

**YOUR DIRECTION
TO SUCCESS**



GAINING THE NWC EDGE

YOUR GUIDE TO CAREER EDUCATION

College Catalog

North-West College

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Service to Humanity

A Career...Not Just A Job!

History and Educational Philosophy

North-West College was founded in 1966 by a family who has been in the medical field since the early 50's and has dedicated its energies to training men and women of all ages for professional vocational careers. North-West College in West Covina opened its doors on October 10, 1966 to 43 students in two classes, and then added the Pomona campus in 1971. In 1980, the Pasadena Campus began serving the West San Gabriel Valley and in 1982 the Glendale Campus was added. In 2004 North-West College launched the Riverside Campus offering new programs not previously available. On April 15, 2008 the College acquired Glendale Career College located in Glendale, California and Nevada Career Institute in Las Vegas, Nevada. In August of 2013 North-West College launched its Santa Ana and Long Beach campuses. The wide range of locations provides access to many students wishing to attend this well established educational institution. To date, the College boasts more than 40,000 graduates, many of whom have used this career training to support themselves and their families for many years. Many have gone onto other careers using their program at North-West College as the first rung on their career ladder upward. The College is now training second and third generations of North-West College graduates.

Our Mission

North-West College's mission is to prepare students in short term programs for gainful employment. This is accomplished by a professional faculty, as well as a qualified administration and support staff. Facilities are well equipped, nicely decorated and the atmosphere is vibrant, friendly and warm. The quality of education is the highest priority at North-West College. Students are accepted on their ability to benefit without regard for race, color or creed.

Our Staff and Faculty

Faculty and staff are chosen with the same non-discriminatory criteria as our students, providing a charming, ethnically mixed staff that provides a professional, career orientated educational experience, with enthusiastic support for all students in a multi-cultural environment. All faculty are required to have, at minimum, three years of actual work experience in their field. Faculty providing instruction in programs which lead to licensing and/or certification are required to maintain their own licenses and certifications as well. North-West College requires all of its allied health instructors to be BLS certified in CPR and orients all faculty to North-West College's own unique way of teaching. Faculty orientation includes workshops and meetings which are ongoing to help keep skills current.

Approval Statement

North-West College is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE). The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction for postsecondary educational institutions. Approved programs are listed on Page 4.

Catalog Update Policy

This catalog will be updated yearly at the discretion of the President and can be viewed online at: www.nw.edu. Click on e-campus, then NWC students. Use the following login:
User Name: student / Password: catalog

A SPECIAL MESSAGE...

The faculty, administrators and support staff welcome you to North-West College. Your decision to prepare for a career in the health or business field is a good one. You will be successful, as many thousands of the College's graduates before you have been. North-West College will teach you the skills that you will use to gain career employment. The knowledge you gain at North-West College will act as a foundation, should you choose to climb the ladder to another career. Many thousands of graduates have achieved success because they chose North-West College. Part of the learning experience for health career programs will be in the field, in a cooperative educational environment called internship or clinical experience. The internship and clinical experiences are integrated into the career training and will give you real world experiences. This truly powerful combination will prepare you for a great future.

Whether you have chosen one of the College's healthcare career courses or business courses, all of us at North-West College are here to assist you. We look forward to sharing your educational experience during these next months. We are here to support you and will celebrate your accomplishments at graduation with your family and friends.



Mrs. Marsha Fuerst
Founder



Mitchell Fuerst
President

North-West College is...

Accredited by the Accrediting Commission of Career Schools and Colleges.

Approved by the Bureau for Private Postsecondary Education.

Vocational Nursing Programs in West Covina, Pomona, Pasadena, Glendale and Riverside are accredited by the Board of Vocational Nursing and Psychiatric Technicians.

Surgical Technology program in West Covina is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Surgical Technology program in Riverside was awarded initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Dental Assistant Programs in West Covina and Pomona are approved by the Dental Board of California to train dental assistants at the registered level.

The Pharmacy Technician Program in West Covina, Pomona, Pasadena and Glendale is accredited and recognized by the American Society of Health-System Pharmacists.

North-West College's programs are advised and supported by doctors, dentists, pharmacists, optometrists, nurses and business professionals.

North-West College is a charter member of the California Association for Private Postsecondary Schools.

North-West College has been a member of the local Chamber of Commerce for the past 40 years.

North-West College is approved by the Department of Veterans Affairs.

North-West College is approved to train State Vocational Rehabilitation students.

North-West College is recognized by business and industry for internship programs and graduate employment.

North-West College is approved by the U.S. Department of Education to participate in Title IV programs.

North-West College is approved by the California Student Aid Commission and participates in the Cal Grant programs.

www.nw.edu



http://twitter.com/north_west



<http://www.facebook.com/northwestcollege>



<http://www.myspace.com/northwestcollege>



<http://www.youtube.com/northwestcoll>

Documents describing accreditations and approvals may be viewed by contacting the Campus Director.

College Locations:

West Covina	WC	
Pomona	PO	
Pasadena	PA	
Glendale	GL	
Riverside	RI	(Riverside Campus is a branch of the Pomona Campus)
Santa Ana	SA	(Santa Ana Campus is a branch of the Pomona Campus)
Long Beach	LB	(Long Beach Campus is a branch of the Pomona Campus)

Programs offered at

North-West College

Medical Assistant	WC	PO	PA	GL	RI	SA	LB
Medical Receptionist	WC	PO					
Medical Administrative Assistant	WC	PO	PA	GL	RI		
Medical Insurance Biller	WC	PO	PA	GL	RI	SA	LB
Dental Assistant	WC	PO	PA	GL	RI	SA	LB
Pharmacy Technician	WC	PO	PA	GL	RI	SA	LB
Massage Therapy	WC	PO	PA		RI	SA	LB
Eyecare Specialist	WC						
Paralegal	PA						
Vocational Nurse	WC	PO	PA	GL	RI	SA	LB
Surgical Technology	WC				RI	SA	LB
Diagnostic Medical Sonographer						SA	LB

FACILITIES

Each campus has many well-equipped classrooms, consisting of laboratories and lecture rooms. In some cases laboratories and lecture rooms are combined. Equipment is chosen so that students will be acquainted with equipment used in the field. Each school has administrative offices, a student lounge, restroom facilities, faculty lounge, study space, and open labs containing computers and printers (some of which may be in the classrooms themselves). The Colleges are designed to provide optimum learning environments. Each campus maintains a student library consisting of reference materials and some volumes for pleasure and recreational reading. The library is also equipped with computers which the students can use for Internet access to the Learning Resource System and other on-line projects. The College developed the on-line Learning Resource System to assist students in their various research projects, as well as providing links to job sites. Students are provided access to the Library Resource System during the enrollment process. Students are encouraged to use the library during class time, as well as other times outside of their class time. Books are used in the facility only, as they are considered stack books and may not be checked out.

The West Covina campus is comprised of five buildings boasting more than 35,000 square feet of classroom and laboratory space. Located along Interstate 10, these buildings create a “campus” type atmosphere enjoyed by staff and students alike. The main building on the West Covina campus is also the location of the College’s corporate offices.

The Pomona campus is comprised of more than 9,500 square feet, consisting of two buildings. Both buildings on this campus also have a second story which houses classroom and laboratory space.

The Pasadena campus includes classroom, laboratory and office space of more than 16,000 square feet on two floors. The campus is located in the center of Pasadena and close to old town Pasadena where students and staff can enjoy the charm of old town with its many restaurants and boutiques.

The Glendale campus is in downtown Glendale. The campus is located on the lower level of a three story building on Brand Boulevard, directly across from the Alex Theatre (a historic landmark). The students and staff of this campus are especially enjoying the adjacent parking structure which provides ample parking, a rarity in this bustling city.

The Riverside campus is located on La Sierra Avenue, close to the Tyler Mall and directly adjacent to the 91 Freeway. The campus is located in a facility which provides more than 20,000 square feet of classroom, laboratory and office space with ample parking and convenient access to the freeway and other methods of transportation, as well as local shopping and dining.

The Santa Ana campus is located on 17th Street in close proximity to the 55, 5, and 22 Freeways in a facility that provides over 14,000 square feet of classroom, and laboratory space with ample parking for students.

The Long Beach campus is conveniently located near the Long Beach Airport, only one block south of the 405 Freeway, between Cherry Avenue and Lakewood Boulevard exits. The College is located in a facility that is just over 16,000 square feet of classroom and laboratory space.

All campuses are accessible from local freeways and students will find that surface streets or freeways make the school locations convenient. Local bus lines are also available within steps of each school. Parking is provided as space allows and on-street parking is also accessible to students.

North-West College
Class Session Locations by Campus

Classes may be held in any or all of the following locations at the West Covina Campus:

2121 West Garvey Avenue, North
West Covina, California 91790

2024 West Garvey Avenue, North
West Covina, California 91790

2021 West Garvey Avenue, North
West Covina, California 91790

2017 West Garvey Avenue, North
West Covina, California 91790

2147 West Garvey Avenue, North
West Covina, California 91790

Classes may be held in any or all of the following locations at the Pomona Campus:

170 West Holt Avenue
Pomona, California 91768

134 West Holt Avenue
Pomona, California 91768

Classes may be held in any or all of the following locations at the Pasadena Campus:

530 East Union Street
Pasadena, California 91101

Classes may be held in any or all of the following locations at the Glendale Campus:

221 North Brand Boulevard
Glendale, California 91203

Classes may be held in any or all of the following locations at the Riverside Campus:

4550 La Sierra Avenue
Riverside, California 92505

Classes may be held in any or all of the following locations at the Santa Ana Campus:

1840 East 17th Street
Santa Ana, CA 92702

Classes may be held in any or all of the following locations at the Long Beach Campus:

3799 East Burnett Street
Long Beach, CA 90815

GENERAL INFORMATION

The College offers facility training with the following occupancy levels accommodating:

- *400 students in West Covina
- *300 students in Pomona
- *300 students in Pasadena
- *220 students in Glendale
- *300 students in Riverside
- *300 students in Santa Ana
- *300 students in Long Beach

A maximum class size is 35 students. However, many classes may be smaller, and occasionally larger. This is due to the fact that since the programs are modular in nature, the size of the class varies frequently as the modules rotate.

ADMISSION REQUIREMENTS

The admissions process starts with a prospective student calling the College or walking in for information. Each prospective student is given an individual interview. During this interview the Admissions Representative finds out the person's career needs and desires. The Representative also presents information on the chosen career. The Admissions Representative then arranges for the prospective student to take an entrance examination. The College gives the Wonderlic test (numbers IV, V, and T51) as an entrance test to high school graduates or persons holding a GED certificate. The College accepts non-high school graduates in some of its programs who have the ability to benefit from the College's career programs. Non-high school graduates are given the Wonderlic Basic Skills Test both VS-1 (verbal) and QS-1 (quantitative). Prospective students passing the test and wishing to apply for admission to the College will take a College tour and will complete the enrollment agreement along with the attachments to the agreement. Prospective students will submit a registration fee. Students will receive a copy of their enrollment agreement. The College requires all students to see the Financial Aid Officer to make their financial arrangements.

All students in the Surgical Technology program must have a high school diploma or equivalent, and be able to satisfactorily pass a physical examination, drug screening and/or criminal background check.

All students in the Vocational Nurse program must have a physical completed before they can begin the clinical part of the program. It is required that students complete their physical examination prior to starting class, including required laboratory tests. Copies of physical exams are kept in the Nursing Director's office and in the student's master file. Students wishing to enroll in the Vocational Nurse program must have a high school diploma or equivalent, and must meet with the Nursing Director for an individual interview.

For the College's Associate of Applied Science in Vocational Nursing program, a student wishing to apply for admission must possess either a high school diploma or GED certificate. The student must meet with their admissions representative to fill out an additional enrollment agreement with the appropriate attachments for the degree program. Since the above entrance evaluation is valid for a one (1) year period, the student may not need to retake it if the College has a passing evaluation on file. However, the College reserves the right to reassess the student using the same evaluation at the College's discretion. Furthermore, the student must

have successfully completed at least 23.5 units in the North-West College Vocational Nurse diploma program to transfer towards the degree program (with a minimum of a 2.0 GPA).

At the College's discretion, transfer credits for subjects or programs completed in other postsecondary institutions may be accepted when comparable in scope and content to the College's own programs. At a minimum, 25 percent of the required curriculum must be completed at the College.

The College does not provide English language instruction, and neither does it provide services for obtaining a visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. A minimum TOEFL score of 450 is required. All instruction is provided in the English language.

SECTION 504/ADA POLICY

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus Director. You may request academic adjustments or auxiliary aids at any time. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Campus Director by telephone at the following locations:

West Covina – 626-960-5046
Pomona – 909-623-1552
Pasadena – 626-796-5815
Glendale – 818-242-0205
Riverside – 951-351-7750
Santa Ana - 714-550-8000
Long Beach - 562-498-4500

2) The Campus Director will respond within two weeks of receiving the request.

3) If you would like to request reconsideration of the decision regarding your request, please contact the Campus Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

INFORMATION REGARDING CLASS STARTING DATES

Some classes meet Monday through Thursday, while others meet Monday through Friday. These classes may also include regular class meetings on weekends. Many classes offered require attendance in computer class outside the regular class day of attendance. The student is scheduled as to which day he/she wishes to attend computer classes. Evening classes sometimes are scheduled for a longer period. Special classes, workshops and seminars are held on Fridays and may also be held on Saturdays and/or Sundays. They include: Orientation, CPR, and an Internship Workshop. Students attend when scheduled in their program of study.

