

Volume

13

CATALOG – 2011-2012

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CIT College of InfoMedical Technology

# The Student Catalog

# CIT COLLEGE OF INFOMEDICAL TECHNOLOGY

## SCHOOL CATALOG 2011-2012

*Effective Jul. 1, 2011 to Dec. 31, 2012*

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**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.**

**Como futuro estudiante, se le recomienda revisar este catálogo antes de firmar su Contrato por Servicios Educativos, además de revisar la Hoja sobre los Datos Estadísticos de la Escuela, la cual le deberá ser entregada antes de firmar su Contrato de Servicios Educativos.**



## OUR MISSION

**C**IT College of InfoMedical Technology's mission is to educate students through careful and continuous training to help them achieve their professional dreams. Assisting our students to become qualified entry-level professionals and advance in their careers in order to better serve our communities is CIT's ultimate goal.

## APPROVAL DISCLOSURE STATEMENT

CIT College of InfoMedical Technology is a private institution duly approved to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94700. BPPE approval means that the institution and its operation comply with the minimum state standards and does not imply any endorsement or recommendation by the State or by the Bureau. CIT is accredited at the national level by the Accrediting Commission of Career Schools and Colleges (ACCSC).



CIT has affiliations with some organizations and agencies to train eligible participants: Workforce Investment Board (WIB), Eligible Training Provider List (ETPL), State Department of Rehabilitation and Private Vocational Rehabilitation Agencies. CIT is approved for VA benefits. CIT is proud to offer Federal Financial Aid to those students who qualify (Consumer information available at [www.collegeofit.com](http://www.collegeofit.com)). As a reminder, students obtaining loans for payment of educational expenses must repay the full amount of the loan plus interest, less the amount of any refund due according to the refund policy contained in this catalog.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. CIT offers its graduates a certificate and/or a diploma verifying completion of the program of study.

## CIT BACKGROUND INFORMATION

CIT College of InfoMedical Technology was established in 1999 as the College of Information Technology. In the beginning, the initial focus for the school was in the area of providing coursework relating to computer technology. In 2000, CIT became a computer based testing center for Pearson VUE® and Thomson Prometric Testing Center. In 2003, CIT College started to offer Allied Health training programs. In 2004, CIT became accredited by ACCSC and got approved by the Department of Education for Title IV funding for its students. In 2009, CIT College changed its name to CIT College of InfoMedical Technology and opened a branch campus in the city of Los Angeles.

## LOCATIONS

CIT College of InfoMedical Technology has two campuses where all classes are held. Our Main Campus is located at 525 N. Muller Street in Anaheim, California. This facility is located right beside the 5 Interstate Freeway in Orange County, crossroads of Euclid, Lincoln, and Brookhurst St. There is plenty of well-lit parking within the facility, and buses stop within walking distance. Our Branch campus is located at 3200 Wilshire Boulevard, Suite 200 in Los Angeles, California. This facility is located on the corner of Vermont and Wilshire, in the heart of downtown LA, fully accessible by public transportation (buses and metro). Website address: [www.collegeofit.com](http://www.collegeofit.com)

## BUSINESS HOURS OF OPERATION

Offices at CIT College of InfoMedical Technology are open from 9:00 AM to 7:00 PM Monday thru Friday, and 9:00 AM thru 1:00 PM on Saturdays by appointment only.

## FACILITIES

Our two campuses maintain Administration, Admissions, Education, Career Center, Financial Aid, and Registrar and Student Services Departments. Classrooms and laboratories available to our students feature the following characteristics:

- Computer labs are available during normal business hours, subject to space availability.
- Each main classroom can comfortably accommodate up to 18-21 students.
- The facilities meet the applicable city fire, safety and occupancy codes.
- The facilities are handicapped-accessible.
- Laboratories comfortably seat 20 students.
- Separate testing facilities available.
- Resource Center is maintained for study and reference purposes.
- Internet access on all computers on campus through DSL connection.

## EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY

CIT College of InfoMedical Technology does not discriminate in admissions, advising, education, training, placement, employment, or any other activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicapped or medical condition. All applicants are interviewed and evaluated on the basis of their capability of completing successfully their training in the field of study. Our facilities are handicapped accessible.

## CLASS & LABORATORY SCHEDULING

Classes are available at various times to accommodate most students' schedules:

- |                     |                     |                         |
|---------------------|---------------------|-------------------------|
| ▪ Morning Classes   | 9:00am to 1:00pm    | Monday through Friday   |
| ▪ Morning Classes   | 8:30 am to 1:30 pm  | Monday through Friday   |
| ▪ Afternoon Classes | 1:30pm to 5:30pm    | Monday through Friday   |
| ▪ Evening Classes   | 6:00pm to 10:00pm   | Monday through Thursday |
| ▪ Evening Classes   | 6:00 pm to 10:15 pm | Monday through Thursday |
| ▪ Weekend Classes   | 9:00am to 5:00pm    | Saturday and Sunday     |

If a holiday falls on a regularly scheduled class day, that class time and course work must be made up during the current module. For a complete list of the schedule holidays, please see the Holiday Calendar.

Students are allowed to take a refresher session before certification tests, when applicable, with express authorization from the Registrar. Classrooms, laboratories, and instructors may change based on availability.

## STUDENT SERVICES

CIT College of InfoMedical Technology strives to support the students' educational pursuits by providing various resources.

- Open, free laboratory and library time during regular campus hours, subject to space availability.
- Advising sessions for our students in coping skills such as life, career development, budget and personal financial planning skills, academic advising, tutoring, child care, transportation, and housing.
- Counseling services by referral available for ATB students, including nearby GED preparation centers, and referral information for disabled students.
- Each student's progress is monitored during his or her program of study. Assessment of progress will be discussed if any academic or attendance issues arise. If necessary, students will be advised of any recommended modifications and/or adjustments.
- Career planning services are available to the students during their educational process. CIT encourages its students to take advantage of these services during the program of their study.
- Practice examinations related to the student's program of study.
- Real time Certification Exams by both VUE and Sylvan Prometric.
- DSL access to the Internet during regular campus hours.
- Training in Interview Skills
- Assistance in the preparation of résumés.
- Job Placement Assistance upon the students' completion of the coursework.

## RESOURCE CENTER

Our resource center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers Internet connection and a comprehensive virtual library with thousands of virtual resources available for students' projects and instructors use. It is in charge of a librarian whose main responsibility is to assist students and instructors in their research needs. It is open from 10 am to 10 pm Mon-Thu, 10 am to 2 pm Fridays and Saturdays. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

## PLACEMENT PREPARATION & ASSISTANCE

CIT College of InfoMedical Technology provides employment assistance to all its graduates. The Career Center provides career development workshops to assist students in resume writing, interview techniques and job search skills.

### **Employment assistance includes:**

- Career development
- Direct job referrals matching CIT graduates with entry-level job openings in trained field
- Internships/Externships Program
- Volunteer Program
- Follow-up and assistance if necessary after hire

*Please note: CIT College of InfoMedical Technology does not guarantee employment.*

# ADMISSIONS POLICY

## Admissions Criteria

All applicants must meet with an Admissions Representative for an assessment interview. During this interview the candidate's previous background will be evaluated to establish the best coursework for the student to pursue which is commensurate with the student's personal goals.

The applicant must be a high school graduate or the equivalent, be 17 years of age (or have parental consent), and be able to meet financial commitments to legally attend a school. To register, students must provide a copy of their High School Diploma or GED. Students may not start classes until their High School Diploma or GED has been received by the school. Documentation in languages other than English will be duly translated and certified to be equivalent to a US high school diploma.

In rare instances when a prospective student who is a high school graduate is not able to provide documentation to verify high school completion or equivalency due to circumstances beyond their control (e.g. loss of records due to fire or flood, inability to obtain records, etc.), he/she must fill out a High School Completion Self Certification Form attesting that he/she has obtained a high school diploma or its equivalent and stating the reasons why documentation thereof cannot be provided, take the Wonderlic Basic Skills Test and achieve a minimum score of 200 in the verbal part and 210 in the quantitative part of the test to be able to enroll.

Students who have not completed high school and wish to enroll must take and pass the Ability-to-Benefit Wonderlic Basic Skills Test in English and achieve a minimum score of 200 in the verbal part and 210 in the quantitative part or the Scholastic Level Exam in Spanish and achieve a minimum overall score of 13 points.

## Enrollment Procedure

A personal interview with an Admissions Representative is necessary in order to register and enroll in any training program. The Admissions Department is regularly open during normal business hours. The enrollment process consists of the following steps:

- Complete a *Welcome to CIT* Questionnaire
- A personal interview with an Admissions Representative who will provide with a tour of the facilities, a copy of the catalog, and the determination of the program of training desired by the applicant;
- An interview with the Financial Aid Department for an assessment of financial abilities.
- Complete and sign enrollment agreement and any other admissions paperwork
- Director of Admissions must give final approval.

**For Veterans Only:** CIT will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and students accordingly.

## GRADUATION REQUIREMENTS

A student is considered to be a graduate when they have completed all modules of their prescribed coursework and have met the following additional requirements:

- An overall academic grade of 70% or higher
- The completion of a mid-term and a final exam for each of their program modules
- An absentee rate of less than 30%
- The completion of all placement seminars (unless waived by the Placement Department)
- All financial agreements with the school have been adhered to

Upon meeting all requirements for graduation, students shall receive either a Certificate of Completion or a Diploma depending on their selected program of study.

## ATTENDANCE POLICY

- Attendance is mandatory and will be taken at every class.
- It is the responsibility of the student to contact the school if he/she will be absent.
- Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to start and end school on schedule.
- The school monitors attendance on a daily basis to ensure that a minimum of 70% attendance percentage is achieved by the end of each module or term. Modules or terms missed must be repeated in full and the student will be placed on probation for the whole duration of the term or module. Probation policies described in this catalog apply.
- If more than 3 unexcused class sessions are missed, the student is subject to school intervention and possible attendance warning and probation that could lead to dismissal.
- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's grade and attendance sheet.
- The Director of Education and/or the School Registrar or designee or the Director of Nursing in the case of Vocational Nursing students will meet with the student regarding reasons for poor academics, attendance, or conduct. Documentation of the meeting results will be placed in the student's file.
- Students are responsible for obtaining missed instruction and assignments from other students or the instructor. The instructor does not assume responsibility for this.
- The school requires documentation after 3 consecutive absences and the student is required to make up all the missed class time.

## STUDENTS RIGHTS

- Students have the right to receive professional education beyond the technical skills, and CIT College is obliged to provide it.
- Students may cancel a contract with CIT College of InfoMedical Technology, without any penalty or obligations, on or before the fifth business day following the first class session as described in the Notice of Cancellation form that each student receives upon enrollment.
- If the written cancellation notice is mailed to CIT, the postmark cannot be later than the fifth business day after the first class session of attendance for the class being canceled. The cancellation notice should be mailed to the student's campus of attendance, either to Orange County or Los Angeles:

**The Registrar's Office/OC Campus**  
CIT College of InfoMedical Technology  
525 N. Muller Street  
Anaheim, CA 92801

**The Registrar's Office/ LA Campus**  
CIT College of InfoMedical Technology  
3200 Wilshire Blvd, Suite 200  
Los Angeles, CA 90010

If the student cancels the agreement for the program, all monies paid will be refunded minus the non-refundable registration fee of \$75.00. Refunds are to be paid to the student within 30 days.

- After the end of the cancellation period noted above, a student may withdraw from their program and receive a proportional refund for the part of the program not taken. In the unlikely event the CIT College of InfoMedical Technology ceases to do business for any reason, a student may be entitled to a refund. Please see the Refund Policy in this catalog for an example of the refund calculation.

- Students may also contact the Department of Consumer Affairs for further explanation of their rights at:

Department of Consumer Affairs  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
www.bppe.ca.gov  
(888) 370-7589

- Students have the right to the grievance procedure described in this catalog.
- Students or members of the public may contact the Bureau for Private Postsecondary Education at the address above if they feel they have questions that have not been answered satisfactorily by the school, or if they wish to file a complaint.

## STUDENT RECORDS AND RIGHTS OF PRIVACY

The Family Education Rights and Privacy Act of 1974 provides for a student being able to review his/her student records, including his/her grades, attendance and any other records associated with his/her being a student at the school. A student wishing to review his/her records must make a written request to the Registrar. CIT College of InfoMedical Technology will keep academic records at its place of business in California indefinitely. CIT reserves the rights to withhold transcripts, Certificates of Completion, Diplomas, and grades in the event of unpaid tuition/ other fees or un-fulfillment of all the graduation requirements.

## TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CIT

Except for the Vocational Nursing Program, CIT College of InfoMedical Technology does not accept prior academic credit from other institutions, nor grants credit for experiential learning. The transferability and/or acceptance of quarter credit units, certificates and/or diplomas you earn at CIT College is at the complete discretion of an institution to which you may seek to transfer. If the credits, certificates and/or diplomas you earn at CIT College are not accepted at the institution where 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 CIT College will meet your educational goals. Please contact the institution you may seek to transfer after attending CIT College to determine if your credits, certificates and/or diplomas will transfer. CIT College currently has no articulation agreements for transfer of credits. Transfer of credit in our VN program is assessed by the Nursing Director and based on comparable curriculum and competencies acquired. Credits transferred may not exceed the credits earned at CIT College VN Program Curriculum Term One, and are contingent upon the results of CIT College assessment process.

## PROGRAM CHANGES

CIT College of InfoMedical Technology reserves the right to make changes to coursework being offered. CIT may make these changes to create a more efficient program. Information, programs, instructors or coursework and relevant program requirements are subject to change without notice at the discretion of CIT administration. Additionally, class schedules may shift in order to better accommodate successful learning. CIT College of InfoMedical Technology will make every effort to notify the student of any material or schedule changes made to its coursework or policies.

## FEE CHANGES

CIT College of InfoMedical Technology reserves the right to make fee adjustments as needed. These fee changes do not affect students already enrolled in a program of study.

## CODE OF STUDENT CONDUCT

- Students should dress and conduct themselves in a manner normally acceptable in the “corporate casual” environment. This also includes proper hygiene.
- Any student who is caught cheating will receive a failing grade on the exam being taken, including the final exam, and will be referred to the School Director or Management designee for disciplinary action. The notice of action will be placed in the student’s permanent record.
- Any student whose conduct, poor attendance or scholastic performance that tend to reflect unfavorably in a generally acceptable college or business environment is subject, at the sole discretion of the school, to academic or attendance warning or probation.
- Any of the following actions may be cause for immediate dismissal and/or notice to the authorities:
  1. Cheating or use of another student’s materials for grading purposes.
  2. Unauthorized use or distribution of copyrighted material.
  3. Deliberate destruction of property belonging to another.
  4. Intoxication or substance abuse, including use or possession of alcohol or any illegal drug on campus.
  5. Disruptive or intimidating behavior that interferes with the pursuit of learning by others.
  6. Blatant disrespect directed toward staff, instructors or other students.
  7. Inability to be meet academic, attendance and/or conduct requirements after probationary period.

## GRADING STANDARDS

- Basis for Grade Evaluation

<u>Criteria</u>	<u>Percentage Contribution</u>
Final	30
Midterm	20
Quizzes	30
Professionalism	10
Participation	10

- Grade Evaluation

<u>Percentage</u>	<u>Meaning</u>	<u>Grade</u>	<u>GPA</u>
90 - 100	Excellent	A	4
80 - 89	Good	B	3
70 - 79	Average	C	2
60 - 69	Below Average	D	1
59 - Below	Unsatisfactory	F	
	Incomplete	I	

## SMOKING POLICY

CIT College of InfoMedical Technology provides its students with a smoke-free environment and smoking is not permitted anywhere inside CIT facility. Smoking is equally prohibited within 50 feet of any school area.

