Clement Career College

*(*CLCC)

COLLEGE CATALOG

2023-2024

1225 W. 190th Street, Suite 375, Gardena CA 90248
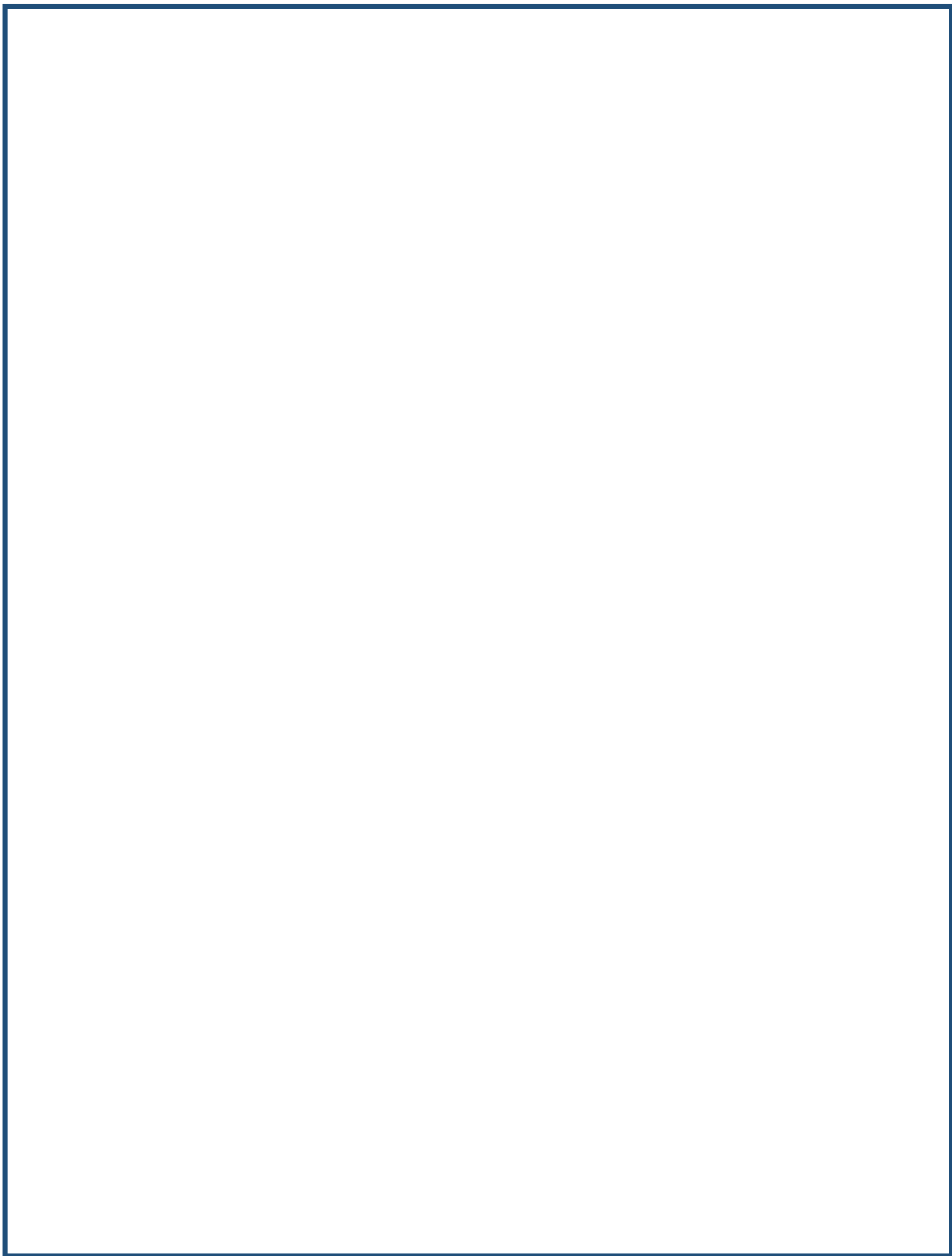
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INTRODUCTION

Clement Career College (CLCC) welcomes and congratulates you on taking the first step towards achieving your goal to be a health care professional. The School Catalog is a compilation of information prepared by the school administration. The contents of the catalog include information obtained from the school handbook and school policies and procedures. This catalog will assist you in obtaining answers to various questions you may have while enrolled at CLCC and help you navigate through the program. The rules and regulations contained in this catalog will be in effect, and applicable to you, if you are on continuous and uninterrupted enrollment at CLCC. If your enrollment is interrupted for any reason, the rules that will apply to you are those stated in the catalog in effect at that time.

ACCURACY STATEMENT

Clement Career College (CLCC) School Catalog is updated annually. All information in this catalog is current and certified by the Academic Dean. This catalog covers the period of July 1, 2022, to June 30, 2023. Within the yearit covers, CLCC may find it necessary to update the catalog to reflect the requirements and standards of the school's state licensing agency, U.S. Department of Education, or even due to market conditions. CLCC reserves the right to make changes at any time to any provision of this catalog including the academic programs and courses, school policies and procedures, tuition and fees, admission requirements, faculty and administrative staff, school calendar, and/or any other matters contained in this catalog. All matters contained herein are subject to change without prior notice and CLCC assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog.

Any questions a student may have regarding this catalog and institution that have not been satisfactorily answered may be directed to the **California Department of Public Health (CDPH) 1615 Capitol Avenue, MS 3301 P.O Box 997416 Sacramento California 95890-7416; Phone: (916) 327-2445 Fax Number: (916) 449-5505; website:** TPRU@cdph.ca.gov

As a prospective student, you are encouraged to review the school catalog prior to signing an enrollment agreement. The catalog is available in the admission office and the CLCC library; prior to enrollment the admission department will provide the student with a copy of the catalog as a hard copy or digital version (catalog only).

APPROVAL STATEMENT

Clement Career College is a private postsecondary school and is approved by CDPH **California Department of Public Health (CDPH) 1615 Capitol Avenue, MS 3301 P.O Box 997416 Sacramento California 95890-7416; Phone: (916) 327-2445 Fax Number: (916) 449-5505; website:** TPRU@cdph.ca.gov.

The following programs are offered and currently approved:

- Vocational Nursing Program
- Nurse Assistant Program
- Medical Office Administrative Assistant Program

Students who successfully complete programs of study, will be awarded a certificate of completion verifying that fact as required by California Statute. Prospective enrollees must visit the physical facilities of the school and discuss personal educational and occupational plans with staff prior to enrolling and signing an enrollment agreement.

CLCC CURRENTLY DOES NOT PARTICIPATES IN STATE AND FEDERALLY FUNDED STUDENT FINANCIAL AID PROGRAMS.

A Message from the President

Dear Students,

Welcome to Clement Career College!

Clement Career College provides its students with the opportunity to learn and engage in a dynamic learning environment. The school continues in its resolve to foster a positive academic environment through inclusion of a diverse group of students, faculty, staff, and community members.

As we begin this education year, we continue to be steadfast in our determination to fulfill each student's dream of completing each program successfully.

Thank you for joining us at Clement Career College and participating in this educational journey. I believe that together; all of us can push toward a common goal of achieving a professional path that provides compassionate care within a framework that leads to positive healthcare outcomes.

Sincerely,

Estrella Aguinaldo M.D
President/CEO

SECTION I. THE SCHOOL

CLEMENT CAREER COLLEGE

Clement Career College (CLCC) is a privately-owned educational institution that aims to offer comprehensive programs in health care services. CLCC is situated within a diverse community in California South Bay area. Its location is easily accessible by car and public transportation.

MISSION

Clement Career College is an academic community that seeks to provide quality education to a diverse student population who would be equipped with critical thinking, principled professionalism, technological competency, and cultural sensitivity in providing whole person care and patient care services.

VISION   *Changing Lives Through Education*

It is the vision of CLCC to:

- Become a primary institution that continues to seek significantly innovative approaches to delivery of healthcare career programs that conform to quality educational standards.
- Exemplify teaching and learning innovations that foster personal growth and development and meaningful scholarship.
- Provide access to affordable, quality education in an environment of professionalism, integrity, and respect.
- Produce knowledgeable, and competent healthcare professionals who promote whole person care that can impact the future of changing needs in healthcare.

PHILOSOPHY

CLCC supports the provision of curricular programs and instructional activities that address the various learning styles of the students and promote. It recognizes its faculty and staff as caring facilitators in the students' academic learning and aspires to engage the students while learning and empower the students with knowledge and critical thinking to make ethical decisions in all aspects of their personal and professional life.

The CLCC faculty believes that:

- ✓ Learning is an ongoing process that encourages beneficial change in behavior resulting from the acquisition of knowledge, skills, and values.
- ✓ An affirmative and engaging learning environment promotes positive educational outcomes.
- ✓ Health caregivers play an important role in the promotion and restoration of health and meeting changing healthcare needs.
- ✓ Instructors are the dynamic facilitators of the learning process who guide and empower the student in attaining the highest academic potential possible.

STATEMENT OF OWNERSHIP

CLEMENT CAREER COLLEGE IS AN INDIVIDUALLY OWNED; SOLE PROPRIETORSHIP OPERATED BY ESTRELLA AGUINALDO MD.

SECTION II –PROGRAMS OFFERED

CLCC offers healthcare programs at different levels. All programs have theoretical and clinical components. The theoretical (includes skills) component is delivered in a classroom setting. The clinical component is implemented through clinical rotation at different acute, long-term facility, hospitals, clinics, and residential/retirement-home facilities as required per program.

VOCATIONAL NURSING PROGRAM
(**1600 Clock Hours; 63.0 Semester Credit**)

PROGRAM DESCRIPTION & OBJECTIVES:
The Vocational Nursing Program is a comprehensive vocational program designed to provide students with the knowledge and essential skills of nursing care to patients in hospitals and long-term facilities. It includes theoretical concepts from nursing, biology, pharmacology, psychology among others**,** that will equip the students with sufficient knowledge and skills competency to pass the licensure examination assuring safe and competent care of patients. In addition, the campus skills laboratory as well as off-campus clinical practice provide opportunities for students to apply nursing theory concepts, advanced nursing and interpersonal skills necessary to provide quality care to adult, older adult, child-bearing family and groups experiencing common health problems in a variety of health care settings.

PROGRAM PREREQUISITES: High school diploma or equivalent (GED), passed Test of Essential Academic Skills (TEAS) with minimum 62% score, completion of admission process, attendance, and completion of program orientation. **The Nursing Assistant training program and Prerequisite VN courses are required as a prerequisiteto the Vocational Nursing (VN) program.**

 PREREQUISITE VN COURSE:
 All candidate interested in applying for the Vocational Nursing program must take the prerequisite course *Introduction to Nursing* to be considered a candidate to enroll in the Vocational Nursing program. The course is four weeks in length with 120 clock hours that runs Monday thru Friday from 8:00am to 2:00pm(6hrs/day). Students who participate in the course arenot considered enrolled in the vocational nursing program until successful completion has been achieved.

The student must pass each subject within the course with a minimum of 75% to be considered for enrollment. A student who does not pass a subject course will have an opportunity to retake the entire course once; if the student does not pass thesecond attempt, She/he will not be considered for an enrollment and will have to wait at least a year to be considered for admission. The Introduction of Nursing course subject include :

     a. Basic Math
     b. Communication
     c. Medical Terminology
     d. Study/Test Taking Techniques Skills
     e. Stress/ Time Management

Upon successful completion of the prerequisite course the candidate will be able to proceed with the enrollment process ofadmission.

PROGRAM TERMINAL OBJECTIVES: The terminal objectives reflect what the student completing the programwill be able to do. Upon completion of the vocational nursing program student will be able to:

- Function within the legal and ethical scope of nursing practice as provided by the California VocationalNursing Practice Act.
- Demonstrate the ability to apply theoretical knowledge and nursing technical skills in providing patient care asan entry-level vocational nurse.
- Perform direct patient care that demonstrates the use of basic data collection, provision of nursing interventions, participation in intervention outcome evaluation and reinforcement of teaching related

- to thepatient care plan.
- Administer medications and/or treatments that produce therapeutic results and if possible, minimize untowardeffects.
- Incorporate caring and therapeutic communication into culturally appropriate and patient-centered care thatpromote positive health outcomes and demonstrate sensitivity to patient's values.
- Communicate and collaborate with the interdisciplinary health care team in an effective manner to assist incoordinating patient- centered care that promotes quality care.
- Use technology to effectively communicate and accurately document nursing interventions and treatments.
- Apply measures that promote and maintain a safe care environment for both patients and care providers.
- Participate as an advocate in activities that focus on improving and coordinating care for patients. their familiesand others.
- Assume responsibility for maintaining clinical nursing competency and personal/professional development.

