

**CENTRAL CALIFORNIA SCHOOL  
OF CONTINUING EDUCATION**

139 North 5<sup>th</sup> Street

Coalinga, CA 93210

Phone: 559-935-8716

[www.ccsce.org](http://www.ccsce.org)

email: [ccsce@ccsce.org](mailto:ccsce@ccsce.org)



BRANCH CAMPUS

**SCHOOL CATALOG**

Effective January 2, 2023 to December 31, 2023

## **Table of Contents**

Central California School of Continuing Education  
Coalinga- Branch  
139 N. 5<sup>th</sup> St., Coalinga, Ca. 93210  
559-935-8716

	<u>Page #</u>
School Mission, Philosophy, Purpose & Statement	1
List of Programs & Quarter Credit Hour	1
History of the School,	2
Operating Hours and Dates	2
Facilities Description,	2
School Holidays Observed	3
Student Services	3-4
School Accreditation and Authorization	4-5
Governing Board	4
Administrative and Business Office	5
Admissions, Financial Aid and Registrar's Office	5
Instructional Staff	5-6
Admission Requirements and Procedures	6-7
Financial Arrangement Options	7
Federal Financial Assistance Programs	7
Attendance Policy	7
Leaves of Absence	8
Quarter Credit Hour/Clock Hour	8
Grading System, Completion, Other Important Information	8
Student Conduct Policy	9
Termination Policy and Reinstatement Procedures	10
Grievance Policy & Process	10
Transfer Credit Information	11-12
Cancellation, Refund Settlement Policy	11-13
Campus Security, Crime Statistics	13
Policy on Sexual Harassment	14
Outside of Class Work	14
Title 38 U.S. code section 3679(e) School Compliance Form	14

### **Certificate Programs Description**

Diagnostic Medical Ultrasound	15-17
Diagnostic Medical Vascular Ultrasound	18-19
Medical Assistant	20-22
Veterans Addendum	23
State of California Student Tuition Recovery Fund	24
Fee Schedules	25

Any new policies or procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice.

**Coalinga, CA. Location is a Branch of the Main School which is located at 3195 McMillan, San Luis Obispo, Ca.**

Addendums subsequent to catalog printing will be stapled to back page

**Effective Dates: 01-02-2023 to 12-31-2023**

## INTRODUCTION

### MISSION

To prepare students and to further competence through advanced training. The mission of this college is to provide classroom education along with practical application and to afford students an education that is updated in the most recent technical advancements.

### PHILOSOPHY

Central California School of Continuing Education Coalinga, Ca. Branch, provides an atmosphere that is conducive to learning specific occupational trades. The faculty and staff at Central California School of Continuing Education Coalinga, Ca., Branch, instills professionalism, a sense of pride and accomplishment in the students while in the classroom and during their extern ship, and Lab. Sessions.

### PURPOSES AND OBJECTIVES

The education is intended for individuals who want to enter specific occupational fields. The expected outcome is for the students to become proficient in the skills required for their chosen occupations. This college maintains quality education, affording students a positive experience that will benefit them the remainder of their lives.

#### Coalinga, Ca., - Branch's Training Programs Are:

Certificate in Diagnostic Medical Ultrasound	106	Quarter Credit Hours
Certificate in Diagnostic Medical Vascular Ultrasound	60	Quarter Credit Hours
Certificate in Medical Assistant	45	Quarter Credit Hours

California statute requires that a student who successfully completes a course of study be awarded an appropriate **CERTIFICATE** verifying the fact.

All information in the content of this catalog is current and correct and is so certified as true by:

Gene R. Appleby, Administrator

*Gene R. Appleby*

Students will be notified of any policies and procedures implemented by this college prior to issuance of the annual catalog. Additions or changes may be made consistent with applicable laws and regulations. Central California School of Continuing Education reserves the right to change, without prior notice, any policy or procedure, tuition or fee, curricular requirements or any other information found within this catalog. However, Central California School of Continuing Education will endeavor to assist all students to adapt to any necessary changes. **The policy on Catalog updates or revisions are made with dates noted in the current version.**

## **HISTORY OF CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION:**

The main school started the first class in April 1989. Since that date, this college graduated students in the fields of Dental Assisting, Medical Assisting, X-ray Technician, Combination X-ray Technician/Medical Assistant Clinical, Diagnostic Medical Ultrasound, Medical Transcribing Computer Support Specialist, Diagnostic Radiologic Technology and Diagnostic Medical Vascular Ultrasound program. Central California School of Continuing Education trains persons from this SLO, County and students who commute from outlying areas. The special characteristic of the college can be described as "caring." We care about the people we enroll and continue to keep in touch with our graduates. It has always been and will remain the ultimate objective of this college to graduate students who are true professionals in their attitudes, beliefs and actions. January of 2008, the college changed it's clock hour measurement to Quarter Credit Hour. In 2012 the school added a Satellite Location at 139 N. 5<sup>th</sup> St., Coalinga, Ca. and in 2017 the location was changed to a "Branch" This location was added to serve those students taking the Diagnostic Medical Ultrasound and the Diagnostic Medical Vascular Ultrasound Programs affording them the opportunity to complete the program with less traveling. The Medical Assistant Program was added 5-2019. This site is located mid-way between the San Joaquin Valley and the Central Coastal area of California.

**No person shall, on the basis of race, color, religious beliefs, gender, national origin, ethnicity, age, physical disabilities, veteran's status, sexual orientation, or marital status, be unlawfully subject to discrimination under any program or activity of Central California School of Continuing Education.**

## **OPERATING HOURS AND DATES:**

Training is in session seven days a week, this includes externship, from 9:00 a.m. to 6:00 p.m. Registration and entry dates are approximately every two months. Coalinga Branch is open for classes from Wed.- Sat. For additional information, please contact the school.

## **PHYSICAL FACILITIES:**

Central California School of Continuing Education Coalinga, Ca., Branch is located at **139 N. 5<sup>th</sup> St., Coalinga, Ca.**, and has approximately 2250 square feet consisting of several lab. areas plus classrooms. There are multiple visual aids that help to simulate various sonographic organs and related anatomy. In addition there are several diagnostic medical ultrasound machine stations. Audio visual equipment for power point presentations plus TV. and educational DVDs and a resource library area. Restroom facilities are available for student use. There is dedicated parking, plus street parking. The equipment used fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. There are visual aids to simulate the human body, anatomical charts and skeletons are available. There are several restaurants close by and the location is in a safe area with the local police department around the corner and the California Highway Patrol across the street.

**School's policy regarding student ratio:** the programs have a lab ratio of a maximum of 12 - 1 at a time, and maximum of 20 - 1 for lecture session.

## HOLIDAYS:

This college observes Martin Luther King's Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the school closes for the Christmas Holiday Season, reopening after New Years Day.