## HOLIDAY CALENDAR

New Year's Day  
Mother's Day  
Independence Day  
Thanksgiving Day  
Christmas Day

Easter Sunday  
Memorial Day  
Labor Day  
Day After Thanksgiving Day

CIT College of InfoMedical Technology will be closed on the above days and may also be closed on additional days at its discretion.

## MAKE-UP WORK

Any work that is missed due to an absence from class must be made up before the end of the module. Students will need to speak with their instructor and then contact the School Registrar regarding any missed work. All make up work must be expressly authorized by the Registrar.

## STUDENT FINANCING OPTIONS

CIT College participates in the Federal Student Aid program. This program is administered by the Financial Aid Department and is designed to assist students who are unable to meet the cost of education. These programs include Federal Pell Grant, and the Family Federal Educational Loan Programs, which includes Stafford's and PLUS Loans. To avoid unnecessary student debt, CIT College allows students to borrow the amounts needed to cover tuition costs only.

If a student obtains a loan for an educational program, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Additionally, if a student receives federal financial aid funds, he/she is entitled to a refund of the moneys not paid from federal student financial aid program funds. For full disclosures regarding CIT's Financial Aid Program, please visit our website ([www.collegeofit.com](http://www.collegeofit.com)).

## DISMISSAL, SUSPENSION & READMISSION

- The School Director or Management designee and the instructor of the student in question will discuss the circumstances of any dismissal or suspension action.
- Students desiring to re-enter after a voluntary withdrawal must submit a written request to the School Director or Management designee for readmission.

## LEAVE OF ABSENCE POLICY

When a student undergoes special extenuating circumstances that prevent him/her from attending classes regularly, he/she may request a Leave of Absence. LOAs may be granted in more than one occasion, but the maximum total period for all LOAs combined may not exceed 180 days within a 12-month period. LOA requests must be filed in writing before the Registrar, must indicate a reason for the request, and must express a clear commitment by the student to return to classes by the end of the approved Leave of Absence. Failure to return timely may lead to dismissal. ALL LOA requests must be approved in writing by the appropriate CIT official. Only in rare circumstances may CIT grant a leave of absence without a prior written request. In this case, CIT must document its decision and collect the corresponding written request at a later date. If the student is a Title IV, HEA program loan recipient, the Registrar must explain to the student, prior to granting the leave of absence, the effects that the student's failure to return may have on his/her loan repayment terms. Financial obligations with CIT College do not cease while the student is on LOA.

## SATISFACTORY ACADEMIC PROGRESS

The school regularly monitors students' progress to assure that all students are progressing at a rate that will allow them to successfully complete their program of study within the maximum allowable time frame, which is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. For example, a program of 48 weeks in length must be completed within a maximum time frame of 72 weeks. Periods for the approved leave of absence are not counted towards the maximum time frame of the program.

All students at CIT College are required to meet, at least, the minimum overall academic requirement of a C (70%) of final grade and minimum 70% of overall attendance.

Students not meeting the requirements set forth in this section will be placed on academic warning for 30 days to improve. In case of improvement, he/she will be allowed to continue the course of study. In the event the student is not able to improve after the 30 day period, the school will notify him/her of its intent of termination. Should the student wish to continue the program of study, he/she needs to submit an appeal within five calendar days to the Academic Committee comprised of no less than three school officials. The Committee will make a determination within ten calendar days. The Committee's determination is final. If the appeal is granted, the student will be placed on academic probation for 30 days.

During the periods of time when academic warnings and probations are in place, the student is closely monitored and assisted for improvement by the Instructor, the Registrar, and other staff members in the Education Department. In the event a student is unable to improve his/her attendance and/or academic performance, he/she may be dismissed. Should the student improve his/her performance to the level required by CIT, the Registrar will provide the student with a written notice that re-establishes that he/she is making satisfactory progress.

## REFUND POLICY

Due refunds are automatically initiated by CIT when any of the following categories take place:

1. Cancellation
2. Withdrawal / Dismissal
3. Drop

### **Cancellation:**

Student has the right to cancel the enrollment agreement by submitting the Notice of Cancellation within 5 business days after attending the first day of class or without attending any class and receives a full refund minus Registration fee. A business day means a day on which the student is scheduled to attend a class session. Cancellation shall occur when a student gives a written notice of cancellation by mail, hand-delivered or emailed.

If the student has received any books, uniforms, equipment or other materials, these items must be returned to the school within 10 days following the date of notice of cancellation. If the student fails to return any books, uniforms, equipment or other materials in good condition within 10-day period, the school may deduct its cost from any refund that may be due to the student. Once the student has paid for and received any of the above, they become her/his property and the school has no further obligation in that regard. If the student cancels the agreement, CIT will refund within 30 days from the date of the notice of cancellation received any money that the student paid minus registration fee, and any deduction for any books, uniforms, equipment and other materials not returned in good condition.

## Withdrawal/Dismissal:

The student has the right to withdraw from the program at any time and is entitled to receive a refund of the tuition fee for the incomplete portion of the program. If the student withdraws or is dismissed from the program before the period allowed for cancellation, which is 5 business days following the first day of class attended, the school will refund all money paid minus registration fee of \$75. If a student withdraws after the cancellation period, then the student is obligated to pay only for the portion of the program completed until the last date of attendance. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster. If the student has paid more than the amount that he/she owes for the attended program, then the refund will be made within 30 days of withdrawal. If the amount that the student is obliged to pay to the school is more than the amount that he/she has already paid, then the student will need to make payment arrangements to pay the balance.

*Withdrawal /Dismissal Date* is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student.

## Drop:

In the event, a student does not obtain approved leave of absence (LOA) and is not attending the required school classes for 21 consecutive calendar days excluding the school approved scheduled breaks or holidays, he/she will be considered as dropped. A status change and refund calculation will be performed. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster.

*Drop Date* would be 21 days after the last day of the student class attendance.

## Refund Calculation according to Federal Student Financial Aid Program Regulations

Federal regulations require that the amount of the Title IV refunds be based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether the Title IV funds must be returned, CIT must calculate in the following manner:

1. Determine the calendar \*days completed in the period of enrollment divided by the total calendar \*days in the period of enrollment (excluding scheduled breaks or holidays of five days or more AND days that the student was on an approved leave of absence).  
\*Days = Calendar days for the purposes of this formula includes weekends and holidays. Only scheduled breaks of five (5) days or more and approved leaves of absence (LOAs) are excluded.
2. Multiply the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.
3. Subtract the amount of Title IV aid earned from the total of Title IV aid disbursed for the period of enrollment. This is the amount of Title IV aid that must be returned.
4. If the amount paid is greater than the amount earned, then CIT will refund the difference. If the amount paid is lower than the amount earned, then the student will make arrangements to pay the balance to CIT.
5. CIT must refund the Title IV program in the following order up to the total net amount disbursed from each source.
  - a. Unsubsidized Stafford Loan Program
  - b. Subsidized Stafford Loan Program
  - c. PLUS Loan Program

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

- d. Federal Pell Grant Program
- e. Other assistance awarded for which returns of funds is required.
- f. Student

A student who receives FSA funds and ceases enrollment at CIT prior to the end of the enrollment period is subject to a return of Title IV funds if less than 60% completion of the enrollment period, a prorated schedule is used based on the program completion Period till the last day of student attendance. After the 60% point, there is no Title IV refund due.

If the student receives less Federal Student aid than the amount earned, CIT must offer a disbursement of earned aid that was not received. This is called a post-withdrawal disbursement. If a student is due a post-withdrawal disbursement of Title IV funds and has no outstanding charges on his or her account, or if funds remain to be disbursed from a post-withdrawal disbursement after the outstanding charges on the student's account have been satisfied, the school must notify the student in writing that the funds are available.

## Refund Calculations according to California State Regulations (BPPE)

As a participant institution in the federal student financial aid programs, CIT will refund moneys disbursed from such programs in observance of the applicable regulations prescribed in Title IV of the Federal Higher Education Act of 1965.

CIT will provide a pro rata refund of non federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. The pro rata refund will be based upon the number of hours attended at school. CIT will refund 100 percent of the amount paid for institutional charges, less a \$75 application fee, if notice of cancellation is made within 5 business days following the first day of class attended.

***For Veterans Only:*** This school has and maintains a policy for the refund of the unused portion of tuition fees and other charges, in the event the veteran or eligible person fails to enter the program or withdraws or discontinues there from at any time prior to completion and provided that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the program does not exceed the approximate prorated portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program should bear to its total length. For information or for resolution of specific payment problems that cannot be resolved by the school, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

## STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student who is a California resident or was enrolled in a residency program and was attending certain schools regulated by the Bureau for Private Postsecondary Education BPPE.

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay 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, or are not enrolled in a residency program, or
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.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed, or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## RETAKING A PROGRAM

All fully-paid students have the option to retake a previously completed course or make use of any student service related to that course at no charge for a term of one year after completion of that course or graduation from the program in which that course is offered, provided that the school is still offering such course as part of any of its regular programs. This option does not extend to receiving new textbooks and classroom materials. However, it should be understood that the same rules of attendance (70% minimum) apply when retaking a course as they do when a student is sitting in for the first time. Any student wishing to join a course must see the Registrar. In a case where a student receives a Fail or "F" grade in a particular module, he/she may have the opportunity to increase his/her grade and GPA by retaking this same module at a later time. The student is required to maintain the minimum standards of attendance and academic expectations. Should the grade increase; the new grade will then replace the "F" in the calculation of the student's GPA.

## DEFINITION OF CLOCK HOUR TO CREDIT HOUR CONVERSION

One Quarter Credit Hour = 10 classroom /lecture hours; or  
20 lab/shop hours; or  
20 independent study; or  
30 externship/internship hours

## FACULTY & STAFF

The following professionals are some of CIT College of InfoMedical Technology staff and faculty members:

### Staff

Mohammad Qamaruddin School President	Cesar Morales School Director OC Campus	Imran Qamar School Director LA Campus
Tomas Gurrola Vice President of Operations	Claudia Rivera Registrar/Student Services Coordinator	Marie Grace Alban Registrar
Mehul Patel MIS Manager	Celine Park Director of Education LA Campus	Lourdes Cruz Financial Aid Director
Luis Servin Career and Placement Director	Victoria Stadnyk Director of Nursing Program	Rafael Gutierrez Jr. Business Office Coordinator

### Faculty

Dr. Ricardo Zorrilla Medical Doctor Master in Physiology Certified Healthcare Instructor	Dr. Cesar Barrios Medical Surgeon Specialist in Internal Medicine Master in Gerontology Certified Healthcare Instructor	Dr. Antonio Borrás Medical Doctor Specialist in Internal Medicine
Dr. Luis Espinoza Medical Surgeon Specialist in Gastroenterology	Dr. Jose Luis Jimenez Medical Doctor Specialist in Internal Medicine	Aracely Jimenez Medical Assistant (F/O and B/O)
Vivian W. Rodolf Medical Doctor Specialized in Ophthalmology and Cancer Research Master in Ophthalmology and Cancer Epidemiology BLS Certified Instructor	Elvira Bogdalova Medical Doctor Specialized in Ophthalmological Microsurgery Certified in Medical Assisting	Autumn Pham Medical Doctor Specialized in General Psychiatry Master in Mental Health Illness and Criminology
Dr. Oscar Condor Medical Surgeon Specialized in Pediatric Surgery Certified in Surgical Assisting and Diagnostic Medical Sonography	Dr. Gerardo Ramirez Medical Surgeon Specialized in Anesthesiology Certified BSL Instructor Certified Phlebotomy Instructor	Dr. Zuleima Canizalez Medical Surgeon Specialist in General Medicine Masters in Public Health and Epidemiology Specialist in Sexology Masters in Hospital Business Administration Masters in Gerontology Certified Healthcare, Phlebotomy, BSL and Nurse Assistant Instructor
Dr. Carlos Brown Medical Doctor MPH, Medical Epidemiologist	Dr. Audi Ala Serrano Medical Doctor Specialist in Nephrology	Dr. Osvaldo Cervantes Medical Doctor Specialist in General Medicine
Dra. Olivia Ayala Medical Doctor General Medicine Certified Healthcare Instructor Masters in School Administration	Dr. John Dominguez Medical Doctor Specialized in General Medicine	Dr. Eduardo Mancia Medical Doctor General Medicine UCLA Associate Member
Dr. Juan Najarro Medical Doctor Specialist in General Medicine UCLA Associate Member	Dr. Josue Fong Medical Doctor Specialist in Ophthalmology	Dra. Lilina Infanzon Medical Doctor Specialist in Gynecology and Obstetrician
Maria Eugenia Copeticon Dental Surgeon Certified Medical Assistant and Phlebotomist	Maria Mercedes Salaverria Dental Surgeon Registered Dental Assistant Specialized in General Dentistry	Giovanni Salamanca Dental Surgeon Specialist in Health Administration and Internal Control

Dr. Sandra Ulloa Dental Surgeon RDA Coronal Polish and X-ray certified	Theresa Cuevas Dental Assistant Certified in Coronal Polishing and X-ray	Dr. Azam Aleemuddin Dental Surgeon Dental Instructor
Dr. Elina Gomez Dental Surgeon Specialized in Periodontology	Kenny Robles Dental Surgeon (in Progress)	Dra. Iliana Hernandez Dental Doctor
Dra. Gladys Marlen Mejia, DDS, UCLA Associate Member	Ana Li-Williams Translator/Interpreter Medical and Dental Terminology/Computer Skills Instructor	Rafael Amador Medical and Dental Terminology/Computer Skills Instructor BS in History, MA in TESOL
Andrew Sanders Medical and Dental Terminology/ Computer Skills Instructor	Felix Loc MBA Medical and Dental Terminology / Computer Skills Instructor	Nancy Lay Medical and Dental Terminology Instructor MA in TESOL
Jeremy Gonsalves BA in Spanish Certificate of Hispanic Studies Medical and Dental Terminology/Computer Skills Instructor TESOL Program Instructor	Anna Feldman Medical and Dental Terminology / Computer Skills Instructor	Byron Jose Medical and Dental Terminology /Computer Skills Instructor.
Marisela Ramos Medical and Dental Terminology / Computer Skills Instructor.	Richard Vandagriff MBA in e-business, MCSE, MCSD, MCDDBA IT Instructor	Garett T. Moreau CompTIA A+ & Network+ Certified, Microsoft Certified Support Technician, Dell & HP Certified Technician IT Instructor
Charles Haller MCSE IT Instructor	Victoria J. Stadnyk RN, FNP-BC, MSN-ED, PHN	Gayatri Subedi APRN, FNP-BC
Katherine Lynn Myers-Kohn Registered Nurse	Joan Anne Mills Registered Nurse	Miryam Davila LVN, DSD
Emilia Rivas LVN, DSD	Ellen Smith Registered Nurse	

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## GRIEVANCE PROCEDURE

We are very proud of our instructional programs, our instructors, our facility, and the percentage of the students who complete their programs and gain their certification and diploma in their chosen fields. However, if, for any reason, one of our students encounters difficulties or has a grievance, they do have recourse. This recourse procedure will start with a verbal communication with the Instructor or Education Coordinator. If there is no resolution to the student's concerns, he/she may proceed to contact the Education Director or Registrar who will try to find a solution to the problem. If the Education Director or Registrar is not able to find satisfactory solution, the student may contact the Campus Director with his/her concern. If the student is not satisfied with the solution, he/she may appeal in writing and the school will appoint an Academic Committee composed of no less than three School Officials to revise the decision. The Committee's decision is final. CIT College of InfoMedical Technology is very proactive in resolving any issues, concerns or challenges of its students. However, if there is no resolution to the student's problem within a thirty-day period, he/she may contact:

**Department of Consumer Affairs  
Bureau for Private Postsecondary Education**

**Accrediting Commission of  
Career Schools and Colleges**

P.O. Box 980818  
West Sacramento, CA 95798-0818  
(888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

2101 Wilson Blvd, Suite 302  
Arlington, VA 22210  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

Vocational Nursing students should contact their instructor, and if the instructor is not able to find a satisfactory solution to the grievance or if the student does not feel comfortable approaching his/her instructor, then he/she should contact the Director of Nursing. In the event the DON is unable to solve the problem satisfactorily, students may contact the Director of Education, and then the School Director. If the student is still unsatisfied with the solution proposed, he/she may appeal in writing and the school will appoint an Academic Committee composed of no less than three school officials to revise the decision. The Committee's decision is final. Should the student still feel that the school's decision is unsatisfactory, he/she may contact:

**Board of Vocational Nursing and Psychiatric Technicians**  
2535 Capitol Oaks Dr, Suite 205  
Sacramento, CA 95833  
(916) 263-7800  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

## LIABILITY DISCLAIMER

CIT College of InfoMedical Technology is not liable or responsible for the loss of, or damage to any personal property while the student is on campus or attending an academically-related activity, or for any personal injury which may occur while the student is attending CIT. This policy includes events taking place in school parking lots.