SKILLS LABORATORY/COMPETENCY EVALUATION:

Skills laboratory and clinical hands-on practicum training supplements theoretical instruction. These are conducted in the skills laboratory on campus and at various approved clinical-affiliated facilities. There are two criteria for evaluating skills laboratory and clinical skills competency: first, the use of skills checklist evaluation sheet for each skills procedure during competency testing in the skill laboratory conducted by the instructor at the end of each clinical course and prior to clinical rotation for Levels 1 through 4 skills taught and learned. The second evaluation is the clinical performance that enables the instructor to measure student's clinical competence based on a set of criteria for evaluating clinical performance using the clinical evaluation form. The supervising clinical instructor will evaluate student's clinical performance during the clinical rotation and provide feedback on student clinical performance. For both evaluations, the performance outcome will either be satisfactory (pass) or unsatisfactory (fail). If a student fails a specific skills procedure, the student will be asked to review the procedure, practice in the skillslaboratory until the student has mastered the skill and then be schedules for skills competency retest.

SCHEDULE: Full-Time Session:
Theory/Skill Labs: 8:00AM to 4:30PM
Clinical: 8:00 AM to 4:30PM
Monday to Friday

PROGRAM OUTLINE:
   VOCATIONAL NURSING COURSES:

Course Number	Course Title	Theory Hours	Skill Lab Hours	Clinical Hours	Clock Hours	Semester Credits
LEVEL 1						
VN-101	Fundamentals of Nursing	94	66	176	336	8.5
VN-102	Anatomy and Physiology	50			50	3.3
Total- Level 1		144	66	176	386	11.8
LEVEL 2						
VN-201	Adult Health Nursing I	114	66	176	356	13.7
VN-202	Pharmacology I	30			30	2.0
Total- Level 2		144	66	176	386	15.7
LEVEL 3						
VN-301	Adult Health Nursing II	114	66	176	356	13.7
VN-302	Pharmacology II	30			30	2.0
Total- Level 3		144	66	176	386	15.7
LEVEL 4						
VN-401	Maternal/ Newborn Health Nursing	35	24	84	143	5.0
VN-402	Child Health Nursing	40	24	84	148	5.3
VN-403	Leadership in Nursing	16	18		34	1.7
VN-404	Transition to Vocational Nursing	117			117	7.8
Total- Level 4		208	66	168	442	19.8
PROGRAM TOTAL		640	264	696	1600	63

METHOD OF EVALUATION: Student are evaluated based on quizzes, Midterm, Final test, case studies, assignment,skill performance evaluation and competencies evaluations plus the satisfactory completion of theclinical rotation.

GRADING CRITERIA:
- Quizzes= 25%
- Midterm =30%
- Final Exam = 35%
- Participation/HESI = 10%
- Competencies/Skills Laboratory= Satisfactory or Unsatisfactory
- TOTAL------------------------➔ 100%

Grading System: This grading system is used for all courses.

Percentage Grade	Letter Grade	Description	GPA
93-100%	A	Excellent	4.0
84-92%	B	Good	3.0
75-83%	C	Average	2.0
0-74	F	Fail	0.0

- Clinical Rotation: P= Pass or F= Fail
- Student must achieve grades of 75% (C) or better at the completion of every level and acquired a satisfactorygrade in clinical rotation to be able to complete the program.

PROGRAM TEXTBOOK:

Textbook/workbook

- Cooper, K and Gosnell, K. (2019), *Foundation and Adult Health Nursing* (8Th. Ed.). Mosby-Elsevier: St.Louis, Missouri *ISBN-9780323635912*
- Cooper, K and Gosnell, K. (2019), **Study Guide for *Foundation and Adult Health Nursing*** (8Th. Ed.).Mosby-Elsevier: St. Louis, Missouri *ISBN-9780323524599*
- Peate, I. and Evans, S. (2020), *Fundamentals of Anatomy and Physiology: For Nursing and HealthcareStudents* (3rd . Ed.). Wiley Blackwell: Hoboken, NJ *ISBN-9781119576518*
- Burchum, J. and Rosenthal, L. (2019), *Lehne's Pharmacology for Nursing Care* (10Th. Ed.).Saunders-Elsevier: St. Louis, Missouri *ISBN-9780323512275*
    - Leifer, G. (2019), *Introduction to Maternity and Pediatric Nursing,* (8Th . Ed.) .Sanders-Elsevier: St. Louis, Missouri *ISBN-9780323483971*
- Vallerand Hazard, A. and Sanoski, C. (2021), *Davis's Drug Guide for Nurses,* (17Th. Ed.). F.A Davis Company: Philadelphia, PA *ISBN-9781719640053*

COURSE RESOURCES:

Internet/websites:
- Canvas by instructure
- Evolve.elsevier.com
- Wiley Blackwell websites
- CINAHL resources

Equipment:
- Computers with internet access
- Projector for PowerPoint Presentation
- Dry Erase White board
- Tables (with attached sneeze guards) and chairs
- Skills Lab equipment: Mechanical bed, mannequins, wheelchair, gait belt, linen, Personal Protective Equipment such as gloves, gown, mask, facial shield, goggle, biohazard bags, hand sanitizer, sink, antibacterial soap, blood spill kit, weight scale, collection bag, foley catheter,

- urinal, measure cups, commode, shaving kit, toothbrush, toothpaste(oral hygiene Kit), dentures, IV bag, nasogastric tubes, hairbrush, bedpan, prosthetic devices, splint, basin, towels, stocking, dressing material kit, oxygen tankmask/cannula, clean catch urine collection kit, specimen cup, strainer, pillows, bed sheet and blankets, pillowcases, walker, wheelchair, cane, crutches, cold and hot pack, report forms, charge note forms, washcloths, adult wipes, incontinence brief, bed protectors, hospital gowns, oral swabs, electrocardiograph(ECG), Sphygmomanometers, digital thermometer, wound dressing kits, syringe, medicine cart, and surgical instruments.

Instructor Resources:
- Lesson Plans
- Text Banks
- Publisher Book Resources with visual media.

COURSE LEVEL DESCRIPTIONS:

COURSE NUMBER: VN 101   **COURSE NAME:** Fundamental of Nursing

COURSE LENGTH: 336 Clock Hours   **COURSE CREDIT: 8.5** Semester Credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course is designed to introduces nursing history, scope and standards of nursing practice, legal and ethical issues, and practice of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and whole patient care. Emphasis in the use of the nursing process as the foundation of nursing problem-solving approach and nursing interventions. It also includes the role and responsibilities of the vocational nurse as a provider of patient-centered care, patient safety advocate, memberof the health care team, and member of the profession within nursing practice framework. Students are eligible to takethe California certification exam for nursing assistant following the completion of this course.

COURSE NUMBER: VN 102   **COURSE NAME:** Anatomy and Physiology

COURSE LENGTH: 50 Clock Hours   **COURSE CREDIT: 3.3** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course explores the basic concepts of human structure and function, starting with the simple cell to, tissue, organs, and systems. Student learns organization of the body, the correlation between each body system, medical terminology associated with each system, and common diseases and disordersassociated with body system.

COURSE NUMBER: VN 201   **COURSE NAME:** Adult Health Nursing I

COURSE LENGTH: 356 Clock Hours   **COURSE CREDIT: 13.7** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course of study on the nursing care of the adult patient includes concepts of adult health, pathophysiology integration, nutrition, psychology, associated diseases requiring medical and surgicalintervention. Student learns nursing process, entry level nursing skills, care plan documentation, systematic health problem-solving approach, and evidence-based practice to provide nursing care.

COURSE NUMBER: VN 202   **COURSE NAME:** Pharmacology I

COURSE LENGTH: 30 Clock Hours   **COURSE CREDIT: 2.0** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course provides the student with the basic principles of pharmacology, pharmacokinetics, pharmacodynamic and drug therapy. Student learns drug sources, usage, drug classification,basic drug calculation, drug dosage, reading medication label techniques, use of equipment for preparing and administering medications and common prescription abbreviation.

COURSE NUMBER: VN 301   **COURSE NAME:** Adult Health Nursing II

COURSE LENGTH: 356 Clock Hours   **COURSE CREDIT: 13.7** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course is a continuation of Adult Health Nursing I, is organized to provide additional training in illness related to concepts on cellular alterations, crisis intervention, rehabilitation, and end of lifecare. Emphasis will be on nursing process with systematic problem-solving approach, critical thinking skills, evidence-based policies to provide nursing care to culturally, ethically, and socially diverse adult patients with predictable healthcare needs.

COURSE NUMBER: VN 302   **COURSE NAME:** Pharmacology II

COURSE LENGTH: 30 Clock Hours   **COURSE CREDIT: 2.0** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course is designed to provide a student with clear understanding of clinical pharmacology, therapeutic effect of drugs, side effects, adverse reaction, contraindications, and medication interactions by different body systems. Emphasized will be on nursing assessment, and documentation. Studentlearns most common drug per body system, medication abbreviation, absorption, metabolism and excretion of medication, toxicity, and therapeutic levels.

COURSE NUMBER: VN 401   **COURSE NAME:** Maternal/Newborn Health Nursing

COURSE LENGTH: 143 Clock Hours   **COURSE CREDIT: 5.0** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course study the biological and psychosocial concepts applicable to basic needs of the child-bearing family including pregnancy, prenatal, intra-natal, postnatal and neonatal care. Student learns nursing process in the care of the childbearing mother, physiological changes related to pregnancy, fetal development changes,and nursing care during Pregnancy, delivery, and postpartum or puerperium.

COURSE NUMBER: VN 402   **COURSE NAME:** Child Health Nursing
COURSE LENGTH: 148 Clock Hours   **COURSE CREDIT: 5.3** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: This course is designed to provide the students opportunities to apply the nursing process in nursing care management involving children from infancy through adolescence. Emphasis is on normal growth and developmental needs and care of the pediatric patient during illness. Student learns application of critical thinking skillsin problem solving and in providing safe, competent, and developmentally appropriate care to meet the needs of the pediatric patient and family.

COURSE NUMBER: VN 403   **COURSE NAME:** Leadership in Nursing

COURSE LENGTH: 34 Clock Hours   **COURSE CREDIT: 1.7** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: Course presents an introduction to leadership and management theory and its applicationin nursing. The focus will include study of power, change strategies, for individuals and groups. Leadership of nursingclinical organizations toward effective nursing practice will be emphasized.

COURSE NUMBER: VN 404   **COURSE NAME:** Transition to Vocational Nursing

COURSE LENGTH: 117 Clock Hours   **COURSE CREDIT: 7.8** Semester credit

METHOD OF DELIVERY: Traditional

COURSE DESCRIPTION: The emphasis of the course is on preparing the graduating student in the final quarterof the program Seminar is for student in their final quarter. Incorporate knowledge necessary to make the transitionfrom student to graduate vocational nurse. Focus is on preparing for successfully transitioning into professional practice. Professional career development includes role change, job application and interview processes, resume building, and role change. It also includes comprehensive NCLEX preparedness designed to enhance student's
test-taking skills with mock VN to measure students' readiness for the licensure examination.

GRADUATION REQUIREMENT: A Graduation clearance will be given based on the academic clearance, clock hours completion and evaluation of documents by Program Director, Financial Department and Registrar. Upon graduation clearance, student will be able to begin their process to apply for the National Council Licensure Examination (VN-NCLEX).

NURSE ASSISTANT (NA) TRAINING PROGRAM (166 Clock Hours)

Program Objective
The objective of this course is to prepare students to pass the California State Nurse Assistant Certification Examination and perform as an entry level nursing assistant in various health care settings. The NA program is offered continuously throughout the year in day, and evening, schedules.

Program Schedule

Full-Time
Weekday 5 weeks
(Monday To Friday (8:00AM-4:30PM) Theory
(Monday to Friday (8:00AM -4:30PM) Clinical

Part-Time
Evening 11 weeks
Monday to Thursday: (4::00pm-8:00pm)Theory
(Monday to Thursday: (4:00pm – 8:00pm)Clinical

Program Description
The course is structured to provide theory and practical application skills needed to function as a Nursing Assistant (NA).

Program Outline

MODULE#	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	3	1
Module 3	Communication/ Interpersonal Skills	2	0
Module 4	Prevention Management& Catastrophe and Unusual Occurrence	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	6	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Residents	8	4
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	0
	TOTAL HOURS	**66 Hours**	**100 Hours**

Course Description

MODULE 1: INTRODUCTION
This course provides the student with the introduction of nursing assistant as a profession, discusses the importance of the healthcare members team, professionalism, Tittle 22 overview, employee responsibilities, ethics, confidentiality, and requirements for nursing assistant certification.