## STUDENT SERVICE POLICIES

Students' service policies can be found in the information packet called " Student Handbook" received upon registration. This packet contains important information. Students are required to sign a receipt attesting they have read and understand the school's catalog given to them at orientation.

## STUDENT SERVICES:

**Housing:** The school does not provide student housing . The school has no responsibility to find or assist a student in finding housing.

**Lectures:** These are conducted in the English language. CCSCE, does not provide English as a second language programs. The level of the English language students need to have is documented by passing the Wonderlic Scholastic Level Exam, form T-51 with a score of 13.

**Remedial help:** The school has available, upon special arrangement, remedial video tapes for students requiring this service. Remedial is defined as those students who have kept current with class attendance and homework assignments but need extra information to help them understand the material. A remedial student is someone who is making an effort to achieve the required 75% "GPA", per module component but who, despite their efforts, fall short of the 75% "GPA". There is no extra charge for this service.

**Tutorial help:** Upon request the school can provide individualized tutorial help. Staff are available for this service. However, there is an additional \$25 per hour charge. Tutorial help can be requested by any student no matter what their current "GPA" is. Arrangements must be made through the office of the Director of Education and or the Branch Manager.

**Placement assistance:** This college maintains an active placement service, listing known openings and assisting graduate students in obtaining interviews. There is no charge to the student for this assistance. *Students who withdraw or have been terminated are not eligible for this service.* Graduates are presented a portfolio containing their certificates, academic transcripts and a professional resume. As a matter of legal ethics, no school can guarantee job placement or starting salaries. However, this college performs a postgraduate survey and maintains verifiable records of initial employment and the data is published in our annual report entitled, "The Fact Sheet," providing up to date statistics related to graduation, state board exam results, other examinations, employment and average entry level salary of our graduates.

**Learning Resource System:** This college has sufficient resources to support library assignments given to students by the instructors and for research purposes. Central California School of Continuing Education Coalinga Branch, also subscribes to periodicals that bring up-to-date information to the students and Wi Fi access for research is available to students. There are other resource libraries available within the immediate area. Geneva Brooks, Campus Manager is considered the reference librarian.

**Insurance:** The school provides malpractice insurance for parts of the program requiring externship.

**Transcripts:** Permanent transcripts are maintained for each student and are given to the student upon completion of training. The student is presented with a portfolio upon graduation. There is a \$25 charge for each additional document requested. Request forms can be obtained from the Receptionist.

**Retention of records:** All students' permanent educational files and financial records are securely maintained and protected against fire, vandalism and other perils. Records are kept indefinitely. Students may submit a written request for copies of documents/materials in their school file. The school has thirty days after receipt of the written request to provide the student with the requested materials.

**Auditing classes:** CCSCE policy on auditing classes is this service is open to current or recently graduated students (within a year) who would like to review certain classes in preparation to take their certification exams .

## **ADVISING**

**Counseling Referral:** Referral services are available to all students. A list of social service agencies and other professional advising sources are found in the Student Handbook. There is a list for students who need a licensed, credentialed, professional counselor for their specific problems or concerns.

**Financial planning:** The financial aid office Director helps students plan their financial assistance package. Budget and personal financial planning concerns are addressed by the business and financial aid office.

**Documentation:** All advising sessions provided by school personnel are documented and retained in the student's file. This information includes, but is not limited to, the time and place of the advising session.

**Status report or evaluations:** Students are given written status reports on their progress, including grade to date and attendance status on a regular basis. Each instructor is responsible for his/her students' progress reports. A copy of the report is maintained in the students permanent academic file.

## **ACCREDITATION & AUTHORIZATIONS**

The following state boards, bureaus, departments or agencies set minimum standards for our programs of study:

Central California School of Continuing Education is accredited by the Accrediting Commission of Career Schools and Colleges.

Central California School of Continuing Education is approved to train Veterans and other eligible persons.

Central California School of Continuing Education is a private institution approved to operate by the **California Bureau for Private Postsecondary Education**. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 ( as amended) and Division 7.5 of Title 5 of the California Code of Regulations ". Any questions a student may have regarding this catalog that have not been satisfactorily answered by CCSCE may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market St. # 225 Sacramento, Ca. 95834 or [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **GOVERNING BOARD**

Gene R. Appleby, Administrator, President, Chief Fiscal Officer, and Chief Executive Officer.  
Jackie A. Appleby, M.S., Vice President .

## **ADMINISTRATIVE AND BUSINESS OFFICE:**

The administrative staff consists of Gene R. Appleby. Mr. Appleby has prior school administrative experience having previously owned and operated two private vocational colleges in the Fresno, California area. Mr. Appleby obtained his expertise from business management and administration. Mr. Appleby is in charge of the business office section of Central California School of Continuing Education and all fiscal operations. He is assisted by John W. Appleby, BSRSA, CRT., R.F.

## **ADMISSIONS**

Geneva Brooks., Director of Education, oversees standards and reviews entrance exam results. During the students training she monitors their progress and attendance.

## **FINANCIAL AID /BUSINESS OFFICE**

This office is responsible for all processing and verification of Federal Title IV funds and/or financial payment arrangements. Budget advising is included to assist students with planning their educational cost.

Gina Appleby, Financial Aid Director, has participated in webinars, online training and professional workshops; is a member of NASFAA & CASFAA; She is qualified to conduct all operations of the financial aid office, has accumulation of 12 years experience. She visits the Branch on a regular basis.

Persons in Administrative positions who are part time, at the Coalinga Branch Campus on a regular basis, are available at the "Main" location, by phone 805-543-9123 & [ccsce@ccsce.org](mailto:ccsce@ccsce.org). Plus the College has a "Third Party Financial Aid Servicer" Shamrock's Unlimited, Inc., who provide administrative and fiscal support in Packaging Federal Student financial Aid awarded by CCSCE to eligible student applicants, and in monitoring the satisfactory academic progress of Federal student Financial Aid recipients as per CCSCE tracking and reporting procedures.

## **FACULTY**

The faculty consists of professionals whose goal is to instruct and guide students in their area of expertise. Geneva Brooks., is the Director of Education for all programs and is responsible for overseeing instructional methods of the programs. Mrs. Brooks has over 25 years experience in allied health vocational teaching and training. Has been involved in health occupations over the past 35 years.

John Appleby, BSRSA., CRT., R. F, teaches portions of the Diagnostic Medical Ultrasound Program. John is a Sonographer, California Certified Diagnostic Radiologic Technologist and is registered through the American Registry of Radiological Technologist . He has approximately 23 years experience in the occupations. He also is the Assistant Administrator.