## ADMINISTRATIVE POLICIES

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

## CATALOG INSERTS

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

## DRUG-FREE POLICY

CIT is committed to a drug-free environment for all students and employees, and reminds all that there are severe health risks associated with alcohol and drug use. No student or employee of CIT may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs prescribed by a physician. Any person exhibiting behavior, conduct or personal/physical characteristics indicative of having used or consumed alcohol or other substances shall be also prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state and federal laws; CIT will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include termination.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed below:

### **Orange County**

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

Sober Living by the Sea Drug & Alcohol Treatment Center  
2811 Villa Way  
Newport Beach, CA 92663  
(800) 647-0042

### **Los Angeles County**

Alcoholics Anonymous (626) 914-1861  
Women's & Children's Crisis Hotline (562) 945-3939  
Suicide Hotline (24 hours) (800) 255-6111

Tarzana Treatment Centers Medical Detoxification  
18646 Oxnard St.  
Tarzana, CA 91356  
(800) 996-1051

### **Riverside County**

MFI Recovery Center Co-educational (626) 914-1861  
Gibson's House Co-educational (562) 945-3939

### **Other**

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

## **ARBITRATION**

Prospective and current students agree that any controversy, dispute, or claim directly or indirectly arising from, or related to, the contractual relationship between students and CIT that remains unsolved after exhausting the grievance procedure set forth in this catalog must be submitted to arbitration. The arbitration process will be administered by the American Arbitration Association pursuant its Commercial Arbitration Rules, and judgment on the award rendered therein may be entered in any court with due jurisdiction.

## PROGRAM ADVISORY COMMITTEE

CIT has an active and changing Program Advisory Committee (PAC) comprised of professionals who are working in or associated with the industry for which training is offered. They provide a vital link with CIT in keeping our programs current with industry needs. The Committee meets twice a year and the following is a list of some of its senior members:

Cecilia S. Ornelas  
MA In Education Administration  
BA in Liberal Studies  
Bassett Unified School District  
Director Of Student Services  
Educator

Melissa Mcdonald  
MA In Teaching English As A Second Language  
BA In Languages  
Riverside Community College  
Professor  
Educator

Al Parsons  
BS/BA in Business Administration  
Anaheim Workforce Department  
Director  
Community Leader

Osman Qamar  
MS in BioMedical Engineering  
President  
Innoventz (Consulting Company In Clinical  
Research)  
Employer

Mohammad Shahabuddin  
MS In Electrical Engineering  
JPL Jet Propulsion Laboratory  
Senior Engineer  
Practitioner/Employer

Gabe Ochoa  
University Of Southern California  
Director Of Field Services  
Employer

Mitch Salehi  
SNI Security Services  
President  
Employer

Felix Avila  
Ma In Education Administration  
BA In Education  
Rialto Unified School District  
Director Of Personnel Services  
Educator

Mohammad Shahabuddin  
Ms In Electrical Engineering  
JPL Jet Propulsion Laboratory  
Senior Engineer  
Employer

Paul Cook  
MS In Computer Technology, BA in Education  
Outspoken Bicycle Company  
CEO  
Employer

Perveen Aleemuddin  
DDS  
Dental Clinic  
Practitioner/Employer

Shataj Khan  
DDS  
Khan Dental Corporation  
Practitioner/Employer

Bill Bennett  
BS Career and Tech Education  
Ma Career And Tech Education (In Prog)  
Ms Instructional Design (In Progress)  
Chairman  
Bennett Media, Llc  
Educator

Mohammad Najmuddin  
BS In Mechanical Engineering  
MS In Mechanical Engineering  
MBA  
Research Project Manager  
Hughes Research Laboratories

Anita Jimenez  
Supervisor  
Clinica Medica General  
Practitioner

Donna Shea  
MA In Education  
California State University San Bernardino  
BA In Career And Technical Studies Program  
Coordinator Designated And Teaching  
Credential Advisor  
Educator

Eric Choi  
CEO  
Lanwan Professional  
Employer

Dr. George Eliades  
DDS  
Director  
Orange County Dental Careers  
Educator/ Practitioner

Joana Rowan  
Bachelor's Degree In Nursing  
Master's Degree In Nursing Education  
Doctorate Degree In Education  
Dr. Assistant Professor  
Mount St. Mary's College  
Educator/Practitioner

Mervat Morcos  
Vice President Of Operations  
Medi-Syn, Inc.  
Educator/Practitioner

Ramsey Masso  
President/owner  
Bio-Science Medico Lab Services  
Practitioner



# PROGRAM DESCRIPTIONS

*\*Note: Pictures above are either property of College of Information Technology or royalty free from corbis.com*



# SYSTEMS ENGINEER

## Summary:

The System Engineer credential provides IT professionals with a simple and targeted framework to display their technical and professional skills, and our System Engineer diploma delivers depth knowledge of the IT environment, which includes server and workstation hardware, building system and network infrastructure, managing, administering and maintaining systems and networks.

**Total Quarter Credit Hours: 27**

## Type of Award Given:

Diploma (To be awarded upon completion of all Graduation Requirements described on page

## Length of Program:

368 Clock Hours / 46 Weeks / 11 Months Class Schedules

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

### Information Systems (Core)

SYS-101	Introduction to Windows Clients (70-680)	40 Instructional Hours
SYS-102	Principles of Active Directory Support (70-640)	40 Instructional Hours
SYS-103	Network Infrastructure in Mid to Large organizations (70-642)	40 Instructional Hours
SYS-104	Building Enterprise Application Architecture (70-643)	40 Instructional Hours
SYS-105	Performing the Role of Enterprise Administrator (70-647)	40 Instructional Hours
SYS-106	Elements of Hardware and Software (220-701)	40 Instructional Hours
SYS-107	Supporting PC Operating Systems (220-702)	40 Instructional Hours
SYS-108	Managing SQL Server Database (70-432)	40 Instructional Hours

### Networking Devices

NDA-201	Networking Devices and Appliances	40 Instructional Hours
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## Graduation Requirements

- Pass all required courses with a minimum overall score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

## Target Occupations:

Entry to Middle level management position in IT and Telecommunication industries. Design, develop and manage LAN and WAN. Install, configure and troubleshoot Server and Workstations. System engineers. IT support professional. Field Service Engineers. Security administrators, System integrator and IT Audit officer

*\*Note: Sequence of courses may vary upon school schedule.*

# DOT NET DEVELOPER, MAJOR

## Summary:

The Dot Net Developer, Major for Microsoft .NET technology proves the students' ability to design and develop enterprise solutions by using Microsoft .NET Framework, as well as Microsoft development tools and technologies. Earning this credential demonstrates acquisition of the skills necessary to lead organizations in the successful design, implementation, and administration of business solutions with Microsoft products.

**Total Quarter Credit Hours:** 54

## Type of Award Given:

Diploma

## Length of Program:

720 Clock Hours / 39 Weeks / 9 Months for day class schedules

48 weeks / 11 Months for weekend/evening classes Schedules

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Required Courses:

NET-101	Programming with VB .NET, Fundamental (70-536)	48 Instructional Hours
NET-102	Introduction to C#	48 Instructional Hours
NET-103	Developing Windows Applications I (70-505)	48 Instructional Hours
NET-104	Developing Windows Applications II	48 Instructional Hours
NET-105	Developing Web Applications I (70-562)	48 Instructional Hours
NET-106	Developing Web Applications II	48 Instructional Hours
NET-107	Working with Data Access Solutions I (70-561)	48 Instructional Hours
NET-108	Working with Data Access Solutions II	48 Instructional Hours
NET-109	Building Distributed Communications Applications I (70-503)	48 Instructional Hours
NET-110	Building Distributed Communications Applications II	48 Instructional Hours
NET-111	Modeling Business Requirements for the Enterprise I (70-565)	48 Instructional Hours
NET-112	Modeling Business Requirements for the Enterprise II	48 Instructional Hours

## Electives:

DBD-201	Fundamentals of T-SQL Programming (70-433)	48 Instructional Hours
DBD-202	Designing SQL Server Database Access for the Enterprise (70-451)	48 Instructional Hours
DBD-203	Introduction to Business Intelligence (70-448)	48 Instructional Hours

## Graduation Requirements

- Pass all required courses with an overall minimum score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

## Target Occupations:

Middle level management and E-Commerce Industries design Clients, Server Components, Data Services and Enterprise Solution. Developing web interface, web application, mobile web interface, web component, web data, OLAP, Windows Application Analyst, Database Designer, Data Workflow Designer.

*\*Note: Sequence of courses may vary upon school schedule.*

# MEDICAL ASSISTANT

## Summary:

Students will gain administrative competencies regarding clerical functions: bookkeeping procedures and insurance paperwork, including electronic medical records; clinical competencies regarding fundamental procedures: specimen collection, diagnostic testing and patient care; and general competencies regarding professional communication, basic legal concepts, patient instruction and operational functions. Students will also be exposed to professional resume building and interviewing skills.

**Total Quarter Credit Hours:** 65

## Type of Award Given:

Diploma

## Length of Program:

900 Clock Hours / 39 Weeks / 9 Months for day class schedules

57 weeks / 14 Months for weekend/evening classes Schedules

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

MAA - 101	Medical Assisting Professional, Behavior, Interpersonal Skill, Ethics, Medicine and Law	40 Instructional Hours
MAA - 102	Computer, Peripheral Devices and Network in Medical Office: Server, Client, Internet, Browser, Security	40 Instructional Hours
MAA - 103	Telephone Technique, Scheduling, Patient Reception, Written Communication, Medical Record Management	40 Instructional Hours
MAA - 104	Billing and Collection, Insurance Claim Form, Reimbursement and Banking	40 Instructional Hours
MAA - 105	Basics of Diagnostics and Procedural Coding	40 Instructional Hours
MAA - 106	Medical Practices and Health Information Management, Marketing Promotion and Finance	40 Instructional Hours
MAE - 101	Fundamental of Clinical Medical Assisting: Infection Control, Introduction to Phlebotomy, Nutrition, Vital Sign, Physical Examination	40 Instructional Hours
MAE - 102	Principle of Pharmacology and Administering Medications	40 Instructional Hours
MAE - 103	Assisting with Medical Emergencies, Ophthalmology, Otolaryngology, Dermatology, Gastroenterology	40 Instructional Hours
MAE - 104	Assisting in Urology and Male Reproduction, Obstetrics, Gynecology and Pediatrics	40 Instructional Hours
MAE - 105	Assisting in Orthopedic Medicine, Neurology and Mental Health	40 Instructional Hours
MAE - 106	Assisting in Endocrinology and Pulmonary Medicine	40 Instructional Hours
MAE - 107	Assisting in Cardiology and Geriatrics	40 Instructional Hours
MAE - 108	Principles of Electrocardiography, Diagnostic Imaging and Clinical Laboratory	40 Instructional Hours
MAE - 109	Assisting in Microbiology, Phlebotomy, and the Analysis of Blood and Urine	40 Instructional Hours
MAE - 110	Surgical Supplies and Instruments, Surgical Asepsis and Career Development	40 Instructional Hours
MGE - 101	Medical Terminology	40 Instructional Hours
EMR - 101	Introduction to Electronic Medical Records	40 Instructional Hours
EMR - 102	Electronic Medical Records Software	40 Instructional Hours
EMR - 103	Privacy and Security Issues	40 Instructional Hours
EMR - 104	Electronic Coding and Reimbursement	40 Instructional Hours
EXT - 101	Externship: Part I	30 Instructional Hours
EXT - 102	Externship: Part II	30 Instructional Hours

### Graduation Requirements

- Pass all required courses with an overall minimum score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

### Target Occupations:

Medical assistants work in private practices, hospitals, clinics and elsewhere. In medicine, “private practice” could include general and family doctors, or those in specialties such as surgery, Pediatrics, Gynecology, obstetrics or orthopedics.

*\*Note: Sequence of courses may vary upon school schedule.*

# MEDICAL ASSISTANT IN SPANISH

## Summary:

Students will gain administrative competencies regarding clerical functions: bookkeeping procedures and insurance paperwork, including electronic medical records; clinical competencies regarding fundamental procedures: specimen collection, diagnostic testing and patient care; and general competencies regarding professional communication, basic legal concepts, patient instruction and operational functions. Students will also be exposed to professional resume building and interviewing skills. Lectures presented in Spanish. Materials and textbooks in English. Extensive presentation of medical terminology and phraseology.

**Total Quarter Credit Hours:** 111

## Type of Award Given:

Diploma

## Length of Program:

1440 Clock Hours (Mornings 60 Weeks /Nights and Weekends 90 Weeks)

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

MAA - 101	Medical Assisting Professional, Behavior, Interpersonal Skill, Ethics, Medicine and Law	50 Instructional Hours
MAA - 103	Telephone Technique, Scheduling, Patient Reception, Written Communication, Medical Record Management	50 Instructional Hours
MAA - 104	Billing and Collection, Insurance Claim Form, Reimbursement and Banking	50 Instructional Hours
MAA - 105	Basics of Diagnostics and Procedural Coding	50 Instructional Hours
MAA - 106	Medical Practices and Health Information Management, Marketing Promotion and Finance	50 Instructional Hours
MAE - 101	Fundamental of Clinical Medical Assisting: Infection Control, Introduction to Phlebotomy, Nutrition, Vital Sign, Physical Examination	50 Instructional Hours
MAE - 102	Principle of Pharmacology and Administering Medications	50 Instructional Hours
MAE - 103	Assisting with Medical Emergencies, Ophthalmology, Otolaryngology, Dermatology, Gastroenterology	50 Instructional Hours
MAE - 104	Assisting in Urology and Male Reproduction, Obstetrics, Gynecology and Pediatrics	50 Instructional Hours
MAE - 105	Assisting in Orthopedic Medicine, Neurology and Mental Health	50 Instructional Hours
MAE - 106	Assisting in Endocrinology and Pulmonary Medicine	50 Instructional Hours
MAE - 107	Assisting in Cardiology and Geriatrics	50 Instructional Hours
MAE - 108	Principles of Electrocardiography, Diagnostic Imaging and Clinical Laboratory	50 Instructional Hours
MAE - 109	Assisting in Microbiology, Phlebotomy, and the Analysis of Blood and Urine	50 Instructional Hours
MAE - 110	Surgical Supplies and Instruments, Surgical Asepsis and Career Development	50 Instructional Hours
MGE - 101	Medical Terminology I	50 Instructional Hours
MGE - 102	Medical Terminology II	50 Instructional Hours
MGE - 103	Medical Terminology	50 Instructional Hours
MAS - 111	Communication at the Workplace I	50 Instructional Hours
MAS - 112	Communication at the Workplace II	50 Instructional Hours
MAS - 113	Communication at the Workplace III	50 Instructional Hours
MAS - 114	Career Development and Life Skills I	50 Instructional Hours
MAS - 115	Career Development and Life Skills II	50 Instructional Hours
MAS - 116	Career Development and Life Skills III	50 Instructional Hours

MAS - 117	Interview Preparation Workshop	50 Instructional Hours
MAA - 102	Computer Skills at the Workplace I	50 Instructional Hours
MAA - 102	Computer Skills at the Workplace II	50 Instructional Hours
EXT - 101	Externship I	30 Instructional Hours
EXT - 102	Externship II	30 Instructional Hours
EXT - 103	Externship III	30 Instructional Hours

### **Graduation Requirements**

- Pass all required courses with an overall minimum score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

### **Target Occupations:**

Medical assistants work in private practices, hospitals, clinics and elsewhere. In medicine, “private practice” could include general and family doctors, or those in specialties such as surgery, Pediatrics, Gynecology, obstetrics or orthopedics.