MODULE 2: PATIENT/ RESIDENT RIGHTS
This module provides the student with the basic knowledge of California code of regulations, guidance on how to properly care for patient/residents, federal regulations for Medicare and medical assistance funding residents, and how to prevent, recognized and report resident's right violations.

MODULE 3: COMMUNICATION & INTERPERSONAL SKILLS
This module explores the fundamentals of communication, defense mechanism, cultural awareness, and family interaction of the patients /residents. Students learn about how to communicate effectively using verbal and non-verbal communication, mechanisms of defense commonly seen in patients/residents, the importance of cultural awareness and family interaction while caring for the residents.

MODULE 4 & 12: CATASTROPHE & EMERGENCY PROCEDURES
The purpose of this module is to introduce the students to the concepts, procedures and general rules related to patient/resident safety in the long-term care environment. In addition, it discusses the role of the nursing assistant in preventing and responding to emergency situations, such as fire and disasters.

MODULE 5: BODY MECHANICS
This module provides the importance of body mechanics while transporting or transferring a patient/resident. Students learns ergonomics, guidelines for moving residents, transfer techniques, and safety measures in ambulation.

MODULE 6: MEDICAL and SURGICAL ASEPSIS
This module provides the student with the basic knowledge of infection control standards. Student learns differences between medical asepsis and surgical asepsis, chain of infection, universal precautions, drug-resistant infections, and specialty precautions.

MODULE 7: WEIGHTS and MEASURES
This module provides the student basic knowledge of measuring methods used in the nursing care facility. Student learns the metric system, volume measurement, and military time.

MODULE 8: PATIENT CARE SKILLS
This module is designed to provide the student with the essential skills of patient care in the nursing facilities. Student learns how to assist the resident in activities of the daily living, such as bathing, perineal care, dressing, vision and oral hygiene, hair care, shaving, foot care, prosthesis care, elimination needs and skin care including prevention of decubitus ulcer.

MODULE 9: PATIENT CARE PROCEDURES
This module provides the student with fundamentals skills in patient care procedures. Student learns specimen collection, care for patients with tubing, intake, and output, bedmaking, administering cleansing enemas/suppositories application and how to assist the healthcare team with admission, transfers, and discharges.

MODULE 10: VITAL SIGNS
This module stresses the importance of accuracy in taking and recording vital signs. Student learns how to obtain and record temperature, pulse rate, respiratory rate, and blood pressure. Emphasis is on methods of measurement, normal ranges, and accuracy.

MODULE 11: NUTRITION

This module provides the student with the knowledge of proper nutrition in patient care. Student learns the importance of proper nutrition, type of essential nutrients, water, and fluid needs, calculating food and fluid intake, food groups, feeding techniques, and diet therapy.

MODULE 13: LONG TERM CARE RESIDENT

This module provides the student with the essential knowledge on how to respond to the health needs of a culturally, socially, and ethnically diverse aging population to meet both medical and non-medical needs with chronic illness or disability who cannot care for themselves.

MODULE 14: REHABILITATIVE NURSING

This module is designed to teach the basic principles of rehabilitative nursing to promote independence and patient/resident potential. Student learns how to encourage independence, type of therapies, restorative care, ambulation using assistive devices, adaptive tools used for activities of daily living (ADLs), importance of family interaction with patients, complications of inactivity, ambulation methods, and range of motion exercises.

MODULE 15: OBSERVATION and CHARTING

This module emphasis on the importance of accurate documentation in the medical records. Student learns how to identify subjective versus objective data, purpose of patient care plan, methods of documentation, legality of proper documentation, and common medical abbreviation used in charting.

MODULE 16: DEATH & DYING

This module is designed to provide the student with the opportunity to gain knowledge and skills necessary to care for the terminally ill patients/residents and to provide family support. Student learns the five stages of grief, emotional needs of patient and family, signs of approaching death, body changes during aging process, special care for dying patients, and post-mortem care.

MODULE 17: ABUSE

This module provides the student with essential information in preventing, identifying, and reporting occurrences of patient/resident abuse. Student learns rights of resident, resident responsibilities, employee responsibilities, and law and ethical rules associated to patient/resident abuse.

Program Delivery

The nursing assistant program is composed of theoretical and clinical components. The student will spend 66 hours of theory residentially and 100 hours of clinical training on assigned clinical facility. Clinical rotation is done at DHS approved clinical sites and supervised by a clinical instructor. The clinical rotation assigned by the school must be completed with a satisfactory grade.

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM
(880 Clock Hours; 68.3 Quarter Credit)

PROGRAM DESCRIPTION & OBJECTIVES:

The Program of Medical Office Administrative Assistant is designed to prepare students to acquire basic knowledge and skills to assist in the business management operation of the medical office. Upon successful completion of the program, the graduate will be able to demonstrate knowledge in administrative duties such as appointment scheduling, electronichealth record, medical billing and coding, insurance reimbursement, bookkeeping, payroll, ethical and legal regulations of the healthcare system, and anatomy & physiology.

All modules must be completed successfully before beginning externship. Student can enroll at the start of each moduleand scheduled for subsequent modules in the order specific to the campus and class session.

PROGRAM PREREQUISITES: High school diploma or equivalent (GED), passed **Scholastic Level Exam (SLE)** with a minimum 12 score, completion of admission process, attendance, and completion of program orientation.

SCHEDULE: Morning Session: Monday to Friday 8:00AM to 1:30PMEvening Session: Monday to Friday 4:00PM to 9:30PM

PROGRAM OUTLINE:

Module	Course Title	WEEKS	Clock hours	Lecture Hours	Lab Hours	Quarter Credit Hours
MOA 101	Medical Office Assistant as a Profession	4	120	90	30	10.5
MOA 102	Medical Office Procedure	4	120	90	30	10.5
MOA 103	Anatomy & Physiology	4	120	90	30	10.5
MOA 104	Medical Coding Basics	5	120	90	30	10.5
MOA 105	Medical Insurance Fundamentals	5	120	90	30	10.5
MOA 106	Medical Billing and Reimbursement	5	120	90	30	10.5
MOA 107	Externship	5	160		160	5.3
	TOTAL	**32**	**880**	**540**	**340**	**68.3**

PROGRAM DELIVERY: The medical office administrative assistant program is composed of theoretical, practical skills andexternship. Lectures and practical skills are delivered in the main classroom and computer room respectively for all coursesin the program. The student's externship is assigned by the school at affiliated medical facility with the college and students take in part in the externship program which must completed with a satisfactory grade.

METHOD OF EVALUATION: A final module grade will be granted based on Grading criteria (**see below**) and externship evaluation will be based on competencies evaluation by affiliative facility and the completion of 160 hours. Student mustdemonstrate professionalism, work ethics, attendance, entry-level skills and team work to acquire a passing grade on externship. Prior to externship student must participate in career development course this course will provide student with Mock Interview Skills, and Resume Writing Skills.

GRADING CRITERIA:

- Final Exam 40%
- Quizzes 20%
- Competencies/Assignments 30%
- Attendance/ Participation 10%

Grading System: This grading system is use for all Modules.

Percentage Grade	Letter Grade	Description
90-100	A	Excellent
80-89	B	Good
75-79	C	Average
0-74	F	Fail

- Externship Completion: P= Pass or F= Fail (P= 100%; F = 0%)

STUDENT TEXTBOOKS:

Medical Office Administration -A worktext 4E, 2018 ISBN: 9780323400756

Author: Brenda A. Potter, BS, CPC-I, CPC Publisher: Saunders- Elsevier

Fordney's Medical Insurance, 15th Edition 2020, ISBN: 9780323594400 133.99

Author Linda M. Smith; Publisher Saunders- Elsevier

Buck's Step by Step Medical Coding, 2021; 1st Ed ISBN:
9780323709262Author Carol J. Buck; Publisher Elsevier

Medical Terminology and Anatomy for coding 4th Edition 2021; ISBN:
9780323722360Author Betsy J. Shirland; Publisher Mosby

SimChart for the Medical Office: Learning the Medical Office Workflow-2018 Edition; Author Evolve-ElsevierISBN # 9780323497916

METHOD OF DELIVERY: Traditional/Residential

MODULE DESCRIPTION:

COURSE NUMBER: MOA-101   **COURSE NAME: MEDICAL OFFICE ASSISTANT AS A PROFESSION**

COURSE DESCRIPTION: This module provides an overview of the Medical Assistant Administrative scope of practice as an essential professional of the operation of the medical office. Students receive a thorough foundation in the scope ofpractice, knowledge of allied health care team credential and duties, principles and regulations involving legal & ethicalof the medical office and physician and patient relationship in ambulatory care setting. Emphasis will be on the importance of career laddering, personal attribute of the health care professional, medical law and ethics communication skills, HIPAA regulations and compliance.

COURSE NUMBER: MOA-102   **COURSE NAME: MEDICAL OFFICE PROCEDURE**

COURSE DESCRIPTION: This module is design to provide the students with the essential knowledge of administrative and managerial duties of the medical office. Students learns appointment scheduling techniques, Telephone techniques,patient registration process, organization of the medical record, legal regulations as applied to medical record, different type of electronic health record, HITECH Act and Meaningful use of electronic health record and quality management, documentation, payroll, bookkeeping, managerial and human resources duties. Emphasis will be on legal regulation as applied to the business operation of the medical office.

COURSE NUMBER: MOA-103   **COURSE NAME: ANATOMY & PHYSIOLOGY**

COURSE DESCRIPTION: This module is design to provide the students with the basic understanding of the human anatomy, pathophysiology of the body system, plus the anatomy and physiology needed to correctly code using ICD-10CM and vital signs. Emphasis will be on the Medical Terminology, common diseases affecting the body system.

COURSE NUMBER: MOA-104   **COURSE NAME: MEDICAL CODING BASICS**

COURSE DESCRIPTION: The Medical coding module will provide the students with basic knowledge in transformation ofhealthcare diagnosis, procedures, medical services and equipment into universal medical alphanumeric codes for the purpose of documenting medical records and medical billing. Emphasis will be on guidelines and rules of ICD-10-CM, CPT-4 and HPCPS for outpatient coding and reporting.

COURSE NUMBER: MOA-105   **COURSE NAME: MEDICAL INSURANCE FUNDAMENTALS**

COURSE DESCRIPTION: This module provides the students with the basic understanding of health insurance, and managed care. Provide a firm foundation in basic concepts pertaining to private and public sector health insurance/ benefits plans. Students learns type of health insurance, importance of insurance verification, difference between federal vs Private insurance criteria, health insurance terminology, how guidelines of ICD-10CM/ CPT-Coding are used toapply code to maximize reimbursement by third party payer.

COURSE NUMBER: MOA-106   **COURSE NAME: MEDICAL BILLING AND REIMBURSEMENT**

COURSE DESCRIPTION: This module explores the insurance billing cycle of the medical office. Students learns how to process insurance claim form, payment posting, bookkeeping, account balance, collection procedures and ethical/legalregulations of billing. Emphasis will be on how to avoid insurance claim form denial, computation used on patient account, policy and procedure for accepting payments.

COURSE NUMBER: MOA-107   **COURSE NAME: CAREER DEVELOPMENT/EXTERNSHIP:**

COURSE DESCRIPTION: This module provides students with career employment strategies and work-based learning experience in a supervised and approved ambulatory care facility. Student learns resume writing, interview skills, networking techniques, and gain exposure to on-the-job experience and practice skills acquired during their training atthe college. Student must complete the two days of career employment strategies prior to start externship.

PROGRAM LEARNING OUTCOME: Upon completion of this module student will be able to:
- Collaborate with patients and the health care team within the scope of practice.
- Practice patient-centered and coordinated care.
- Demonstrate professionalism through acceptable attitude, organization and time management skills.
- Apply verbal, nonverbal, and written communication principles and skills effectively and compassionately withina team setting.
- Compose, edit, proofread, and accurately produce health care and other business documents using appropriatesoftware and equipment within specified timelines.
- Perform Medical office procedures that include scheduling, bookkeeping, billing and payment collection, utilizing a working knowledge of medical terminology, body systems, electronic health records and insurance.
- Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriateICD and CPT codes needed to maximize compensation for services rendered.
- Store, retrieve, distribute, and manage information and supplies as per medical facility protocol.
- Recognize legal and ethical standards and adhere to principles of patient confidentiality within the health careand community environment as defined by HIPAA.