Alex Flood, OAS, CRT., R.F., is Certified to Instruct Basic Life Support for the American Heart Association for all programs and teaches sections of the Medical Assistant part of the Programs. He has approximately 10 years experience in these occupations, currently works at an Urgent Care Facility in San Luis Obispo, Ca. Is also a California Certified Diagnostic Radiologic Technologist and is registered through the American Registry of Radiological Technologist

Ernestina Ladino, CRT-R.F. RDMS Director/Instructor for the Diagnostic Medical Ultrasound Program, Coalinga Branch. Ms. Ladino has 27 years employment history in medical facilities as a California Certified Medical Assistant and Diagnostic Medical Ultrasonographer. Ms. Ladino is also employed as a Diagnostic Radiologic Technologist, and a Diagnostic Medical Sonographer and Diagnostic Medical Vascular Ultrasound sonographer at a local hospital and she is registered with the American Registry of Radiologic Technologist, and the American Registry Diagnostic Medical Sonographers in several categories. She directs and teaches the Diagnostic Medical Ultrasound and Diagnostic Medical Vascular Program and Labs at the Coalinga Branch location.

Allison Golden, RDMS, Instructor, Diagnostic Medical Ultrasound Program. Ms. Golden is employed as a Diagnostic Medical Sonographer at various imaging facilities. She teaches Labs. at the Branch location in Coalinga, California, she has 10 years experience.

Erica Rodriguez, Instructor part time for Medical Assistant Program and the Diagnostic Medical Ultrasound program. Ms. Rodriguez has worked in the Health Care occupation for both hospitals and medical offices in the capacity of assistant and sonographer for the past 17 years. She also assist the Campus Manager with job placement of students .

Andrea Motley, teaches parts of the Medical Assistant and Diagnostic Medical Ultrasound Programs. She has approximately 8 years working in the occupation.

#### OTHER DESIGNATED STAFF :

Geneva Brooks, is the campus manager, she is responsible for communication with all faculty, clinical placement coordinator for the Medical Assistant part of program, with students for any needs and or questions they may have, for monitoring grade and or progress evaluation and for job placement coordination. She reports to the Administration Staff of the College. Mrs Brooks has over 25 years experience at the main campus assisting in many operations of the College.

#### ADMISSION REQUIREMENTS/POLICY

- ❖ Age 17 or older.
- ❖ Attend a school orientation
- ❖ High school diploma, transcripts, equivalency or GED. Students who received their high school diploma or equivalent from a foreign country must submit an official English translation.
- ❖ Persons admitted from foreign countries must have a valid student visa or proof of eligible non citizen status. Must be English proficient. All classes are conducted in the English language.
- ❖ **Applicants must provide proof of TB test negative results.**
- ❖ Satisfy prerequisites for programs (if applicable) prior to enrolling.
- ❖ Score a minimum of thirteen on the Wonderlic Scholastic Level Exam

**\*\*CCSCE** does not accept "Ability to Benefit" students



\*\*\* **CCSCE** does not have visa services, and can not vouch for student status, students need to have their foreign transcript translated through a valid service at their own expense. CCSCE does not provide this service.

## ADMISSION PROCEDURES

- ❖ Attend an orientation
- ❖ Provide documentation of high school completion (diploma, transcripts, equivalency or GED Test Results)
- ❖ Make an appointment with the financial aid/business office to make payment arrangements.
- ❖ Consideration of transferrable credit for prior education or work experience must be accompanied by an official transcript or other documentation, considered on a case by case basis.
- ❖ Register: Complete an enrollment agreement/contract, registration documents, take and pass the Wonderlic Scholastic Level Exam with thirteen as minimum score.
- ❖ **A tuberculosis ( TB) negative screening result must be provided at registration/admission.**

## FINANCIAL PAYMENT ARRANGEMENTS

The following options are available for payment of training costs and related fees:

- ❖ Payment of the total amount at the beginning of the program.
- ❖ A payment schedule to CCSCE not to exceed twelve months to run concurrently with the enrollment period. There is a 7% interest charge by the school. Payment arrangements for the outstanding balance not covered by the student's financial aid package are scheduled.
- ❖ Failure to remit payments as scheduled will result in suspension until the student's account is current. Students applying for Federal Title IV Funds must set up a payment schedule for any outstanding balance (if applicable) not covered by the student's financial aid package.

\*\*\*\* For Title 38 United States Code Section 3679 (e) School Compliance SEE PAGE 14\*\*\*\*

Any payment more than thirty (30) days past due will result in the student being terminated. **All financial obligations must be met prior to the release of completion documents and/or transcripts.**

## FEDERAL STUDENT ASSISTANCE

Central California School of Continuing Education offers federal financial aid programs to assist students with the cost of their education. Applicants for Title IV Funds must attend a financial aid workshop/ entrance interview.- Provided at the Orientation Sessions prior to any enrollment.

**Eligible students may apply for the following Title IV Programs:**

Federal Pell Grants                      Federal Subsidized and Unsubsidized Stafford Loans  
Federal Parent Loans for Dependent Undergraduate Students

## ATTENDANCE AND TARDINESS:

Students are expected to attend all scheduled class sessions and are expected to arrive on time. The minimum acceptable standard to ensure reasonable progress is 85% attendance. It is required that students report by telephone to the school on the day of the absence. Students who enter class sessions 15 minutes after it has begun or who leave early will be counted as tardy. Any combination of four (4) late arrivals or early departures, leaving 15 minutes early from class during a 30-day

period will equal one absence. Students must maintain 85% attendance. Failure to improve attendance, will result in termination from the program. All absent time must be made up by making arrangements through the Director of Education's office prior to graduating.

### CLINICAL EXTERN SHIP POLICY

The school arranges extern ship for the Medical Assistant section of the programs involving clinical training. Students placed in an extern ship site are required to attend as scheduled. Students not reporting as scheduled or withdrawing from the extern ship site without permission from Central California School of Continuing Education may be placed on probation. Should a student be asked to leave an extern ship site due to conduct demeaning the quality of health care, that student will be terminated from the program.

### LEAVES OF ABSENCE:

At the discretion of the School Director, and Campus Manager a student may be granted an approved leave of absence in the event of unforeseen circumstances, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements or jury duty. A "Leave of Absence Request" form must be completed and signed by the student and approved by the School Director. The maximum leave of absence period is 180 days per 12 month period. Failure to return on the designated date will result in being dropped from the program.

### GRADING SYSTEM FOR CERTIFICATE OF COMPLETION

The student must graduate with a "GPA" of 75% (C = 2.0) grade or above, and satisfy clinical extern ship and other applicable requirements to successfully complete any program. Reference each program for specific requirements. **Satisfactory Academic Progress is evaluated periodically, students are given evaluation reports, grades are verified by the Financial Aid Office at 50% or the student's Mid Point of training time.**

**Quarter Credit Hour/Clock Hours** As of January 10, 2008, the college was considered a Quarter Credit Hour School.

Based on the conversion ratio: Quarter Credit Hour=30 units

2 units = 1 didactic clock hour

1.5 units = 1 clock Hour Supervised Lab.