SCHOOL CALENDAR

The College observes the following holidays:

Christmas Day ~ New Year's Day ~ Martin Luther King's Birthday ~
President's Day ~ Good Friday ~ Memorial Day ~ Independence Day ~
Labor Day ~ Thanksgiving and the Friday following.

Other days may be approved by the administration. The College does not conduct most classes during the two weeks generally considered traditional college "Christmas Vacation."

CAREER, STUDENT & ALUMNI SERVICES

The College offers many fine student services to ensure career success during the student's stay at the College and after graduation.

Student Assistance

Most campuses have student advisors who visit with the student when the student starts their program of study and at appropriate times during the program. Students are strongly encouraged to visit the student advisor with or without an appointment or with any member of the staff for student advising.

Tutoring

The College offers a full range of tutoring services at each campus. Tutoring may be obtained for study skills, program subject matter and GED assistance. Specialized tutoring appointments may be made prior to students starting their regular program of study at the College.

Brush-Up Assistance

The College offers "brush-up" assistance to its graduates at no additional charge. Graduates may contact the College and arrange to attend various class sessions in the program they graduated from for a maximum two-week period. This assistance is especially helpful to graduates who have taken time off to raise a family and then want to return to their career. Graduates changing positions within their field, who may also wish to "brush-up," are charged a small fee, determined by the College's Campus Director, based on the student's needs.

Student Loan Assistance

The College maintains a full-service student loan assistance department to assist students in keeping loans current. The student loan assistance department contacts students and keeps current addresses and telephone numbers. Students not able to make their loan payments, for a short time, may be offered opportunities for deferments or for reduced payments.

Seminars Given By the College

Periodic seminars are given for graduates on new developments and procedures in the field. Students in school may attend some of these seminars, either as a requirement or as an option.

Seminars Available Through Outside Groups

Students are offered opportunities to attend seminars, conventions and meetings in connection with various professional associations, such as the American Association of Medical Assistants (AAMA) and the American Dental Association (ADA). In addition to those mentioned, other organizations offering seminars that may be of value to the student are considered.

All of the North-West College programs are "non-residential" and the College has no responsibility to find or assist a student in finding housing. Student advisors and other staff members can provide students with information on community resources as necessary.

CAREER SERVICES & CLINICAL/INTERNSHIP

Job Placement Assistance

The College maintains a career services program for its students and graduates at no charge. The College maintains career services offices at every campus where students may call in for job referrals when they become graduates. Although the College cannot guarantee employment, it will give every graduate all possible assistance in securing a position such as arranging interviews with prospective employers. The College is proud of its career services that assist with the placement of many graduates in the working world every year. Our career services departments collaborate very well with doctors, dentists, medical clinics, pharmacies, medical billing offices, short term care facilities, surgery centers and hospital supervisors in order to best serve the needs of our students. These professional people know that the College's graduates are well trained, qualified, competent, ready, willing and able to serve the profession.

Intern or Outside Clinical Facilities

Internship refers to the clinical phase of the programs taught at the College. Each student spends from four (4) to ten (10) weeks (depending upon the program of study) in a clinical setting applying procedures learned in a "real world setting," interacting with patients or customers and other employees and supervisors. Depending upon the program of study, internship may start approximately 8 weeks prior to the completion of the classroom portion of the program of study and helps students gain poise and confidence. Most internships are scheduled on a four-hour per day basis. If a student wishes a full-time internship program over a shorter period, possible arrangements can be made. Facilities evaluate the student's practical performance by written reports at the end of the period. Hundreds of facilities cooperate with the College to provide internships for the students. The College's placement assistance personnel work with the students to schedule their internship, since internship and student placement are closely related. Depending upon the program of study, students may be required to attend an internship workshop, on their own time, approximately ten weeks prior to completing classes. Career services personnel interview each student individually to determine the best possible internship opportunity and to gather information for future job placement.

Some programs require the student to travel some distance for internship. Therefore, a student must have reliable transportation, whether it is their own car, a reliable ride or public transportation. It is not the College's responsibility to arrange transportation for the student.

A student is required to start interning at the scheduled time, which may be concurrent with the classroom. Students working full-time may intern slightly less hours until classes are completed. If a student delays the internship for more than 14 days after completing classroom work, he/she may be terminated.

In the Vocational Nursing program, the clinical component starts in the beginning of Term 1. The clinical experience in the Surgical Technology program is described in detail in the Surgical Technology program's Student Handbook. Further, students in all programs required to complete internship/clinical hours are not paid for these internship/clinical experiences, either by the facility or by the College.

RULES AND REGULATIONS

Students are expected to adhere to the rules of the College. Students are expected to be punctual and to be properly attired in keeping with the dress and grooming code. Those who fail to maintain required standards in academics, attendance and/or fail to meet their financial obligations will be put on probation for a period of four weeks. If the student, instructor or administration can eliminate the problem during the probationary period, the student may continue in school. If the problem has not been resolved, the student will be dismissed. In these cases, unused tuition (paid in advance) according to the refund policy, will be refunded to the student's financial obligations.

Dress Code

Students are asked to abide by the College's dress code, whatever that may be, for their prescribed program. All students in healthcare programs wear the College's regulation uniform. Cleanliness and neatness are two important factors which each student is required to observe at all times. Part of the students' weekly and final grade depends upon their grooming. Students in the Vocational Nurse and Surgical Technologist programs should refer to their handbooks for further information regarding their dress codes.

Conduct

Students must act in a professional and ethical manner at all times while on the College's premises or during any affiliation with it. Proper language (no profanity), and personal behavior which is appropriate will be a requirement at all times. Planning a professional career does not lend itself to immaturity. Usage of cell phones in the classroom or hallways during regular classroom sessions is prohibited. No eating will be allowed in the classrooms during regular classroom sessions. A student lounge is provided for such purposes. All of the College's campus buildings are smoke free environments.

Attendance

Students must attend regularly and arrive on time. After the 6th recorded absence during the program of study, all absence time must be made up before completing the program.

Ways to make up time missed:

- A. Prior to making up time, obtain a make-up slip from the front office, or from the Instructor, if making up time on weekends.
- B. Check in with an instructor. Stay close to instructor in charge, whether you are in the computer lab or classroom.
- C. Health Team and/or Business Team students making up time during the week must be in the prescribed uniform for their program, unless the dress code for the day states otherwise. Students making up time on the weekends (Saturdays and Sundays) may wear clothes that conform to the College's Casual Dress Day rules.
- D. Have the instructor with whom you checked in sign your make-up slip when you check out.
- E. Upon returning to your regular class, give the make-up slip to your instructor.
- F. Vocational Nursing and Surgical Technologist students must confer with their instructor and/or their program Director for other acceptable methods of making up time.

It is the student's responsibility to make up absence time, as well as complete any assignments, exams or other work missed. It is also the student's responsibility to obtain missed work from their instructor, and to make arrangements with the instructor to ensure that all work is made-up before the end of the module or term in which the work was missed. Tardies are also recorded, and excessive tardies will be called to the Campus Director's attention. Accurate attendance records are kept for the school's use and also for future employment referrals. Students maintaining perfect attendance will receive a perfect attendance seal on their diploma. A more detailed explanation of the absence policy, tardy policy and the way a student may complete work missed during an absence will be available to the student at the orientation session.

Students in the Vocational Nurse and Surgical Technologist programs must refer to their handbooks for further information regarding their specific attendance and make-up work policies.

Leave of Absence (LOA)

If it becomes necessary for the student to request a "leave of absence," the request must be made in writing to the financial aid office and be approved by the Campus Director. A leave of absence is normally a maximum of 60 days. Students not returning from an LOA will be terminated from the College. However, LOA's may be extended if the need arises and extenuating circumstances prevail.

If the student leaves the College without requesting a leave of absence and then desires to return, the student must meet with the Campus Director to determine whether the student may re-enter. The decision for the student to return will be based on the length of time the student has been out of school and their academic standing. Students are encouraged to request a "leave of absence", rather than dropping out, to insure that they may possibly return to school and continue their career training at a later time, if they desire to do so.

Tuition for Repeating Class Work

Students who need to repeat a portion of the program for which they did not receive credit, due to excessive absences or unsatisfactory grades, will be pro-rated and charged based on the original tuition amount.

Possible Re-entry (Appeals)

Normally, students who are not considered to be making satisfactory progress will be terminated from training. In some cases, the Campus Director may determine that the student is making effort towards achieving satisfactory progress, or have extenuating circumstances which prevent the student from achieving satisfactory progress. The Campus Director may then decide to confer with the President and together they will make the decision as to whether the student will be allowed to continue with training.

NOTIFICATION OF RIGHTS UNDER FERPA

Education records are defined as files which are comprised of materials and documents containing information directly related to a student and are maintained by the institution. Records are supervised by the Campus Director and access is afforded the College's staff for the purposes of recording grades, attendance, career services and advising notes, as well as admissions and financial aid information. Some information is reviewed by the financial aid department for purposes of determining financial aid eligibility.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day that the institution receives a request for access. Students may request a review of their records by writing to the institution at 2121 West Garvey Avenue North, West Covina, California 91790. Students will be allowed to review same during regular business hours under appropriate supervision.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the institution to amend a record by writing the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's 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.
3. The right to provide written consent before institution discloses personally identifiable information for the student's education records, except to the extent that FERPA Authorizes disclosure without consent. The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
FERPA@ed.gov

A charge of \$25.00 will be made for copying a complete set of records or any portion thereof.

“Directory Information” showing student’s name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless a request to omit such information is presented in writing 30 days prior to graduation or termination.

Written consent is required before education records will be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Academic Transcripts and Proof of Attendance are available within ten days of receiving a written request for same. The charge is \$15 per copy. Financial Aid Transcripts are available, upon request, for other schools which a North-West College student may wish to attend. There is no charge for a Financial Aid Transcript.

North-West College secures, retains, and disposes student records information in accordance with local, state, and federal regulations.

STUDENT COMPLAINTS

Persons seeking to resolve problems or complaints should first contact the Campus Director at the campus they attend:

- *Mrs. Brooke Allen, Campus Director, West Covina Campus
- *Mr. Kia Shirali, Campus Director, Pomona Campus
- *Ms. Maryann Jefferson, Campus Director, Pasadena Campus
- *Mr. Vivek Sharma, Campus Director, Glendale Campus
- *Ms. Thuha Pacis, Campus Director, Riverside Campus
- *Mr. Alan Purvis, Campus Director, Santa Ana Campus
- *Mrs. Amy Lee, Acting Campus Director, Long Beach

Request for further action may be directed to Baylor Meza, Chief Operating Officer, at the West Covina Campus. If the issue remains unresolved, contact Mitchell Fuerst, President, at the West Covina Campus.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppve.ca.gov.

STUDENT GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201, www.accsc.org or phone: (703) 247-4212. A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the director at your campus.

GRADUATION REQUIREMENTS

Students who complete their prescribed program of study, which includes internship/clinical, then must meet the following additional requirements in order to be considered a graduate of North-West College and receive a diploma from the College:

1. Have satisfied all financial obligations to the College.
2. Completed the course of study and all prescribed requirements with a minimum cumulative GPA of 2.0.

DIPLOMA

California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma. Students completing all programs offered at North-West College receive a diploma.

OTHER LICENSE AND CERTIFICATION INFORMATION

Dental Assistant graduates from the West Covina, Pomona and Glendale campuses receive a certificate of completion for x-rays and a certificate of completion for coronal polishing.

Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to practice as a Pharmacy Technician in the state of California. Students will need to fill out an application, complete a Live Scan, provide a current picture, produce official high school transcripts and submit to a background check.

Vocational Nurses must become licensed by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice as a Licensed Vocational Nurse in the state of California. Vocational Nurses will become licensed by taking and passing the NCLEX, a year-round computer-adaptive vocational nurse licensure examination. For further information regarding the requirements for eligibility for licensure in the state of California, please refer to the BVNPT website: www.bvnpt.ca.gov.

Diagnostic Medical Sonography graduates do not automatically qualify for the American Registry for Diagnostic Medical Sonography exams ("ARDMS"). Most Graduates of our DMS program require 12 months of paid externship to become eligible to sit the ARDMS exams and while most of our graduates gain employment in the field employment is not guaranteed. Students may find gaining initial employment for this 12-month period more difficult than those who have already passed their ARDMS exams. In addition, on successful graduation those students that do not possess a four year degree are likely to be unqualified to take the ARDMS examination until 12 months of paid employment as a Sonographer has been accomplished. For eligibility requirements, contact ARDMS at (301) 738-8401.

MEDICAL ASSISTANT
Offered at WC PO PA GL RI

36 Week Program Includes:

Classroom =	576 hours	21.5 Semester Credit Hours
Clinical Internship =	180 hours	4.0 Semester Credit Hours
Outside Work =	<u>128 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	884 hours	25.5 Semester Credit Hours

After successful completion of the Medical Assistant program, the graduate will be qualified to work in doctor's offices, general medical clinics or urgent care clinics. The student will be able to perform the duties required for examinations, use diagnostic equipment, perform laboratory duties, and function in all phases of the business office including having a working knowledge of data input on the computer. Graduates will be qualified to accept entry level or middle level positions.