*\*Note: Sequence of courses may vary upon school schedule.*

# ASISTENTE MÉDICO EN ESPAÑOL

## Resumen:

Con el programa de Asistente Médico, el estudiante se preparará para una carrera clínica y administrativa desafiante dentro de una clínica privada, hospital o un consultorio clínico. Proporcionaremos al estudiante una capacitación sólida y comprensiva en el campo de la asistencia médica. Capacitaremos al estudiante para manejar el sistema de citas médicas, organización de archivos, cómo llenar las formas de seguro médico, cómo interactuar con los pacientes y cómo asistir al doctor en tratamientos y procedimientos médicos. Clases en Español. Libros y materiales en Inglés.

**Total de horas en Unidades Trimestrales:** 111

## Tipo de Reconocimiento que se otorga

Diploma

## Duración del Programa:

1440 Horas /60 Semanas (Noches/Fines de semana 90 Semanas)

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Cursos:

MAA - 101	Asistente Médico Profesional, Habilidades interpersonales, Medicina y Leyes	50 Horas de instrucción
MAA - 103	Técnicas de Teléfono, Programación de Citas, Recepción de Pacientes, Comunicación Escrita, Récord Médico	50 Horas de instrucción
MAA - 104	Factura y Codificación, Formas de Reclamo de Seguros Médicos, reembolso e información Bancaria	50 Horas de instrucción
MAA - 105	Fundamentos de la codificación de diagnóstico y tratamiento	50 Horas de instrucción
MAA - 106	Práctica Médica e Información de la salud, Promoción y Financiamiento	50 Horas de instrucción
MAS - 101	Fundamentos del Asistente Médico Clínico: Control de Infecciones, Introducción a flebotomía, Signos Vitales, Exámenes Físicos	50 Horas de instrucción
MAS - 102	Principios de Farmacología y Administración de Medicamentos	50 Horas de instrucción
MAS - 103	Asistencia en Emergencias Médicas, Oftalmología, Otorrinolaringología, Dermatología y Gastroenterología	50 Horas de instrucción
MAS - 104	Asistencia en Urología y Aparato Reproductor Masculino, Obstetricia, Ginecología y Pediatría	50 Horas de instrucción
MAS - 105	Asistencia en Ortopedia Médica, Neurología y Salud Mental	50 Horas de instrucción
MAS - 106	Asistencia en Endocrinología y Pulmonología Médica	50 Horas de instrucción
MAS - 107	Asistencia en Cardiología y Geriatria	50 Horas de instrucción
MAS - 108	Principios de Electrocardiografía, Diagnóstico por imágenes y Laboratorio Clínico	50 Horas de instrucción
MAS - 109	Asistencia en Microbiología, Flebotomía, y Análisis de Orina y Sangre	50 Horas de instrucción
MAS - 110	Equipo Quirúrgico e Instrumental, Asepsia y Desarrollo de Carrera	50 Horas de instrucción
MGE - 101	Terminología Médica I	50 Horas de instrucción
MGE - 102	Terminología Médica II	50 Horas de instrucción
MGE - 103	Terminología Médica III	50 Horas de instrucción
MAS - 111	Comunicación en el Lugar de Trabajo I	50 Horas de instrucción
MAS - 112	Comunicación en el Lugar de Trabajo II	50 Horas de instrucción
MAS - 113	Comunicación en el Lugar de Trabajo III	50 Horas de instrucción
MAS - 114	Desarrollo Profesional I	50 Horas de instrucción
MAS - 115	Desarrollo Profesional II	50 Horas de instrucción
MAS - 116	Desarrollo Profesional III	50 Horas de instrucción

MAS - 117	Taller de Preparación para la Entrevista de Trabajo	50 Horas de instrucción
MAA - 102	Computación en el Área Laboral I	50 Horas de instrucción
MAA - 102	Computación en el Área Laboral II	50 Horas de instrucción
EXT - 101	Externado I	30 Horas de instrucción
EXT - 102	Externado II	30 Horas de instrucción
EXT - 103	Externado III	30 Horas de instrucción

### **Requisitos de Graduación**

- Pass all required courses with an overall minimum score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

### **Ocupaciones:**

El Asistente de Médico labora en el sector privado, hospitales, clínicas así como en muchas otras clases de clínicas. En la rama de la medicina, el “sector privado” podría incluir Medicina general y familiar, o aquellas especialidades tales como cirugía, pediatría, ginecología, obstetricia u ortopedia

*\*Nota: La secuencia de los cursos está sujeta a cambios.*

# DENTAL ASSISTANT

## Summary:

Students will gain clinical competencies regarding fundamental procedures, such as: instrument sterilization, surface disinfection, treatment room preparation, chair-side assisting, patient home care instruction, exposing and mounting radiographs, impression taking, model mixing and pouring, and training for specialty fields in dentistry. Students will also gain administrative competencies regarding clerical functions, such as: patient greeting, patient registration, appointment scheduling, patient re-care and continuing care scheduling, insurance billing, including electronic medical records, treatment coordinating, filing, phone handling, and practice inventory. Students will also gain general competencies regarding professional communication, basic legal concepts, professional resume building and interviewing skills.

## Total Quarter-Hour Units:

65 Credit Units

## Type of Award Given:

Diploma

## Length of Program:

900 Clock Hours / 39 Weeks / 9 Months for day class schedules

57 weeks / 14 Months for weekend/evening classes Schedules

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

MAA - 101	Medical Assisting Professional, Behavior, Interpersonal Skill, Ethics, Medicine and Law	40 Instructional Hours
MAA - 102	Computer, Peripheral Devices and Network in Medical Office: Server, Client, Internet, Browser, Security	40 Instructional Hours
MAA - 103	Telephone Technique, Scheduling, Patient Reception, Written Communication, Medical Record Management	40 Instructional Hours
MAA - 104	Billing and Collection, Insurance Claim Form, Reimbursement and Banking	40 Instructional Hours
MAA - 105	Basics of Diagnostics and Procedural Coding	40 Instructional Hours
MAA - 106	Medical Practices and Health Information Management, Marketing Promotion and Finance	40 Instructional Hours
MAD - 101	Orientation, Professional and Legal Aspects of Dental Assisting	40 Instructional Hours
MAD - 102	Dental Anatomy and Physiology	40 Instructional Hours
MAD - 103	Infection Control and Management of Hazardous Materials	40 Instructional Hours
MAD - 104	Dental Treatment - Clinical Dentistry and Moisture Control	40 Instructional Hours
MAD - 105	Patient Care - Examination, Emergencies. Pain and Anxiety Control	40 Instructional Hours
MAD - 106	Dental Radiography - Safety and Production of X- Rays, and Film Processing	40 Instructional Hours
MAD - 107	Preventive Dentistry - Care, Coronal Polishing and Sealant	40 Instructional Hours
MAD - 108	Restorative Dentistry - Instrument, Headpieces, Burs, Impression Material and Lab Procedures	40 Instructional Hours
MAD - 109	Specialized Dentistry - Peridontics, Endodontics, Oral and Maxillofacial Surgery	40 Instructional Hours
MAD - 110	Pediatric, Orthodontics, and Preparation for Employment	40 Instructional Hours
MGE - 101	Medical Terminology	40 Instructional Hours
EMR - 101	Introduction to Electronic Medical Records	40 Instructional Hours
EMR - 102	Electronic Medical Records Software	40 Instructional Hours
EMR - 103	Privacy and Security Issues	40 Instructional Hours

EMR - 104	Electronic Coding and Reimbursement	40 Instructional Hours
EXT - 101	Externship: Part I	30 Instructional Hours
EXT - 102	Externship: Part II	30 Instructional Hours

### **Graduation Requirements**

- Pass all required courses with an overall minimum score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

#### **Target Occupations:**

Dental office assistants work in private practice, hospitals, clinics and elsewhere. In medicine, “private practice” could include general and family doctors, or those in specialties such as pediatrics, surgery. In dentistry, it includes general practitioners, oral surgeons, orthodontists, periodontists or other specialists.

*\*Note: Sequence of courses may vary upon school schedule*

# ASISTENTE DENTAL EN ESPAÑOL

## Resumen:

Con el programa de Asistente Dental, el estudiante se preparará para una carrera clínica y administrativa desafiante dentro de una clínica privada, hospital o un consultorio clínico. Proporcionaremos al estudiante una capacitación sólida y comprensiva en el campo de la asistencia dental. Capacitaremos al estudiante para manejar el sistema de citas médicas, organización de archivos, cómo llenar las formas de seguro médico dental, cómo interactuar con los pacientes y cómo asistir al odontólogo en tratamientos y procedimientos dentales médicos.

**Total de horas en Unidades -Trimestrales: 53**

## Tipo de Reconocimiento que se otorga

Diploma

## Duración del Programa:

740 Horas /39 Semanas (Para fines de semana y tardes 47 Semanas)

One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

MAA - 101	Asistente Médico Profesional, Habilidades interpersonales, Medicina y Leyes	40 Instructional Hours
MAA - 102	Computación, Redes en Oficinas Médica: Servidores, Clientes, Internet, Seguridad	40 Instructional Hours
MAA - 103	Técnicas de Teléfono, Programación de Citas, Recepción de Pacientes, Comunicación Escrita, Récord Médico	40 Instructional Hours
MAA - 104	Factura y Codificación, Formas de Reclamo de Seguros Médicos, reembolso e información Bancaria	40 Instructional Hours
MAA - 105	Fundamentos de la codificación de diagnóstico y tratamiento	40 Instructional Hours
MAA - 106	Práctica Médica e Información de la salud, Promoción y Financiamiento	40 Instructional Hours
MAD - 101	Orientación, Aspectos Legales y Profesionales del Asistente Dental	40 Instructional Hours
MAD - 102	Anatomía y Fisiología Dentales	40 Instructional Hours
MAD - 103	Control de Infecciones y Manejo de Materiales Peligrosos	40 Instructional Hours
MAD - 104	Tratamiento Dental - Odontología Clínica y Control de la Humedad	40 Instructional Hours
MAD - 105	Cuidado del Paciente - Examen, Emergencias. Control de la Ansiedad y del Dolor	40 Instructional Hours
MAD - 106	Radiografía Dental - Seguridad, Producción y Desarrollo de Rayos X.	40 Instructional Hours
MAD - 107	Odontología Preventiva - Cuidado, Pulimiento de Coronas y Sellantes.	40 Instructional Hours
MAD - 108	Odontología Restaurativa - Instrumentos, Piezas, Material de Impresión y Procedimientos de Laboratorio.	40 Instructional Hours
MAD - 109	Odontología Especializada - Peridoncia, Endodoncia, Cirujía Oral and Maxilofacial.	40 Instructional Hours
MAD - 110	Odontología Infantil, Ortodoncia y Preparación para el Empleo.	40 Instructional Hours
MGE - 101	Terminología Médica Dental	40 Instructional Hours
EXT - 101	Externado I	30 Instructional Hours
EXT - 102	Externado II	30 Instructional Hours

## Graduation Requirements

- Pass all required courses with a minimum overall score of 70%
- Have an overall absentee rate lower than 30%
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

**Ocupaciones:**

El Asistente Dental labora en el sector privado, hospitales, clínicas así como en muchas otras clases de clínicas. En la rama de la Odontología, el “sector privado” podría incluir Dentistas generales y familiares, o aquellas especialidades tales como cirugía, ortodoncistas, periodontistas y otras especialidades.

*\*Nota: La secuencia de los cursos depende del horario de la Escuela.*

# VOCATIONAL NURSING

## Summary:

This program provides the students with a conceptual framework of knowledge, skills, values and experience, and its integration into the provision of nursing care within scope of the Vocational Nurse Practice Act. The program is designed to use a curriculum that develops from simple to complex concepts in theory and clinical skills. The VN student is required to successfully complete 581 curriculum hours of theory and 1010 clinical rotation hours with a minimum passing score of 75 % in theory and a “pass” grade in all clinical competencies. Students who successfully complete the graduation requirements for the CIT Vocational Nursing program are eligible to take the Vocational Nurse Licensure Examination for the State of California (NCLEX). Upon passing the NCLEX, the licensee becomes eligible to be employed as a licensed vocational nurse (LVN) in health care settings.

**Total Quarter Credit Hours:** 90

**Type of Award Given:** Diploma

**Length of Program:** 1591 Clock Hours / 60 Weeks / 14 Months Morning Schedule  
120 Weeks / 28 Months Evening-Wk Schedule  
One clock hour equals to 50 minutes of class time and 10 minutes of break time

## Courses:

VN-111	Nursing Fundamentals	312 Instructional Hours
VN-112	Introduction to the Nursing Process	08 Instructional Hours
VN-128	Critical Thinking	10 Instructional Hours
VN-118	Patient Education	08 Instructional Hours
VN-114	Anatomy & Physiology	50 Instructional Hours
VN-115	Nutrition	27 Instructional Hours
VN-116	Growth & Development	34 Instructional Hours
VN-113	Pharmacology	60 Instructional Hours
VN-117	Communication	05 Instructional Hours
VN-119	Psychology	45 Instructional Hours
VN-120	Medical & Surgical Nursing	437 Instructional Hours
VN-121	Communicable Diseases	25 Instructional Hours
VN-122	Gerontological Nursing	20 Instructional Hours
VN-123	Rehabilitation Nursing	35 Instructional Hours
VN-124	Maternity Nursing	68 Instructional Hours
VN-125	Pediatrics	73 Instructional Hours
VN-126	Leadership	162 Instructional Hours
VN-127	Supervision	162 Instructional Hours
VN-129	Skills Lab	50 Instructional Hours

### **Target Occupations:**

Training provides entry to middle level position opportunities in allied healthcare industries. Vocational nurses work under the supervision of a registered nurse or licensed physician, providing nursing care to a variety of patients. Licensed vocational nurses care for the sick, injured, disabled or convalescent. They bring their caring, sympathetic natures to hospitals, home health care services, nursing care facilities, physicians' offices and other health care providers and agencies.

*\*Note: Sequence of courses may vary upon school schedule.*

In addition to all academic policies and procedures contained in this catalog, the following sections also apply to Vocational Nursing Program students.

### **Admissions Criteria**

The following criteria will need to be met in order to be accepted at CIT's Vocational Nursing Program:

1. Satisfactory completion of CIT's admission application.
2. Completion of interview process.
3. Prospective student should be at least 17 years old at the time of the application to the vocational Nursing program.
4. Prospective student must have a minimum of a U.S. high school diploma, GED or equivalency.
5. Clear criminal background checks (from past seven years).
6. Minimum score of 70% on the HESI entrance examination.

### **Class Schedules**

Vocational nursing is a program highly dependent upon hospitals and clinical sites needs and availability. Students are therefore expected to be especially flexible in this regard. They are expected to attend school on a varying schedule based on the requirements of each specific quarter. Clinical rotations are held off-campus in hospitals or clinical sites, and may be scheduled anytime between 6:30 am and 12 midnight on weekdays and/or weekends. Students are expected to commute to clinical rotation sites within a 75-mile radius from our campus. Clinical rotations are determined by the school administration and special requests for schedules will not be granted.