1 unit = 1 extern ship clock hour

### SATISFACTORY PROGRESS POLICY/GRADING SYSTEM:

1. 100% to 90% = A (4.0)
2. 89% to 80% = B (3.0)
3. 79% to 75% = C (2.0)
4. 74% to 60% = D (1.0) Unsatisfactory
5. below 60% = F (Failing)

If a student's "GPA" falls below the acceptable percentile ("GPA" of 75%), for a calendar month, the student will be placed on academic probation and notified in writing. During the probation period, the student is not eligible for financial aid and will receive special advising from the school Director and/or Administrator. The Coalinga Branch Manager does the academic advising for this site. The student must then achieve and maintain satisfactory academic progress during this probationary period. Failure to meet the terms of probation will result in termination. Programs are arranged in modular components. Students failing two consecutive components will be placed on probation. Failure to improve during the next modular component, within the probationary period will result in

the student termination from the program. Maximum time frame for completion of training is 1 ½ times the length of the program.

### **INCOMPLETE GRADE**

Students have 30 days after the incomplete grade is entered to complete the necessary work. Failure to comply with the instructor and /or director of education during this time frame, will result in a failure ( below 75% "GPA".) for that particular component, pending other grades taken into account.

### **FULFILLING EXAMINATION REQUIREMENTS:**

Students have two weeks from their last regularly scheduled class date to complete all final course exams for the program. Non-completion of the course final exams will result in a zero grade and averaged into the final grade point average.

### **MAKE UP WORK:**

The school policy on make-up work is based on the following:

The instructor may assign make-up work and the grade is averaged in the modular component. Make up work is considered and assigned for special circumstances. The college does not encourage make-up work in lieu of completing required assignments. This college allows make-up work on a maximum of two modules. Additional make-up work assignments are accepted only after a special advisement session with the Director of Education, or Branch Manager, student and instructor.

### **REPEATING PROGRAM COMPONENTS:**

Students who want to repeat a particular component within a program because they received a failing grade on that section, may do so with the consideration of space available. There is an additional charge for the hours of that particular component, and additional charge is calculated at the current tuition fee. The grade received for repeating this program section would replace the previous grade.

### **STUDENT CONDUCT POLICY/SCOPE OF APPLICATION**

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur. All students are expected to conduct themselves in an acceptable manner while on campus and when representing Central California School of Continuing Education in any off-campus activity. Each student has the responsibility to be aware of the college regulations. Conduct unbecoming the school and students will not be tolerated. The school administrator or director will dismiss a student from the school for the following:

- ◆ Dishonesty, including but not limited to, cheating or knowingly furnishing false information to the college.
- ◆ Forgery, alteration or misuse of college documents.
- ◆ Unreasonable disrupting, obstructing, interfering with teaching (insubordination), administrative, disciplinary, any other functions or activities interfering with instruction at the School.
- ◆ Physical abuse, threat, assault of any person on college occupied or controlled property or conduct which threatens, endangers the health or safety of any such person.
- ◆ Theft or damage to property belonging to the School, a student or visitor.
- ◆ Unauthorized entry into or occupancy of the school facility.
- ◆ Unauthorized possession or use of any property or equipment belonging to the college.

- ◆ Violation of college policies or regulations, including but not limited to, the time, place and manner of public expression.
- ◆ Disorderly conduct , lewd, indecent , obscene conduct or expression.
- ◆ Failure to comply with directions of school officials in the performance of their duties.
- ◆ Possession, use of drugs, narcotics, alcoholic beverages and other controlled substances.
- ◆ Any act which is defined as a felony or misdemeanor under the laws of the State of California.

### **PROBATION/TERMINATION POLICY**

- ◆ Failure to achieve and maintain academic progress (75% minimum), i.e., the terms and conditions of academic probation will result in termination.
- ◆ Failure to achieve and maintain the minimum acceptable rate of attendance (85% minimum), i.e., the terms and conditions of attendance probation will result in termination.
- ◆ Failure to meet financial obligations within the designated time period.

### **REINSTATEMENT PROCEDURES:**

Students who wish to re-enter, must first wait 180 days from the date of their official withdrawal and complete the admissions procedures as stated in this catalog. **However, the School is not obligated to re-enroll students who have withdrawn or whose enrollment has been terminated by the School.** Readmitted/reinstated students will be enrolled at the beginning of the program.

### **STUDENT GRIEVANCE APPEALS POLICY AND PROCEDURE**

**CCSCE** highly recommends but it is not mandatory to bring all complaints first to the attention of the School . In most cases this will resolve the complaint faster and will result in satisfactory conclusions. We suggest that students use this internal process first, but that it is not required and they may contact the Bureau at any time.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll free ph. number 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Students seeking to resolve problems or complaints should follow the procedures listed :

Submit a written complaint to the primary instructor. If the problem/grievance is not resolved, submit the written complaint to the Program Director. Unresolved complaints should be submitted to the Director of Education. If not resolved, complaints should be submitted to the Administrator, who may at his discretion refer the unresolved complaint to the Grievance Committee, consisting of:

Directors of Allied Health Programs and  
Central California School of Continuing Education Administrator

**STUDENT COMPLAINT PROCEDURE:** Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

**TRANSFER OF CREDITS TO OTHER SCHOOLS:  
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT  
OUR INSTITUTION**

The transferability of credits you earn at CCSCE is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Certificate you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Central California School of Continuing Education to determine if your credits, or Certificate will transfer.” Students need to contact the registrar of the receiving institution to determine what credits that institution will accept. It is up to the other college to evaluate and determine any transferable credits. The school has not entered into an articulation or transfer agreement with any other college or university.

**TRANSFER OF CREDITS TO CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION**

Consideration is on a case-by-case basis and determined by the Administrator and Director of Education. Transferable credits depend on the requirements and prerequisites of the individual program. Specific transferable credit must be documented. A student needs to present an official transcript from the previous college of where training occurred. Evaluations of transfer credit must be completed prior to the academic year in which the courses are now scheduled. Only 25% of the credits required to complete a program can be transferred from another institution.

Any veteran receiving GI Bill benefits while attending CCSCE is required to obtain an official transcript from all previously attended schools and submit them to the college for review of prior credit. There is no charge for the time to complete the evaluation of transcripts for consideration.

Students wishing to change programs once enrolled, will need to withdraw from current program and enroll in the other program, starting at the beginning of the new program. They will need to fulfill all requirements of the new program in order to graduate. There will be no transferrable credit from the old program to the new one.