Courses taught in the Medical Assistant Program are:

Seminar for Success 64 Classroom Hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Medical Front Office (Secretarial I) 80 Classroom Hours 3.0 Semester Credit Hours

Medical Terminology & Abbreviations, Transcribing, Trade and Generic Medications, History of Medicine, Letter Writing, Bookkeeping/Daysheets, Banking, Payroll, Collections, Special Senses and Nervous Systems

Medical Insurance and Coding (Secretarial II) 80 Classroom Hours 3.0 Semester Credit Hours

Medical Terminology, Transcribing, Trade and Generic Medications, The Endocrine System, Making Appointments, Medical Ethics & Law, Insurance Terminology, CPT Coding, ICD-9 CM Coding, Insurance Billing (CMA-1500) for: Private Insurance, Medicare, Medi-Cal, SDI, & Worker's Compensation

Communications 32 Classroom Hours 1.0 Semester Credit Hours

Résumé, Cover Letters, Telephone Techniques, Rapport with Patients & Fellow Team Members

Office Procedures I 80 Classroom Hours 3.0 Semester Credit Hours

Medical Terminology, Medications (Administration and Dosage), Pharmacology, Use of the PDR, Metric System, Medication Conversions, Vital Signs, Injections, Physical Therapy Modalities, The Muscular, Respiratory, & Integumentary Systems

Office Procedures II 80 Classroom Hours 3.0 Semester Credit Hours

Medical Terminology, Instruments, Instrument Tray Set-ups Positioning Patients for Exams, First Aid/Bandaging, Aseptic Techniques, Autoclaving/Sterilization, Nutrition, Child Development, The Reproductive and Digestive Systems

Lab and EKG 96 Classroom Hours 4.0 Semester Credit Hours

Medical Terminology, Venipuncture, Hematocrits, Differential Slides: Staining & Viewing, Urinalysis, Basic Prep for X-Ray Exams, Taking and Mounting EKG's, Communicable Diseases, Classification of Bacteria, The Excretory, Skeletal, Lymphatic, & Cardiovascular Systems

Computer 48 Classroom Hours 1.5 Semester Credit Hours

Introduction to Computers, Word, Excel, Medi-Soft, Processing Electronic Insurance Claims, & Creating Professional Quality Résumés

Curriculum also includes (16 Classroom Hours 0.5 Semester Credit Hours):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

MEDICAL ASSISTANT

Equipment for Demonstration and Practical use for students:

- o EKG Machine(s)
- o Centrifuge
- o Laboratory equipment for urine and blood work for at least 5 student groups
- o Doctor's Office examining tables
- o Blood Pressure Cuffs
- o Doctor's office exam room, including instrument cabinet, and instruments
- o Units of sterilization (Autoclaves)
- o All necessary disposable supplies for classroom use
- o Ultrasound Machine
- o Dictating Machines
- o Anatomy Models
- o Skeleton
- o Hyfreicator
- o Otoscope/Ophthalmoscope
- o Weight/Height Scale
- o Baby Scale
- o Digital Thermometer
- o Blackboard/Whiteboard
- o Computers and Printers
- o Tables and Chairs

Audio Visual includes:

- o Films-rental and on free loan
- o Slides
- o Overlays
- o Appropriate posters, charts and passouts
- o TV/VCR/DVD Combo
- o LCD projector

MEDICAL RECEPTIONIST
Offered at WC PO

36 Week Program Includes:

Classroom =	464 hours	18.0 Semester Credit Hours
Clinical Internship =	160 hours	3.5 Semester Credit Hours
Outside Work =	<u>100 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	724 hours	21.5 Semester Credit Hours

The Medical Receptionist program objectives are to provide the student with a comprehensive working knowledge of front office procedures in doctor's offices or clinics. The student will be able to handle all transactions at the front desk, such as: making appointments, greeting patients and visitors, accounts payable, payroll, purchasing of supplies, and maintaining medical records. The graduate will have a basic working knowledge for inputting information into the computer. Graduates will be qualified to accept entry level positions.

Courses taught in the Medical Receptionist Program are:

Seminar for Success 64 Classroom Hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Medical Financial Procedures 96 Classroom Hours 4.0 Semester Credit Hours

Medical Terminology, Transcribing, Payroll, Banking, Bank Reconciliation, Bookkeeping, Day Sheets, Accounts Payable – Invoices, Accounts Receivable, Reproductive, Endocrine, Excretory, Special Senses, and Respiratory Systems

Secretarial 96 Classroom Hours 4.0 Semester Credit Hours

Medical Terminology, Transcribing, Correspondence, Memos, Filing & Maintaining Medical Records, Mail Handling, Accounts Receivable, Collections, Processing Patients, Medical & Legal Issues, Medical Ethics, Nervous & Digestive Systems

Basic Office 80 Classroom Hours 3.0 Semester Credit Hours

Medical Terminology & Abbreviations, Pharmacology & Use of PDR's, Prescription Authorization, Vital Signs, Disease, Ordering Supplies, Job Responsibilities, Proofreading, Muscular & Skeletal Systems

Communications 64 Classroom Hours 2.5 Semester Credit Hours

Medical Terminology, Résumés & Job Applications, Mock Interviews, Telephone Techniques, Making Appointments, Rapport with Patients & Fellow Team Members, Courtesy & Respect, Scheduling Patients for Surgery, Discharge Summaries, Professional Conduct, Guidance in Professional Appearance & Building Self-Esteem, Doctor & Medical Specialties, Body Structures, Lymphatic, Cardiovascular, & Integumentary Systems

Computer 48 Classroom Hours 1.5 Semester Credit Hours

Introduction to Computers, Word, Excel, Medi-Soft, Creating Professional Quality Résumés

Curriculum also includes (16 Classroom Hours 0.5 Semester Credit Hours):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

MEDICAL INSURANCE BILLER
Offered at WC PO PA GL RI

32 Week Program Includes:

Classroom =	576 hours	22.5 Semester Credit Hours
Clinical Internship =	180 hours	4.0 Semester Credit Hours
Outside Work =	<u>128 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	884 hours	26.5 Semester Credit Hours

The Medical Insurance Biller program objectives are to provide the student with a comprehensive working knowledge of all phases of medical insurance, consisting of billing, pre-authorization follow-up techniques, and posting insurance payments. The student will graduate with hands-on experience on the computer and experience in an internship. The student will be prepared to accept entry level positions in doctor's offices, clinics, hospitals, and medically related insurance companies.

Courses taught in the Medical Insurance Biller Program are:

Seminar for Success 64 Classroom Hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Medical Financial Procedures 96 Classroom Hours 4.0 Semester Credit Hours

Medical Terminology, Payroll, Banking, Bank Reconciliation, Bookkeeping, Day Sheets, Accounts Payable – Invoices, Accounts Receivable, Reproductive, Endocrine, Excretory, Special Senses and Respiratory Systems

Secretarial 96 Classroom Hours 4.0 Semester Credit Hours

Medical Terminology, Correspondence, Memos, Filing and Maintaining Medical Records, Mail Handling, Accounts Receivable, Collections, Processing Patients, Medical and Legal Issues, Medical Ethics, Nervous and Digestive Systems

Insurance I 80 Classroom Hours 3.0 Semester Credit Hours

Medical & Extensive Insurance Terminology, CPT Coding, HCPCS, ICD-9 CM Coding, Processing Insurance Forms: Private Insurance, Medicare, Medi-Cal, Medi/Medi, Electronic Billing, Body Structure, Muscular and Skeletal Systems

Communications/Insurance III 64 Classroom Hours 2.5 Semester Credit Hours

Insurance Contracts, Review of Verification of Patient's Benefits, Insurance Plan Provisions, Facility Billing, Coordination of Benefits, Types of Adjustments, Overview of Dental Terminology and Dental Claims, Medical & Insurance Terminology, Résumés, Job Applications, & Mock Interviews. Rapport with Fellow Team Members, Courtesy & Respect, Professional Conduct, Guidance in Professional Appearance & Building Self-Esteem. Doctor & Medical Specialties. CPT Coding, ICD-9 CM Coding. Overview of Health Claims Examining, Lymphatic, Cardiovascular, & Integumentary Systems

Insurance II 112 Classroom Hours 4.5 Semester Credit Hours

Insurance Terminology, CPT Coding, ICD-9 CM Coding, Insurance Billing (CMA-1500) for: Private Insurance, Medicare, Medi-Cal, SDI, and Worker's Compensation, Insurance Verification

Computer 48 Classroom Hours 1.5 Semester Credit Hours

Introduction to Computers, Word, Excel, Medi-Soft, Processing Electronic Insurance Claims, Creating Professional Quality Résumés

Curriculum also includes (16 Classroom Hours 0.5 Semester Credit Hours):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

MEDICAL ADMINISTRATIVE ASSISTANT

Offered at WC PO PA GL RI

36 Week Program Includes:

Classroom =	600 hours	23.5 Semester Credit Hours
Clinical Internship =	180 hours	4.0 Semester Credit Hours
Outside Work =	<u>128 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	908 hours	27.5 Semester Credit Hours

The Medical Administrative Assistant program allows the student to work in a completely medically oriented environment. The student will be able to handle all administrative and front desk transactions. These include: Medical insurance billing, accounts payable, payroll, purchasing of supplies, transcribing medical reports and maintaining medical records. Students will have computer training that includes a medical practice management program and Internet orientation. Computer training will be hands-on intense. Graduates will be qualified to accept entry level and some mid-level positions.

Courses taught in the Medical Administrative Assistant Program are:

Seminar for Success 64 hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Medical Financial Procedures 96 hours 4.0 Semester Credit Hours

Medical Terminology, Transcribing, Payroll, Banking, Bank Reconciliation, Bookkeeping, Day Sheets, Accounts Payable – Invoices, Accounts Receivable, Reproductive, Endocrine, Excretory, Special Senses and Respiratory Systems

Secretarial 96 hours 4.0 Semester Credit Hours

Medical Terminology, Transcribing, Correspondence, Memos, Filing and Maintaining Medical Records, Mail Handling, Accounts Receivable, Collections, Processing Patients, Medical and Legal Issues, Medical Ethics, Nervous and Digestive Systems

Basic Office 80 hours 3.0 Semester Credit Hours

Medical Terminology & Abbreviations, Pharmacology & Use of PDR's, Prescription Authorization, Vital Signs, Disease, Ordering Supplies, Job Responsibilities, Proofreading, Body Structure, Muscular and Skeletal Systems

Communications 64 hours 2.5 Semester Credit Hours

Medical Terminology, Résumés & Job Applications, Mock Interviews, Telephone Techniques, Making Appointments, Rapport with Patients & Fellow Team Members, Courtesy & Respect, Scheduling Patients for Surgery, Discharge Summaries, Professional Conduct, Guidance in Professional Appearance & Building Self-Esteem, Doctor & Medical Specialties, Basic First Aid Knowledge, Lymphatic, Cardiovascular, & Integumentary Systems

Insurance II 112 hours 4.5 Semester Credit Hours

Insurance Terminology, CPT Coding, ICD-9 CM Coding, Insurance Billing (CMA-1500) for: Private Insurance, Medicare, Medi-Cal, SDI, and Worker's Compensation, Insurance Verification

Computer 72 hours 2.5 Semester Credit Hours

Introduction to Computers, Word, Excel, Medi-Soft, Processing Electronic Insurance Claims, Creating Professional Quality Résumés, Internet, Advanced Word and Excel

Curriculum also includes (16 hours 0.5 Semester Credit Hour):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

MEDICAL CLERICAL PROGRAMS

Equipment for Demonstration and Practical use for students:

- o Peg-Board Set-Ups
- o Transcribing Machines
- o Appropriate Files
- o Blackboard/Whiteboard
- o Tables and Chairs
- o Computers and Printers

Audio Visual includes:

- o Films-rental and on free loan
- o Slides
- o Overlays
- o Appropriate posters, charts and passouts
- o TV/VCR/DVD Combo
- o LCD projector

The above equipment and resources may be used for some or all of the following courses:

- o Medical Receptionist
- o Medical Administrative Assistant
- o Medical Insurance Biller

DENTAL ASSISTANT
Offered at WC PO PA GL RI

36 Week Program Includes:

Classroom =	576 hours	22.5 Semester Credit Hours
Clinical Internship =	180 hours	4.0 Semester Credit Hours
Outside Work =	<u>128 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	884 hours	26.5 Semester Credit Hours

Upon completion of the Dental Assistant program, the student will be able to perform chairside duties in assisting the dentist, take and develop x-rays, do basic laboratory procedures, and work at the front desk in the dental office or clinic. Graduates will be eligible for entry level positions as chairside, front office, or specialized assistants. Students are encouraged, after working in the field, to take the state test to become a Registered Dental Assistant for which their training will qualify and prepare them, enabling them to accept positions at an even higher level of employment. Only the programs at the WC and PO campuses are RDA approved.