EQUIPMENT:
Internet:
- Typing.com
- Evolve.elsevier.com
- Canvas by Instructure

Equipment:
- Computers with internet access
- Projector for PowerPoint Presentation
- CPT Manual
- ICD-10-CM Manual
- HCPCS -Manual
- CMS-1500 Forms
- Coding Cases
- Billing Software

Instructor Resources:
- Lesson Plans
- Test Banks
- Faculty Book Resources

GRADUATION REQUIREMENT: A Graduation clearance will be granted based on successfully completion ofprogram modules, externship records of clock hours completion, evaluation of the affiliated medical facility. Completed academic clearance form signed by Financial Department, Program Director and Registrar. Upon graduation clearance, student will be able to begin their process to apply for the Certified Administrative Assistant certification by the National Healthcare Association (NHA).

MEDICAL ASSISTANT PROGRAM
(720 Clock Hours)

PROGRAM DESCRIPTION & OBJECTIVES:

The Medical Assistant Program prepares students with basic knowledge and skills to be competent and qualified for entry level position in the medical field as a front and/or back office medical assistant. Upon successful completion of the program, the graduate will be able to demonstrate knowledge in administrative duties such as filing, appointment scheduling, insurance billing and coding, business management operation of medical office, ethical and legal regulationsof healthcare system; and perform various clinical skills such as preparing patients for physical examinations, vital signs,electrocardiogram, venipuncture procedures, and perform waiver laboratory test such as urinalysis, pregnancy test, hematocrit and assist physician with minor surgical procedures.

All module must be successfully completed before beginning externship. Student can enroll at the start of each moduleand will be scheduled for subsequent modules in the order specific to the campus and class session.

SCHEDULE: Morning Session: Monday to Friday 8:30AM to
1:30PMEvening Session: Monday to Friday 4:00PM
to 9:00PM

PROGRAM PREREQUISITES: High school diploma or equivalent (GED), passed **Scholastic Level Exam (SLE)** with a minimum 12 score, completion of admission process, attendance, and completion of program orientation.

PROGRAM OUTLINE:

Module	Course Title	WEEKS	Clock hours	Lecture Hours	Lab Hours	Externship Hours
MA 101	Introduction to Medical Assisting	4.4	110	90	20	0
MA 102	Medical Office Business Management	4.4	110	90	20	0
MA 103	Anatomy & Physiology	4.4	110	90	20	0
MA 104	Medical Office Clinical Procedure I	4.4	110	80	30	0
MA 105	Medical Office Clinical Procedure II	4.8	120	80	40	0
MA 106	Externship	6.4	160	0	0	160
	Total	28.8	720	430	130	160

PROGRAM DELIVERY: The medical assistant program is composed of theoretical, skills, and clinical components. Lectures and skills components are delivered in the main classroom and skills laboratory respectively for all courses in the program. The students take part in the externship program to apply theory and skills components at ambulatory healthcare facility assigned by the school.

METHOD OF EVALUATION: A final module grade will be given based on the externship site evaluation of clinical and administrative knowledge and the completion of 160 hours. Student will be evaluated in professionalism, work ethics,attendance, entry-level skills and team work.
Student Final grade will be based on mock Interview, resume and externship evaluation form.

GRADING CRITERIA:
- Quizzes 25%
- Final Exam 40%
- Competencies/Assignments 25%
- Attendance/ Participation 10%

Grading System: This grading system is used for all courses.

Percentage Grade	Letter Grade	Description
90-100	A	Excellent
80-89	B	Good
75-79	C	Average
0-74	F	Fail

- Externship Completion: P= Pass or F= Fail

COURSE TEXTBOOKS:
Kinn's The Medical Assistant: An Applied Learning Approach, 13th Edition *Author: Deborah B. Proctor; ISBN-9780323353205*
Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant: An Applied Learning Approach, *Author: Deborah B. Proctor; ISBN-9780323429474*
Medical Terminology: A Short Course, *8th Edition Author: Dave-Ellen Chamber, ISB #: 9780323444927*
SimChart for the Medical Office: Learning the Medical Office Workflow-2018 Edition; Author Evolve-ElsevierISBN # 9780323497916

INTERNET:
- Typing.com
- Evolve.elsevier.com
- Canvas by instructure

EQUIPMENT:
- Computers with internet access
- Projector for PowerPoint Presentation

INSTRUCTOR RESOURCES:
- Text Banks
- Faculty Book Resources
- Faculty Elsevier Resources

MODULE DESCRIPTION:

COURSE NUMBER: MA-101   **COURSE NAME: Introduction To Medical**

Assisting:COURSE LENGTH: 110 Clock Hours

METHOD OF DELIVERY: Instructional

COURSE DESCRIPTION: This module provides an overview of the Medical Assistant; as a multi-skilled allied health careprofessional that perform administrative and clinical duties. Student receive a thorough foundation in the scope of practice, allied health care team credential and duties, principles and regulations involving legal & ethical relationship among physician, patients and medical assistants in ambulatory care setting. Emphasize will be on the importance of career laddering, personal attribute of health care professional, communication skills, telephone techniques, HIPAA regulations and compliance, code of ethics by American Medical Association (AAMA)

LEARNING OUTCOME: Upon completion of this course student will be able to:
- Understand the scope of practice of a Medical Assistant in the Health care system.
- Accept responsibility and accountability for professional behavior
- Explain duties and credentials of health care professional
- Collaborate with other health team members to further facilitate positive adaptive behavior and healthgoals.
- Describe four example of tort law
- Explain the three parts of the physician-patient contract,
- Apply legal and ethical concepts to medical practice today,
- Describe the basic pattern of communication
- Explain how verbal and non-verbal communication can be misinterpreted
- List type of Communication barriers and explain how to assist the patient
- Name and explain the levels of Maslow's hierarchy of needs
- Demonstrate proper telephone etiquette, listening skills and documentation.
- Identify different method and type of appointment scheduling
- Demonstrate knowledge of appointment scheduling legal regulations

LABORATORY/COMPETENCY EVALUATION/ Final (Day 21-Day 22):
    The following are competencies evaluation at the end of this module are:
- Compose a Business Letter
- Compose a Professional Email
- Demonstrate Professional Telephone Techniques
- Document Telephone Messages with accuracy
- Manage Appointment Scheduling: Schedule a New Patient
- Manage Appointment Scheduling: Schedule an Established Patient
- Manage Appointment Scheduling: Schedule a Surgical Procedure
- Perform an Inventory with documentation

COURSE NUMBER: MA-102   **COURSE NAME: Medical Office Business**

ManagementCOURSE LENGTH: 110 Clock Hours

LABORATORY/COMPETENCY EVALUATION/ Final (Day 21-Day 22):
   The following are competencies evaluation at the end of this module are:
   • Demonstrate how to create and organize a Patient's Paper Health Record

   • Perform Coding using the current ICD-10CM Manual

   • Perform Coding using the current CPT- Manual

   • Interpret information on an insurance card

   • Demonstrate how to Obtain Preauthorization for surgical procedure

   • Demonstrate how to verify Insurance eligibility

   • Complete an Insurance Claim Form with accuracy

   • Perform accounts receivable procedure for patient accounts: Post Charges

   • Perform accounts receivable procedure for patient accounts: Post Payment

   • Perform accounts receivable procedure for patient accounts: Post Adjustment

   • Perform accounts receivable procedure for patient accounts: Balance Account

   • Demonstrate how to Prepare a Bank Deposit slip

COURSE NUMBER: MA-103   **COURSE NAME: Anatomy & Physiology:**

COURSE LENGTH: 110 Clock Hours

METHOD OF DELIVERY: Instructional

COURSE DESCRIPTION: This module is designed to provide the students with the basic understanding of the human anatomy, pathophysiology of the body system and overview of gold standard diagnostic test for common diseases willbe discuss. Emphasize will be on the Medical Terminology, Anatomy labeling, common diseases affecting the body system as well as patient preparation for diagnostic test.

LEARNING OUTCOME: Upon completion of this course student will be able to:
- Describe and define the four element of a medical terminology word.
- Identify word root of each body organs.
- Identify different body planes, body cavities, and abdominal regions
- Name and label major organs of the human body
- Describe function of the organs of each body system
- List type of fracture and explain first aid technique for sprain, strain and fractures
- Recognize common diseases process of the body system
- Apply basic skills for patient preparation for diagnostic test.

LABORATORY/COMPETENCY EVALUATION/ Final (Day 21-Day 22):
The following are competencies evaluation at the end of this module are:
- Perform Medical Aseptic Technique: Handwashing
- Demonstrate Therapeutic communication Feedback techniques to obtain patient information
- Assess Patient pulse and respiration
- Assist Patient to examination positions
- Prepare Patient for a Pap Smear exam
- Measure Distance Visual Acuity with Snellen Chart
- Measure Hearing acuity with an audiometer
- Demonstrate How to irrigate a patient ear
- Obtain a Standard 12 Lead ECG
- Demonstrate How to fit a patient for Holter Monitor
- Teach a patient to use a Peak Flow Meter
- Perform a Pulse Oximetry

COURSE NUMBER: MA-104   **COURSE NAME: Medical Office Clinical Procedure I**

COURSE LENGTH: 110 Clock Hours

METHOD OF DELIVERY: Instructional

COURSE DESCRIPTION: This module is designed to provide introductory level procedures for assisting the physician withpatient/client examination. Student learns infection control, aseptic techniques, vital signs, patient assessment and education, pharmacology and drug administration procedures and Nutrition and health promotions. Emphasize will be on assisting with examination, & patient history, biohazardous spills, contaminated glove removal, hand-washing, vital signs, positioning and draping, drug administration using various methods, the importance of documentation, pediatric immunization, legal aspect of drug administration.

LEARNING OUTCOME: Upon completion of this course student will be able to:
- Identify OSHA Guideline, and Standard Precautions as applied to medical office
- Describe chain of infection and how to avoid transmission
- Demonstrate how to remove contaminated gloves and efficient hand-washing techniques.
- List element of medical history
- Describe how to obtain information for patient education
- Demonstrate how to obtain accurate Vital signs
- Demonstrate how to document vital Signs in patient chart.
- Distinguish normal values of Temperature, Pulse, Respiration and Blood Pressure
- Understand the legal aspect of drug administration
- Describe factors that affect drug action
- Recognize drug classification and common side effects
- Demonstrate a basic understanding of drug calculations for oral and parenteral administration
- Recognize the importance of physician order prior to drug administration
- Perform an intramuscular, subcutaneous and intradermal injection
- Demonstrate how to document drug administration in the patient chart.
- Explain the medical assistant role in a pediatric office
- Utilize the Immunization schedule to gather information for current and catch-up methods
- Demonstrate basic skills to assist physician with pediatric examination

LABORATORY/COMPETENCY EVALUATION/ Final (Day 21-Day 22):
  The following are competencies evaluation at the end of this module are:
- Perform Medical Aseptic Technique: Handwashing
- Use Standard Precautions to remove contaminated gloves
- Select Appropriate Barrier/PPE
- Obtain a Patient Medical History
- Measure a Patient Weight & Height
- Obtain an Oral Temperature using digital Thermometer
- Measure Blood Pressure
- Record Vital Signs in Patient Health Record

- Prepare Patient for Routine Physical Examination
- Calculate proper dosages of medication for administration
- Administer an Intradermal Injection
- Administer Subcutaneous injection
- Administer Intramuscular Deltoid, Gluteal
- Record medication administered in patient record

COURSE NUMBER: MA-105   **COURSE NAME: Medical Office Clinical Procedure**

II/PhlebotomyCOURSE LENGTH: 120 Clock Hours

METHOD OF DELIVERY: Instructional

COURSE DESCRIPTION: This module is designed to provide introductory level of phlebotomy and laboratory specimen collection procedures to assist providers with patient/client examination. Student learns laws and rules associated withclinical laboratories, various blood collection methods and processing systems, electrocardiography essentials, CPR &

First Aid, basic principles of surgery as it applied to ambulatory care, and assisting the physician with minor surgery procedure. Emphasize will be on ECG recording, CPR & First Aid, wound care, infection prevention, sterilization techniques, patient identification, specimen labeling, quality assurance, theory and principles of CLIA waived laboratorytest. The CLIA waived testing performed will include manual hematocrits, automated hemoglobin and glucose testing, urinalysis dipstick, Strep-test, and pregnancy test.

