinator	Aomalu Letuligasenoa
Career Services Coordinator	Julia Duarte
Career Services Coordinator	Lisa Dam
Career Services Coordinator	Michelle Davis
Career Services Coordinator	Chrishawnda Morgan
Customer Service Representative	Alfonso Reyes
Customer Service Representative	Ariana Vasquez
Customer Service Representative	Ashley Garrison
Customer Service Representative	Maureen DeGrano
Financial Aid Advisor	Claudia Zalaya
Financial Aid Advisor	Shealina Biagas
Financial Aid Advisor	Symphony Polk
IT Help Desk	Luis Manuel Canlas
Registrar	Sue Plaisted Williams
Student Services Coordinator	Joseph Thompson

Faculty

Dental Assisting

Title	Faculty	Degree Conferred & Experience
Campus Program Director DA	Debra Silva, RDA	Associate of Arts, DeVry University 40+ years of experience
Instructor	Nancy Baranski	Certificate, Dental Assisting, Contra Costa Medical Career College 6+ Years of Experience

Diagnostic Medical Sonography

Title	Faculty	Degree Conferred & Experience
Campus Program Director DMS	Maryna Knize, RDMS (AB) (BR) (OB/GYN)	Bachelor of Science, Health Service Administration, Colorado Technical University Certificate, Diagnostic Medical Sonography, Ultrasound Diagnostic School 13+ years of experience
Instructor	Alexander Paciocco, RVT	Bachelor of Science, Management, University of Phoenix Bachelor of Science, Diagnostic Medical Imaging Management & Supervision, Gurnick Academy Associate of Science and Mathematics, City College of San Francisco 3+ years of experience
Instructor	Amandeep Sandhu, RDMS, RVT	Bachelor of Science, Cal State University Certificate, Diagnostic Medical Sonography, Lincoln University 20+ years of experience

EKG

Title	Faculty	Degree Conferred & Experience
Instructor	Bob Bravo, LVN	Diploma, Vocational Nursing, Hawkeye Community College 30+ years of experience
Instructor	Veronica Encarnacion, CCMA, CPT1, CET, HCA	Certificate, Medical Assistant, Contra Costa Medical Career College Certificate, Phlebotomy Technician, Contra Costa Medical Career College

Title	Faculty	Degree Conferred & Experience
		Certificate, EKG, Contra Costa Medical Career College 4+ years of experience

General Education

Title	Faculty	Degree Conferred & Experience
AAS IDL Campus Program Director	Donna Nardi, BS, MS	Master in Public Administration, Keller School of Management Bachelor of Science, Healthcare Technology, DeVry University 20+ years of experience

Medical Assisting

Title	Faculty	Degree Conferred & Experience
MA Campus Program Director	Krystal Aguilar, CCMA	Associate of Arts, Liberal Arts, Los Medanos College Certificate, Medical Terminology, Contra Costa Medical Career College 10+ years of experience
Instructor	Laura Soto, LVN	Certificate, Vocational Nursing, Western Career College Associate Degree, Liberal Arts, Los Medanos College 19+ Years of Experience
Instructor	Natalie Orozco, CCMA	Diploma, Medical Assisting, Western Career College 8+ years of experience
Instructor	Veronica Encarnacion, CCMA, CPT1, CET, HCA	Certificate, Medical Assistant, Contra Costa Medical Career College Certificate, Phlebotomy Technician, Contra Costa Medical Career College Certificate, EKG, Contra Costa Medical Career College 4+ years of experience

Medical Administrative Assistant / Billing and Coding

Title	Faculty	Degree Conferred & Experience
Instructor	Jahida Sarwary	Bachelor of Science, Technical Management, DeVry University Diploma, Medical, Bryman College 6+ years of experience

Title	Faculty	Degree Conferred & Experience
Instructor	Maria Duenas	Bachelor of Science, Healthcare Administration Associate of Science, Health Science Certificate, Medical Assisting 20+ years of experience