Courses taught in the Dental Assistant Program are:

Seminar for Success 64 hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

DA100 - Secretarial 64 hours 2.5 Semester Credit Hours

Professional Ethics Relating to the Dental Assistant & the Registered Dental Assistant, Patient Psychology, Dental Terminology, Oral Anatomy & Physiology, Oral Histology, Office Environment, Secretarial Skills, Telephone Techniques, Scheduling Appointments, Communication Skills, Payroll Information, Budgeting, Banking, Office Management, Rapport with Patients and Fellow Employees, Courtesy and Respect

DA200A – Oral Hygiene 64 hours 3.0 Semester Credit Hours

Coronal Polishing, Application of Topical Fluoride, Patient Education in Nutrition, Plaque Control, and Oral Hygiene, Application of Non-Aerosol & Non-Caustic Topical Agents, Placement and Removal of Periodontal Dressings

DA200B – Specialties 64 hours 2.5 Semester Credit Hours

Techniques Used in Dental Specialties, Placement of Orthodontic Separators, Placement and Removal of Ligatures & Arch Wires, Sizing Orthodontic Bands, Checking for Loose Bands, Taking of Intra-Oral Measurements for Orthodontic Procedures, Seating Adjusted Retainers & Headgear Including Appropriate Instructions, Placement & Removal of Post-Extraction Dressings, Suture Removal, Test Pulp Vitality, Obtain Endodontic Cultures, Dry Canals Previously Opened by the Supervising Dentist, Assisting in the Administration of Nitrous Oxide

DA300 – X-Ray 96 hours 4.0 Semester Credit Hours

X-Ray Safety Techniques, Components of the X-Ray Machine, X-Ray Exposure Techniques, X-Ray Processing Techniques, Use of BAI And XCP Instruments, Instruction in Techniques for Evaluation of Diagnostic Quality X-Rays, Mounting Full Mouth & Bitewing X-Rays, Types of Dental X-Ray Films, Proper Storage & Care of Exposed X-Ray Film

DA400 – Dental Materials 64 hours 2.5 Semester Credit Hours

Preparing Impression Materials, Filling Impression Trays & Syringes, Taking Impressions For Diagnostic & Opposing Models, Operation of Hydrocolloid Conditioner, Pouring Models of Tooth & Mouth Structures With The Use of Vibrating Machines, Trimming & Polishing Models, Sizing Stainless Steel Crowns, Fabrication of an Acrylic Temporary Crown

DA500 – Chairside 96 hours 4.0 Semester Credit Hours

Chairside Assisting for Four-Handed Dentistry, Use & Care of the Dental Unit, Use & Care of Operatory Equipment, Use & Care of Dental Instruments, Instrument Tray Set-Ups, Oral Pathology, Training in Basic OSHA Rules & Regulations, Various Methods & Techniques of Sterilization & Disinfection, Placement & Removal of Rubber Dams, Placing, Wedging & Removal of Matrices, Placing of Bases & Liners on Sound Dentin, Removal of Excess Cement Supragingivally, Preparing Materials for Restorative Dentistry, Amalgam, Acrylic, Resin, & Various Cements, Medical Office Emergencies

Computer 48 hours 1.5 Semester Credit Hours

Introduction to Computers, Word, Excel, Dental Office Management Program, Processing Insurance Claim Forms, Creating Professional Quality Résumés

Curriculum also includes (16 hours 0.5 Semester Credit Hour):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

DENTAL ASSISTANT

Equipment for Demonstration and Practical use for students:

- o Complete Dental Operatories
- o X-Ray Machines/ X- Ray Viewboxes
- o Darkroom Set-Up
- o Instruments in Operatories for Proper Set-up with Separated Tray
- o Laboratory Set-Ups
- o Typodonts for Dental Procedures
- o Sterilizers
- o Front desk set-up for teaching front office procedures
- o Blackboard/Whiteboard
- o Tables and Chairs
- o Computers and Printers

Audio Visual includes:

- o Films-rental and on free loan
- o Overhead Projector Overlays
- o Appropriate posters, charts and passouts
- o TV/VCR/DVD Combo
- o LCD Projector

PHARMACY TECHNICIAN
Offered at WC PO PA GL RI

40 Week Program Includes:

Classroom =	528 hours 20.0 Semester Credit Hours
Clinical Internship =	280 hours 6.0 Semester Credit Hours
Outside Work =	<u>128 hours 0.0 Semester Credit Hours</u>
Total Program =	936 hours 26 Semester Credit Hours

Within the confines of the core classes, students are introduced to Computers using Word, and Excel as well as both Hospital and Retail Pharmacy Management programs. The Pharmacy Technician is a valuable assistant to retail or hospital pharmacists. The graduate will be capable of performing all duties of a Pharmacy Technician. Graduates may accept positions from entry level after their graduation. Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to practice as a Pharmacy Technician in the state of California.

Courses taught in the Pharmacy Technician Program are:

Seminar for Success 64 hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Drug Distribution 64 hours 2.5 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, Use of Electrolytes in the Pharmacy, Drug Dosage Forms, Compounding Products, Use of Balances, Measuring Devices and other Pharmacy Equipment; Filling Cassettes, different Drug Distribution Systems (Unit Dose vs. Traditional).

IV Admixture I 64 hours 2.5 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, Working Conditions and Types of Schedules for Technicians, Miscellaneous tasks the Technician is Expected to Perform, Aseptic Technique, Introduction to Working with the Vertical & Horizontal Flow Hoods.

IV Admixture II 80 hours 3.0 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, Aseptic Technique, Miscellaneous tasks the Technician is Expected to Perform, Manufacturing of Sterile IV Additives, Chemotherapy Drug Administration, Working with the Vertical & Horizontal Flow Hoods.

Pharmacology 96 hours 4.0 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, Theory of Molecular Combination, Basic Anatomy, Where Different Classes of Drugs Act on the Body, Usual reason for the Use of this Classification of Drug, Usual Dose of the Drug, Medical Terminology, Arabic and Roman Numerals.

Retail/Communications 80 hours 3.0 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, History of Pharmacy, Effective Communication Techniques and Theories, Methods of Speaking with Professionals and Patients; Pharmacy Law; Information Regarding the Uniform Controlled Substances Act and Drug Schedules, Introduction to the Apothecary, Avoirdupois and Metric Systems, Transcribing Physicians' Orders, Typing Pharmacy Labels, Pricing Prescriptions, Third Party, Medi-Cal, and Medicare Insurance Billing for Prescriptions, Insurance Verification, Keeping Accurate Records in the Pharmacy.

Home Health/Closed Door 64 hours 2.5 Semester Credit Hours

Trade/Generic Drugs, Basic Math Review, Significant Numbers, Diabetes Drugs and Treatment, Celsius and Fahrenheit Temperature Conversions, Types of Durable Medical Equipment Pharmacies Supply, Drugs and Treatment for AIDS, Configuring Body Surface Area, Compounding, Hormone Replacement Therapy.

Curriculum also includes (16 hours .5 Semester Credit Hour):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

PHARMACY TECHNICIAN

Equipment for Demonstration and Practical use for Students:

- o Triple Beam Balance
- o Torsions Balance
- o Metric and Apothecary Weight Set
- o Spatulas
- o Beakers
- o Mortar and Pestle
- o Test-Tube Holders
- o Graduated Cylinders
- o Erlenmeyer Flasks
- o Pipettes
- o Pyrex Funnels
- o Hypodermic Needles and Syringes
- o Pill Counter
- o Sharps Container
- o Sterile water for Injection Vials
- o I.V. (Intravenous) Bags and Bottles
- o Cassettes
- o Test Tubes
- o Chemicals for Lab Exercises in Chemistry
- o Fluid Dispensing Systems
- o Clamps
- o Tables and Chairs
- o Whiteboard/Blackboard
- o Computers and Printer
- o Laminar Flow Hood
- o Complete Mock Pharmacy**
- o Computer Lab

Audio Visual includes:

- o Films-rental and on free loan
- o Overhead Projector Overlays
- o Appropriate posters, charts and passouts
- o TV/VCR/DVD Combo
- o LCD Projector

EYECARE SPECIALIST

Offered at WC

36 Week Program Includes:

Classroom =	448 hours	17.0 Semester Credit Hours
Clinical Internship =	160 hours	3.5 Semester Credit Hours
Outside Work =	<u>108 hours</u>	<u>0.0 Semester Credit Hours</u>
Total Program =	716 hours	20.5 Semester Credit Hours

The student, upon completion of the Eyecare Specialist program and under the doctor's supervision, will be able to function as a technical assistant, measuring the curvature (or power) of letters of a specific size at a specific distance, recording pressure or tension within the eye, assist in detection, determine the power of lenses in old and new prescriptions, and frame measurements. Opportunities are excellent in the optometric and ophthalmology fields as well as in the fashionable eyewear industry. Graduates will be eligible to accept entry level positions as a technician or dispensing optician and are qualified to take the American Association of Opticianry examination. There are also jobs in optical laboratories, optical merchandising firms, fashion boutiques and other "lens related" businesses.

Courses taught in the Eyecare Specialist Program are:

Seminar for Success 64 hours 2.5 Semester Credit Hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Dispensing 80 hours 3.0 Semester Credit Hours

Anatomy of the Eye, Care and Use of the Lensometer, Optical Terminology and Vocabulary, Transposition Practice, PD Rules and Measurements, Frame Selection and Measurement, Frame Adjustments, Use of Salt Pan and Adjustment Instruments, Ordering Prescriptions from the Lab, Bifocal Measurements and Identification, Lens Tinting and Heat Treating, Patient Education

Chairside 80 hours 3.0 Semester Credit Hours

Optometric Services, Caring for the Office, Patient Relationships, Introduction to the Phoropter, Keratometer and Retinoscope, Taking Patient Vital Signs (Blood Pressure, etc.), Taking Patient Case Histories, Medical Emergencies, Pharmaceutical Prescriptions, Cycloplegias, Tangent Screen, Use of the Tonometer for Glaucoma Testing, Assisting with Diagnostic Testing, Employee Job Description including: Front Office Attire, Ethics, and Personal Hygiene

Contact Lens 80 hours 3.0 Semester Credit Hours

Optics of Contact Lenses, History of Contact Lenses, Types of Lenses, Fitting and Variables in Contact Lenses, Patient Contact Lens Education

Front Office 80 hours 3.0 Semester Credit Hours

Greeting Patients and Visitors, Telephone Techniques, Making Appointments, Filing, Letter Writing, Ordering Supplies, Insurance Terminology, Abbreviations, and Symbols, Insurance Coding Exercises, Processing Insurance Claims, Medical and Legal Terminology, Ethics and Malpractice

Terminology & Computer Skills 48 hours 2.0 Semester Credit Hours

Medical Terminology, Anatomy and Physiology of the Eye and terminology as it relates to the Eyecare and optometric field; Introduction to Computers, Word, Excel, Medi-Soft, Processing Electronic Insurance Claims, & Creating Professional Quality Résumés

Curriculum also includes (16 hours .5 Semester Credit Hour):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

EYECARE SPECIALIST

Equipment for Demonstration and Practical use for students:

- o Marco Vertometers
- o A.O. Radiuscopes
- o Topcon Lensometer
- o A.O. Lensometer
- o B & L Lensometer
- o Keystone Telebinocular
- o A.O. Ophthalmometer
- o A.O. Projector
- o 2 – A.O. Perimeters
- o Urocon C.L. Shadow Box
- o B & L Projector
- o Electric Chair w/Hydraulic Stand
- o Tangent Screens
- o Frame Warmer
- o Ophthalmic Bench Work Tools
- o Color Blind Test
- o Stereopsis Test
- o Worth 4 Dot Test
- o Hard Contact Lens Trial Set
- o Soft Contact Lens Trial Set
- o Contact Lens Solutions
- o Measuring Devices
- o Care Kit Units
- o Tables and Chairs
- o Whiteboard/Blackboard
- o Computers and Printers

Audio Visual includes:

- o Films-rental and on free loan
- o Overhead Projector Overlays
- o Appropriate posters, charts and passouts
- o TV/VCR/DVD Combo
- o LCD Projector

PARALEGAL **Offered at PA**

40 Weeks of Days & 60 Weeks of Evenings

Classroom = 767 hours 29.5 Semester Credit Hours

Outside Work = 190 hours 0.0 Semester Credit Hours

Total Program = 957 hours 29.5 Semester Credit Hours

The Paralegal/Legal Assistant is a trained professional who assists the attorney in a law firm, corporate office, public agency, bank, or other businesses dealing with legal matters. Paralegal/Legal Assistants work under the supervision of an attorney, either as employees or as independent contractors. Students are trained in many areas of law including practical techniques, legal research, legal writing, document management and the computerized production of forms utilized throughout the legal system. Students are qualified to accept entry level job positions in businesses that deal with legal matters.

Courses taught in the Paralegal Program are:

Seminar for Success 64 hours 2.5 Semester Credit Hours Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Business Communications 16 hours 0.5 Semester Credit Hours Overview of written communications as a management tool with additional information on principles of effective business writing.

Legal Research 56 hours 2.0 Semester Credit Hours Use of library resources; methods for research; use of non-legal information sources; brief introduction to the research resources of other legal jurisdictions and international law.

Research & Writing 56 hours 2.0 Semester Credit Hours Legal discourse through problem analysis, legal research, writing, oral skills, and legal citation. Use of library resources and review of research methods and information sources.

Torts 32 hours 1.0 Semester Credit Hours A comprehensive and up to date selection of the most important documents on contract, tort and restitution. Students will obtain a well-informed and broadly based understanding of tort law as it applies to many common everyday situations.

Property 40 hours 1.5 Semester Credit Hours Law of personal, real and community property, joint tenancy leases, deeds, contracts, escrows, deeds of trust; drafting problems in real estate transactions.

Wills & Trusts 40 hours 1.5 Semester Credit Hours Overview of property, wills and general estate planning; overview of probate and probate court, guardianships, conservatorships, elder law, tax-related issues, probate alternatives; probate litigation.

Family Law 16 hours 0.5 Semester Credit Hours Law and procedure relative to marriage, dissolution, adoption and community property.

Employment Law (Worker's Comp) 16 hours 0.5 Semester Credit Hours Background and overview of Worker's Compensation Laws.

Contracts 48 hours 2.0 Semester Credit Hours Theories that explain and/or justify the rules that guide contract law and litigation, including: contract formation, negotiation, financial analysis and contract implementation.