LEARNING OUTCOME: Upon completion of this course student will be able to:
- Explain the medical assistant role in emergency preparedness
- Demonstrate how to perform Adult and Pediatric CPR
- Demonstrate how to use automatic defibrillator
- Describe the history of the electrocardiograph and use in ambulatory care.
- Demonstrate how to prepare a patient for electrocardiogram
- Describe and demonstrate the location for ECG lead placement
- Explain factors that can interfere with lead placement, and ECG recording
- Describe basic electrocardiogram wave rhythm
- Perform a 12-Lead ECG and demonstrate a basic understanding of cardiac emergencies
- Demonstrate basic skills to assist physician with Holter monitor lead placement
- Distinguish normal sinus rhythm from arrhythmia
- Recognize the importance of patient preparation for diagnostic imaging
- Differentiate between Medical Asepsis vs Surgical Asepsis
- Recognized conditions that promote the growth of microorganisms
- Describe method of sterilization
- Identify common surgical instruments use in various medical specialties
- Demonstrate how to perform a surgical scrub
- Demonstrate how to set up a sterile field for common ambulatory procedures
- Demonstrate how to remove sutures
- Demonstrate how to collect specimen from a wound and wound care
- Demonstrate how to document procedures in the patient chart.
- Demonstrate basic skills to assist physician with minor surgery procedures
- Demonstrate how to remove contaminated gloves and efficient hand-washing techniques

LABORATORY/COMPETENCY EVALUATION/ Final (Day 21-Day 24):

The following are competencies evaluation at the end of this module are:

- Perform Medical Aseptic Technique: Handwashing
- Use Standard Precautions to remove contaminated gloves
- Select Appropriate Barrier/PPE
- Perform a Capillary Puncture
- Perform Venipuncture using a Syringe Method, Vacutainer Tube, Butterfly system
- Perform a Glucometer using a syringe method
- Wrap instrument and supplies for sterilization
- Prepare a sterile field
- Demonstrate Surgical hand scrub techniques
- Demonstrate How to assist the physician with minor surgery

COURSE NUMBER: MA-106   **COURSE NAME: Career Development/Externship:**

COURSE LENGTH: 160 Clock Hours

METHOD OF DELIVERY: Instructional

COURSE DESCRIPTION: This module is designed to provide students with career employment strategies and work-basedlearning experience in a supervised and approved ambulatory care facility. Student learns resume writing, interview skills, networking techniques, and gain exposure to on the job experience and practice skills acquired during their training at the college. Student must complete the two days of career employment strategies prior to start externship.

LEARNING OUTCOME: Upon completion of this course student will be able to:
- Demonstrate proficiency skills in resume writing
- List Professional attribute of allied health professional
- Demonstrate how to create a personal portfolio
- Complete a job application with references
- Write an acceptance, thank you and follow up letter.
- Enhance their clinical and administrative skills within the medical setting
- Gain experience working as a member of healthcare delivery team

GRADUATION REQUIREMENT: A Graduation clearance will be granted based on successfully completion ofprogram modules, externship records of clock hours completion, evaluation of the affiliated medical facility. Completed academic clearance form signed by Financial Department, Program Director and Registrar. Upon graduation clearance, student will be able to begin their process to apply for the Certified Administrative Assistant certification by the National Healthcare Association (NHA).

Clement Career College
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Gardena, CA 90248
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Website: clementcareercollege.org

SECTION III- ADMISSION

ADMISSION
Before admission, all prospective students are required to undergo academic advisement. In this process, the admission staff assists students in developing meaningful educational plans that are compatible with their life goals. Thereafter, students are oriented in the admission requirements and procedures.

Admission requirements and procedures at CLCC vary depending on the chosen program. It is the responsibility of the students to prepare and submit requirements and follow admission procedures. The prospective student is encouraged to review this catalog and School Performance Fact Sheet prior to signing an Enrollment Agreement.

Admission Policy: CLCC requires applicant seeking admission to submit accurate and complete credentials. In compliance with the state and federal laws, CLCC does not discriminate accepting students based on race, color, national origin, religion, sex, age, disability and genetic information or veteran status in any of the school policies, procedures, or practices.

Nursing Assistant Program Requirements
- Must be at least 18 years old. 16 and 17year-old applicants who graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental consent.
- Live Scan finger printing
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray needed if positive PPD no more than 1 year.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider)
- Obtain a passing score of (11) on the Wonderlic SLE Test.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
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LANGUAGE PROFICIENCY INFORMATION
The philosophy of Clement Career College to provide quality education and to accommodate all students including those who have English as a second language (ESL). However, a certain level of English Language Proficiency is necessary for academic success in the programs offered at CLCC in which instruction is conducted only in English. CLCC requires all prospective students to submit a copy of High School Diploma, High School Transcript, Certificate of High School Equivalency, or GED.

REGISTRATION
Registration for the Nursing Assistant Program classes are held a week before the class begins.

RE-ADMISSION PROCEDURE
Students who officially withdraws or fails a course and seek readmission must follow the re-admission procedure. Re-entry is only granted two times to any individual during the completion of the program. **Students who have been readmitted twice and still fail to complete the program will no longer be admitted.**

Students' responsibilities prior to re-entry include:

- Submission of a new application to the school director for re-entry to the program, two (2) months prior to the module/course.
- Re-entry must be accomplished within one (1) year of leaving the program.
- A re-entry application is considered on a "space-available" basis. Priority is given to students who have left the program in good standing.

Students who left the program with theory and clinical failures and wish to re-enter will be re-evaluated and re-admitted according to their rank order (priority will be given to the one with the highest percentage).

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

The transferability of credits you earn at Clement Career College (CLCC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate of completion you earn in the programs offered at CLCC is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate of completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 CLCC to determine if your diploma or certificate of completion will transfer.

SECTION IV — ENROLLMENT

Enrollment is an ongoing process to help students attain success and achieve educational goals. Admission services are intended to help students make informed decisions to develop their educational plan.

STEPS TO ENROLLMENT

1. Attend information session and submission of application.
2. Follow admission procedures.
3. Meet all necessary requirements.
4. Start the process of registration.

TUITION FEE POLICY

Clement Career College(CLCC) will assist students in developing financial plans to pay their educational cost by providing them with the opportunity to select payment plan option upon enrollment that will meets their financial needs. At the student's option, an institution may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement.

Registration fee is required at the time of registration and is non-refundable. Payment for materials should be paid on the first day of class or upon issuance of materials whichever comes first. No materials will be issued unless additional cost is paid in full. All financial dues must be settled before the beginning of their clinical rotation.

The Accounting Office is responsible for collection efforts which may include written requests, and telephone calls. If a third request is made, it should be by certified mail and if payment is not received after one month from

the third request, the account is forwarded to the collection agency. Any change in the student's status and financial situation which may affect a student's ability to make scheduled payments must be discussed with the

Accounting Office.

If a borrower defaulted on their In-House Payment Plan, it would negatively impact their credit report and borrower will receive the following penalties:

- Remaining principal balance is accelerated, making the entire amount payable immediately.
- The student account will be sent to a collection agency after acceleration, where the borrower will incur all collection fees.
- A hold will be placed on the student's academic transcript from Clement Career College .

NO APPLICATIONS WILL BE SENT FOR LICENSURE/CERTIFICATION EXAM OR CERTIFICATE OF COMPLETION WILL BE RELEASE WITHOUT FINANCIAL CLEARANCE.

STUDENT RESPONSIBILITIES
A student who selects a payment plan option also has certain responsibilities. These responsibilities are:

- Repay student account in accordance with the repayment schedule and notify the institution of anything that affects ability to repay.
- Notify the college if he/she changes name, address, phone, or Social Security number inaccuracy

BANKRUPTCY STATEMENT
Clement Career College has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the receding five years, or had a petition in bankruptcy filed against it within that preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

SECTION V- CANCELLATION AND WITHDRAW
Students have the right to cancel or withdraw from a course at any time.

STUDENT'S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD

1. Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or email. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amounts paid **within 45 days of cancellation**.
2. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

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STUDENT'S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-refundable fee. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.
2. If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.
3. Books, medical equipment and ID/badge will be **charged in full**.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangement to pay for your remaining balance.

GRADUATION REQUIREMENT: A Graduation clearance will be granted based on successfully completion ofprogram modules, externship records of clock hours completion, evaluation of the affiliated medical facility. Completed academic clearance form signed by Financial Department, Program Director and Registrar. Upon graduation clearance, student will be able to begin their process to apply for the Certified Administrative Assistant certification by the National Healthcare Association (NHA).

SECTION VI — ACADEMIC POLICIES

ATTENDANCE POLICY

Students must attend all scheduled classes and clinical rotations in order to achieve their program objectives. Frequent tardiness and/or absences are cause for disciplinary action. Students who are habitually tardy and/or absent will be placed on attendance probation and may be dismissed from the program. Students falling below 90% of attendance for each course will be dropped from the program.

The following procedures will apply:

1. 1 occurrence of tardiness = a verbal warning from the instructor
2. 3 occurrences of tardiness = 1 unexcused absence plus a written warning
3. 2 or more unexcused absences = student will be on attendance probation and may be withdrawn from the program
   - *While under attendance probation, the students may not miss more than 10% of the scheduled class days of each module.*
   - *Once a student has violated the terms of attendance probation, the student will be immediately dismissed from the program.*
   - *If the student does not exceed the 10% rule during the course, the student will be removed from the attendance probation.*
4. Absences for more than 10% of attendance for each module may result in suspension or dismissal from the program.

Students who are absent from class lectures or clinical due to illness, death in the immediate family, jury duty, military annual training, and other emergency or other uncontrollable circumstances should contact the instructor/program director to arrange for make-up for missed classes and clinical. Students are expected to make-up for absences. Make-up opportunities are to be determined by the instructor.

Make up assignment may be in any of the following:
- Case studies
- Clinical Make-up
- Examination
- Auto-tutorial laboratory
- Independent study
- Research reports
- Attendance at seminars or workshops
- CEUs (Continuing Education Units)
- Virtual Study

A. Unexcused Absence

THEORY. When lost hours occur, related to an unexcused absence, result in the inability of the student to meet the course objectives, the student is required to submit a written project or assignment deemed necessary by the instructor. The student should make every effort to contact the instructor for the purpose of discussing the attainment of objectives missed, lecture contents missed, remediation, acceptable methods of make-up and tutorial assistance needed.

CLINICAL. Only one absence is allowed for clinical rotation. Clinical hours lost due to absence must be made up by the student within **two** weeks before the end of the course.

B. Excused Absence
An absence is considered excused if it falls in any of the following categories:
   1. Illness
   2. Court hearing/Jury Duty

   3. Bereavement
   4. Military Annual Training
   5. Emergencies or uncontrollable circumstances.
Student must show written proof of the reason for absence upon returning from absence. Other situations may be considered excused by the program director after careful evaluation of each occurrence. Nevertheless, even if absences are excused the students are not exempted from making up hours lost due to excused absences.

C. Tardiness

Theory. Students arriving 15 minutes late for a class lecture will be considered tardy. A verbal warning will be given to each student who is tardy. Three occurrences of tardiness in lecture will be considered one (1) day unexcused absence. A written warning from the instructor will be given to the student and the absence will be counted in relation to allowable total absences. Students arriving late for class and after break period will be admitted in class only after a designated break time. Students will be responsible for missed lecture/activity.

Examination. Students arriving late during an examination will be admitted and allowed to take and complete the examination within the remaining time allotted.

Clinical. Students arriving 30 minutes late for clinical assignments will not be accepted in the clinical area and will be marked absent for the day.

Leaving Early from Theory/Clinical rotation
Student leaving early from theory/clinical will not be tolerated unless in an extreme emergency. The student must inform the instructor on the nature of emergency and must show proof of the event upon return to the theory/clinical.

Examples of extreme emergency:
- Sudden death of immediate family (family, mother, spouse, children, sibling)
- Accident of immediate family
- Other situations may be considered excused/emergency under the discretion of the instructor/ program director after careful evaluation of each occurrence.

A student leaving early from theory/clinical without permission will be given the following sanctions:

- First Offense: Verbal warning and will not be given credit for those hours and will make-up lost hours.
- Second Offense: Written warning and will not be given credit for those hours and will make-up lost hours.
- Third Offense: Will be dropped from the program.

CLINICAL ORIENTATION POLICY

All students must be oriented to the clinical site before commencing a clinical assignment. The clinical orientation will be provided by the instructor or an assigned clinical staff member.

A.   Clinical Assignment

Clinical rotation assignment is done either by the program director, assistant program director, or designee. Rotation assignments are posted either through electronic mail or on the school bulletin board approximately one (1) week prior to start of rotation.

No requests to switch clinical groups are allowed in the middle of a course rotation to ensure continuity in the clinical experience.

B. Clinical Supervision

A pre-conference and post-conference should be conducted by the clinical instructor. The instructor should always be available for the students in the clinical setting. Students will be supervised in the clinical classes or training by an instructor who is either a registered nurse or licensed vocational nurse approved to teach by California Department of Public Health(CDPH).