### **Vaccination Documentation**

Before attending clinical rotations, and based on the Clinical rotation sites' policy, the following vaccinations record may be required, and it is the students' responsibility to provide evidence of their application within the last 12 months prior to starting the rotations:

- ◇ Titer levels, which demonstrate immunity and/or written documentation adequate for MMR, and positive Varicella.
- ◇ Negative PPD within last three months or if PPD positive chest x-ray within past year.
- ◇ Hepatitis B vaccination series (or signed declination to receive the vaccine).
- ◇ Flu vaccine may be required in some hospitals

### **Graduation Requirements**

- Complete and pass all required hours in the terms/quarters of the program
- Pass all required courses with a minimum score of 75% in each and a "Pass" grade in clinical coursework
- Pass a comprehensive final examination with a minimum score of 90%
- Make up all missed clock hours
- Complete successfully the NCLEX review course provided within the program
- Complete all required Career Center seminars/sessions
- Be in good financial standing with the school

### **Attendance Policy (Including Clinical Rotations)**

1. Vocational Nursing students must complete a minimum of 1591 hours of attendance in the following distribution: no less than 597 theory hours (including a minimum of 55 hours of pharmacology) and no less than 994 clinical hours.
2. Required hours must be made up. Hours missed are made up in different ways. In the case of missed Assignments, tests, etc, students turn them in plus take missed tests the very first day they return to class. In the case of missed hours for theory, skills lab, or clinical sessions, students are expected to make up missed hours within the term/quarter in which they were missed. Theory hours are made up by the student completing the number of hours missed in tutoring sessions. Skills lab hours are made up in the same skills lab as soon as scheduling permits. Clinical hours missed are made up by completing the number of hours missed in another clinical site of equivalent level of knowledge, as soon as scheduling permits. Virtual lab is available to make up a few remaining hours of clinicals, if needed.
3. “No Call/No Show” is defined as a failure to report to class and/or clinical area as scheduled without appropriate and timely notification being providing to the instructor. Timely notification is defined as 30 minutes before the start of theory/clinical. Such behavior will result in disciplinary action unless the student can show inability to provide required notification.
4. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to start and end school on schedule.

### **Remediation Policy:**

The remediation process will begin when there has been a breach of school policies by the student, in attendance, behavior and/or performance in theory and/or clinical setting.

The following steps will be implemented in order to assist the student in becoming a successful graduate that is able to contribute to the nursing profession.

1. The program director and/or instructor will request a meeting with the student to address the issue.
2. The student meets with the instructor to identify the problem. The dialogue will provide the means to a plan of correction that includes a time frame for compliance. The student is expected to be an active participant in this process. In the case of retesting, there will be a limit of two additional tests, with a maximum achievable grade of 75%.
3. A follow-up meeting and reevaluation will be done to assess if the remediation process was successful and therefore terminate further action or if additional remediation is required.
4. Should further remediation be required, the student will meet with the program director.
5. At this juncture, the written plan of corrections/improvement will be revised with the student's participation to include the consequences of not meeting the plan. This may include termination from the program.
6. The student successfully completed the remediation process and no further action is necessary.
7. If the student did not complete the requirements of the remediation, the student is terminated from the program.
8. All the above steps are documented and placed in the student's official school record.
9. Student signs, dates and receives a copy of the remediation documents.
10. The instructor and program director signs and dates the remediation documents.

### **Vocational Nursing Licensure Requirements**

The California Board of Vocational Nursing and Psychiatric Technicians – BVNPT sets the following requirements for licensure. Please refer to the Board's website at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) for details.

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.



# MODULE DESCRIPTIONS

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are also covered. Leadership, and critical thinking expected of Systems Administrators and Technical Support personnel are developed.

***SYS-106                    Elements of Hardware and Software (6)                    3 Units***

This course delves into the nuts and bolts of how to diagnose and repair electronic hardware devices. An introduction to fundamental concepts elementary electronics, electromagnetic radiation (ER), using a millimeter, and oscilloscope is included. Besides the skills needed to install any device into a personal computer (PC), how to recognize every cable, connector, plug, and the ability to completely disassemble and assemble a PC is covered. Relevant health and safety issues are also discussed.

***SYS-107                    Supporting PC Operating Systems (6)                    3 Units***

Building upon the student's ability to handle the installation and upgrading of PC-based operating systems, including handling problems that may take place during these processes, this course covers more advanced diagnosing and troubleshooting. Students are expected to have become comfortable with basic troubleshooting. They will learn how to be able to pick an obvious first step for a broad cross-section of problems dealing with operations and computers linked to hardware, software and human factors. The role of help desk personnel in complex organizations and interacting with users via telephone are also discussed.

***SYS-108                    Managing SQL Server Databases (7)                    3 Units***

This course introduces SQL Server administration, Transactional Structured Query Language (T-SQL), and the role of Database Administrator (DBA) in the organization. Topics include installation, configuration, security, and managing instances. Other topics include ensuring database availability and optimization, guidance in interacting with Database Administrators and Developers.

***NDA-201                    Devices and Appliances (8)(9)                    3 Units***

The module covers fundamental interconnecting of routers and switches, and discusses various other networking devices and appliances. An introduction to programming the CISCO Internetworking Operating System (IOS) is given along with planning and designing local area network (LAN) and wide area network (WAN) services to customer requirements. Other topics include configuring, monitoring, and troubleshooting, routers and switches, VLANs, and the role of Network Administrators in scaling operations for growing organizations.

# DOT NET DEVELOPER, MAJOR MODULES DESCRIPTION

## **Required Textbook Information:**

- Number in parenthesis next to course name indicates textbook used in such course
  - No indication means no textbook requirement for such course
- (1) MCTS Self-Paced Training Kit (Exam 70-536): Microsoft® .NET Framework Application Development Foundation, Second edition, Tony Northrup , ISBN-13: 978-0-7356-2619-5; ISBN-10: 0-7356-2619-7, (Retail \$69.99)
  - (2) MCTS Self-Paced Training Kit (Exam 70-505): Microsoft® .NET Framework 3.5 Windows® Forms Application Development , Matthew A. Stoecker and Steven J. Stein, ISBN-13: 978-0-7356-2637-9; ISBN-10: 0-7356-2637-5, (Retail \$69.99)
  - (3) MCTS Self-Paced Training Kit (Exam 70-562): Microsoft® .NET Framework 3.5 ASP.NET Application Development (Pro - Certification), Mike Snell, Tony Northrup and Glenn Johnson, ISBN-13: 978-0-7356-2562-4; ISBN-10: 0-7356-2562-X, (Retail \$69.99)
  - (4) MCTS Self-Paced Training Kit (Exam 70-561): Microsoft® .NET Framework 3.5 ADO.NET Application Development (Self-Paced Training Kits), Shawn Wildermuth, Jim Wightman and Mark Blomsma, ISBN-13: 978-0-7356-2563-1; ISBN-10: 0-7356-2563-8, (Retail \$69.99)
  - (5) MCTS Self-Paced Training Kit (Exam 70-503): Microsoft® .NET Framework 3.5 Windows® Communication Foundation (Pro Certification), Bruce Johnson, Peter Madziak, Sara Morgan, with GrandMasters, ISBN-13: 978-0-7356-2565-5; ISBN 10: 0-7356-2565-4, (Retail \$69.99)
  - (6) Microsoft® .NET: Architecting Applications for the Enterprise (Pro-Developer) , Dino Esposito, Andrea Saltarello, ISBN-13: 978-0-7356-2609-6; ISBN 10: 0-7356-2609-X , (Retail \$69.99)
  - (7) MCTS Self-Paced Training Kit (Exam 70-433): Microsoft® SQL Server® 2008 Database Development, Tobias Thernström, Ann Weber, Mike Hotek, ISBN-13: 978-0-7356-2639-3; ISBN-10: 0-7356-2639-1, (Retail \$69.99)
  - (8) Programming Microsoft SQL Server 2008 (70-451), Leonard Lobel, Andrew J. Brust, Stephen Forte, ISBN-13: 978-0-7356-3909-6; ISBN 10: 0-7356-2636-7, (Retail \$69.99)
  - (9) MCTS Self-Paced Training Kit (Exam 70-448): Microsoft® SQL Server® 2008 Business Intelligence Development and Maintenance (Self-Paced Training Kits) , Erik Veerman, Teo Lachev and Dejan Sarka, ISBN-13: 978-0-7356-3909-6; ISBN 10: 0-7356-2636-7, (Retail \$69.99)

## ***NET-101      Programming with VB.NET (1)      3.6 Units***

This course introduces elementary VB.NET programming working with system types, collections, serialization, threads, application domains, and security. Students learn fundamental skills for building and debugging console applications. Additional programming techniques are covered such as the default properties of an object, catch and exception handling, and Object Oriented Programming (OOP) concepts.

## ***NET-102      Introduction to C# (1)      3.6 Units***

This course provides an elementary introduction to the C# development language. Students will learn to become comfortable working with data types, declaring and initializing variables and arrays, shorthand syntax to assign values to variables, simple file input and output (I/O), and implementing functions and procedures.

## ***NET-103      Developing Windows Applications I (2)      3.6 Units***

In this class, students will work with Forms, Controls, and Inheritance to create user interfaces for Windows applications. Accessing and modifying data using Data Sets, binding Data to Controls, and use of Extensible Markup Language (XML) Web Services will be introduced.

## ***NET-104      Developing Windows Applications II (2)      3.6 Units***

This course continues with use of transactions, printing, and deployment emphasizing laboratory exercises. More practice deploying applications in Windows Installer files, asynchronous programming, and Windows Presentation Foundation (WPF) will be covered.

## ***NET-105      Developing Web Applications I (3)      3.6 Units***

In this course, the student learns how to use the .NET version of Active Server Pages (ASP.NET), Asynchronous Javascript and XML (AJAX) and Client-side scripting. Configuring Internet Information Services (IIS), life-cycle and state management, and writing code for mobile devices is included.

***NET-106      Developing Web Applications II (3)      3.6 Units***

Exercises to hone the student's skills in coding Web Service architectures, elements of XML Web services, and their roles will be expanded upon. The XML Web-Service programming model is discussed. Productions and team exercises involving WSDL Documents, XML Web Service Discovery, XML Web Service Proxies, and implementing an XML Web Service Consumers will be conducted.

***NET-107      Working with Data Access Solutions I (4)      3.6 Units***

In this course, students will learn how to diagram the architecture of data-centric applications, choose a connected, disconnected, or mixed environment based on application needs, use the System.Data namespaces in applications and produce working code. The .NET version of Active-x Data Objects (ADO.NET) object model, will be taught along with the basics of XML.

***NET-108      Working with Data Access Solutions II (4)      3.6 Units***

Concepts are more thoroughly developed through laboratory exercises dealing with typed data sets, class libraries and various other topics in ADO.NET. In this course, a focus will be placed on testing each student's capabilities and versatility for writing data access solutions individually.

***NET-109      Building Distributed Communications Applications I (5)      3.6 Units***

This class provides the student guidance in how to write, expose, instrument, deploy, and administer service applications including Web Services. Theory and exercises involving security and life cycle issues are also covered.

***NET-110      Building Distributed Communications Applications II (5)      3.6 Units***

In this course, the students will gain more advanced experience in coding Web Services, .NET Remoting and .NET Enterprise Services approaches applicable to larger organizations. Laboratory practices will also emphasize delivery of Multimedia content.

***NET-111      Modeling Business Requirements for the Enterprise I (6)      3.6 Units***

An introduction to Microsoft's version of the software development life cycle (SDLC) process, Microsoft Solutions Framework (MSF), design methodology is covered in depth. Theory and exercises involving Agile methodology, waterfall, spiral, other approaches, and how to work effectively in team and environments is discussed. Students will verbalize data use cases, formalize fact types, create conceptual models, along with diagrams to analyze typical business scenarios.

***NET-112      Modeling Business Requirements for the Enterprise II (6)      3.6 Units***

In this course, the students will further develop their modeling and design skill with more emphasis on coding approaches for larger organizations. Exercises will involve how to conduct unit and integration testing, design deployment alternatives, plan for web services and remote implementations, work with project teams, and deliver multimedia content in preparation for a larger scale enterprise development environments.

***Database Development***

***DBD-201      Fundamentals of T-SQL Programming (7)      3.6 Units***

This course introduces fundamental T-SQL programming skills including how to write functions and stored procedures. Students learn how to write queries and sub-queries, interface with XML, and capture execution plans. The process of normalization is introduced, as well as working with views, concurrency, and transactions.

***DBD-202      Designing SQL Server Database Access for the Enterprise (8)      3.6 Units***

This course emphasizes SQL Server database design for the enterprise. More practice is gained writing T-SQL with regards to data types, and multi-server computing environments are covered. Tuning SQL Server performance, optimization, and exercises with replication are the focus of this training. The roles and responsibilities of Database Administrator within the IT department and organizations are discussed.

***DBD-203      Introduction to Business Intelligence (9)      3.6 Units***

An introduction is provided to SQL Server Integration Services (SSIS), SQL Server Analysis Services (SSAS) and SQL Server Reporting Services (SSRS).

# MEDICAL ASSISTANT PROGRAM: MODULES DESCRIPTION

## Required Textbook Information:

- Number in parenthesis next to course name indicates textbook used in such course
  - No indication means no textbook requirement for such course
- (1) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. ISBN 978-1-41-60-5439-9 (Retail Price \$99.95)
  - (2) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. Study Guide. ISBN 978-1-41-60-5443-6 (Retail Price \$40.95)
  - (3) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. Procedure Checklist Manual. (Retail Price \$40.95)
  - (4) Gartee, Essentials of Electronic Health Records. ISBN 978-013-708525-5. (Retail Price \$35.54)

### ***MAA-101      Medical Assisting Professional, Behavior, Interpersonal Skill, Ethics, Medicine and Law (1)(2):***

Students are exposed to Introduction to Medical Health Industry, Medical Assisting Profession, Professional Behavior in the Workplace, Interpersonal Skills and Human Behavior, Medicine and Ethics, Medicine and Law

### ***MAA-102      Computer Skills in the Workplace (1)(2):***

Student learns Introduction to Computer Usage in Medical Office, Computer Basics, Working With OS, Computer in Network, Server and Client OS, Internet and Browser, Computer as a Co-worker, Security and Electronic Signatures

### ***MAA-103      Telephone Technique, Scheduling, Patient Reception, Written Communication, Medical Record Management (1)(2):***

This class covers Telephone Techniques, Office Telephone Equipment, Intro to Appointment, Patient Reception and Processing, Written Communications, Mail Processing, Medical Records, Patient and Records

### ***MAA-104      Billing and Collection, Insurance Claim Form, Reimbursement and Banking (1)(2):***

This class teaches Introduction Billing and Collecting, The Health Insurance Claims Forms, Third Party Reimbursement, Utilization Management, Banking Services, Bill Paying

### ***MAA-105      Basics of Diagnostics and Procedural Coding (1)(2):***

This class emphasizes Getting to Know ICD-9-CM, Format of ICD and Conventions, Steps in ICD Coding, Modifiers, Understanding Evaluation and Management, ICD Coding Definitions, Introduction to Basics of Procedural Coding, Format of CPT, Steps in CPT Coding, Modifiers, Understanding Evaluation and Management, CPT Coding Definitions

### ***MAA-106      Medical Practices and Health Information Management, Marketing Promotion and Finance (1)(2):***

This class stresses on Introduction and Teams, Orientation and Training, Marketing and Customer Service, Introduction to Health Management, Introduction to Management of Practice Finances, Account Fundamental, Practices

### ***MEA-101      Fundamental of Clinical Medical Assisting: Infection Control, Introduction to Phlebotomy, Nutrition, Vital Signs, Physical Examination (1)(2):***

This course will introduce the student to Infection Control, Patient Assessment, Patient Education, Nutrition and Health Promotion, Vital signs, Assisting with the Primary Physical Examination, Introduction to Phlebotomy

### ***MEA-102      Principles of Pharmacology and Administering Medications (1)(2):***

This class gives training in Introduction to Government Rule, Studying Pharmacology, Drug Label, System of Measurement, Pediatric doses, Calculating Drug Dosages for Administration, Reconstituting Powdered Injectable Medication, Safety in Drug Administration, Drugs Forms and administration.