Nursing

Title	Faculty	Degree Conferred & Experience
Director of Nursing	Nina Silva, RN	Bachelor of Science, Nursing, Boise State University Associate in Nursing, Chabot College 8+ years of experience
Instructor	Marta Garcia, LVN	Associate of Arts, Vocational Nursing, Los Medanos College 25+ years of experience
Instructor	Anthony Rhodes Nalls, LVN	Associate of Arts, Liberal Arts, Los Medanos College Associate of Science, Math and Science, Los Medanos College Associate of Science, Behavioral Science, Los Medanos College 8+ years of experience
Instructor	Blanche Cruz, RN	Master of Science, Nursing, Grandy Canyon University Bachelor of Science, Nursing, University of the Philippines Certificate, Nursing Informatics, Capella University 30+ years of experience
Instructor	Brandi Leer, RN	Bachelor of Science, Nursing, Samuel Merrit University Associate in Science, Nursing, Ohlone College 6+ years of experience
Instructor	Erika Mesalucha, RN	Bachelor of Science, Nursing, St. Paul University Manila 5+ years of experience
Instructor	Juliet Ogunade, RN	Bachelor of Science, Nursing, San Jose State University Associate of Nursing, Los Medanos College

Title	Faculty	Degree Conferred & Experience
		Certificate, Vocational Nursing, Los Medanos College 20+ years of experience
Instructor	Maria Valderrama, RN	Bachelor in Science, Nursing, Southern Luzon State University 11+ years of experience
Instructor	MariaJose Macias, RN	Bachelor of Science, Nursing Associate of Arts, Math and Science Associate of Arts, Arts and Humanities 20+ years of experience
Instructor	Pamela Miller, LVN	Certificate, Vocational Nursing, Gurnick Academy of Medical Arts 20+ years of experience
Teaching Assistant	Rose Ann Kieren, LVN	Diploma, Vocational Nursing 20+ years of experience

Pharmacy Technician

Title	Faculty	Degree Conferred & Experience
Pharmacy Technician Campus Program Director	Anna Vasquez, CPhT	General Education, Alameda College 25+ years of experience
Instructor	Nia Johnson, ExCPT	Certificate, Pharmacy Technician, Contra Costa Medical Career College 5+ Years of Experience

Phlebotomy Technician

Title	Faculty	Degree Conferred & Experience
Instructor	Bob Bravo, LVN	Diploma, Vocational Nursing, Hawkeye Community College 30+ years of experience
Instructor	Richard Murray, CPT1, Paramedic	Certificate, Phlebotomy Technician I, Contra Costa Medical Career College 35+ years of experience
Instructor	Ryan Whitesell, CPT1	Associate of Science, Math and Science Certificate, Phlebotomy Technician 20+ years of experience
Instructor	Veronica Encarnacion, CCMA, CPT1, CET, HCA	Certificate, Medical Assistant, Contra Costa Medical Career College Certificate, Phlebotomy Technician, Contra Costa Medical Career College

Title	Faculty	Degree Conferred & Experience
		Certificate, EKG, Contra Costa Medical Career College 4+ years of experience

Sterile Processing Technician

Title	Faculty	Degree Conferred & Experience
SPT Program Lead	Von Neak, CRCST	Certificate, Sterile Processing Technician, Contra Costa Medical Career College 10+ years of experience
Instructor	Bianca Ray, CRCST	Certificate, Medical Assistant: Medical, Contra Costa Medical Career College 5+ years of experience
Instructor	Kristyne Timbal, CRCST	Certificate, Sterile Processing Technician, Contra Costa Medical Career College 8+ years of experience
Instructor	Michael Viloria, CRCST	Bachelor of Science, Kinesiology 20+ years of experience

Surgical Technology

Title	Faculty	Degree Conferred & Experience
Interim Program Lead	Tremaine Flowers-Clifton, CST	Associate of Science, Surgical Technology, Concorde Career College 6+ years of experience
Instructor	Tracy Fortes, CST	Associate of Science, Surgical Technology, New England Institute of Technology 6+ years of experience
Instructor	Kaeli Lim, CST	Bachelor of Science, Molecular, Cell, & Developmental Biology, University of California Santa Cruz Certificate, Surgical Technology, Contra Costa Medical Career College Certificate, Phlebotomy Technician CPT1, Contra Costa Medical Career College 3+ years of experience
Instructor	Lindsey Sederquist, CST	Associate in Science, Surgical Technology, New England Institute of Technology 10+ years of experience

Title	Faculty	Degree Conferred & Experience
Instructor	Megan Solak, CST	Associate of Arts, Los Medanos College Certificate, Surgical Technology, Contra Costa Medical Career College Certificate, Emergency Medical Technician, Los Medanos College 10+ years of experience