C. Clinical Instructor Tardiness and/or Absence

In the event that an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical site for 30 minutes if no other instructions have been given. If 30 minutes have transpired and the clinical instructor is still unavailable, a previously assigned student will notify the nursing program director or CLCC personnel to receive further instructions. Students may berequired to return to the school to meet the clinical objectives for that day.

D. Student Activity in Clinical Area

- Students may not leave assigned nursing units without permission from the instructor.
- Students are not to take care of patients not assigned to them, except in an emergency situation.
- Students are not allowed to perform any procedures without the supervision or clearance of the instructor.
- Students must be in attendance during pre-conference and post conference. Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.
- Students must bring their Skills Checklist form during each clinical assignment and presented to the clinical instructor for evaluation of skills during clinical rotation. The Skills Checklist Form must be completed, signed, and submitted to the office of the program director at the end of the program.

STANDARD OF ACHIEVEMENTS
Evaluation and Grading
The Nursing Assistant Program is evaluated based on theoretical and clinical components. The students must receive at least a 75% and above to successfully complete the program.

THEORETICAL EVALUATION
The theoretical evaluation is done to assess the student's progress in meeting course objectives. All written examination such as quizzes, midterm, and final examinations will be announced.

Category weight scale to be utilized:

Quizzes   **25%**
(Assignments/Written, Oral, or Online Exercises/Group or Case Presentations may be equated as quizzes)
Midterm   **30%**
(Midterm is a Comprehensive exam based on content discussed in the 1st half of the course.)
Final Examination   **35%**
(Final Exam is Comprehensive based on all content discussed during the Level. The final examination may comprise of multiple-choice examination, skills competency testing, documentation testing, and overall participation.)
Participation/ATI   **10%**

Total   **100%**

Grading Scale:

Letter Grade	Percentage Equivalent	Numeric Grade
A	93% - 100%	4.0
B	84% - 92%	3.0
C	75%-83%	2.5
F	74% and below	0.0
P	Passed	N/A
CR	Credited	N/A
I	Incomplete	N/A
W	Withdraw	N/A

CLINICAL EVALUATION

Satisfactory	=	Student has achieved the program objectives.
Marginal	=	Student has identifiable weakness which needs to be improved. Example: charting – legibility, spelling, speed and organization or lack of clinical experience such as absence due to illness.
Unsatisfactory	=	Student is unsafe to administer basic patient care.

Clinical evaluation is done to assess the student's performance in the clinical laboratory. The evaluation reflects the student's attainment of the objectives of the program and is based on the instructor's observation of student performance.

- Students are evaluated on an on-going basis.
- Students are required to participate in the evaluation process.
- Students will be evaluated a minimum of two (2) times in their clinical rotation (mid-term and final)
- Self-evaluations for the mid-course and final will be written initially by students and then finalized jointly during a conference with the clinical instructor.
- Students must sign their clinical evaluations during the conference with the instructor.

MAKE-UP EXAMINATIONS

- Make-up examinations will only be allowed for valid reasons (see attendance policy).
- Students requiring make-up examination will receive a grade no higher than the 75% of the actual score achieved.
- A make-up examination must be taken **no later than two days following the originally scheduled examination.**
- It is the students' responsibility to arrange a schedule with the instructor for the missed examination. ***Failure to make-up an examination is equivalent to a grade of zero.***

FINAL GRADE

The final grade will be the theory grade is (**PASS**) if the clinical rating is satisfactory. However, if the clinical is marginal or unsatisfactory the final grade is still a (**FAIL**). If the theory grade is an (**F**) and the clinical grade is satisfactory the final grade is still an (**F**).

MISSED FINAL EXAM

- If the grade issued is incomplete related to missed final examination due to extenuating circumstances, such as illness, military annual hearing, death in the immediate family, or other uncontrollable circumstances, the student is allowed two weeks to take the final examination. ***Failure to do so will lead to an (F) grade.***
- If the student failed to take the final examination related to non-payment of dues, the student will be given 30-days to pay. ***Failure to pay and pass the final exam will lead to an (F) grade.***

STATE COMPETENCY EXAM

Clement Career College provides assistance in processing the application of students for the State Competency Exam through the Regional Testing Center. Testing preparation is highly encouraged to provide the students a level of comfort and confidence to be tested and decreasing anxiety during examination.

For the Nursing Assistant Program, **The CDPH 283 B Form will not be signed and released for those who have not settled their financial dues upon completion of the program.**

No application for the State Competency Exam will be submitted to the Testing Center if the student has not fully paid the tuition fee for the program which will entail indefinite delay on the part of the student to be certified and be able to work as soon as possible. Students who paid late after the completion of the course will have the responsibility to send their own application (CDPH 283 B Form) to the Testing Center.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students enrolled at CLCC must meet the minimum standards of satisfactory academic progress (SAP) and successful course completion. The student's progress will be evaluated at specific evaluation points based on the actual time frame for each program.

Students not completing their programs within the maximum time frame are not considered to be making satisfactory academic progress toward their diploma and may be dismissed from the program.

A. SAP EVALUATION PROGRESS

SAP is evaluated at the end of each module, plus CLCC evaluates SAP for the program at the midpoint of the total theory clock hours required to complete the program.

Students who fully meet clock hours and grade point average (GPA) are considered meeting SAP. Students who are not meeting SAP will be notified in writing of the results and the impact on their education. Students who are not meeting the required GPA at midpoint will be place in academic probation.

Effect of Grades on Satisfactory Academic Progress

A grade of A, B, C, indicates successful completion of a module and will count toward the cumulative grade point average (CGPA as follows: A = 4.0, B = 3.0, C = 2.5, F=0.0) These grades are considered hours attempted and completed. Meanwhile, a grade of "F" means failure on that module and will be factored to the GPA as 0.0. **This grade will count as hours attempted but not completed**.

Module Incompletes

A grade of "I" (incomplete) cannot be given a final grade. The student must complete the required class work, assignments, and exams within one week of the original completion date, with the instructor's approval. If the requirements are not completed by the end of the two-week period, the student's course grade will be an "F" (failed) and will be counted as hours attempted but not completed and will be included in the computation of the GPA as 0.0.

Mandatory Drop / Voluntary Stop-Out

Students who have been mandatorily dropped from the program because of academic reasons or who voluntarily stop-out are also not eligible to additional payment arrangements until formally reinstated to CLCC.

Mandatory Drop

Students who left the program due to mandatory drop must first attempt to improve the deficient areas that led to the mandatory drop by taking remedial courses, retaking courses they have failed, or practicing previously learned skills to re-establish satisfactory academic progress.

Readmission Procedures

Students who seek readmission must follow the re-admission procedures. Reinstatement consideration is given to any individual student two times (2x) only during the completion of the program.

Students' responsibilities prior to re-admission include:

- A new application must be submitted to the program director for re-admission to the program two (2) months prior to the module.
- Re-admission must be accomplished within one (1) year of leaving the program.
- A re-admission application is considered on "space-available" basis. Priority is given to:
  1. Students who left the program in good standing.
  2. Students leaving with theory and clinical grades in rank order of highest percentage and review of their application.

Students, after two (2) unsuccessful attempts to finish the program, will not be re-admitted.

PROBATION POLICIES:

Students are subject to probation when they do not satisfy the conditions of Satisfactory Academic Progress (SAP). CLCC reserves the right to place students on a probationary status is SAP:

1. Average academic performance completed at scheduled evaluations point results in cumulative grade point average less than 2.0.
2. Failure to complete the required number of hours or credit at the scheduled evaluation points such as absences exceeded more than 10% of the allow course hours.
   o A student on Academic Probation due to unsatisfactory GPA will have mandatory remediation courses.
   o A student on Attendance Probation will be monitored and will not be allowed to miss class unless the absence is approved by the director due to mitigating circumstances.
3. **Violation of either Academic Probation or Attendance Probation will lead to dismissal from the program.**

PROBATION REMOVAL:

1. Student academic probation will be lifted up if the student cumulative GPA increase to 75% or higher at the end of the remediation or at the end of module.
2. Student attendance probation will be lifted up when the students satisfy the terms and conditions of the attendance probation.

DISMISSAL:

Failure to adhere to the probationary policy will result in dismissal from the program. The student will be deemed not making satisfactory academic progress.

REMEDIATION POLICIES:

Students who academic performance is below standard during a module will be required to undergo remediation. A meeting between the student and the instructor will be held to discuss the progress status and to design the remediation plan. The instructor will determine the method of remediation according to the student's individual learning needs. The following guidelines will be followed:

1. The student may proceed to the next module and begin remediation for the module for which he/she has a GPA below 75%. A student is allowed two weeks to remediate successfully. A student who remediates successfully will achieve a maximum grade of 75%. Otherwise, if the student is unsuccessful in remediation of the module within the required time frame, he/she will be given a failing grade and will be dropped from the program.

2. Remediation Services:
   a. Students who are in need of academic assistance may utilize remediation services either by self-referral or faculty referral. These services are available outside of normal class time, and remediation is provided by the assigned faculty.
   b. CLCC will provide this ongoing method of evaluation and assistance so that students will be able to complete the program and prevent failure.

SECTION VII – GENERAL POLICIES

PHYSICAL HYGIENE & GROOMING POLICY

Personal hygiene is the basic concept of cleaning, grooming, and caring for our bodies. At CLCC everyone is expected to pay attention to personal hygiene to prevent the spreading of germs and diseases. Good grooming affects the learning environment; good grooming reflects the modesty and good taste of CLCC.

Female
- Hair is to be well groomed, off the collar and pulled back away from the face.

Male
- Hair must be neatly, well groomed, off the collar and pulled back away from the face.
- Beard must be closely cut or must follow the policy specified by the clinical facility.
- Body piercings (e.g., earrings, nose, tongue) are not allowed.

DRESS CODE

Clement Career College is a professional institution. It is expected that all students will dress appropriately and act in a professional manner. This includes cleanliness in dress and personal hygiene. Generally, the students attend class and perform clinical work in the prescribed school uniform. However, outside class and clinical hours, students are allowed to come to school to transact official business in respectable attire of their choice.

Clement Career College does not permit the following attire:
- Revealing outfits (excessive slit on skirts, excessive body exposure; midriff, exposing clothing or thongs, halter tops, tank tops, shorts)
- Torn jeans
- Commercial logos on clothing, unacceptable writing, or picture
- Undergarments worn in place of outer clothing.
- Tight fitting outfits (top and bottom)
- See-through outfits
- Clothing that is considered unsuitable in the workplace and distracts the learning process.
- Hats worn in the classroom.
- Oversize and baggy clothing.
- Clothing associated with street gangs.

CLCC students are required to always follow the prescribed attire for classroom and clinical rotations. Students must wear the following attire when reporting to school for any class-related activities:
- Scrubs (top and bottom) with patch sewn on the left sleeve. White for NA and blue for VN.
- Closed toe shoes.
- Identification badge or name plate identifying student.

Students who show up to class without a complete uniform may be sent home, and will receive anywhere from a **verbal warning, written counseling, or suspension** due to non-compliance with policies.

CLINICAL DRESS CODE

Students are required to wear the prescribed white scrubs (matching shirt and pants) with patch sewn on the left sleeve, white nursing shoes with closed toe and heel, identification badge and name plate during clinical rotation.

Female
- White or beige undergarments
- White hose/socks
- A pair of stud earrings or a wedding band are the only allowed accessories.

Male
- White socks only
- Plain white V-neck undershirt

CLCC expect all students to dress in a manner that does not to distract the learning process and concentration for learning. All dresses, shirts and pants must be neatly pressed. **No sweatshirts or sweatpants allowed in the clinical area.**

IDENTIFICATION BADGES

Identification badges must be always worn in the Theory /clinical assignments.

WRIST- WATCH

Students are required to always wear wristwatch with second hand during clinical.

PERSONAL APPEARANCE IN THE CLINICAL

Female

- Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
- Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
- Simple and light make-up is allowed.
- Cologne/Perfume is not allowed.
- Policy on jewelry as follows:
  - Plain small stud earrings (1 pair only) are allowed.
  - No bracelets should be worn during clinical hours.
  - Wedding band rings is allowed in clinical.
- No visible tattoos are allowed.
- No visible body piercing is allowed.

Male

- The following are not allowed for male students:
  - Ponytail and braided hair.
  - Earrings
  - Visible tattoos
  - Visible body piercing

- Male prescribed white school uniform with a patch on the left arm must be worn in the clinical.
- Prescribed white nursing shoes must be worn in clinical. Shoes must be kept cleaned and always polished

- Socks should be plain white only.
- Undershirt should be plain white and V-neck.
- Prescribed short white lab coats or white sweaters are allowed during winter.