- MEA-103**      **Assisting with Medical Emergencies (CPR), Ophthalmology, Otolaryngology, Dermatology, Gastroenterology (1)(2):**  
 Students are exposed to Assisting with Medical Emergencies (CPR), Assisting in Ophthalmology and Otolaryngology, Assisting in Dermatology, and Assisting in Gastroenterology
- MEA-104**      **Assisting in Urology and Male Reproduction, Obstetrics, Gynecology, and Pediatrics (1)(2):**  
 Students are exposed to Assisting with Urology, Male Reproduction, Assisting in Obstetrics and Gynecology, Assisting in Pediatrics, Laboratory
- MEA-105**      **Assisting in Orthopedic Medicine, Neurology and Mental Health (1)(2):**  
 Students are exposed to Assisting in Orthopedic Medicine, Radiology, Assisting in Neurology, Assisting in Mental Health, Laboratory
- MEA-106**      **Assisting in Endocrinology and Pulmonary Medicine (1)(2):**  
 Students are exposed to Anatomy and Physiology of the Endocrine System, Disease and Disorders of the Endocrine System, The Respiratory System, Ventilation, Respiratory System Defenses, Major Diseases of the Respiratory System and The Medical Assistant's Role in Pulmonary Procedures
- MEA-107**      **Assisting in Cardiology and Geriatrics (1)(2):**  
 Students are exposed to Anatomy of the Heart, Diseases and Disorders of the Heart, Blood Vessels, Vascular Disorders, Diagnostic Procedures and Treatments, Changes in Anatomy and Physiology, The Medical Assistant's Role in Caring for the Older Patient
- MEA-108**      **Principles of Electrocardiography, Diagnostic Imaging and Clinical Laboratory (1)(2):**  
 This class provides knowledge of Principles of Electrocardiography, Assisting with Diagnostic Imaging, Safety, The Role of the Clinical Laboratory in Patient Care, Divisions of the Clinical Laboratory, Laboratory Safety, Laboratory Hazards, Specimen Collection, Processing and Storage, Quality Assurance and Quality Control, Clinical Laboratory Equipment
- MEA-109**      **Assisting in Microbiology, Phlebotomy, and the Analysis of Blood and Urine (1)(2):**  
 This class gives training on Physiology of Urine Formation, Collecting a Urine Specimen, The Routine Urinalysis, Venipuncture Equipment, Routine Venipuncture, Problems Associated with Venipuncture, Specimen Re-collection, Capillary Puncture, Assisting in the Analysis of Blood, Assisting in Microbiology
- MEA-110**      **Surgical Supplies and Instruments, Surgical Asepsis and Career Development (1)(2):**  
 In this class, students study Minor Surgery Room, Surgical Solutions and Medications, Surgical Instruments, Classifications of Surgical Instruments, Specialty Instruments, Care and Handling of Instruments, Drapes, Sutures, and Needles, Sterile Technique, Sterilization, Scrubs, Gloves and Gowns, The Medical Assistant's Role in Asepsis, Surgical Procedures, The Medical Assistant's Role in Surgery, Career Development: What Does the Employer Want? Assessing Strengths, Developing Career Objectives, Knowing Personal Needs, Finding a Job, Developing a Resume, The Cover Letter, Job Applications, The Job Interview, Life Skills
- MGE-101**      **Medical Terminology (1)(2):**  
 This course will introduce the student to the most common medical terms used in this industry. The educational objective is to train the student to understand and be capable to converse with various medical professionals. The student will be able to read and understand basic medical literature by analyzing the Latin and Greek roots of the most common medical terms utilized in this industry, including the day-to-day medical vocabulary in a medical office.
- EMR – 101**      **Introduction to Electronic Medical Records (4):**  
 This course presents an overview of the evolution of EMR's as a concept, including the socio-economic circumstances surrounding government responses in this regard. Concepts in health cost and health safety are examined, and a description of the workflow of medical information into the patient chart is presented in a comparative manner: paper records vs. electronic records.

***EMR – 102      Electronic Medical Records Software (4):***

Standard EMR coding systems are presented such as SNOMED-CT, MEDCIN, and LOINC, and the functional benefits from codified records are analyzed. Extensive practice on Medcin Student Edition Software is provided.

***EMR – 103      Privacy and Security Issues (4):***

Health Insurance Portability and Accountability Act HIPPA regulations are presented and analyzed in view of case studies to cover topics such as consent, authorization, disclosures, information access management, security awareness and incident reporting, organizational policies and procedures required, as well as physical and technical safeguards for health records.

***EMR – 104      Electronic Coding and Reimbursement (4):***

This course analyzes how EMR's help meet government mandates, including ICD-9 CM diagnosis codes, CPT-4 and HCPCS codes. The class also presents how EMR's facilitates understanding of evaluation and management codes.

***EXT-101      Externship I***

This will be provided by the school in various fields at specified places according to openings and demands.

***EXT-102      Externship II***

This course is a continuation of Externship I.

# MEDICAL ASSISTANT IN SPANISH PROGRAM

## MODULES DESCRIPTION

### Required Textbook Information

- Number in parenthesis next to course name indicates textbook used in such course
  - No indication means no textbook requirement for such course
- (1) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. ISBN 978-1-41-60-5439-9 (Retail Price \$99.95)
  - (2) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. Study Guide. ISBN 978-1-41-60-5443-6 (Retail Price \$ 99.95)
  - (3) Villanueva and Villanueva, Say It in Spanish, A Guide for Health Care Professionals, 3rd ed. ISBN 978-0-7216-0424-4 (Retail Price \$ 35.95)
  - (4) Borm Bruckmeier Publishing, Medical Spanish Pocket Dictionary, 2nd ed. ISBN 978-1-59103-239-7 (Retail Price \$ 22.95)

### **MAA-101      Medical Assisting Professional, Behavior, Interpersonal Skill, Ethics, Medicine and Law (1)(2):**

Students are exposed to Introduction to Medical Health Industry, Medical Assisting Profession, Professional Behavior in the Workplace, Interpersonal Skills and Human Behavior, Medicine and Ethics, Medicine and Law

### **MAA-102      Computer Skills in the Workplace (1)(2):**

Student learns Introduction to Computer Usage in Medical Office, Computer Basics, Working with OS, Computer in Network, Server and Client OS, Internet and Browser, Computer as a Co-worker, Security and Electronic Signatures

### **MAA-103      Telephone Technique, Scheduling, Patient Reception, Written Communication, Medical Record Management (1)(2):**

This class covers Telephone Techniques, Office Telephone Equipment, Intro to Appointment, Patient Reception and Processing, Written Communications, Mail Processing, Medical Records, Patient and Records

### **MAA-104      Billing and Collection, Insurance Claim Form, Reimbursement and Banking (1)(2):**

This class teaches Introduction Billing and Collecting, The Health Insurance Claims Forms, Third Party Reimbursement, Utilization Management, Banking Services, Bill Paying

### **MAA-105      Basics of Diagnostics and Procedural Coding (1)(2):**

This class emphasizes Getting to Know ICD-9-CM, Format of ICD and Conventions, Steps in ICD Coding, Modifiers, Understanding Evaluation and Management, ICD Coding Definitions, Introduction to Basics of Procedural Coding, Format of CPT, Steps in CPT Coding, Modifiers, Understanding Evaluation and Management, CPT Coding Definitions

### **MAA-106      Medical Practices and Health Information Management, Marketing Promotion and Finance (1)(2):**

This class stresses on Introduction and Teams, Orientation and Training, Marketing and Customer Service, Introduction to Health Management, Introduction to Management of Practice Finances, Account Fundamental, Practices

### **MEA-101      Fundamental of Clinical Medical Assisting: Infection Control, Introduction to Phlebotomy, Nutrition, Vital Signs, Physical Examination (1)(2):**

This course will introduce the student to Infection Control, Patient Assessment, Patient Education, Nutrition and Health Promotion, Vital signs, Assisting with the Primary Physical Examination, Introduction to Phlebotomy

### **MEA-102      Principles of Pharmacology and Administering Medications (1)(2):**

This class gives training in Introduction to Government Rule, Studying Pharmacology, Drug Label, System of Measurement, Pediatric doses, Calculating Drug Dosages for Administration, Reconstituting Powdered Injectable Medication, Safety in Drug Administration, Drugs Forms and administration.

- MEA-103**      **Assisting with Medical Emergencies (CPR), Ophthalmology, Otolaryngology, Dermatology, Gastroenterology (1)(2):**  
 Students are exposed to Assisting with Medical Emergencies (CPR), Assisting in Ophthalmology and Otolaryngology, Assisting in Dermatology, and Assisting in Gastroenterology
- MEA-104**      **Assisting in Urology and Male Reproduction, Obstetrics, Gynecology, and Pediatrics (1)(2):**  
 Students are exposed to Assisting with Urology, Male Reproduction, Assisting in Obstetrics and Gynecology, Assisting in Pediatrics, Laboratory
- MEA-105**      **Assisting in Orthopedic Medicine, Neurology and Mental Health (1)(2):**  
 Students are exposed to Assisting in Orthopedic Medicine, Radiology, Assisting in Neurology, Assisting in Mental Health, Laboratory
- MEA-106**      **Assisting in Endocrinology and Pulmonary Medicine (1)(2):**  
 Students are exposed to Anatomy and Physiology of the Endocrine System, Disease and Disorders of the Endocrine System, The Respiratory System, Ventilation, Respiratory System Defenses, Major Diseases of the Respiratory System and The Medical Assistant's Role in Pulmonary Procedures
- MEA-107**      **Assisting in Cardiology and Geriatrics (1)(2):**  
 Students are exposed to Anatomy of the Heart, Diseases and Disorders of the Heart, Blood Vessels, Vascular Disorders, Diagnostic Procedures and Treatments, Changes in Anatomy and Physiology, The Medical Assistant's Role in Caring for the Older Patient
- MEA-108**      **Principles of Electrocardiography, Diagnostic Imaging and Clinical Laboratory (1)(2):**  
 This class provides knowledge of Principles of Electrocardiography, Assisting with Diagnostic Imaging, Safety, The Role of the Clinical Laboratory in Patient Care, Divisions of the Clinical Laboratory, Laboratory Safety, Laboratory Hazards, Specimen Collection, Processing and Storage, Quality Assurance and Quality Control, Clinical Laboratory Equipment
- MEA-109**      **Assisting in Microbiology, Phlebotomy, and the Analysis of Blood and Urine (1)(2):**  
 This class gives training on Physiology of Urine Formation, Collecting a Urine Specimen, The Routine Urinalysis, Venipuncture Equipment, Routine Venipuncture, Problems Associated with Venipuncture, Specimen Re-collection, Capillary Puncture, Assisting in the Analysis of Blood, Assisting in Microbiology
- MEA-110**      **Surgical Supplies and Instruments, Surgical Asepsis and Career Development (1)(2):**  
 In this class, students study Minor Surgery Room, Surgical Solutions and Medications, Surgical Instruments, Classifications of Surgical Instruments, Specialty Instruments, Care and Handling of Instruments, Drapes, Sutures, and Needles, Sterile Technique, Sterilization, Scrubs, Gloves and Gowns, The Medical Assistant's Role in Asepsis, Surgical Procedures, The Medical Assistant's Role in Surgery, Career Development: What Does the Employer Want? Assessing Strengths, Developing Career Objectives, Knowing Personal Needs, Finding a Job, Developing a Resume, The Cover Letter, Job Applications, The Job Interview, Life Skills
- MGE-101**      **Medical Terminology I (1)(2)(3)(4):**  
 This course will introduce the student to the most common medical terms used in this industry. The educational objective is to train the student to understand and be capable to converse with various medical professionals. The student will be able to read and understand basic medical literature by analyzing the Latin and Greek roots of the most common medical terms utilized in this industry, including the day-to-day medical vocabulary in a medical office.
- MGE-102**      **Medical Terminology II (1)(2)(3)(4):**  
 This course is a continuation of Medical Terminology I.
- MGE-103**      **Medical Terminology III (1)(2)(3)(4):**  
 This course is a continuation of Medical Terminology II.

***EXT-101      Externship I***

This will be provided by the school in various fields at specified places according to openings and demands.

***EXT-102      Externship II***

This will be provided by the school in various fields at specified places according to openings and demands.

***EXT-103      Externship III***

This will be provided by the school in various fields at specified places according to openings and demands.

***MAS – 111    Communication at the Workplace I (3)(4):***

This course focuses on typical vocabulary and phraseology used in medical settings, including verbal and nonverbal communication, and cultural conditioners that influence open and effective communication with coworkers, patients and physicians.

***MAS – 111    Communication at the Workplace II (3)(4):***

This course is a continuation of Communication at the Workplace I.

***MAS – 111    Communication at the Workplace III (3)(4):***

This course is a continuation of Communication at the Workplace II.

***MAS – 114    Career Development and Life Skills I***

This course focuses on self-analysis of the student's strengths and areas of improvement, employers and employees' expectations, the labor market, use of Internet tools to search employment, resume building and the right attitude to show at the workplace.

***MAS – 115    Career Development and Life Skills II***

This course is a continuation of Career Development and Life Skills I.

***MAS – 116    Career Development and Life Skills III***

This course is a continuation of Career Development and Life Skills II.

***MAS – 147    Interview Preparation Workshop***

This hand on training workshop focuses on interview techniques, including body language, job opportunities analysis, dress code, professional attitude, typical interview questions, and the elements to prepare appropriate answers to them.

# PROGRAMA DE ASISTENTE MÉDICO

## DESCRIPCIÓN POR MÓDULOS

### Información sobre Libros de Texto Requeridos:

- El número en paréntesis al costado del nombre del curso indica el libro de texto utilizado en ese curso
  - No se requiere ningún libro para los cursos que no tengan una indicación en paréntesis
- (1) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. ISBN 978-1-41-60-5439-9 (Retail Price \$99.95)
  - (2) Young-Adams and Proctor, Kinn's The Medical Assistant, 11th ed. Study Guide. ISBN 978-1-41-60-5443-6 (Retail Price \$ 99.95)
  - (3) Villanueva and Villanueva, Say It in Spanish, A Guide for Health Care Professionals, 3rd ed. ISBN 978-0-7216-0424-4 (Retail Price \$ 35.95)
  - (4) Borm Bruckmeier Publishing, Medical Spanish Pocket Dictionary, 2nd ed. ISBN 978-1-59103-239-7 (Retail Price \$ 22.95)

**MAA-101**      **Comportamiento Profesional del Asistente Médico, Relaciones Interpersonales, Ética, La Medicina y la Ley (1)(2):**

Introducción al campo de la medicina y la salud, a la profesión de Asistencia Médica, al comportamiento profesional en el área laboral, relaciones interpersonales y comportamiento humano, la medicina y la ética, y la Medicina y la Ley

**MAA-102**      **Computación en el Area Laboral (1)(2):**

Introducción al uso básico de una computadora en una oficina médica; fundamentos de computación, trabajo con un sistema operativo, Internet y Browsers, la computadora como una herramienta de trabajo: procesamiento de texto, hojas de cálculo además de ingreso de información del paciente a una base de datos.