**WITHDRAWING FROM PROGRAM**

**Students do not receive certificates for any part of the program from which they have withdrawn or been terminated.**

**CANCELLATION, REFUND SETTLEMENT POLICY:**  
**This same information appears in the school's enrollment agreement.**

**Tuition Refund Policy:** Minimum Cancellation and Settlement Policy, Ref: State of California. Reg. CAR 71805, Sec. 94305, 94337, 94312. Refund Policy Ref: State of California BPPE Chapter 7, Part 59, Division 10, Sections 94895 and 94896. Refund Policy Ref: U.S. Department of Education Return to Title IV, Higher Education Reform Act.

**STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement/contract and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment (which ever is later). Cancel by \_\_\_\_\_ (date) The school will remit a refund in accordance with the BPPE and USDE regulations for Title IV funding within 45 days following the date of termination. Students who have not visited the School facility prior to enrollment will have the opportunity of withdrawing without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities.

To cancel the contract for school, the buyer/student must mail or deliver notification to the school NOT LATER THAN MIDNIGHT of the seventh day after the first class. You may cancel the enrollment agreement and receive a refund by providing notice to Mr. *Gene Appleby, Administrator, Central California School of Continuing Education, 3195 McMillan, Suite F, San Luis Obispo, CA 93401; [ccsce@ccsce.org](mailto:ccsce@ccsce.org)* ; or by calling 805-543-9123.

The student will be deemed by the School to have withdrawn from the course of instruction when any of the following occurs: (1) The student notifies the School of withdrawal or of the date of the Student's withdrawal, whichever is later; (2) The school terminates the student's enrollment; (3) Fourteen calendar days have elapsed since the student's last date of attendance. For the purpose of the Withdrawal Calculation, the date of the Student's withdrawal will be deemed to be the last date of recorded attendance. Tuition refunds will be made consistent with applicable State and Federal requirements. Students wishing to cancel their enrollment must notify the Administrator. The effective date of cancellation is the date the notice is received by an authorized school administrative officer. Tuition refund policies also apply to any student who may be terminated from the program by the administration. (*U.S. Department of Education Regulation 34 CFR 668.22 - Return of Federal Student Aid*): For a student withdrawing from a quarter credit hour program, the "percentage of the period of enrollment completed" is determined by dividing the total number of calendar days in the payment period or period of enrollment into the number of calendar days completed in that period as of the student's withdrawal date; (See example below)

Example: A student is enrolled in a program that is 60 quarter credit hours ( 180 days) and withdraws after completing 60 days of a 180 day program. The total institutional charges are \$7500. The school received \$3750 of \$7500 Title IV Funds. The refund would be calculated as follows:

1.  $60 \text{ ( days student completed )} \div 180 \text{ ( Days in Program )} = 33.4\%$   
School has earned 33.4% ( \$2505 ) of \$7500 total cost of program.
2.  $\$3750 \text{ ( amount of Title IV funds received )} - \$2505 \text{ ( amount school earned )} = \$1245$   
returned to U.S. Department of Education, Title IV Funds.

Refunds for students not participating in Title IV programs will be calculated identically to the example above. Refunds for students not receiving Title IV funding will also be based on the percentage of the program completed.

If you are receiving Title IV Federal Funds while you are attending this institution and you terminate your enrollment prior to completing the course of study of your choice, Federal Regulations may demand that all or a portion of the funds received be returned to the original aid programs as "unearned aid" Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Students have the "Right to Cancel their Student Loans", however, at CCSCE they are responsible for the balance of tuition.

**Refund Proceeds:** If all or a portion of the tuition was paid from the proceeds of a student loan, the refund will be sent to the lender, or, if applicable, to the state or Federal agency that guaranteed or reinsured the loan. The order of priority is regulated by Federal Student Assistance Guidelines. Any amount of the refund in excess of the unpaid balance of the tuition will be first used to repay any student Federal financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the funding source. If the student has paid any monies to the School, the refund will be made to him/her. If another funding source has paid monies to the School, the refund will be made to that source. Only with written permission from the above-mentioned source will the refund be made to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time of the award period. The student will be responsible for repayment of any such overpayment. Repayments made by the student will be made to the appropriate Federal Financial Aid Program. The School will notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to whom the refund was sent. Notification will be mailed to the Student within ten days of such refund. **(End of Cancellation and Refund Policy) This same information appears on the Enrollment Agreement.**

The School's policy for insuring that all prospective students receive a school catalog prior to enrolling for programs is the following:

**All students must attend an orientation session where:**

- a. all participants receive a school catalog
- b. a financial aid workshop is conducted
- c. all participants can find out and ask questions about the programs they are interested in.

**All participants must sign a form attesting they have been at the orientation session and have received a school catalog.**

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

---

Class sessions are held at 139 N. 5<sup>th</sup> St., Coalinga, Ca

CCSCE does not, or ever had a pending petition in bankruptcy, it is NOT operating as a debtor in possession, has never filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code ( 11 U.S.C. Sec.1101 et. Seq.)

## **CAMPUS SECURITY**

Central California School of Continuing Education is dedicated to providing its students and staff a safe working and learning environment. The school parking lot is well lit and is patrolled by the Valley Security Alarm Company. School staff must disarm the alarm upon their arrival and set the alarm prior to departing the premises. There have been no incidents of criminal activity in the history of Central California School of Continuing Education Coalinga Ca., Branch.

## **CRIME STATISTICS**

In the year 2022 (January 2022 through December 31, 2022 ) there was no criminal activity on the campus of Central California School of Continuing Education, Coalinga, Ca. Branch.

## **PROHIBITION OF SEXUAL HARASSMENT**

It is the policy of Central California School of Continuing Education that the School shall maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Students should be aware that Central California School of Continuing Education is concerned and will take action to eliminate sexual harassment. Sexual harassment is subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. (Refer to Student Handbook Policy)

### **Outside of Class Work**

Students in all programs should expect to have outside of class work for completion of assignments amounting to approximately five to ten hours a week.

### **Title 38 United States Code Section 3679 (e) School Compliance Form**

CCSCE's Financial Assistance policy permits any covered individual to attend or participate in the course of education during the period beginning the date on which the individual provides to the school a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CCSCE ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other school facilities, or that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA) . More information about education benefits offer by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>



## DIAGNOSTIC MEDICAL ULTRASOUND

CIP Code: 51.0910

### Program Description

**Educational Objective:** To provide the didactic and scanning skills to enable the student to perform the duties and responsibilities of an entry-level diagnostic medical ultrasound technician in general abdominal and ob/gyn ultrasound, Clinical Medical Assistant or Tech. Assistant. The graduate should assume a responsible position as a medical sonographer and a member of the health care team in imaging centers, private physicians' offices, industry and government service. Upon graduation, the student will be qualified as an entry-level diagnostic medical ultrasound technician, clinical medical assistant or tech assistant. The graduate is also eligible to sit for the National Certifying Board for Medical Assistant Examination .