Civil Procedures (Civil Law) 160 hours 6.5 Semester Credit Hours This course covers the basic institutions of civil litigation in an adversary jury trial system. Pleading, discovery, and other pretrial procedures are explored. Appeals and post-finality relief from judgments are included. Rudiments of claim and party joinder and res judicata also are covered.

Evidence 48 hours 2.0 Semester Credit Hours Scope purpose & construction which evidence governs; types of things that may be considered by the fact finder, ways in which the info may be communicated and roles of the judge & jury. Functions of Law of Evidence including limitations of time & place.

Bankruptcy 48 hours 2.0 Semester Credit Hours Covers the reorganization or liquidation of commercial transactions in a bankruptcy setting. Also provided is an introduction to the state laws governing creditors' collection rights and federal bankruptcy law.

Criminal Law 48 hours 2.0 Semester Credit Hours The basic concepts of substantive criminal law are examined in this course. Offenses against persons, habitations, property, and public administration are covered together with principles of individual and corporate criminal responsibility.

Word 37.5 hours 1.5 Semester Credit Hours Basic and intermediate word processing skills using Word.

Word Perfect 37.5 hours 1.5 Semester Credit Hours Basic and intermediate word processing skills using Word Perfect.

Curriculum also includes: Student Orientation, and varying amounts of outside preparation and projects that must be completed for a grade.

PARALEGAL

Equipment for Demonstration and Practical use for students:

- o Computers and Printers
- o Calculators
- o Tables and Chairs
- o Blackboard/Whiteboard
- o TV/VCR/DVD Combo
- o LCD Projector

VOCATIONAL NURSE
Offered at WC PO PA GL RI

68 Week Program Includes:

Classroom = 741 hours

Clinical Externship = 960 hours

Program Clock Hours = 1701 hours

Vocational Nurses are responsible for providing direct patient care under the guidance of a Registered Nurse. The students learn the skills necessary to become a vital part of the quality care of patients who are experiencing various health problems. Graduates of the Vocational Nurse program are discovering entry-level employment opportunities that include positions in hospitals, skilled nursing facilities, doctor's offices, clinics, correctional facilities, and home health agencies.

Courses taught in the Vocational Nurse program are:

Seminar for Success 77 hours

Orientation and success building course for Career Students. Review of math including pharmacological calculations, language, vocabulary, writing and communication skills. This course also includes introduction to nutrition and hygiene, professional growth and career development, availability of community resources, outlining, summarizing, critical thinking and other life skills.

(Term 1)

Nursing Fundamentals 171 hours

Students will gain a knowledge of basic nursing skills, their principles, rationale, including communication skills, the nursing process, patient education, gerontological nursing and rehabilitative nursing. Legal and ethical aspects of nursing care are also covered. Basic nutrition using the food pyramid and food groups will be introduced. Students will also learn basic diets for different medical conditions, (cardiac, diabetic, etc.) that will also be covered in more detail as those disease processes are explored in Medical/Surgical nursing. This course looks at the patient as a whole being and emphasizes treating the person with respect to cultural and ethical differences. Maslow's theory is utilized as a basis for understanding human needs. Psychological adaptations to illness and various situations are discussed as well as care of the patient with a psychological diagnosis in the acute care facility. The growth and development of patients as part of the normal aging process is discussed. Starting from birth to death there are certain stages most people pass through and this is relevant to the nursing care plan for each patient.

Anatomy & Physiology 130 hours

Students will gain knowledge of basic anatomy and physiology of the human body. The structure and normal function of each of the body systems and the related pathology will be studied with correlation to each system as it is covered in the Medical/Surgical nursing courses.

Pharmacology 105 hours

The basic preparation of medications for administration is covered. The classes and groups of medications, their actions and uses are discussed throughout the program. The student is expected to know the indications and contraindications of each medication before it is administered and to prepare and give medications safely and accurately.

(Term 2)

Medical/Surgical Nursing 2 406 hours

This course covers medical and surgical treatment of the adult. It will cover the body systems of muscular-skeletal, integumentary, respiratory, immune, and gastrointestinal. Diseases and disorders, treatment, diets, and medications will be introduced for each system. Students will develop nursing care plans for assigned patients. In the clinical area, the student will provide direct hands-on care to patients, including the administration of medications. Ethical problems and behaviors are also part of the curriculum in this course.

(Term 3)

Medical/Surgical Nursing 3 406 hours

Review of pharmacology, nutrition, and oncology, as well as anatomy and physiology, to include the cardiovascular, endocrine, reproductive and renal/genitourinary systems. Diseases and disorders, treatment, diets, and medications will be introduced for each system. Comprehensive review of subjects related to pharmacology, nutrition, as well as anatomy and physiology discussed during Terms 1 and 2. Students will continue development of concept maps and patient care strategies during the clinical portion of their course, and will also continue to provide direct hands-on care to patients, including the administration of medications.

(Term 4)

Medical/Surgical Nursing 4 148 hours

Review of anatomy and physiology, pharmacology, nutrition, geriatrics, and the neurosensory system. This course covers professional development and leadership skills which are necessary for becoming a nursing team member, assignment making, reporting at change of shift and other duties expected of a nurse. It encompasses responsibility for a team of care providers and one's own behaviors. As the student prepares to graduate, they will need to develop job-seeking skills. This will include a review of resume writing and interviewing with prospective employers. Preparation for the licensure exam and the necessary paperwork will be completed and the needs for review of materials before the licensure exam are emphasized.

Maternal Health (Obstetrics) 84 hours

Areas covered will include prenatal, perinatal, neonatal and post partum care. Discussion of providing medically appropriate care during the unique experience of pregnancy, birth and the transition through postpartum recovery

Child Health (Pediatrics) 84 hours

Areas covered include a general introduction to the pediatric patient and progresses to specific needs including diseases and disorders related to each body system. The needs of the pediatric patient and how it differs from the adult patient, pediatric medication administration, and psychological needs of the child and the family will also be discussed.

Mental Health 90 hours

Overview of psychiatric-mental health nursing and mental health disorders. Dealing with the needs of victims of abuse, loss, grief, and death, substance abuse, personality, mood and anxiety disorders. Also provides a brief look at crisis intervention and suicide.

Curriculum also includes: Student Orientation and CPR.

VOCATIONAL NURSE

Equipment for Demonstration and Practical use for students:

- o VN Lab – Simulating hospital patient rooms
- o Ear thermometer and supplies
- o Bandages and tape
- o Blood glucose testing equipment and supplies
- o Dressing materials: sterile 4 x 4s, 2x2s, abdominal dressings
- o Face masks
- o Isolation gown
- o Catheterization kits
- o Sterile tracheostomy suctioning kits
- o Tongue blades
- o Clean gloves
- o Sterile gloves
- o Computers and Printers
- o Linen supplies: sheets, blankets, bed spreads, towels, washcloths, pillows, wash basins
- o Stethoscopes and blood pressure cuffs
- o Thermometers
- o Kidney basins
- o Staple remover kits
- o Syringes (all sizes) and pseudo medications for pharmacology
- o Mannequins
- o Medication cart
- o Disposable supplies are available to all students as needed

Audio Visual includes:

- o Overhead projector
- o TV/VCR/DVD combo
- o White board
- o Videos
- o Teaching materials
- o Nursing magazines and journals
- o Appropriate posters, charts and passouts
- o LCD Projector

MASSAGE THERAPY
Offered at WC PO PA RI

40 Week Program Includes:

Classroom = 672 hours

Clinical Internship = 100 hours

Program Clock Hours = 772 hours

Massage Therapists learn the skills to relieve patients of pain. The Massage Therapist program provides the basic knowledge, tools, ethics, and behaviors that will enable the student to successfully practice as a massage therapist in a variety of healthcare settings. Employment opportunities for Massage Therapy graduates include entry-level positions in massage offices and private practice, physicians' offices, hospitals and medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs and fitness centers, spas and resorts, hotels, cruise ships, beauty and hair salons, pain management centers, and sports team facilities.

Courses taught in the Massage Therapy Program are:

Seminar for Success 64 hours

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

Swedish Massage 96 hours

Business Skills: Choosing a Business Status and Massage Setting, Basic Anatomy/Physiology: Integumentary, Skeletal, Muscular, Classification of Massage Movements, Swedish – Feet, Legs, Supine, Swedish – Legs, Prone, Swedish – Supine/Full-Body.

Shiatsu 96 hours

Business Skills – Marketing Shiatsu/Theories and Practices of Eastern, Modalities/Polarity, Basic Anatomy/Physiology: Circulatory, Nervous, Endocrine, Shiatsu – Head, Neck, Face, and Chair, Shiatsu – Supine and Side Lying, Shiatsu – Prone.

Sports Massage & Reflexology 96 hours

Business Skills – Communications and Marketing, Basic Anatomy/Physiology: Pathology, Disease and Injury-Related Conditions, Overuse, Chronic and Acute Sports Injury/ Rehabilitation, Active Stretching and Muscle Energy Technique, Passive Positioning Techniques/Combined Reflexology, Pre- and post-event massage/Foot and Hand Reflexology.

Spa Services/Wellness Strategies 80 hours

Business Skills/Working in a Spa Environment, Basic Anatomy/Physiology: Respiratory, Digestive, and Excretory systems, Spa Treatments and Services/Hydrotherapy and Aromatherapy, Spot Treatments, Cellulite Treatments, Face and Scalp Massage, Client/Therapist Wellness: Stretching, Exercise, Breathing, and Other Techniques.

Understanding Pain/Alternative Massage Methods 80 hours

Business Skills – Ethics and Professionalism, Basic Anatomy/Physiology: Reproductive, Soft-tissue, Non-Western, Understanding Pain/Massage Strategies, Customization, Intentionality, Alternative Massage Methods: Craniosacral Therapy, Reiki, Therapeutic Touch, Alternative Massage Methods: Chair, Intuitive, Trigger Point, Somatic.

Deep Tissue Massage/Alternative Massage Methods 96 hours

Business Skills – Financial Skills, Basic Anatomy/Physiology: Kinesiology, Lymph-Vascular, and Immune systems, Deep Tissue – Back, Legs, Arms, Chest, Neck, Joint Mobilization and Range of Motion/Lymphatic Massage, Alternative Massage Methods: Massage for Nursing and Healthcare, Alternative Massage Methods: Prenatal, Postnatal, Infant Massage.

Computer 48 hours

Introduction to Computers, Word, Excel, Medi-Soft, Processing Electronic Insurance Claims, & Creating Professional Quality Résumés

Curriculum also includes (16 hours):

Internship Workshop (seminar for job preparedness), Student Orientation, varying amounts of outside preparation (see page 57) and projects that must be completed for a grade and CPR.

MASSAGE THERAPY

Equipment for Demonstration and Practical use for students:

- o Massage tables
- o Changing rooms
- o Linens, towels
- o Massage oil
- o Classroom and Lab
- o Computers and Printers
- o Blackboard/Whiteboard

Audiovisual includes:

- o Films—rental and on free loan
- o Overhead Projector and Overlays
- o Appropriate massage posters, charts, and passouts
- o TV/VCR/DVD Combo
- o LCD Projector

SURGICAL TECHNOLOGY

Offered at WC, RI, SA, and LB

57 Weeks Program Includes:

Classroom =	906	hours	30.5 Semester Credit Hours
Clinical Externship =	598	hours	<u>13.0 Semester Credit Hours</u>
Total Program =	1504	hours	43.5 Semester Credit Hours

Goals:

The Surgical Technology program is designed to instruct in all phases of Surgical Technology, and to prepare competent, entry-level surgical technologists in the **cognitive** (knowledge), **psychomotor** (skills), and **affective** (behavior) learning domains. Upon completion, the graduate can effectively work with and under the supervision of surgeons or registered nurses and become an integral part of the team providing care to patients during the crucial periods of surgery. Much of the training is focused on the clinical aspect of the program where the students gain skills in helping to set up the operating room; prepare patients for surgery; scrub, gown and glove self and other team members; pass instruments and other sterile supplies to surgeons; help care for and dispose of specimens; and assist nurses in cleaning and stocking the operating room for the next operation. The curriculum reflects the latest developments in biomedical science. A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms, and medical clinics.

Courses taught in the Surgical Technology Program are:

Seminar for Success 48 hours 2.0 Semester Credit Hours

Orientation and success building course for Career Students. Review of math including pharmacological calculations, language, vocabulary, writing and communication skills. This course will also include introduction to nutrition and hygiene, professional growth and career development, availability of community resources, outlining, summarizing, critical thinking and other life skills.

ST-101 Introduction to the Human Body 30 hours 1.0 Semester Credit Hours

This module provides a general overview of the basic organizational structure of the body, including cells, tissues, glands, membranes, and integumentary system. Students will also spend time learning how to build medical terminology based on prefixes, suffixes, and root word parts. Concepts of chemistry and biochemistry that are relevant to the study of the human body are presented as well as the types of tissues that act together to perform specific functions. The characteristics of the integumentary system will be reviewed as well as the disorders and abnormalities associated with the skin. Related medical terminology will be taught.

ST-102 Muscular/Skeletal System 30 hours 1.0 Semester Credit Hours

This module discusses the types of joints, classification, function and location of muscular tissues and related medical terminology. Students will be introduced to how bones form the framework of the body to help protect and support internal organs and how it functions along with the muscular system to produce movement at the joints. This module also discusses the three kinds of muscle tissues and their primary functions.