**MAA-103**      **Técnicas Telefónicas, Programación de citas, Recibimiento del Paciente, Comunicación Escrita, Manejo de los Expedientes Médicos (1)(2):**

Técnicas telefónicas, Equipo telefónico en una oficina, Introducción a la programación de citas, recibimiento y preparación del paciente, comunicaciones escritas, procesamiento de la correspondencia, Expedientes Médicos, Pacientes y Expedientes

**MAA-104**      **Facturación y Cobranzas, Formatos para Reclamar por Beneficios de los Seguros, Reembolsos y Banca (1)(2):**

Introducción a la facturación y cobranzas, Formularios para Reclamar por Beneficios e los Seguros de Salud, Reembolsos por Terceros, Servicios de Banca, Pagos

**MAA-105**      **Fundamentos de la Codificación de Diagnósticos y Procedimientos (1)(2):**

Familiarización con el ICD-9-CM, el formulario de ICD y convenios (símbolos especiales), pasos para la codificación ICD, modificadores (adiciones en los códigos), comprensión de la evaluación y administración, definiciones de la codificación ICD, fundamentos de la codificación de procedimientos, el formulario CPT, pasos en el CPT, modificadores, comprensión de la evaluación y administración, definiciones de la codificación CPT.

**MAA-106**      **Consultorio Médicos y la Administración de la Información de la Salud, Marketing, Promoción y Finanzas (1)(2):**

Introducción y Equipos, Orientación y Entrenamiento, Marketing y Servicio al Cliente, Introducción a la Administración de la Salud, Introducción a la Administración de las Finanzas de un consultorio, introducción a contabilidad y práctica

**MEA-101**      **Fundamentos de la Asistencia Médica Clínica, Control de Infecciones, Introducción a la flebotomía, Nutrición, Signos Vitales, Examen Físico (1)(2):**

Introducción al control de infecciones, evaluación del paciente, educación del paciente, nutrición y promoción de la salud, signos vitales; Asistencia en el examen físico primario, introducción a la flebotomía

**MEA-102**      **Principios de Farmacología y la Administración de Medicamentos (1)(2):**

Presentación de las normas gubernamentales, farmacología; etiquetas de las medicinas, sistemas de mediciones, dosis pediátricas, cálculos de las dosis farmacológicas para su administración, reconstituir medicamentos inyectables en polvo, seguridad en la administración de medicamentos, formas de medicamentos y su administración.

- MEA-103**      **Asistencia en Emergencias Médicas (CPR), Oftalmología, Otolaringología, Dermatología y Gastroenterología (1)(2):**  
Asistencia en emergencias médicas (CPR: Resucitación Cardio-Pulmonar), asistencia en oftalmología y otolaringología, asistencia en dermatología, y asistencia gastroenterología
- MEA-104**      **Asistencia en Urología y Reproducción Masculina, Obstetricia y Ginecología, y Pediatría (1)(2):**  
Asistencia en urología y reproducción masculina, asistencia en obstetricia y ginecología, y Asistencia en pediatría y laboratorio
- MEA-105**      **Asistencia en Medicina Ortopédica, Neurología y Salud Mental (1)(2):**  
Asistencia en Medicina Ortopédica, Radiología, Asistencia en neurología, Asistencia en Salud Mental y laboratorio
- MEA-106**      **Asistencia en Endocrinología y Medicina Pulmonar (1)(2):**  
Presentación de la anatomía y fisiología del sistema endocrino, enfermedades y desórdenes del sistema endocrino; El sistema respiratorio, ventilación, defensas del sistema respiratorio, principales enfermedades del sistema respiratorio y el rol del Asistente Médico en los procedimientos pulmonares
- MEA-107**      **Asistencia en Cardiología y Geriátrica (1)(2):**  
Presentación de la anatomía del corazón, enfermedades y desórdenes del corazón, vasos sanguíneos, desórdenes vasculares, procedimientos de diagnóstico y tratamientos, cambios en anatomía y fisiología; el rol del Asistente Médico en el cuidado del paciente de la tercera edad
- MEA-108**      **Principios de Electrocardiografía, Diagnósticos por Imágenes y Laboratorio Clínico (1)(2):**  
Principios de electrocardiografía, asistencia en los diagnósticos por imágenes, seguridad; el rol del laboratorio clínico en el cuidado del paciente; divisiones del laboratorio clínico, seguridad en el laboratorio, peligros en el laboratorio, toma de muestras, procesamiento y almacenamiento, Control de calidad, equipo en el laboratorio clínico.
- MEA-109**      **Asistencia en Microbiología, Flebotomía y Análisis de Sangre y Orina (1)(2):**  
Entrenamiento en la fisiología de la formación de la orina, toma de muestra de orina, urinalisis de rutina, equipo de venipunción, venipunción de rutina, problemas asociados con la venipunción, re-toma de muestra, punción capilar, asistencia en el análisis de sangre, asistencia en microbiología
- MEA-110**      **Suministros, Instrumental Quirúrgico y Asepsia Quirúrgica (1)(2):**  
En esta clase, los estudiantes aprenden sobre la sala de cirugías menores, soluciones quirúrgicas y medicamentos, instrumental quirúrgico, clasificación del instrumental quirúrgico, instrumental especial, cuidado y manejo del instrumental, campos estériles, suturas y agujas, técnicas de esterilización, uniformes de esterilización, uniformes, guantes y batas; el rol del asistente médico en la asepsia, procedimientos quirúrgicos; el rol del asistente médico en las cirugías.
- MGE-101**      **Terminología Médica I (1)(2)(3)(4):**  
Este curso introduce al alumno a los términos médicos más comunes utilizados en este campo. El objetivo académico es entrenar al estudiante a comprender y ser capaz de comunicarse con los distintos profesionales en el campo de la salud. El estudiante será capaz de leer y comprender lecturas medicas básicas mediante el análisis de las raíces latinas y griegas de los términos médicos más comunes utilizados en esta industria, lo cual incluye el vocabulario médico cotidiano en una oficina médica.
- MGE-102**      **Terminología Médica II (1)(2)(3)(4):**  
Este curso es una continuación de Terminología Médica I.
- MGE-103**      **Terminología Médica III (1)(2)(3)(4):**  
Este curso es una continuación de Terminología Médica II.

***EXT-101      Externado I:***

La escuela ofrece este curso en diversos campos en lugares específicos de acuerdo a la demanda y disponibilidad.

***EXT-102      Externado II***

La escuela ofrece este curso en diversos campos en lugares específicos de acuerdo a la demanda y disponibilidad.

***EXT-103      Externado III***

La escuela ofrece este curso en diversos campos en lugares específicos de acuerdo a la demanda y disponibilidad.

***MAS – 111      Comunicación en el Área Laboral I (3)(4):***

Este curso se concentra en el vocabulario típico y fraseología utilizada en el ámbito médico, lo cual incluye la comunicación verbal y no verbal, así como los elementos culturales que influyen en la comunicación abierta y efectiva con los compañeros de trabajo, pacientes y médicos.

***MAS – 112      Comunicación en el Área Laboral II (3)(4):***

Este curso es una continuación de Comunicación en el área laboral I.

***MAS – 113      Comunicación en el Área Laboral III (3)(4):***

Este curso es una continuación de Comunicación en el área laboral II.

***MAS – 114      Desarrollo Profesional I***

Este curso se centra en el auto-análisis de las fortalezas del estudiante así como en las áreas de mejoría, las expectativas de los empleadores y de los empleados, el Mercado laboral, el uso de las herramientas del Internet para la búsqueda de empleo, redacción de un *resume* y la actitud adecuada para el área laboral.

***MAS – 115      Desarrollo Profesional II***

Este curso es una continuación de *Desarrollo profesional y las cualidades idóneas I*

***MAS – 116      Desarrollo Profesional III***

Este curso es una continuación de *Desarrollo profesional y las cualidades idóneas II*

***MAS – 147      Taller de Preparación para la Entrevista de Trabajo Profesional***

En este taller, los estudiantes se entrenan en las técnicas de entrevista de trabajo, las cuales incluyen aspectos como el lenguaje corporal, análisis de las oportunidades laborales, vestimenta profesional, actitud profesional, las preguntas típicas en una entrevista de trabajo, y los elementos para preparar las respuestas adecuadas.

# DENTAL ASSISTANT PROGRAM: MODULES DESCRIPTION

## Required Textbook Information

- Number in parenthesis next to course name indicates textbook used in such course
  - No indication means no textbook requirement for such course
- (1) Bird and Robinson, Modern Dental Assisting, 10th ed. ISBN 978-1-4137-7172-97 (Retail Price \$102.00)
  - (2) Bird and Robinson, Modern Dental Assisting, 10th ed. Student Workbook. ISBN 978-1-4377-2728-9 (Retail Price \$37.95)
  - (3) Garte, Essentials of Electronic Health Records. ISBN 978-013-708525-5. (Retail Price \$35.54)

### ***MAD-101      Orientation, Professional and Legal Aspects of Dental Assisting (1)(2):***

This class introduces students to history of dentistry, the evolution of the dental health professional recognized as the dental assistant. Student will learn the roles and responsibilities of each member of the dental health team and how to interact with patients.

### ***MAD-102      Dental Anatomy and Physiology (1)(2):***

This class teaches the study of anatomy and physiology, which are essential for all healthcare professionals. This will also help student to keep own body healthy, communicate with medical personnel, and understand treatments or medication. It also introduces basic terms and definition for effective communication. It also discusses the basic concepts and step-by-step procedures to prevent the transmission of disease, and to safely manage hazardous materials in the dental office.

### ***MAD-103      Infection Control and Management of Hazardous Materials (1)(2):***

This class teaches student during patient treatment, the equipment and treatment room surfaces may become contaminated with saliva, or by aerosol containing blood and/or saliva.

### ***MAD-104      Dental Treatment – Clinical Dentistry and Moisture Control (1)(2):***

This class emphasizes smooth and efficient team interaction between the dentist and clinical dental assistant determines how well a dental practice will succeed. Main goals of this class is Increase patient comfort, Provide quality dental care, Reduce the time needed for dental treatment, Minimize the stress and fatigue of the clinical team.

### ***MAD-105      Patient Care – Examination, Emergencies, Pain and Anxiety Control (1)(2):***

This class emphasizes verbal & non-verbal communication with patients. Student learns how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Proper telephone communication is taught. Sending and receiving office communication is taught. This class stresses on proper positioning and draping patients for various examination. Preparing patients for various procedures done in clinical settings. Assisting doctor with special examinations.

### ***MAD-106      Dental Radiography – Safety and Production of X-Ray and Film Processing (1)(2):***

This class stresses on dental radiographs, commonly known as x-rays, are part of the patient's permanent dental record and valuable diagnostic tools for the dentist. The benefits of using x-rays in dentistry also discusses radiation hazards, production of x-rays, and the methods used to protect the patient and operator from the harmful effects of exposure to radiation

### ***MAD-107      Preventive Dentistry – Care, Coronal Polishing and Sealant (1)(2):***

This class stresses the importance of preventive dentistry is to achieve and maintain optimum oral health for a lifetime. Student will discuss the components of a comprehensive preventive dentistry program.

### ***MAD-108      Restorative Dentistry – Instrument, Headpieces, Burs, Impression Material and Laboratory Procedures (1)(2):***

This class introduces the common restorative procedure in which student will assist in a general dental office. The areas to be covered are amalgam restorations, composite resin restorations, resin veneers, and vital bleaching of teeth.

**MAD-109**      **Specialized Dentistry – Periodontics, Endodontics, Oral and Maxillofacial Surgery (1)(2):**

This class gives training of Periodontics, Endodontics, Oral and Maxillofacial Surgery. It explains periodontal disease, types of periodontal diseases, periodontal examination, purpose of scaling and root planning, endodontic treatment. Diagnostic test and instruments use in endodontic treatment.

**MAD-107**      **Pediatric, Orthodontics and Preparation for Employment (1)(2):**

This class familiarizes students with treatment of children from infancy through adolescence and services provided for pediatric patient. It also provided knowledge of responsibilities of orthodontic practice including diagnosis, presentation, interception, and treatment of all forms of malocclusion of the teeth and surrounding structures. Also providing training for employment.

**MGE-101**      **Medical Terminology (1)(2):**

This course will introduce the student to the most common medical terms used in this industry. The educational objective is to train the student to understand and be capable to converse with various medical professionals. The student will be able to read and understand basic medical literature by analyzing the Latin and Greek roots of the most common medical terms utilized in this industry, including the day-to-day medical vocabulary in a medical office.

**EMR – 101**      **Introduction to Electronic Medical Records (3):**

This course presents an overview of the evolution of EMR's as a concept, including the socio-economic circumstances surrounding government responses in this regard. Concepts in health cost and health safety are examined, and a description of the workflow of medical information into the patient chart is presented in a comparative manner: paper records vs. electronic records.

**EMR – 102**      **Electronic Medical Records Software (3):**

Standard EMR coding systems are presented such as SNOMED-CT, MEDCIN, and LOINC, and the functional benefits from codified records are analyzed. Extensive practice on Medicine Student Edition Software is provided.

**EMR – 103**      **Privacy and Security Issues (3):**

Health Insurance Portability and Accountability Act HIPPA regulations are presented and analyzed in view of case studies to cover topics such as consent, authorization, disclosures, information access management, security awareness and incident reporting, organizational policies and procedures required, as well as physical and technical safeguards for health records.

**EMR – 104**      **Electronic Coding and Reimbursement (3):**

This course analyzes how EMR's help meet government mandates, including ICD-9 CM diagnosis codes, CPT-4 and HCPCS codes. The class also presents how EMR's facilitates understanding of evaluation and management codes.

**EXT-101**      **Externship I**

This will be provided by the school in various fields at specified places according to openings and demands.

**EXT-102**      **Externship II**

This course is a continuation of Externship I.

# PROGRAMA DE ASISTENTE DENTAL: DESCRIPCIÓN POR MÓDULOS

## Información sobre Libros de Texto Requeridos:

- El número en paréntesis al costado del nombre del curso indica el libro de texto utilizado en ese curso
  - No se requiere ningún libro para los cursos que no tengan una indicación en paréntesis
- (1) Bird and Robinson, Modern Dental Assisting, 10th ed. ISBN 978-1-4137717297 (Retail Price \$102.00)
  - (2) Bird and Robinson, Modern Dental Assisting, 10th ed. Student Workbook. ISBN 978-1-437727289 (Retail Price \$37.95)
  - (3) Villanueva and Villanueva, Say It in Spanish, A Guide for Health Care Professionals, 3rd ed. ISBN 978-0-7216-0424-4 (Retail Price \$ 35.95)
  - (4) Borm Bruckmeier Publishing, Medical Spanish Pocket Dictionary, 2nd ed. ISBN 978-1-59103-239-7 (Retail Price \$ 22.95)

### ***MAD-101      Orientación, Aspectos Profesionales y Legales de la Asistencia Dental (1)(2):***

Introducción a la historia de la odontología, la evolución del profesional en la salud dental conocido como asistente dental; el rol y las responsabilidades de cada miembro del equipo de la salud dental y el modo de interacción con los pacientes.

### ***MAD-102      Anatomía y Fisiología Dental (1)(2):***

Anatomía y fisiología, esenciales para todo profesional del cuidado de la salud. Además, este conocimiento ayudará al estudiante a mantener saludable su propio cuerpo, a comunicarse con el personal médico y a comprender los tratamientos o medicamentos. Presenta los términos básicos y definiciones para una comunicación efectiva. Así mismo, se presentan conceptos básicos y se desarrollan los procedimientos detalladamente para evitar la transmisión de enfermedades y para manipular de manera segura los materiales peligrosos en una oficina dental.

### ***MAD-103      Control de Infección y Manipulación de Materiales Peligrosos (1)(2):***

Esta clase instruye al estudiante que, durante el tratamiento de los pacientes, el equipo y las superficies de la sala pueden contaminarse con saliva o sangre.