### Medical Assisting Health Care Education. This section consist of the following:

**US 1.** Introduction to Health Care Profession 60 clock hrs. 4 quarter credit hours  
Subjects cover the health care system, medical specialties, medical law and ethics interacting with patients, and basic life saving ( CPR).

**US 2.** Human Anatomy, Physiology & Medical Terminology 60 clock hrs. 4 quarter credit hours  
Subjects include anatomy, physiology, and medical terms as they relate to the systems of the body.

**US 3.** Clinical Procedures & Lab. Application 130 clock hrs. 7.5 quarter credit hours  
Subjects cover lab test performing and recording, medical asepsis, sterilization, OSHA standards, physical examinations ( basic and specialized ), minor office surgery, medication administration ( injection techniques ), venipuncture, and nutrition.

**US 4.** Health care Externship 180 clock hrs. 6.5 quarter credit hours  
This covers practical application of what was learned in the classroom and applied to a real medical office. Students perform duties while supervised as a real work experience.

### US.5 Introduction to

**Ultrasound Imaging:** 128 clock hrs. 8 quarter credit hours

The student will learn elementary principles, propagation of ultrasound through tissues, transducer construction and characteristics, utilization of pulse echo instrumentation principles of imaging, and how to store images for display. Lab. Included

### US.6 Theory of Physics Utilized in Ultrasound

**Wave Imaging and Quality Control:** 128 clock hrs. 8 quarter credit hours

The student will be able to understand the physical principles of Doppler ultrasound and will be able to detect features and artifacts for interpretation and performance of routine examinations. The student will understand the components of quality. Lab. Included

**US.7 Theory of Abdominal Images** 128 clock hrs. 8 quarter credit hours

The student will gain an understanding of pathology involving normal compared to abnormal for the organs within the abdominal region specifically, liver, biliary tree, pancreas, urinary tract, spleen, retro peritoneum. The student will become familiar with the anatomy, tumors, cysts, abscesses, laboratory values, hematomas and generalized situations. Lab. Included

**US.8 Theory of Small Body  
Parts and Images**

128 clock hrs.

8 quarter credit hours

The student will gain understanding of pathology, and images involved for the small body parts of the thyroid, prostate gland, and breast areas. The student will become familiar with anatomy of this area, tumors, cysts and abscesses as they appear in this section. Lab. Included

**US. 9 Theory of Obstetrical Images**

128 clock hrs.

8 quarter credit hours

The student will learn and understand anomalies that are related to the pelvic anatomy and physiology, first trimester, gestational sac, placenta, pregnancy failure, masses and lesions and will understand the assessment of gestational age/maturity. Lab. Included

**US. 10 Theory of Gynecological Images**

128 clock hrs.

8 quarter credit hours

The student will learn the identification of pathology complications in relationship to intrauterine growth and understand gynecology in relationship to uterine masses, ovarian disorders, endometriosis, inflammatory disease and trophoblastic disease. Lab. Included

**This section consist of the following,**

**Beginner, Intermediate and Advanced performance of ultrasound scanning and writing up reports for the listed body areas.**

**US 11.** Ultrasound Clinical Scanning Lab.- Abdomen 100 clock hrs. 5 quarter credit hours

**US 12.** Ultrasound Clinical Scanning Lab.- Obstetrical 100 clock hrs. 5 quarter credit hours

**US 13.** Ultrasound Clinical Scanning Lab.- Gynecology 100 clock hrs. 5 quarter credit hours

**US 14.** Ultrasound Clinical Scanning Lab.- Small Body 100 clock hrs. 5 quarter credit hours

**US.15 Cross Sectional Anatomy**

128 clock hrs.

8 quarter credit hours

This course involves basic, cross sectional , sonographic anatomy plus terminology associated with this section. This allows the student to view findings from the perspective of computerized cross sectional images and relate them to standard and sonographic anatomical positions of the organs in the body.

**US.16 Pathology**

128 clock hrs.

8 quarter credit hours

This course includes basic general anatomy with pathology of the human body. General and basic anatomical / pathological terms are presented to give the student an understanding of location for normal anatomical organs. This course covers in-depth study of diseases that can be distinguished by ultrasound imaging in sections of Abdominal, Small Body Parts, Ob. And Gyn areas.

**Equipment that can be utilized at the school :** There are full diagnostic imaging units with image printers available for student training. During training students also have access to a computerized Autoclave, EKG machines, automatic urinalysis machine, venipuncture training arms, and fully equipped patient treatment simulation rooms.

Certificate Requirements: complete the training program with a minimum of 75% "GPA".

Certificate(s) Awarded: \*Diagnostic Medical Ultrasound  
\*Individual proficiency certificate for Injection/Venipuncture" awarded upon completion of program.

Program Total Quarter Credit Hours: 106 Quarter Credit Hours ( Total clock hrs 1854 )

Length of Program: 18 Months ( 72 weeks) 504 days

Maximum time for completion: 1½ x = 27 Months (108 weeks) 756 days  
( Calendar days)

Program Fees: Reference Fee Schedule. Training is conducted Wednesday thru Saturday

During the Medical Assistant Externship section, students can be in training on other days of the week. This exception is worked out between the clinical coordinator, branch manager and the student.

**\*\*\*\*\*Completion of this program does not qualify the graduate to immediately sit for the ARDMS Examination Category section...**

**Please reference the ARDMS Website for specifics on applications and requirements**

**Students are eligible to take the Physics or SPI part of the ARDMS exam, when they have completed the Physics module of this program with a grade of 75% or better**

**Taking the ARDMS exam is voluntary and the fee is NOT part of the program tuition.**

**Taking the National Certification Examination for Medical Assistant is voluntary and the fee is NOT a part of the program tuition.**

**For statistical information please visit our web site at [ccsce.org](http://ccsce.org)**

## **DIAGNOSTIC MEDICAL VASCULAR ULTRASOUND**

### **Program Description**

**CIP Code: 51.0910**

**Educational Objective:** To provide the necessary didactic education and scanning skills necessary for performing duties and responsibilities of an entry-level vascular diagnostic medical ultrasound technician or tech assistant. Upon completion the student will be qualified to assume an entry-level position in the health care field as a Diagnostic Medical Vascular Ultrasound Technician or Tech. Assistant in the Vascular specialty practices, plus will have introductory knowledge with performance of Echocardiogram

**Note: Prerequisite:** Students need to have completed the Diagnostic Medical Ultrasound Program.

**VUS.1 Principles of Doppler Ultrasound 26 clock hrs. 1.5 quarter credit hours**

Basic information to cover Doppler Shift, Continuous Wave, Pulsed Wave, Color Doppler, Power Doppler and Artifacts.