ST-103 Circulatory & Respiratory Systems 30 hours 1.0 Semester Credit Hours

In this module, students will be given an introduction to the circulatory and respiratory systems functions. Students will continue to study the associated medical terminology. Students will review the composition and functions of the blood and understand the fundamental importance of maintaining homeostasis. The physiology and pathophysiological concepts associated with the heart are introduced. The structure and functions of arteries, veins and capillaries will be reviewed along with the importance of how the lymphatic system supports the activities of the circulatory system.

ST-104 Neuro-Sensory & Endocrine Systems 30 hours 1.0 Semester Credit Hours

This module is focused on the study of the relevant anatomy and physiology of the neurological and endocrine systems. Students will continue to study the associated medical terminology. The module provides instruction on the structure and function of the nervous system, including the divisions of the brain, general sensory receptors and the special sense organs, and how the nervous and endocrine systems work together to coordinate and control the body.

ST-105 Gastrointestinal, Genitourinary, and Reproductive Systems 30 Hours

1.0 Semester Credit Hours

In this module, students will study the relevant anatomy and physiology associated with these systems. Students will continue to study terminology associated with the digestive, urinary, and reproductive systems. Students will understand the mechanical and chemical activities that take place in the digestive tract, the importance of the genitourinary system in eliminating metabolic waste from the body and how it regulates the volume, composition, and pH of the body fluids, and the body's ability to reproduce.

ST-106 Microbiology and Immunology 25 hours 1.0 Semester Credit Hours

In this module, students will study the causes and diagnosis of diseases, classifications of microorganisms, characteristics of protozoa, fungi, bacteria, and viruses. This module introduces microbiology, beginning with the brief history of significant events and scientists who have contributed to the progress of microbiology techniques and the impact on human health and safety. This module also discusses how microbiology is studied, including how microbes are named and how the microscope is used in studying microbiology. An overview of the immune system and body defenses will prepare the student to understand the concepts of immunization, autoimmunity, and hypersensitivity reactions.

ST-107 The Surgical Environment 25 hours 1.0 Semester Credit Hours

Healthcare facilities, ancillary departments and the physical environment of the operating room (OR) will be covered during this module. An overview of Maslow's Hierarchy of basic patient needs will be presented. Students will be introduced to the standard and specialized equipment found in a typical OR environment, and will review their necessity to maintaining a safe and efficient operation when providing care for the surgical patient. Guidelines and standards will be examined to provide measures to promote a safe environment and students will continue discussion on the relationship between the principles of asepsis and the practice of sterile techniques. The basic principles of electricity, laser, and endoscopic use and safety precautions will be discussed. Students will apply basic principles of physics as they relate to the complex computer systems and robotics found in the operating room.

ST-108 Asepsis, Sterilization, and Disinfection 25 hours 1.0 Semester Credit Hours

This module discusses the relationship between asepsis and the practice of sterile technique. Students will learn different principles and procedures utilized in the proper cleaning, disinfection and sterilization of instruments, supplies, and equipment needed in the OR, which are conducive to the ability to follow the principles of asepsis and the practice of sterile technique. Aseptic technique is reinforced throughout this module.

ST-109 Basic Instrumentation, Equipment, Supplies 30 hours 1.0 Semester Credit Hours

This module will introduce basic instruments by type, function, and name. The proper care, handling, and assembly of instruments are stressed throughout this module. This module discusses the different types of catheters, drains, and tubes used during surgery and help the student differentiate between active and passive drainage. The use of catheters, drains and tubes in assisting with diagnosing, restoring function, promoting healing, and preventing complications are discussed. Suturing techniques, as they relate to wound care and closure, are presented to the student. Also introduced are the names, classifications and available gauges of suture materials. The relationship between aseptic technique, instrumentation, supplies, and quality of patient care is stressed throughout this module.

ST-201 Scrubbing, Gowning, and Gloving 25 hours 0.5 Semester Credit Hours

The proper technique of performing the surgical scrub and donning sterile attire in preparation for entry into the sterile field is demonstrated, practiced, and mastered in this module. The students will learn the use of personal protective equipment (PPE), self-drying, -gowning, and -gloving, and assisting other

sterile team members who are ready to enter the sterile field. Aseptic technique is reinforced throughout this module.

ST-202 Preoperative Patient Care 25 hours 1.0 Semester Credit Hours

Procedures for preoperative patient routines, including surgical consent, preoperative education, patient possessions, and transfer and positioning, are discussed in this module. Emphasis is placed on the preoperative physiological and psychological care and safety of the patient. Students will discuss how patient care and safety directly correlates to the patient's hospital stay and overall health. Students will practice urinary catheterization, surgical positioning, skin preparation, and draping the surgical patient. Aseptic technique is reinforced throughout this module. Affective and professional behaviors and critical thinking application are integrated throughout this course and the remaining of the program.

ST-203 Patient Positioning and Draping 25 hours 1.0 Semester Credit Hours

This module covers the supplies and equipment necessary to safely transport, transfer, position, and drape the surgical patient. The module covers positioning and draping specific to the surgical specialties. Students will learn how to properly interpret the surgeon preference cards for special positioning and draping requirements, and review their responsibility to anticipate supplies and equipment needed for the various surgical procedures. Aseptic technique is reinforced throughout this module.

ST-204 Creation and Maintenance of the Sterile Field 50 hours 1.5 Semester Credit Hours

In this module, students will discuss how the safety of the patient depends on strict adherences to the practice of sterile techniques by the surgical technologists. Students will review the principles of asepsis and their application for sterile technique. During laboratory skills, students will practice draping OR furniture, opening and adding sterile supplies and instruments, and dressing and organizing the Mayo stand and the back table. Students will also be required to demonstrate knowledge of duties in the pre-, intra-, and post-operative routines of patient care.

ST-205 Postoperative Care/Assist Circulator Duties 40 hours 1.5 Semester Credit Hours

In this module, students will review the proper steps in preparing the patient for transfer to the Post Anesthesia Care Unit, and the potential postoperative discomforts and complications. The student will learn equipment unique to PACU along with standards, policies and criteria for patient discharge. The student will learn specific documentation that is required by the assistant circulator as well as pre-, intra-, peri-, and postoperative case management.

ST-206 Factors Influencing Healing and Infection 10 hours 0 Semester Credit Hours

In this module, students will be introduced to how microbial control, aseptic methods and universal precautions affect healing and infection. This module also presents basic knowledge of wound healing, including types of wounds, the inflammatory process, wound classifications, and types of wound healing. The process of body healing from a wound and the elements that aid in a successful outcome are presented.

ST-207 All Hazards Preparation/ CPR 13 hours 0.5 Semester Credit Hours

In this module, students will learn basic life support (BLS) and cardiopulmonary resuscitation (CPR) according to guidelines set forth by the American heart Association (AHA). All Hazards Preparation will address the preparation, planning, detection, communication, incident management and support systems, safety and security, clinical / public health assessment and intervention, contingency, continuity, recovery, and public health law and ethics.

ST-208 Computers and Employability 10 hours 0 Semester Credit Hours

In this module, students will learn the basic concepts of computer science and applications in the operating room and employment search. Students will develop a plan of action to secure employment in the healthcare field and discuss employability skills and professionalism. Professional management, teamwork, communication, personal characteristics, problem solving skills, education and certification will be discussed in relation to employability as a surgical technologist. The Clinical Ladder, career development as well as roles and competencies will be addressed.

ST-209 Pharmacology and Anesthesia 30 hours 1.0 Semester Credit Hours

In this module, students will be introduced to basic knowledge of pharmacology, including medication types, sources, and classifications. Medications commonly used in surgery and proper handling techniques, including the specific roles of each surgical team member are discussed. The different types of anesthesia and the equipment and supplies needed for surgical procedures are presented. Postoperative patient recovery and PACU services are discussed in detail with an emphasis on patient safety.

ST-210 General Surgery, OB/GYN, GU Procedures 50 hours 2.0 Semester Credit Hours

In this module the student will be introduced to the organ systems in the body on which general, obstetrics and gynecology, and genitourinary surgery are performed. This module discusses the various pathologies and corrective procedures performed in general surgery, OB/GYN, and GU, including the basic, intermediate, and advanced interventions. This module reinforces the pre-, intra-, peri-, and postoperative considerations, diagnostic procedures, and pharmacology associated with the specialties.

ST-211 Otorhinolaryngology/Oral Maxillofacial 30 hours 1.0 Semester Credit Hours

This module discussed the anatomy and physiology of the head and neck along with the associated pathology and surgical interventions related to each specialty. It provides an overview of the special instrumentation, equipment, and supplies used in ENT, Oral and Maxillofacial surgery as well as common drugs used. Surgical procedures in the basic, intermediate, and advanced interventions will be presented. This module reinforces the pre-, intra-, peri-, and postoperative considerations, diagnostic procedures and pharmacology associated with the above specialty.

ST-301 Ophthalmic, Plastic & Reconstructive Surgery 35 hours 1.5 Semester Credit Hours

In this module, students will be given an introduction to ophthalmic, plastic and reconstructive surgery, and the anatomy, physiology and pathology as related to specific anomalies and injuries requiring surgical intervention. Preoperative, intra-operative, peri-operative, and postoperative patient care, and diagnostic study consideration being given to the instruments, equipment, and supplies necessary to perform a variety of procedures in the basic, intermediate, and advanced interventions are discussed.

ST-302 Cardiovascular, Thoracic and Peripheral Procedures 40 hours 1.5 Semester Credit Hours

This module discusses the anatomy and physiology of the thorax, lungs, heart, and related structure, including the trachea and bronchial tree, the major vessels of the heart and blood vessels. An overview of common pathologies associated with the peripheral vascular, cardiovascular and thoracic systems will be discussed along with the diagnostic procedures used in understanding these pathologies. A review of the instrumentation, supplies, drugs, and the equipment commonly used in surgical procedures used to intervene in cardiothoracic and vascular pathologies is included.

ST-303 Orthopedic Procedures 20 hours 0.5 Semester Credit Hours

In this module, students will be given an introduction to orthopedic surgery and the musculoskeletal anatomy and pathophysiology as related to specific anomalies and injuries requiring surgical intervention. Pre-, intra-, peri-, and postoperative patient care considerations are addressed. The O.R. environment with special consideration being given to the instruments, equipment, and supplies necessary to perform a variety of orthopedic procedures in the basic, intermediate, and advanced interventions are discussed. Adjunct hospital specialties such as radiology, diagnostic imaging, and laboratory analysis that are utilized during orthopedic surgical procedures are discussed.

ST-304 Neurological Procedures 20 hours 0.5 Semester Credit Hours

This module presents the foundation for understanding neurosurgery and prepares the student to assist in neurosurgical procedures. The anatomy involved in neurosurgery including bones that support the nervous system, distinct features of the central nervous system and the peripheral nervous system, the

blood supply and the protective structures of the brain and spinal column are studied. This module reviews the pathological conditions that require neurosurgical intervention covering basic, intermediate, and advanced procedures. The equipment, instruments, diagnostic studies, pharmacology, pre-, intra-, peri-, and postoperative preparation of the patient is discussed and reviewed.

ST-401 Mock Surgery 180 hours 6.0 Semester Credit Hours

This module provides a laboratory environment in which students concentrate on developing laboratory skills and practical performances by participating in a variety of mock surgical procedures. Emphasis will be placed on learning and understanding the different roles in the operating room and how to build teamwork by providing mock situations in which students will have the opportunity to assume sterile and non-sterile member roles. During this course, students are taught the importance of cost containment in order to minimize charges to patients, healthcare organizations, and insurance companies. Patient education including discharge planning, prognosis and expected outcomes are discussed throughout the course to promote safe discharge from the healthcare facility. Prior to releasing the students to clinical experience, HIPAA awareness and the importance of maintaining patient's PHI confidentiality are reinforced. Students participate in an exercise called "Instrumental Synergy Communication Styles Profile" to help them understand and maximize personality strengths by providing tips needed to minimize stress related to the rigorous environment and personalities encountered in the operating room.

Clinical requirements orientation is mandatory at the end of this course. Clinical requirements for attendance, case experience and certification preparation classes are once more reviewed. Complete information on clinical requirements can be accessed via intranet at <http://www.nw.edu>

ST-402 Clinical I 64 hours 1.0 Semester Credit Hours

Students will begin receiving training in sterile processing, ancillary services, and operating room environments. The student may be expected to perform duties in both sterile processing and the operating room. Students may be allowed to participate in a variety of surgical procedures in different specialties at the discretion of the clinical instructor.

ST-501 Clinical II 264 hours 5.5 Semester Credit Hours

During this module, students will continue to participate in a variety of surgical procedures in different specialties in order to refine the knowledge and skills learned in their previous module work.

Students will be required to complete a case summary report of their most challenging procedure at the end of both their 4th and 8th weeks.

ST-502 Clinical III 270 hours 6.0 Semester Credit Hours

During this module, students will be expected to participate in a variety of surgical procedures in the scrub role in different specialties, with emphasis on developing entry-level experience and competency in five surgical areas: General, Orthopedic, OB/GYN, Genito-Urinary (GU), and Otorhinolaryngology (ENT). Students will be required to complete a case summary report of their most challenging procedure at the end of both their 4th and 8th weeks. Cases performed during this module should be consistent with the AST 6th edition of the Core Curriculum outline. At the conclusion of ST-502, students will be required to have completed surgical case requirements as outlined via intranet at <http://www.nw.edu>, demonstrate proficiency in the operating room, and complete all academic requirements including the Program Final Exam (PFE), and the National Board of Surgical Technology and Surgical Assisting Alternative Exam.