** *No sweatshirts or sweatpants allowed in the clinical/ Externship assignments. Students are not allowed to group and loiter in the hallways.*

BREAK TIME

Classroom Breaks - Students are allowed 10 minutes break for every hour of instruction. The schedule for breaks is at instructor's discretion.

Clinical- Students are allowed 20-30 minutes for lunch break. Short breaks in the morning and the afternoon are at instructor/externship facility discretion. Students are encouraged to bring their own food and eat at the facility lounge.

HEALTH POLICIES & PROCEDURES

A student will not be permitted in the clinical/externship facility unless his/her records are complete. Students who have not submitted the required documents by the designated date may be dropped from the program.

HEALTH CLEARANCE

All students are required to have a **current** (within the last six months) physical examination to assure that the health and safety of the public are protected, and that students are able to perform tasks. A health form, certifying the student's health status, must be completed by a physician, nurse practitioner, or physician's assistant. Health forms will not be returned to students. Students are advised to make a copy of their forms prior to submission.

The physical examination must include a current Tuberculosis Screening / PPD Test taken within 6 months of enrollment. If the TB Test or PPD result is positive, a negative chest x-ray result is required. The physical examination and PPD Test must be renewed annually. Medical facility and hospitals differ in terms of their requirements for the frequency of the CXR, ranging from 2-3 years. Evidence of immunization against communicable diseases, such as measles, rubella, Chicken pox (varicella), Hepatitis B and COVID-19 should also be submitted. If the prospective student had the disease or history of exposure to these diseases, the prospective student may submit a titer report with evidence of immunity. A tetanus vaccine (booster dose) within the last 10 years is also required. **Note**: each facility has specific requirements regarding **COVID-19 vaccine and testing**.

HEALTH INSURANCE

Students are required to carry their own health insurance. If a student sustain injury or become ill while in the school or clinical facility, the student will be sent to his/her urgent or emergency facility that provide services covered by his/her insurance. If the student has no insurance, he/she will be sent to the nearest county facility.

MALPRACTICE INSURANCE

Students are required to carry malpractice insurance. Only those students whose policies are current will be assigned to the clinical facility or externship. Students may obtain the necessary forms from the Student Services office.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATE

All students must submit a copy of a valid Basic Life Support (BLS) health care provider certificate to CLCC or sign in for the BLS course provided by the college prior to clinical .

- All students are required to have **American Heart Association BLS-CPR card for healthcare provider** as per requirement of clinical sites or externship.

PREGNANCY POLICY

A student who is pregnant upon admission or becomes pregnant or delivers a baby while enrolled in the program must have a medical release from her physician indicating the advisability of continuing in the program without limitations. A medical release is required at the beginning of the first trimester of pregnancy (1st month), at the beginning of the third trimester (7th month), and upon coming back to the program after delivery. The student is also required to obtain a medical release from their physician after delivery indicating that she can return to school without any physical and/or psychological limitations. It is the student's responsibility to obtain this statement and notify the faculty of her pregnancy. The student who elects to continue in the program accepts full responsibility for any risk to herself and the fetus associated with an assignment in the hospital setting.

To reduce potential hazards, pregnant students will not be assigned to specific known risk areas in hospitals or medical facilities. In the event that these restrictions interfere with the student meeting the critical objectives of the program, it will be necessary for the student to **temporarily withdraw from the program and apply for readmission.**

STANDARDS OF CONDUCT

Students must always conduct themselves in a professional manner by displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to dismissal. Student conduct must not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the school director. The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:

1. Breach of the enrollment agreement.
2. Carrying concealed or potentially dangerous weapon.
3. Cheating, plagiarism, dishonesty.

4. Computer crimes.
5. Conduct that reflects unfavorably upon the school and/or its students.
6. Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
7. Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
8. Excessive absences or tardiness.
9. Failure to abide by the rules and regulations of clinical sites.
10. Failure to pay charges when due.
11. Falsifying school records.
12. Flagrant violation of dress code.
13. Insulting or harassing faculty, administration, or students.
14. Nonconformity with the rules and policies of the school.
15. Prosecution on charges ranging from misdemeanor to third degree felony.
16. Unsatisfactory academic progress
17. Use of profanity
18. Vandalism of School property or equipment

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1947, AS AMENDED

Under the Family Educational Rights and Privacy Act (FERPA), Clement Career College (CLCC) is permitted to disclose information from the student's education records to their parents if one or both parents claim the student as a dependent for federal tax purposes. A consent form for Disclosure to Parents is available in the office.

SYLLABUS POLICY

A course syllabus will be provided to each enrolled student on the first day of class. The course syllabus will contain the following:

1. A short, descriptive title of the educational program.
2. A statement of educational objectives.
3. Length of the educational program.
4. Sequence and frequency of class sessions.
5. Complete citation of textbooks and other required written materials.
6. Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured.
7. Instructional mode or methods.
8. Grading and/or evaluation methods.

CLASSROOM POLICIES/BEHAVIOR

1. Professional conduct is expected at all times.
2. Only **ENGLISH** will be spoken inside the classroom.
3. **NO** children are allowed in the classroom or skills lab at any time.
4. Guests are not to be brought to the class, student lounge, computer lab and skills labs at any time.
5. No eating or drinking in classrooms.
6. Cell phones **must be on vibrate during class** and **turned off during all examinations**.
7. All smart phones and cell phones must be turned in at the front of the class before and during examinations.
8. Students **will not be** permitted to exit the classroom while taking an exam until they are finished taking the exam. If you must leave for any reason, you will not be able to return to the exam that is in progress.
9. Tape recorders may be used **only** with the expressed approval of the instructors.
10. A student enrolled in the nursing program must practice within the ethical and legal framework as set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, and the California Nurse Practice Act.

11. Cheating will not be tolerated under any circumstances. If a student is noted to have cheated in any fashion, they will receive a **"ZERO"** for that assignment or exam and risk the possibility of being dismissed from the course.
    a. The following acts are considered as examples of cheating on an assignment:
        i. Pretending to submit work and then handing in the work when a second copy is requested, to provide more time to complete the work.
        ii. Submitting another student's work as your own.
        iii. Copying another student's work and rewording it.
        iv. Corrupting a copy of the work on file and asking for an extension to undertake a re-write.
        v. Using an illness or other form of extenuating circumstance to enable an extension to the deadline is provided.
    b. Cheating is strongly tied to plagiarism. Under no circumstances will plagiarism be tolerated.
    c. The students may be instructed to empty their pockets and place their belongings in the front of the classroom during examinations to prevent cheating. Failure to comply may result to removal from the classroom during the examination.
    d. All bags and student belongings must be left in the back of the room or designated area during examinations. Purses or other valuables may be kept in the front of the classroom.
    e. Students **may NOT borrow any calculators, pencils, pens, erasers, or anything else during examinations.**

12. Students are responsible for maintaining high standards of nursing practice within the scope of their knowledge and skills.
13. Students must be opened to constructive criticism and used the suggestions for improving nursing practice.
14. Students must assume responsibility for maintaining a stable, congenial atmosphere between students, faculty, and staff.
15. Students must communicate truthfully in verbal and written form both in the classroom and clinical setting.

CLINICAL POLICIES

STANDARD UNIVERSAL PRECAUTIONS

Standard (Universal) precautions shall be always followed for all patients. The following precautions must be taken whenever there is even the slightest possibility of exposure to blood or other body substances:

1. Wash hands before and after patient care. Wash hands immediately after gloves are removed.
2. Wear gloves when you anticipate direct contact with moist body substances from any patient. These include blood, semen, vaginal secretions, cerebral or spinal fluids, pathology specimens, womb exudates, urine, feces, sputum, vomits, etc. Remove gloves after each individual task.
3. Wear masks and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure.
4. Wear gown or disposable plastic apron when you anticipate that your clothing may be soiled by any of the body substances listed above.
5. Protect your non-intact skin from contact with body substances.
6. Wash your hands, arms, face etc., as appropriate, if you have had any unprotected contact with blood or other body fluids.
7. Discard sharp instruments, needles, and syringes into puncture resistant containers. Needles should not be bent, broken, recapped, or unnecessarily handled.
8. Handle all specimens as if they were infected.
9. Notify your instructor immediately if you are accidentally stuck with a needle or any other equipment that have been in contact with bodily fluid.

ACCIDENTAL EXPOSURE TO BODY FLUIDS AND NEEDLE STICK INJURIES

In the event of accidental exposure to body fluids, the following steps should be taken:

1. Any remaining blood/body fluid should be washed away immediately. Skin punctures should be allowed to bleed to express any material deposited in the wound and then thoroughly washed.
2. Document the incident of all exposures by notifying the nurse in charge, the clinical instructor, and the program director.
3. Evaluate the sources of contamination. If the patient is not known to be HIV – infected, assess the risk for infection.
4. If the patient is at-risk, inform patient of exposure and request permission for the HIV antibody tests and screening for hepatitis. If the antibody test is negative and no risk factors are identified, no further actions are needed.
5. If the antibody test is positive, the student should be tested as soon as possible. If negative, the test should be redone six weeks later, and periodically for one-year.
6. In the event the patient declines to cooperate and be tested, the student should be counseled at the risk of infection and evaluated clinically and serologically for HIV infection as soon as possible.

AIDS POLICY AND GUIDELINES

Students have an ethical and legal responsibility to provide professional care for AIDS patients. The Nursing Code of Ethics states that "the nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of the health problem."

Further, AIDS is legally considered a handicap, and as such, any individual with AIDS is protected from discrimination by the Federal Rehabilitation Act of 1973. Students refusing to care for AIDS patients can be considered as engaging in discriminatory behavior and are subject to disciplinary action. All nursing students caring for AIDS or HIV positive patients will comply fully with blood/body fluid precautions as specified in Standard Universal Precautions.

Students with AIDS related conditions are protected against discrimination in the nursing program. According to medical evidence, individuals with AIDS, ARC or HIV – positive present no health risk to their colleagues or fellow students. Such individuals, whether symptomatic or asymptomatic, shall be treated the same as any other student as long as they are psychologically and physically capable of doing adequate academic work. Confidentiality of any student illness is protected by the Education Code, and no information will be released to outside parties (i.e., employer, insurer) except as required by law.

STANDARDS OF ETHICAL & LEGAL BEHAVIOR

1. The practices of students in health career programs are characterized by a commitment to professional growth, continuous learning, and self-development.
2. A student in a nursing and allied health program must practice within the ethical and legal framework. Nursing students are responsible for maintaining high standards of nursing practice within the scope of their knowledge and skills.
3. The student must understand ethical standards and the legal framework for practice; roles of professional organizations, political, economic, and societal forces affecting practice; and lines of authority and communication within the work and school settings. It is essential that the student upholds high standards for personal conduct both in the school setting and in the clinical setting.

SCHOOL PROPERTY POLICIES

Sign-In Policy

All students are required to sign-in on designated logbooks before each use of the following:
- Learning Media/Library
- Computer Lab
- Skills Laboratory

Computer Policy

A variety of recommended computer programs are available to supplement course work. Only CLCC students are allowed in the computer room. Computers should only be used with permission from administrative staff. Students should obtain permission before printing any material. There will be a charge fee per page. Students are encouraged to use the internet for research purposes only.

The following computer use is prohibited:
- Non-school related Email (checking and sending)
- Searching for non-course related topics
- Checking on any personal sites and blogs such as Facebook, Twitter, Instagram, etc.

Learning Media Library

The unauthorized use of media equipment and materials is prohibited. A variety of resource books are available for use in the library. These books should only be taken out of the shelves with the permission of the administrative staff. A Check-Out Logbook is provided to students. Videos are not allowed to be taken off the school premises. Only limited books may be taken out for a maximum of two days.

Skills Laboratory

The skills laboratory is available to provide the students the opportunity to gain mastery of required nursing skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff to use the skills laboratory. Assisted practice/competency practice is available only during scheduled hours with the instructor. After practice, all equipment's are to be put away into their original assigned location. All mannequins should be covered when not in use.

No Eating & Drinking Policy

Eating and/or drinking is prohibited in the classroom, skills lab, library, and computer lab. A student/staff lounge area is provided for these purposes.

Smoking Policy

Smoking is completely prohibited in the building. Students are not allowed to smoke in front of any of the surrounding offices.