**VUS. 2 Carotid Color Duplex Scanning 80 clock hrs. 5 quarter credit hours**

Includes Cerebrovascular Symptoms, Carotid Anatomy, Patient Preparation, Scan Positions Image Scan Protocol, Color Doppler Assessment, Spectral Doppler Assessment, Flow Characteristics in the Cerebrovascular System, Uncommon and Atypical disease Conditions, Carotid Stints and Carotid Interpretation.

**VUS. 3 Vertebral & Subclavian Artery Imaging 80 clock hrs 5 quarter credit hours**

Includes Vertebral Imaging Procedure, Subclavian Steal, Vertebral Interpretation, Subclavian Artery Assessment by Pressure Acquisition and Subclavian Scan Procedure.

**VUS. 4 Venous Anatomy & Hemodynamics 80 clock hrs 5 quarter credit hours**

This module includes information on Lower Extremity Anatomy, Venous Hemodynamics and Venous insufficiency.

**VUS. 5 Venous Duplex Imaging: Lower Extremities 80 clock hrs 5 quarter credit hours**

Includes Deep Venous Thrombosis (DVT), Etiology and Risk Factors, Imaging Segment, Common Femoral to Popliteal Vein, Imaging below the Knee, Venous Interpretation, Differential Diagnosis of Calf Pain and Swelling, Pitfalls and Pearls of Imaging, Venous Insufficiency Testing, Duplex Imaging and Protocol.

**VUS. 6 Imaging Methods for Venous Insufficiency 80 clock hrs 5 quarter credit hours**

This modular component includes Venous Insufficiency Testing-Duplex Imaging, Protocols Based on Logic and Symptoms Overview, Rule out DVT, Insufficiency Protocol, Preoperative Protocol for Vein Ablation and Includes Venous Insufficiency Worksheets.

**VUS. 7 Venous Imaging of Upper Extremities 80 clock hrs 5 quarter credit hours**

This modular component includes Indications, Venous Anatomy of Upper, Imaging Methods and Upper extremity Venous Interpretation.

**VUS. 8 Arterial Hemodynamics, Anatomy and Physiology 5 quarter credit hours**  
**80 clock hrs**

This modular component includes Fluid Dynamic and Physical Principles, Arterial Anatomy of the Lower Extremities, A Hemodynamic Primer and Atherosclerosis.

**VUS. 9 Physiologic Arterial Testing - Lower Extremity 5 quarter credit hours**  
**80 clock hrs**

This modular component includes Lower Extremity Physiologic Testing, Patient History, Segmental Systolic Limb pressures, Ankle to Brachial Index (AHA) protocol Pulse Volume Recording, PVR and VPR, Doppler Waveform Analysis, Exercise Stress Testing, Post Occlusive Reactive Hyperemia and Abbreviated Efficient Arterial Protocols.

**VUS.10 Color Duplex Imaging: Lower Extremity Arteries 5 quarter credit hours**  
**80 clock hrs**

This modular component includes Goals of Imaging, Aorto-Iliac Segment, Femoral-Popliteal Segment, SFA-Popliteal Interpretation Criteria, Tibial Artery Segment, Aneurysms, Pseudoaneurysms and Arterial Bypass Grafts/Stints.

**VUS.11 Color Duplex Imaging: Lower Extremity Arteries 5 quarter credit hours**  
**80 clock hrs**

This modular component includes Upper Arterial Anatomy, Disease Processes, Baseline Exam, Thoracic Outlet Test, Cold Immersion, Test-Raynaud's, Allen test for Palmer Arch Patency, Color duplex Imaging-Subclavian and Hemodialysis Access Fistulas/Grafts.

**VUS.12 Abdominal Doppler Fundamentals 80 clock hrs 5 quarter credit hours**

This modular component includes The Abdominal Vascular System, Abdominal Aorta, Imaging Methods, Renal Doppler, Renal Vascular Anatomy, Direct and Indirect Technique, Renal Fibromuscular Dysplasia, Renal Doppler, Transplants, Mesenteric Doppler, Mesenteric Anatomy, Portal System, Portal Hypertension, Hepatic Veins, Budd-Chiari Syndrome.

**VUS.13 Other Imaging Modalities 60 clock hrs. 3.5 quarter credit hours**  
This modular component includes Quality Assurance and Other Imaging Modalities that can be used to study Vascular diseases and Conditions.

**Equipment that can be utilized at the school:** There are full diagnostic imaging units with image printers available for student training. An extensive video library illustrating pathology studies is available. The software in the equipment ( diagnostic ultrasound machines) is up to date for vascular studies and Echocardiogram images.

Certificate Requirements:	complete the training program with a minimum of 75% "GPA"
Certificate Awarded:	Diagnostic Medical Vascular Ultrasound

Program Total Quarter Credit Hours:	60 Quarter Credit Hours ( Total clock hrs. 966 )
Length of Program	9 Months (36 weeks) 252 days ( Calendar days)
Maximum time for completion:	1 ½ = 13.5 Months (54 weeks) 378 days

Program Fees: Reference the fee schedule. Training is conducted Wednesday thru Saturday.

**For statistical information please visit our web site at [ccsce.org](http://ccsce.org)**

**MEDICAL ASSISTANT  
Program Description  
CIP Code: 51.0710**

**Educational objective:** To train students in acquiring skills and competence in back office procedures, including injections, electrocardiograph, venipuncture, physical therapy and business office procedures. Upon completing of their training, students will be qualified to assume an entry-level position in clinical assisting and business office duties. The graduate will also be eligible to sit for the National Board for Medical Assistant Certification Exam .

**Health Care Introduction:** **48 clock hrs. 2.50 quarter credit hours**

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection Control and Physical Examinations. Upon completion the students will be prepared for extern ship and know what duties are involved with basic physical examinations, medical office protocol and sterilization procedures. Also covered are taking and monitoring vital signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to record this on a patient's chart. The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others. The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

**Medical Terminology:** **190 clock hrs. 11 quarter credit hours**

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Medical Terminology is also combined with each modular component as it relates to a medical speciality or specific procedure. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

**Anatomy and Physiology:** **160 clock hrs. 9 quarter credit hours**

This course consists of identification for anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function and the relationship to the system where the structure is found.

<b>Electrocardiography:</b>	<b>20 clock hrs.</b>	<b>1 quarter credit hours</b>
-----------------------------	----------------------	-------------------------------

This course consists theory and practical application of Electrocardiogram studies. Upon completion the student will be able to correctly operate an EKG machine and be able to connect the appropriate leads to the patient. The student will be able to correctly record and mount the EKG strip for interpretation by the physician. The student will have working knowledge of the function of the heart and its relationship to EKG recordings. Includes quality control of equipment operation.