Clinical Case Requirements – Surgical Technology

1. The total number of cases the student must complete is **120**
2. Students are required to complete thirty **(30)** cases in General Surgery. Twenty **(20)** of these cases must be in the First Scrub Role.
3. Students are required to complete ninety **(90)** cases in various surgical specialties. Sixty **(60)** of the cases must be in the First Scrub Role, and evenly distributed between a minimum of five **(5)** surgical specialties. However, fifteen **(15)** is the maximum number of cases that can be counted in any one surgical specialty

4. Diagnostic endoscopy cases and vaginal deliver cases are not mandatory, but up to ten **(10)** diagnostic cases and five **(5)** vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

Note: Observation cases must be documented, but do not count toward the **120** required total cases.

Diagnostic Medical Sonographer

Offered at SA and LB

77 Weeks Program Includes:

Classroom =	1192	hours	48.18	Semester Credit Hours
Clinical Externship =	648	hours	14.40	Semester Credit Hours
Total Program =	1840	hours	66.00	Semester Credit Hours

Goals:

The Diagnostic Medical Sonographer (DMS or ultrasound) program provides students with a balanced education through competency-based training that combines didactic instruction with the demonstration and performance of practical skills. Graduates from the DMS program have the technical knowledge and clinical skills necessary to potentially entry-level employment as Diagnostic Medical Sonographers. Sonographers perform diagnostic studies on patients using ultrasound scanners to produce images of the anatomical areas for diagnosis and interpretation by a physician. Sonographers work in various professional settings such as hospitals, clinics, imaging centers, and mobile imaging services.

Courses taught in the Diagnostic Medical Sonographer Program are:

CS102 College Success 40 hours 1.5 Semester Credit Hours

This initial course in the Diagnostic Medical Sonographer program is designed to increase student success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation. Strategies to strengthen reading, writing, research, and quantitative abilities are emphasized. Students will be assigned out-of-class work of approximately 10 hours for this class. Prerequisite: None

AP/I Anatomy and Physiology 96 hours 4.5 Semester Credit Hours

A & P I presents, in detail, structural organization, cells/tissues, glands and membranes, skeletal system, muscular system, and medical terminology. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisite: CS102

AP/II Anatomy and Physiology 96 hours 4.5 Semester Credit Hours

This course presents, in detail, the reproductive system, cardiovascular system, blood/lymphatic system, urinary system, and medical terminology. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisite: A&P I

AP/III Anatomy and Physiology 96 hours 4.5 Semester Credit Hours

A & P III presents, in detail, the nervous system, sensory and integumentary system, digestive system, and endocrine/respiratory systems. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I and II

DMS 102/I Physics 96 hours 4.0 Semester Credit Hours

The course provides an understanding of the physics of ultrasound including the transducer, image formation, and display. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 102/II Physics 96 Hours 4.0 Semester Credit Hours

The course provides an introduction to the technology of ultrasound including knobology, Doppler, color flow, m-mode, 2-D scanning, instrumentation, and safety. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 102/III Introduction to Vascular Technology 96 hours 4.0 Semester Credit Hours

Vascular Technology is an introduction to vascular Sonography, hemodynamics, spectral analysis, vascular anatomy and pathology. The course is not designed to prepare students as Vascular Technologists. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 103/II Abdomen 96 hours 4.0 Semester Credit Hours

This course develops an understanding of anatomy combined with basic scanning skills of the aorta, IVC, liver, and gallbladder. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 103/III Abdomen 96 hours 4.0 Semester Credit Hours

The class continues the understanding of anatomy combined with basic scanning skills of the gallbladder, pancreas, kidney, and spleen. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 103/III Abdomen 96 hours 4.0 Semester Credit Hours

This course presents small parts anatomy and pathology; along with the continued development of scanning skills. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 104/II Gynecology 96 hours 4.0 Semester Credit Hours

The course focuses on an understanding of anatomy, pathology, and scanning skills to perform various gynecological ultrasound procedures. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III.

DMS 104/III Obstetrics 96 hours 4.0 Semester Credit Hours

The course addresses the anatomy, pathology, and scanning skills to perform first, second, and third trimester pregnancy procedures. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 104/III Obstetrics 96 hours 4.0 Semester Credit Hours

Building from 104/II, this course continues to refine the scanning skills associated with the anatomy and pathology of first, second, and third trimester pregnancy procedures. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: A&P I, II, and III

DMS 105/II Externship 216 hours 5.0 Semester Credit Hours

Working in the industry on a non-paid clinical externship. Externship schedules are similar to typical industry work days. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: All didactic courses

DMS 105/III Externship 216 hours 5.0 Semester Credit Hours

Working in the industry on a non-paid clinical externship. Externship schedules are similar to typical industry work days. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: All didactic courses

DMS 105/III Externship 216hours 5.0 Semester Credit Hours

Working in the industry on a non-paid clinical externship. Externship schedules are similar to typical industry work days. Students will be assigned out-of-class work of approximately 24 hours for this class. Prerequisites: All didactic courses

DIAGNOSTIC MEDICAL SONOGRAPHY

Equipment for Demonstration and Practical use for students:

- o Mock Ultra Sound Rooms
- o Diagnostic Medical Sonography Equipment
- o Skeletal and anatomical models
- o Simulated central supply
- o Lecture rooms
- o Computers and printers
- o Whiteboard/Smart Boards

Audiovisual includes:

- o Films—rental and on free loan
- o Overhead Projector and Overlays
- o Appropriate massage posters, charts, and passouts
- o TV/VCR/DVD Combo
- o LCD Projector

PROGRAM TUITION SCHEDULES

	Tuition	Books & Supplies*	Registration Fee**	STRF**	Total Program Charges
Medical Assistant	\$13,985	Included	\$100	\$7.00	\$14,092
Medical Receptionist	\$7,200	Included	\$100	\$3.60	\$7,303.60
Medical Insurance Biller	\$13,985	Included	\$100	\$7.00	\$14,092
Medical Administrative Assistant	\$13,985	Included	\$100	\$7.00	\$14,092
Dental Assistant	\$14,985	Included	\$100	\$7.50	\$15,092.50
Pharmacy Technician	\$13,985	Included	\$100	\$7.00	\$14,092
Eyecare Specialist	\$9,985	Included	\$100	\$5.00	\$10,090
Massage Therapy	\$13,485	Included	\$100	\$6.50	\$13,591.50
Paralegal	\$14,985	Included	\$100	\$7.50	\$15,092.50
Vocational Nursing	\$29,985	Included	\$100	\$15.00	\$30,100
Surgical Technologist	\$27,065	Included	\$100	\$13.50	\$27,178.50
Diagnostic Medical Sonographer	\$39,970	Included	\$100	\$20.00	\$40,090

***Books and Supplies consist of Uniforms, Textbooks, Supplies, and Tutoring.
Also Review Courses where License or Certification is required.**

**** Non-refundable.**

*****Fee is waived if a North-West College VN program student.**

PROGRAM TUITION SCHEDULES

Financial arrangements must be completed by the first day of class, which may include student payments made directly to the College. Payments may sometimes be arranged with approval of the Campus Director. If the students' payments are late, then a 5 % late charge on the unpaid past due balance will be added monthly, three days after the due date.

Students attending most healthcare programs will receive uniforms as follows:

- | | |
|--------------|--|
| Women | * 2 – Regulation Uniforms and one (1) Warm-up Jacket |
| Men | * 2 – Laboratory Jackets & One (1) Scrub Top |
| | * Other required apparel, i.e. shoes, supplied by the student. |

The books may vary according to need and decision of the College. Supplies will be distributed on an "as needed" basis. Supplies do not include what would be considered normal "school supplies," i.e., note paper, pens, pencils, ring binders, etc.

PROGRAM TUITION SCHEDULES

State of California Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

REFUND POLICY

College's Refund Policy

1. If you, the Student, are not accepted by the College, all monies will be refunded.
2. You, the Student, have the right to cancel your program of study before you start your first day of class. All monies will be refunded.

CANCELING YOUR COURSE DURING THE FIRST SEVEN DAYS AFTER THE FIRST CLASS SESSION.

1. If you, the Student, start classes, but wish to cancel, you may cancel by midnight of the seventh business day after you have attended your first class.
2. Cancellation shall occur when you, the Student, gives written notice of cancellation at the address of the College checked on page one of the Agreement. You can do this by mail, hand delivery, or telegram.
3. The written notice of cancellation, if sent by mail properly addressed, with postage paid, is effective when postmarked. The notice of cancellation indicates you, the Student, do not wish to be bound by the Agreement. You may use the notice of cancellation form given to you on the first day of class or any other written notice you wish.
4. If you, the Student, cancel this Agreement by midnight of the seventh business day after you have attended your first class, you will have no liability to the College, except for any supplies the College has provided to you that are not returned. A refund of monies paid, less the itemized cost of supplies and educational services provided, will be refunded to you within 45 days of the cancellation date. Once you pay for the supplies, they are yours to keep without obligation.

WITHDRAWING FROM YOUR COURSE AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS

1. You, the Student, have the right to withdraw from a program of instruction at any time.
2. If you withdraw the day of the seventh scheduled class session, the College will remit a refund as described below in #4 within 45 days following your withdrawal.
3. If any portion of the tuition was paid from the proceeds of a loan, the refund will be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay any student financial aid program from which you received benefits, in proportion to the amount of benefits received, and any remaining amount will be paid to you.
4. The refund to be paid to you shall be calculated as follows if you withdraw from the program of instruction.
 - a. Deduct a registration fee not to exceed one hundred fifty dollars (\$150) and the cost of unreturned equipment and supplies from the total tuition charge (item 6 on page one of your agreement).
 - b. Divide this figure by the number of hours in the program.
 - c. The quotient is the hourly charge for the program.
 - d. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
 - e. The refund would be any amount in excess of the figure (D) that was paid by the student.

FOR THE PURPOSE OF DETERMINING THE AMOUNT THAT YOU, THE STUDENT, OWE FOR THE TIME ATTENDED, AND TO DETERMINE THE DATE OF WITHDRAWAL:

- a. The Student notifies the College of withdrawal or the actual date of withdrawal, in writing or orally.
- b. The College terminates you.
- c. Failure to attend classes for a two-week period or not returning from a leave of absence (LOA), or the student asks to be dropped. The date of withdrawal will be the date the College determines that the student will not be returning for any of the above reasons. A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from an approved leave of absence, that some or all of the grace period of the loan could have been used up, as the withdrawal date will act retroactively.

A refund is also determined by:

Return of Title IV Funds Policy

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days “attended in the payment period is divided by the total days” in the payment period. “Days” are calendar days for purposes of this formula, and therefore includes weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student.
4. The institution will return the lesser of the total unearned aid, or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 1. Unsubsidized Direct Student Loan Program
 2. Subsidized Direct Student Loan Program
 3. Federal Direct PLUS Loan Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

1. Federal Pell Grant Program
2. Federal SEOG Program
3. Other assistance awarded under this title for which return of funds is required.

After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower’s promissory note.

Any dispute arising from enrollment at North-West College, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at West Covina, California, under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction.

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

North-West College does not have and has never had a pending petition in bankruptcy, is not operating as a debtor in possession, and has never filed a petition, nor had a petition filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

FINANCIAL AID INFORMATION

North-West College participates in some federal and state financial aid programs and attempts to indicate the nature and amount of financial aid available to each student at the time of enrollment. The student should be aware that outside agencies control many financial aid funding decisions. The College's financial aid staff will do their best to give every student the best possible help in obtaining financial aid. However, the student should be aware that the cost of tuition, not covered by aid, is the student's responsibility and that the amount due to the College, according to the refund policy, is due to the school even if the student withdraws or financial aid is not available because the student is not eligible. The following programs may be available:

Federal Pell Grant Program

A Federal Pell Grant is the foundation of Federal Student Aid, to which aid from other federal and non-federal sources might be added. A Pell Grant is awarded based solely on financial need to undergraduate students. A Pell Grant does not have to be paid back.

Federal Supplemental Education Opportunity Grant (FSEOG)

An additional grant source, FSEOG is awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG awards. Funds are limited in this program.

Federal Work Study (FWS)

Federal Work Study provides job opportunities for eligible students to earn a portion of their educational expenses while attending school. The program encourages community service work and work related to each student's course of study. Federal Work Study jobs can be on or off campus.

Federal Perkins Loan

A federal loan program administrated by the College, with Federal guidelines and awarded to students with exceptional financial need.

Federal Direct Plus Loan – Parent's Loan

Federal Direct Plus Loan is for the parent borrowers of the dependent students to meet the dependent student's educational expenses. A credit check is required for the borrower. Federal Direct Plus Loan's go into immediate repayment as soon as the loan is disbursed.

Federal Subsidized Direct Loan

A federal student loan program available to students who demonstrate financial need. The U.S. Department of Education pays the interest while the student is in school at least half time and for the first six months after the student leaves the College. Students may begin loan repayment immediately or six months after leaving the College.

Federal Unsubsidized Direct Loan

For the Federal Unsubsidized Direct Loan, the student is responsible for the interest from the time the loan is disbursed until it's paid in full. You can pay the interest as you go along, or you can allow the interest to accrue.

****A more detailed brochure describing these aid programs may be obtained from the College.**

Payments for Tuition to the College

Some payments for tuition are made directly to the College; they may be charged a small interest fee. More information regarding payments for tuition may be obtained from the College.