### ***MAD-104      Tratamiento Dental - Odontología Clínica y Control de Humedad (1)(2):***

Importancia de la buena y eficiente interacción entre el odontólogo y el asistente dental clínico para el éxito de una oficina odontológica. Los objetivos de la clase son aumentar la comodidad del paciente, proveer cuidado odontológico de calidad, reducir el tiempo necesario para el tratamiento dental, y minimizar el estrés y la fatiga del equipo clínico.

### ***MAD-105      Cuidado del paciente - Exámenes, Emergencias, y Control del Dolor y Ansiedad (1)(2):***

Importancia de la comunicación verbal y no verbal con los pacientes: Modos de interactuar y comunicarse efectivamente, explorando los fundamentos de las relaciones interpersonales; comunicación telefónica apropiada; Envío y recepción de comunicación en la oficina dental. Importancia de la posición y protección del paciente para los distintos exámenes; preparar al paciente para los diversos procedimientos realizados en una oficina dental; asistir al odontólogo con exámenes especiales.

### ***MAD-106      Radiografía Dental – Seguridad, Procesamiento y Producción de Radiografías (1)(2):***

Importancia de las radiografías dentales, comúnmente conocidas como rayos x, como parte del registro dental permanente del paciente y una herramienta valiosa para el diagnóstico para el odontólogo. Además de desarrollar sobre los beneficios de utilizar las radiografías en odontología también se presentan los peligros de la radiación, la producción de radiografías, y los métodos utilizados para proteger al paciente y al operador de los peligrosos efectos de la exposición a la radiación.

### ***MAD-107      Odontología Preventiva – Cuidado, Pulido Coronal y Sellantes (1)(2):***

Importancia de la odontología preventiva: Lograr y mantener una salud oral óptima de por vida. Presentación de los componentes de un programa completo de odontología preventiva.

**MAD-108**      **Odontología Restaurativa – Instrumental, turbinas, fresas, material de impresión y procedimientos de laboratorio (1)(2):**

Presentación de los procedimientos restaurativos más comunes en los que los alumnos asistirán en las oficinas de odontología general. Los temas incluyen las restauraciones con amalgamas y resinas compuestas, veneers (carillas o fundas) de resina y el blanqueamiento dental.

**MAD-109**      **Odontología Especializada – Periodoncia, Endodoncia, Cirugía Oral y Maxilofacial(1)(2):**

Entrenamiento en periodoncia, endodoncia, y cirugía oral y maxilofacial. Definición y tipos de enfermedades periodontales, exámenes periodontales, el objetivo de examen periodontal y periodontograma, tratamiento endodóntico; exámenes e instrumental para el diagnóstico y el tratamiento endodóntico.

**MAD-107**      **Odontología para niños, ortodoncia y la preparación para el empleo(1)(2)::**

Familiarización con el tratamiento y servicios para infantes, niños y adolescentes. Presentación de las responsabilidades del tratamiento ortodóntico, el cual incluye el diagnóstico, la presentación, intercepción y el tratamiento de todas las formas de mala oclusión. Finalmente, se ofrece entrenamiento para el empleo.

**MGE-101**      **Terminología Médica (3)(4):**

Este curso introduce al alumno a los términos médicos más comunes utilizados en este campo. El objetivo académico es entrenar al estudiante a comprender y ser capaz de comunicarse con los distintos profesionales en el campo de la salud. El estudiante será capaz de leer y comprender lecturas medicas básicas mediante el análisis de las raíces latinas y griegas de los términos médicos más comunes utilizados en esta industria, lo cual incluye el vocabulario médico cotidiano en una oficina médica.

**EXT-101**      **Externado I:**

La escuela ofrece este curso en diversos campos en lugares específicos de acuerdo a la demanda y disponibilidad.

**EXT-102**      **Externado II**

Este curso es la continuación de Externado I.

# VOCATIONAL NURSING PROGRAM: MODULES DESCRIPTION

## Required Textbook Information

- Number in parenthesis next to course name indicates textbook used in such course
  - No indication means no textbook requirement for such course
- (1) Chabner: The Language of Medicine, 9th Edition, ISBN: 9781437705706, List Price: \$76.95
  - (2) Mosby's Dictionary of Medicine, Nursing & Health Professions, 8th Edition ISBN: 9780323049375, List Price: \$41.95
  - (3) Christensen: Foundations of Nursing, 6th Edition , ISBN: 9780323057325, List Price: \$76.95
  - (4) Christensen: Study Guide for Foundations of Nursing, 6th Edition, ISBN: 9780323057356 List Price: \$27.95
  - (5) Christensen: Adult Health Nursing, 6th Edition, ISBN: 9780323057363, List Price: \$73.95
  - (6) Christensen: Study Guide for Adult Health Nursing, 6th Edition, ISBN: 9780323057394 List Price: \$27.95
  - (7) Clayton: Basic Pharmacology for Nurses, 15th Edition ISBN: 9780323057806, List Price: \$70.95
  - (8) Clayton: Study Guide for Basic Pharmacology for Nurses, 15th Edition, ISBN: 9780323057790 List Price: \$29.95

### **VN-111      *Nursing Fundamentals: (2) (3) (4)***

This course presents the study of several basic nursing subjects skills needed for the students in order to progress to a more complex-nursing subject. It includes: evolution of nursing, health care delivery systems, legal aspects, and many basic nursing skill such as vital signs, baths, body mechanics, preparing a sterile field, isolation technique, positioning patients, performing range of motions, medication administration, etc.

### **VN-112      *Introduction to the Nursing Process: (2) (3) (4)***

This subject serves as the organizational framework for practice. It includes components of the nursing process: assessment, nursing diagnosis, planning, implementation and evaluation. It also includes: types of data, methods of collection, outcomes identification and communicating the care plan. The nursing process is integrated in all the subjects.

### **VN-113      *Pharmacology: (1) (2) (3) (4) (7) (8)***

This course introduces a review of basic mathematics and principles and practice of medications, drug dosage, drug actions and interactions, the “Six Rights”, pediatric considerations and common formulas, routes of administration: enteral, percutaneous, transdermal patches, parenteral and eye-ear-drops and administration of medications by inhalation.

### **VN-114      *Anatomy and Physiology: (1) (2) (5) (6)***

The students are introduced to the study of body structures and bodily processes. Topics include: chemistry of life, cells, tissues, and organ systems of the body, blood, the circulatory system, respiratory system, the reproductive system, nutrition and metabolism, etc. Anatomy and physiology is integrated in every system in the program.

### **VN-115      *Nutrition: (2) (3) (4)***

This course provides basic nutrition and nutritional therapy, anatomy and physiology of the gastrointestinal system, digestion and absorption, energy, the role of the nurse in promoting nutrition, diet planning guidelines, essential nutrients, and life cycle nutrition: pregnancy and lactation infancy, adolescence, adulthood, age related changes, eating disorders and nutritional support.

### **VN-116      *Growth and Development (2) (3) (4)***

Students are introduced to the study of the continuous changes that every Individual goes through life in order to exist and function, health promotion, patterns of growth, Piaget’s stages of cognitive development, Erickson’s stages of psychosocial development and stages of growth development: Infancy, Toddler, Preschool, School Age, Adolescence, early adulthood, Middle Adulthood and Life Adulthood.

### **VN-117      *Communication: (2) (3) (4)***

This course provides an overview of communication, verbal-non-verbal communication, styles of communication, assertive communication, communication techniques, and factors affecting communication: posturing and positioning, space and territoriality, environment, level of trust, age and gender, physiological factors, blocks to communication and verbal therapeutic communication.

**VN-118**            **Patient Education: (2) (3) (4)**

The students learn to apply a systematic planning of teaching the patient self-care skills or knowledge relating to his/her care. The course provides teaching skills such as assessment, readiness to learn, evaluation of leaning/teaching.

**VN-119**            **Psychology: (1) (2) (3) (4)**

Students are exposed to the study of the mind and how it affects mental health and behavior. This course includes a historical overview of mental health, behavioral theory, and psychological response to illness, coping with illness, maladaptive coping mechanisms and strategies.

**VN-120**            **Medical/Surgical Nursing: (1) (2) (3) (4) (5) (6)**

This course introduces the student to the care of the surgical patient, care of the patient with integumentary disorder, care of the patient with musculoskeletal disorders, care of the patient with GI disorders, disorder of the live, gallbladder, and pancreatic disorders, care of the patient with cardiovascular or peripheral vascular disorders, care of the patient with respiratory, urinary, and endocrine disorders. The course also presents disorders of the reproductive system, visual, neurological and immune system disorders, etc.

**VN-121**            **Communicable Disease: (2) (3) (4)**

This course covers asepsis, sepsis, mode of transfer, portal of entry, prevention and control, common reportable diseases, infection control, nosocomial infections, isolation techniques, surgical asepsis, principles of sterile techniques, surgical hand scrub, standards precautions, gloving, masking, surgical wounds, different types of dressings, care of incisions and wound care skills and patient care of the medical surgical patient

**VN-122**            **Gerontological Nursing: (2) (3) (4)**

This course provides an overview of health and wellness in the aging adult, health promotion, healthy aging, ageism, the aging body, legislation affecting the older adult, psychosocial concerns of the older adult, loss and grief, depression elder abuse/neglect, safety and security issues for older adults, end of life and polypharmacy.

**VN-123**            **Rehabilitation Nursing: (2) (3) (4)**

This course provides guidelines for comprehensive rehabilitation, chronic illness and disability, cross-cultural rehabilitation, goals of rehabilitation, rehabilitation teams, family and family-centered care, patient education, disabling disorders, scope of individuals requiring rehabilitation, spinal cord injuries and traumatic brain injuries

**VN-124**            **Maternity Nursing: (2) (3) (4)**

This course provides the physiology of pregnancy, maternal physiology, antepartal assessment, and determination of pregnancy, antepartal care, labor and delivery, normal delivery, mechanics of labor, responses of the newborn to birth, care of the newborn, post-partum care, and overview of anatomical and physiological changes of the mother, care of the high-mother, newborn and family with special needs.

**VN-125**            **Pediatrics: (1) (2) (3) (4)**

The course offers an overview of *Healthy People 2010*, strategies to promote dental, injury prevention, poisoning, aspiration of a foreign body, characteristics of a pediatric nurse, responsible sexual behavior, substance abuse, mental health, physical assessment of the pediatric patient, factors influencing and development, hospitalization of a child, common pediatric procedures

**VN-126**            **Leadership: (2) (3) (4)**

This course provides an overview of different types of leadership such as autocratic, democratic and participative leadership, leadership versus management, classic management theories: X, Y, and Z. The role of the licensed vocational nurse. Role of the vocational nurse as a team leader, issues related to team leadership, and characteristics of an effective team.

**VN-127**      **Supervision: (2) (3) (4)**

This course offers different functions of supervision: delegation, planning, organizing, and directing, coordinating, conflict resolution, different career opportunities, and different care settings, such as the Military, schools, outpatient surgery, private duty, government, hospice, psychiatric settings and rehabilitation centers.

**VN-128**      **Communication with Patients with Psychiatric Disorders: (2) (3) (4)**

Students are required to learn different techniques in order to achieve a therapeutic communication: being able to listen, clarifying, sharing observations, accepting silence, communicating with patients with mental disorders: anxiety, dissociative, somatic disorders, schizophrenia, cognitive disorders and including confidentiality and the duty to warn.

**A)      Ethics & Unethical Conduct:**

This course provides an overview of development of ethical principles, reporting unethical behavior, ethical aspects in race and ethnicity, ethics and racial groups in the United States and ethics in nursing.

**B)      Critical Thinking:**

This course teaches students to think critically. It teaches many mental skills for the student to become purposeful, to determine what data is relevant, evaluating the credibility of sources and making inferences. The course also provides relationships to the nursing process, characteristics of a critical thinker, and critical thinking tools.

**C)      Culturally Congruent Care:**

This course provides an overview of culture, cultural concepts, cultural beliefs related to major ethnic groups in the United States, cultural influences on patient and family, interactions with the health care system, transcultural nursing, cultural competency, communication, space, social organization, religious beliefs and health care and biological variations.

**D)      End-of Life Care:**

This instruction provides changes in health care related to death and dying, a historical overview, loss, grief and grieving, stages of grief and the grieving process, fears associated with terminal illness and death, clinical signs of impending death, physical changes after death, care of the body after death and organ donation.

**VN-129**      **Skills Lab: (2) (3) (4)**

This course introduces basic nursing skills such as vital signs, bed making, assisting with eating, body mechanics, hand washing, gloving, masking, sterile technique, medication administration: injections, eye/ear/vagina and rectal medications, ear irrigation, nasal sprays, tubal medications, topical agents, tablets, pills medications, rectal suppositories and liquid medications, applying bandages, catheterization, collecting specimens, isolation techniques, applying safety devices, measuring blood glucose levels, applying a tourniquet, applying an arm sling, using a wheel chair, cane, crutches, administering enteral feeding via gastrostomy or jejunostomy, maintaining IV therapy, etc.

## ACCSC GRIEVANCE PROCEDURE

### **STUDENT COMPLAINT/ 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 contact the Accrediting Commission. For any complaint to be considered by the Commission, it 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 inquires to

**Accrediting Commission of Career  
Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

## FEE STRUCTURE

Program Title	Clock Hour/ Quarter Credit Units*	Duration in Months/ Weeks	Reg. Fee in \$	Tuition Fee in \$	STRF	Total in \$
Allied Health Diploma Programs						
Medical Assistant	900/65	14/57 Eve and Weekend class 9/39 Day class	75	12,600	32	12,707
Medical Assistant (Spanish)	1440/111	21/90 Eve and Weekend class 15/60 Day class	75	21,600	54	21,729
Dental Assistant	900/65	14/57 Eve and Weekend class 9/39 Day class	75	12,600	32	12,707
Dental Assistant (Spanish)	740/53	11/47 Eve and Weekend class 9/39 Day class	75	12,600	32	12,707
Vocational Nursing	1591/90	14/60 AM 28/120 PM	75	31,820	80	31,975
IT Diploma Programs						
Dot-Net Developer Major	720/54	11/48 Eve and Weekend class 9/39 Day class	75	12,600	32	12,707
Combination IT Diploma Programs						
Systems Engineer	368/27	11/46	75	9,834	25	9,934
Individual Self Study						
Individual Workshop of 40 Clock Hours/ 2 Credit Units	40/2	N/A	75	950		1,025
Graduation						
Graduation including Cap and Gown						40

\*As approved by the Accrediting Commission of Career Schools and Colleges ACCSC as of July 1, 2011

### Additional Fees to Be Paid by Students:

- |  |  |
|--|--|
| Background Checks  | \$ 75.00   |
| Live Scan fingerprinting (To be done during the first month)           | \$ 90.00   |
| Physical Examination (To be done during the first month)               | \$ 50.00   |
| VN license application fee (To be done at the end of the program)      | \$ 75.00   |
| VN License test Nclex fee (to be paid at the end of program)           | \$ 200.00  |
| Diploma / Cert. / ID Reprint fee / CPR Materials Fee                   | \$ 25.00   |
| Licenses/Certifications (X-Rays, Coronal Polishing, CPR, BLS, IV, etc) | To be determined by and paid to outside agencies |
- CIT College provides Corporate and Government Agency training with pre-negotiated prices.
  - Programs **tuition fees include** the cost of program book(s), and one vendor certification test per module, if applicable, unless otherwise stated on the enrollment agreement. Students may opt to buy their own books, in which case a recalculation of costs will be made.
  - IT Certification examination vouchers as provided by CIT College expire one year after the student has completed the corresponding program of has graduated from the corresponding program.
  - Reprints available seven to ten business days after request and payment of fee.
  - California Student Tuition Recovery Fund STRF fee to be charged as applicable.

CIT COLLEGE OF INFOMEDICAL TECHNOLOGY

# The Student Catalog, Volume 13

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## **Main Campus**

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Publish Date: October 11

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Phone 213.471.9722 • Fax 213.389.9226  
Publish Date: October 11

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