<b>Office Emergency, Medical Law, Ethics and Nutrition:</b>	<b>15 clock hrs.</b>	<b>.5 quarter credit hour</b>
---	----------------------	-------------------------------

This course consists of theory and practical application of emergencies that can occur in a medical office plus American Heart Basic Life Support (CPR) and community first aid. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications. The student will also have a working knowledge of basic nutrition and its application for diet control, diet planning for patients with diabetes mellitus and other dietary information. Patient quality assurance is emphasized throughout this unit.

<b>Pharmacology and Injections:</b>	<b>55 clock hrs.</b>	<b>3 quarter credit hours</b>
-------------------------------------	----------------------	-------------------------------

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intradermal and intramuscular injections. Drug schedules and classifications are also included in this module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules pharmaceutical. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

<b>Medical Lab Procedures, Venipuncture and Urinalysis</b>	<b>47 clock hrs.</b>	<b>2.5 quarter credit hours</b>
--	----------------------	---------------------------------

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sed. rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will correctly be able to perform a venipuncture specimen collection with a vacutainer method and collecting and preparing specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

<b>Medical Records</b>	<b>25 clock hrs.</b>	<b>1 quarter credit hours</b>
------------------------	----------------------	-------------------------------

This unit consists of theory and practical application of entry into patient medical records. Upon completion, the student will be able to make entries and correct any erroneous entries in the medical records. The student will know what is included within the medical record and the importance of confidentiality and will be able to transcribe verbal reports into a medical report. Quality control and quality assurance is emphasized throughout

**Medical Insurance Processing,  
Medical Diagnosis Codes:**

**110 clock hrs.**

**6 quarter credit hours**

This unit consists of theory and practical application of insurance coding for the medical practice. ICD-9-CM codes are taught and CPT Codes are introduced. Upon completion of this unit, the student will have a working knowledge of universal disease, condition, situation codes and codes used form procedures performed in the medical office. The student will be able to combine the correct ICD-9-CM and the CPT code for billing insurance companies for treatment received. Quality Control is emphasized within this component.

**Medical Bookkeeping:**

**50 clock hrs.**

**2.5 quarter credit hours**

This course consists of theory and practical application of bookkeeping systems used by medical facilities. Upon completion, the student will have practical application knowledge of bookkeeping methods. The student will be able to make entries for charges for treatment performed, payments received and arrive at accounts receivable totals. The student will also be able to reconcile the day sheet and ledger. Quality control is emphasized throughout.

**Medical Assisting Extern ship:**

**180 clock hrs.**

**6 quarter credit hours**

This consists of practical application to patient care within a health care facility. The student will complete 180 hours in a health care facility performing duties that have been learned and performed during his/her didactic training. Quality assurance and quality control are emphasized by this extern ship training.

Training is conducted Monday through Sunday. The student serves externship in medical facilities concurrent with classroom sessions.

**Certificate Requirements:** Completing the academic and skill competency with a minimum of 75% "GPA" and completing the required hours of extern ship.

Certificate awarded: \* Medical Assistant

\*Individual proficiency certificate awarded for "Injection/Venipuncture" upon completion of program

Equipment list for Medical Assistant Program:

During training students have access to a computerized Autoclave, EKG machine, automatic urinalysis machine and blood work including venipuncture training arms, and fully equipped patient treatment simulation rooms.

Program Total Credit Hours:	45 Quarter Credit Hours
Length of Program:	9 Months (36 Weeks) 252 days
Maximum time for completion:	1½ x = 13½ Months (54 weeks) 378 days

**Course fees:** Refer to Fee Schedule

**For statistical information please visit our web site at [ccsce.org](http://ccsce.org)**



**Central California School of Continuing Education**  
**2023 Veterans Addendum**

**Instructional Schedule:** All programs must be completed within their originally contracted length of time.

**Credit Evaluation Policy:** CCSCE will evaluate all previous education and training. Credit will be granted when appropriate.

Credits allowed will be recorded on the enrollment agreement and the length of the course shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process within their file.

Each student must provide the school with (1.) An official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form in a timely fashion not to exceed 25% of the program.

**Progress Policy:** Progress will be monitored monthly for student receiving veterans benefits. If the cumulative grade falls below 75% at the end of any given evaluation period, the student will be placed on probation for a period of one month. If the student's cumulative grade is not raised to above 75% by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

**Conditions for Re-entrance:** If the school director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Signature of School Official:

Date:

\_\_\_\_\_

\_\_\_\_\_

Name and Title of School Official ( Printed)

\_\_\_\_\_

Student:

I received and understand the Policies Stated Above:

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Copy of this page will be kept in the student's file.**

## **Student Tuition Recovery Fund**

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary, 1747 N. Market St. # 225 Sacramento, Ca. 95834 916-574-8900 or 888-370-7589.

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

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

To qualify for STRF reimbursement, the application must be received within four (4 ) years from the date of the action or event that made the student eligible for the recovery from STRF.

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

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

## School Catalog

The school's policy for providing a prospective student with a catalog is when the student attends the "mandatory" orientation meeting. CCSCE's policy for updating the catalog is any new changes implemented prior to publication date will be announced to the student body as soon as the school receives notice. Addendums subsequent to catalog publication will have a revision date. 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's "Performance Fact Sheet", which must be provided to you prior to signing an enrollment agreement.

### 2023 FEE SCHEDULE

Registration  
Fee

\$75.00 Non refundable

#### PROGRAM

#### FEE

Certificate in Diagnostic Medical Ultrasound

\$19,000.00  
\$9500.00 per 9 mo. Session

Certificate in Vascular Ultrasound

\$12,000.00

Certificate in Medical Assistant

\$9900.00

Registration dates will be provided at orientation
--

THE SCHOOL'S LIST OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE AND THE ESTIMATED SCHOOL ENROLLMENT OR TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE THE SAME.

ADDITIONAL FEES THAT ARE OPTIONAL TO THE STUDENTS TAKING EITHER DIAGNOSTIC MEDICAL ULTRASOUND OR DIAGNOSTIC MEDICAL VASCULAR ULTRASOUND PROGRAMS:

ADDITIONAL FEE FROM THE BPPE FOR THE STRF AS OF MARCH 2022 ARE:

DIAGNOSTIC MEDICAL ULTRASOUND	\$ 47.50
DIAGNOSTIC MEDICAL VASCULAR ULTRASOUND	\$ 30.00
MEDICAL ASSISTANT	\$ 24.75

ARDMS Physic or SPI exam ( if applicable) \$200.00

These fees are **approximate**, the agency administering the exams can change the fees at any time. Please contact them for exact fees.

National Certification Exam for Medical Assistant \$160.00

**(This fee is included for the Medical Assistant Program)**

FOR ALL STUDENTS THE FOLLOWING APPLIES:

1. REPLACEMENT OR REPAIR OF NAME BADGE ADDITIONAL FEE IS \$25