Sallie Mae Loans

A private loan that is available to students. Interest rates on this loan will depend on the credit of the applicant. A co-signor is recommended when submitting a Sallie Mae loan application. Approval of a Sallie Mae loan is not guaranteed.

Cal Grants

An additional grant source provided by the State of California. It is a grant and does not need to be repaid. Additional requirements and deadlines apply.

PROGRAM COURSE MODULAR SYSTEM[†]
PROGRAM UNITS & HOMEWORK HOURS REQUIRED

Program Title	•Semester Units for Accreditation and Possible Articulation	••Semester Units to meet U.S. Dept. of Education Guidelines for Financial Aid	•••Instructional Clock Hours	Outside Preparation Clock Hours	Total Effective Clock Hours	Intern/Clinical Hours (Included in Instructional Clock Hours)	Total Weeks
Medical Assistant	25.5	23.5	756	128****	884	180*	36
Medical Receptionist	21.5	19.3	624	100****	724	160*	34
Medical Administrative Assistant	27.5	24.2	780	128****	908	180*	36
Medical Insurance Biller	26.5	23.5	756	128****	884	180*	40
Pharmacy Technician	26	25.2	808	128****	936	280**	40
Dental Assistant	26.5	23.5	756	128****	884	180*	36
Massage Therapy (In West Covina only)	34.5	20.5	772	0	772	100*	40
Massage Therapy	0	20.1	756	0	756	100*	40
Vocational Nurse	0	45.3	1701	0	1701	960***	60
(In West Covina only) Eyecare Specialist	20.5	15.7	608	0	608	160*	36
(In West Covina, Riverside, Santa Ana, and Long Beach only) Surgical Technology	43.5	40.1	1504	0	1504	598****	57
(In Pasadena only) Paralegal	29.5	25.5	767	191	958	0	40 Days 60 Nights
Diagnostic Medical Sonographer (In Santa Ana and Long Beach Only)	66.00	61.3	1840	460	2300	648	77

- Semester Units are based on the following formula:

15 Hours Lecture	=	1 semester unit
30 Hours Laboratory	=	1 semester unit
45 Hours Internship	=	1 semester unit
- Semester Units are based on the following formula for Federal Financial Aid:

37.5 Course Hours	=	1 semester unit
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- * Includes internship hours from 15-20 hours per week served concurrently with class attendance.
- ** Approximately 140 Hours of the Pharmacy Technician program internship hours are served concurrently with classroom attendance and 140 hours served at the completion of classroom hours.
- Clock Hours are based on the following formula:
1 Clock Hour = 60 minutes
- These hours are based on the USDOE formula for approval of Outside Preparation Hours.

***These hours are done in conjunction with the theory hours, under the supervision of an instructor.

****Only those students who have met the attendance and financial requirements set by the College and who are considered competent in all areas of their studies are allowed to progress to clinical. Students who are not able to demonstrate competency will not be released for clinical, and will be required to repeat course work needed to improve the necessary skill sets.

North-West College measures most of its programs in "credit hour units" shown in semester units on the table above. Massage Therapy and Vocational Nursing programs are clock hour programs only. This method allows other learning institutions to evaluate the student's work if the student wishes to attend another institution of higher learning. This is not to indicate that North-West College's credits are transferable to other Colleges or Universities. However, some Colleges have accepted work completed at North-West College, evaluated on an individual basis, for students wishing to transfer. The table above shows clock hours, both for the programs and outside preparation required for the student's ease of understanding.

[†]All programs are systematically divided into courses, also known as self-contained learning modules or terms, making it easy for the student to enter many times during the year and begin their program of study. This also allows the student to repeat a course or term, if it becomes necessary. Students needing to repeat more than one course or term may be assessed tuition at regular tuition charges.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at North-West College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending North-West College to determine if your credits or degree or diploma will transfer.

USE OF IMAGES

I acknowledge that during the course of my program, there may be photographic or video images taken of me. I understand that these images might be used in print media publications, advertisements, online and in any other format that North-West College chooses.

I release North-West College, their offices, employees, agents and designees from liability for any violation of any personal or proprietary right I may have in connection with such use of these images.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, telephone 1-916-431-6959, fax 1-916-263-1897.

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

GRADING SYSTEM

Required Grades

All students are evaluated on their practical performance as well as their written work. Students are expected to progress at a standard learning pace. Students having difficulty with a standard pace will be given tutoring help, at no extra charge. The following grade scale is used:

100% - 90%	=	A	=	4	=	Superior
89% - 79%	=	B	=	3	=	Above Average
78% - 68%	=	C	=	2	=	Average
67% - 60%	=	D	=	1	=	Below Average
59% - or Below	=	F	=	0	=	Failure
"I" -	=	Incomplete	=	(I)	=	Incomplete—*Please see the following note.

**Incomplete:* Not completing a course or failure to complete all work related to the course. An incomplete (I) becomes a failure (F) if the work relating to the incomplete has not been completed by the end of the course. If a student repeats a subject, the second grade will be substituted.

Satisfactory Academic Progress

The student must be progressing toward completion of the program within a specified time frame. Students are required to complete the program within one and a half times the length of time normally scheduled for a program. Students' grades are measured at the end of each course.

At the end of the first 25% of the normal program length, students must maintain a grade point average of 1.0 and complete a minimum of 15% of the total program credits.

At the end of the midpoint (50%) of the normal program length, students must maintain a grade point average of 1.5 and complete a minimum of 25% of the total program credits.

At the end of 75% of the normal program length, students must maintain a grade point average of 1.75 and complete a minimum of 50% of the total program credits.

At the end of 100% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 75% of the total program credits.

At the end of 150% of the normal program length, students must maintain a grade point average of 2.0 and complete 100% of the total program credits.

Students not meeting SAP standards are placed on academic warning status. Students will receive a written letter indicating their academic warning status. Once students are placed on academic warning status, they have until the next SAP evaluation point to raise their cumulative GPA and credits earned to the minimum standards. At the next SAP evaluation point, if students successfully raise their cumulative GPA and credits earned to the minimum standards, they will be removed from academic warning status and considered to be making satisfactory academic progress. Students who do not meet the minimum academic progress standards will be notified of appeal procedures necessary to be considered for academic probation status.

Effect of Satisfactory Academic Progress on Federal and State Financial Aid Eligibility

Students are considered to be making satisfactory academic progress when they begin their program. Students on academic warning status are also considered to be making satisfactory academic progress and, therefore, will continue to receive financial aid disbursements. Students will only be eligible for an additional disbursement of Federal financial aid for a term subsequent to warning if they are placed on academic probation after submitting a successful appeal. If a student's financial aid eligibility is not reinstated after the probation term, the student will lose Federal and State financial aid eligibility and will be subject to withdrawal. If a student reestablishes satisfactory academic progress, financial aid eligibility will be reinstated.

If at any time it is determined that a student cannot complete the academic program within the maximum timeframe or is incapable of reestablishing satisfactory academic progress, financial aid eligibility will be terminated.

Appeal Process

The student may appeal the decision within ten (10) business days of notification. All appeals must be submitted in writing, and students must be able to provide documentation in support of the appeal. In the written appeal letter, the student must explain the unusual circumstances that the student believes would have a bearing on reinstatement for financial aid, such as an emergency, illness, or an accident. The student should also describe what changed in the student's situation that will allow him to make SAP at the next evaluation. Supporting documentation must also be submitted.

The appeal procedure and a sample appeal letter may be obtained at the financial aid office.

Appeals will be reviewed within ten (10) business days by the Campus Director. The decision of the Campus Director is final.

Students granted an appeal will be notified in writing and placed on academic probation status for one term, and will regain eligibility for financial aid disbursements for that term. If the appeal is denied, the student will not be eligible for Federal financial aid disbursements and may be subject to withdrawal.

Satisfactory Progress (Vocational Nursing Program and Surgical Technology Program)

In addition to meeting the college's required progress towards completion, students enrolled in these two programs must satisfy all of the academic requirements as described in their corresponding student hand book.

Required Grades (Vocational Nursing Program)

All students are evaluated on their practical performance as well as their written work. Students are expected to progress at a standard learning pace. Students having difficulty with a standard pace will be given tutoring help, at no extra charge. The following grade scale is used:

100% - 90%	=	A	=	4	=	Superior
89% - 80%	=	B	=	3	=	Above Average
79% and below	=	F	=	0	=	Failure

After completion of the nursing program, a review class will be offered to graduates to prepare them for the NCLEX exam. There will be no charge for this. Review classes will also be scheduled as needed for any students who have not been successful on the NCLEX.

Credit Granting Policy (Vocational Nursing Program)

Transfer credit may be granted to those vocational nursing students who have completed courses comparable to the courses taught in the College's nursing program, at an accredited school recognized by the U.S. Department of Education. The courses must have been completed within the past three years with a grade of 80% (B grade) or better. Those students meeting these requirements will not need to take the compatible course. They will be required to take a written or practical exam in order to identify any areas that need remediation. The remediation will be scheduled when the student is not in class.

Challenge Credit may be granted to students who have attended other programs or have comparable work experience within the last five years. They will need to take an exam to evaluate areas they may need to remediate. CNA's must have a current active certificate to meet these qualifications.

Application/request must be in to the school at least one month prior to the desired entrance date. Official, sealed transcripts from the previous school attended must be presented at the time the request is made. Written and/or performance assessment may be required. The Director of Nursing and the Director of Education must approve the request.

Required Grades (Surgical Technologist Program)

Students must maintain an academic average (i.e. test average) of 70% or more in order to progress in their course of study. The average will be evaluated at the end of a module. Students with an academic average of 70% or better are also graded on attendance and participation. For the final grade calculation for modules ST-101 – ST308 academic average is weighted 70%, participation is weighted 20% and attendance is weighted 10%.

Final Examinations

Each specific program may include a course and/or term final examination covering all material presented in a particular course and/or term. Each program may also include a comprehensive program final examination covering all material presented within the program. Students will be provided ample advanced notification of these examinations and their scheduled dates during the course of their program.

Articulation Agreements

North-West College has not entered into an articulation or transfer agreement with any other college or university.

Credit Granting Policy

Transfer credit may possibly be granted to those students who have completed courses comparable to the courses taught in the College's programs, at an accredited school recognized by the U.S. Department of Education. The courses must have been completed within the past three years with a grade of 80% (B grade) or better. Those students meeting these requirements will not need to take the compatible course. They will be required to take a written or practical exam in order to identify any areas that need remediation. The remediation will be scheduled when the student is not in class.

Application/request must be in to the school at least one month prior to the desired entrance date. Official, sealed transcripts from the previous school attended must be presented at the time the request is made. Written and/or performance assessment may be required. The Corporate Director of Education or designee must review and approve the request. Credit for experiential learning will not be granted or considered for any program other than vocational nursing.

Termination Policy

A student is subject to termination for violating any of the following:

1. Failure to maintain satisfactory progress.
2. Failure to comply with the school's attendance policy.
3. Failure to comply with the school's student conduct policy.
4. Failure to satisfy all financial obligations to the College.
5. Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement.

Please refer to the catalog's specific descriptions of each of the above policies for further clarification.

Additionally, a vocational nursing student or surgical technology student can be terminated for not passing their physical examination or by being deemed clinically unsafe by their instructor and/or their appropriate program Director.

Re-Admittance

Students who have been terminated from the College for lack of satisfactory progress may reapply for admission at the discretion of the Campus Director. The student must show that the previous cause(s) of poor performance have been removed. The Campus Director will review all such cases, and may place certain requirements upon students wishing to be readmitted.

Copyright Infringement Policy

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 a copyrighted work. North-West College responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our Information Technology and Compliance departments to investigate and respond. North-West College will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of the College's network access, and possible suspension or termination from their program of study.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Appendix A

Faculty Information

Our Staff and Faculty

All faculty are required to have, at minimum, three years of actual work experience in their field. Faculty providing instruction in programs which lead to licensing and/or certification are required to maintain their own licenses and certifications as well. North-West College requires all of its allied health instructors to be BLS certified in CPR. Appendix A provides further information on the requirements for the faculty of the various programs offered at North-West College. All programs are not offered at all locations. Please see page 4 of the catalog for further information regarding which programs are available at each location.

Vocational Nursing

Faculty is required to have a valid and current license in the state of California to practice as either a licensed vocational nurse (LVN) or registered nurse (RN), and meet all state requirements to hold those licenses. North-West College vocational nursing programs are approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Information on further requirements for faculty teaching either theory or clinical classes is available on their website at www.bvnpt.ca.gov.

Pharmacy Technician

Faculty is required to have a valid and current license in the state of California to practice as either a pharmacy technician or pharmacist, and meet all state requirements to hold those licenses. North-West College pharmacy technician programs at the West Covina, Pomona, and Pasadena and Glendale campuses are accredited by the American Society of Health Systems Pharmacists. Information on further ASHP requirements for faculty teaching pharmacy technician courses is available on their website at www.ashp.org.

Dental Assistant

Faculty is required to have a valid and current license in the state of California to practice as a registered dental assistant, and meet all state requirements to hold those licenses. North-West College dental assisting programs at the West Covina and Pomona are approved by the Dental Board of California (DBA). Information on further requirements for faculty is available on their website at www.dbc.ca.gov.

Surgical Technology

Faculty is required to have a valid and current certification to practice as a surgical technologist and meet all requirements to hold this certification. The North-West College Surgical Technology program in West Covina is accredited by CAAHEP. Information on further requirements for faculty is available on their website at www.arcstsa.org.