Drug & Alcohol Policy

It is the policy of Clement Career College (CLCC) to maintain a drug-free workplace. The use or sale of non-prescription, "controlled substance" drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated at the CLCC premises, any of its clinical facilities, or at any school-sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, "controlled substance" drug and under the influence of alcohol will be temporarily prohibited from attending classes pending an investigation of the incident. Should it be determined that the student was under the influence, in possession of or involved in the purchase and/or sale of a "controlled substance" while on the premises of CLCC; or school-sponsored event, the student will be dismissed from the program.

Should it later be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the normal completion date. Students are solely responsiblefor the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the school director. All referrals will be kept confidential.

Cell phone Policy

Cell phones must be on vibrate/silent mode during class and turned off during all examinations.

Visitor Policy

No visitors, including **children,** will be allowed during class and skills lab⁄ clinical⁄ externship **hours.**

Personal Property & Losses Policy

All Students are responsible for the safekeeping of their personal properties while on CLCC premises. CLCC assumes no liability for any loss or damage to students' belongings or valuables.

STUDENT BILL OF RIGHTS

As a student you have the right to:
1. **Career Information** – Accurate facts about job availability and salary ranges if the institution makes claims to prospective students regarding the starting salaries of its graduates.
2. **A Catalog** – A comprehensive listing of current and accurate information regarding programs, policies, procedures, and a list of current administrative staff and faculty, including their qualifications.
3. **A Contract** – An enrollment agreement that states the program and the number of units, clock hours or units required to complete the course, the length of the program covered by the enrollment agreement, and the cancellation and refund policies.
4. **Cost Information** – Clear and honest disclosure of all tuition, fees, and other charges related to the cost of receiving your education.
5. **Financial Disclosure** – Full disclosure of all financial aid and loan information including rates, terms, and any deferment or forbearance options.
6. **Quality Faculty** – Instructors who are knowledgeable and current in the areas they are teaching.
7. **Quality Materials** – Textbooks, teaching materials, and equipment that are current and in good condition.
8. **Refunds** – The ability and right to withdraw from school at any time and receive a refund for tuition paid but not used.
9. **Retention/Placement Information** – Information about the number and percentage of the students that start, and complete programs and the number and percentage of graduates placed in jobs.

STUDENT GOVERNING BODY

Student body representatives are elected to provide opportunity for dialogue with the administration. It is CLCC's desire to have all students participates fully to provide a more meaningful/experience.

- Students are encouraged to have representation in faculty meetings, curriculum development, and policymaking.
- Student officers in each batch shall be elected by the students after the first module in the Program. The election will be supervised by the instructor who will be the assigned faculty advisor.
- Students are required to have a faculty advisor for all school-related social and special program activities.
- All activities for which money is to be collected must be approved by the school director and supervised by the student-governing body.
- All printed materials for distribution on- and off-campus in which the name of CLCC is used must be approved by the school director prior to distribution.
- All such events under the name of the school must be approved at least 2 weeks prior to the event. There should be at least one faculty member present during any student activity on- and off campus.

STUDENT GRIEVANCE POLICY

Students are always encouraged to maintain open communication with faculty and administration. Every effort will be made to resolve issues dealing with complaint or grievance regarding grades, instruction, or other problems related to program of study.

The grievance procedure follows several steps. The first step involves the student making an appointment with the instructor to voice out his/her concerns to the immediate instructor. The student and instructor will attempt to resolve the issues within 3 days. If the issue is unresolved, the grievance will be put to the "lead" instructor's attention who will try to resolve the issue within 3 business days. If the grievance is still unresolved, the student will make an appointment with the program director and submit a formal grievance report containing the conduct subject to grievance, name of the persons involved in the conduct subject to grievance and date/time and place where the incident happened; and lastly the remedy which is being sought. The program director will attempt to resolve the concern in a conference with the instructor. The instructor and the student should resolve the issue within 3 business days upon receipt of the grievance.

A student or any member of the public may file a complaint about this institution to:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916-431-6959, Fax: 916-263-1897
Website: www.bppe.ca.gov

California Department of Health (CDPH)
Licensing and Certification Program (L & C)
1615 Capitol Avenue, Suite 73.373 Sacramento CA 95813
P.O Box 997416, MS, 3301 Sacramento, CA 95899-7416
TPRU@cdph.ca.gov.

NON-DISCRIMINATORY POLICY

Clement Career College is committed to providing equal opportunities for all individuals in all programs, which it conducts. Therefore, no student of CLCC or applicant for enrollment or others who might receive the benefits of the school activities shall be excluded from participation in any process, position, program, service, or activity based on race, religious creed, national origin, sex, sexual orientation, or age.

The School complies with the Civil Rights Act of 1964, as amended; Title VII of the Equal Employment Opportunity Commission; Title IX of the Education Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity; the Family Educational Rights and Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973 which bars discrimination on the basis of physical handicap; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Accordingly, equal opportunity for admission shall be extended to all persons.

All inquiries or complaints with these laws and regulations should be directed to the school director who may provide students with procedures available in resolving complaints to alleged unlawful discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a "prompt and equitable manner".

SEXUAL HARASSMENT POLICY

Clement Career College is committed to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined, and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend, make, or take academic or personal actions affecting a student or an employee or perform other acts or services on behalf of Clement Career College , to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between students and employees and between students and non-students. Within the work environment, sexual harassment is prohibited between employees, between employees and students and between employees and non-employees.

Sexual harassment is defined as…

Unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive sexual nature. Some examples that may constitute sexual harassment are subtle pressure for sexual activity; unnecessary brushes or touches; disparaging remarks about one's gender; physical aggression such as patting; verbal sexual abuse disguised as humor; whistling; and obscene gestures.

Title VII of the Equal Employment Opportunity Commission (EEOC) guidelines were written and defined sexual harassment when:

- Submission to such conduct is made either explicitly or as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Student's Responsibility Pertaining to Sexual Harassment and Discrimination

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at Clement Career College .

Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the school director.

Title IX of the Education Amendment Act of 1972 mandates that all such formal complaints to be investigated and resolved in a "prompt and equitable manner".

ACADEMIC FREEDOM

Clement Career College (CLCC) is dedicated to ensuring that all faculty enjoy academic freedom during the education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of CLCC. Students have the freedom to explore any field or hold any belief without interference from an instructor.

PARKING POLICY

The purpose of the Parking Policy is to provide CLCC administration, staff, and students with guidance on established parking areas, permits, fines, appeals, and policies which affect the use of vehicles on and around the school.

General Information

Clement Career College (CLCC) established rules and regulations governing the use of vehicles on the school parking lot and its properties. These regulations do not conflict with nor supersede the Traffic Regulations of the Department of Motor Vehicles and the City of Gardena.

General Regulations

1. Vehicles are prohibited on sidewalks, lawns, lanes, and other areas not designated for driving or parking, with the exceptions of maintenance, contractors, and emergency response vehicles.
2. All posted signs and traffic control devices must be obeyed.
3. All vehicular traffic will yield to pedestrians; they have the right of way.
4. No person shall operate a vehicle on campus in a careless or reckless manner nor while under the influence of alcohol or drugs.

Parking Regulations

1. **Students' designated parking area is located on the ground floor of the parking structure Infront of the 1225 Building.**
2. Responsibility for locating an appropriate designated parking area rests with the vehicle operator.
3. The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.
4. CLCC does not assume any responsibility for any vehicle or its contents while parked on the school ground.

STUDENT GRADUATION CLEARANCE

Graduation Requirement Students enrolled into the nursing assistant program will be considered "graduates" after meeting the following requirements:
- Must achieve passing grades for the program
- Must complete all required module with an overall grade-point average (GPA) of at least 2.0 or higher for certificate of completion. This includes completing every required module with a C or above
- Must meet clock hours require by the nursing assistant program.
- Must meet the program specific graduation requirements stated in the program student handbook
- Must be in good financial standing with the college. All financial dues must be settled by the last day of class, prior to graduation.
- Must complete student graduation clearance form and must meet with the respective school official to obtain clearance such as instructor, accounting, registrar, and others to be eligible for graduation.

- o Any student who has not completed any or all components of the student graduation clearance will not be awarded a program certificate of completion, until the graduation clearance form is fully completed.

LICENSURE/CERTIFICATION PROCESS:

Under the California law, the College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Licensure requirements for other states may vary.

Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Licensure/Certification Process Completion of the following programs enables the student to take or submit application with appropriate fees for licensure or a certification examination.

For further information regarding the requirements for eligibility for licensure in the State of California, please refer to the CDPH website: TPRU@cdph.ca.gov

If applicable, documents and/or letters explaining prior convictions or disciplinary action and attesting to your rehabilitation as directed in the "Reporting Prior Convictions or Discipline Against Licenses" section of the application packet.

TRANSCRIPT REQUEST POLICY

Transcripts of Clement Career College students are issued a complimentary unofficial transcript with their diploma upon graduation. Student's official transcript request may be submitted online or by completing a request form in writing. A transcript request form is available at the front desk. The student needs to fill-out and sign the form. There is no charge on the 1st request of official transcripts. Succeeding requests will be charged $30/copy. Transcript will only be processed upon payment.

Clement Career College reserves the right to withhold transcripts and similar records where students, for example, have unmet obligations to the school.

RETENTION OF STUDENT RECORDS

Clement Career College complies with state and federal regulations and professional practice standards in matters of records retention policies and procedures. The Registrar Office is responsible for ascertaining that school records maintenance, storage, security, and management are in compliance with the Bureau's record-keeping requirements, and school's policy, procedures, rules, and regulations. Clement Career College maintains records for each student, whether or not the student completes the educational service, for a period of not less than five years at 1225 W. 190TH Street Suite 375, Gardena CA after the date of the student's graduation, withdrawal, or termination.

SECTION VIII— INSTRUCTIONAL FACILITY, LEARNING RESOURCES AND SUPPORT SERVICES:

Locality

Clement Career College (CLCC) is located at 1225 W 190th Street, Suite 375 in the City of Gardena, 90248. The surrounding businesses include Rehabilitation Center, Dialysis, and US Health Works. The building has ample of parking spaces for building tenants and students. It is centrally located and easily accessible by bus and a few minutes away from major freeways 110 and 405 in Southern California. Shopping centers, fast food restaurants, grocery stores, post office, gas stations, schools, hospitals, and libraries are within a 2-mile radius from the school.

INSTRUCTIONAL FACILITY

CLEMENT CAREER COLLEGE (CLCC) is located within a diverse community composed of minority groups in California South Bay area. The school is accessible by car and public transportation. All instructions are held at the main campus on 1225 W. 190th Street, Suite 375, Gardena, CA 90248. Since COVID 19 Pandemic, CLCC will commit to help students with educational goals by providing learning modular activities to be completed online per approval of program agencies.
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CLCC Suite 375

CLCC's learning facility is approximately 5,439 square feet and is divided into two (2) classrooms, two (2) skills laboratory rooms, a computer laboratory, a library, a lobby/reception area, a student/ faculty lounge, a supply room, a records room (office), faculty area and management offices such as the School Administrator office, Business office, Registrar office and Admission office. The rooms and offices are well-lighted.

Classrooms

Every classroom is equipped with white board, student desks with sneeze guard, desktop computer, overhead projector, and projector screen.

Skills Laboratory Rooms

Each skills laboratory is equipped with a white board, a projector screen, hospital beds, mannequins, and a portable sink.

Computer Room

The computer laboratory is equipped with nine (9) Dell Computers with Vista or XP operating systems and Microsoft Office suite. All computers have internet access, plus WIFI access is provide to students in addition, they are equipped with computer learning systems that students can use to improve their critical thinking skills.

Library

The library is approximately 100 square feet. It holds a collection nursing books.. The library provides students with online resources needed for conducting research, writing reports, and reviewing for tests. Students have full access to the library during school hours.

Student Lounge/Pantry

The student lounge is equipped with a microwave, a coffee maker, a refrigerator, a vending machine, tables, chairs, and sink for students.

Restrooms

There are 3-cubicle public toilets for men and 3-cubicle public toilets for women with disabled access located on each floor of 1225 building to accommodate students and tenants of the building.

LEARNING RESOURCES

Photocopying Services

A photocopy printer is provided for staff, faculty, and student use.

SUPPORT SERVICES

Counseling and Tutorial Services

Students are encouraged to consult with their instructors and the program director regarding counseling and tutorial services. Tutors are available upon referral of instructors or student request.

Career Placement Services

Clement Career College(CLCC) career services provide employment assistance to our graduates but does not guarantee Job placement. Faculty and staff will work together with students in exploring a full range of career and work possibilities that meet their career goals. Trained students with job search skills such as interview techniques, resume writing, and professional attribute skills needed to succeed in their career. Career Services will assist student with networking skills to obtain job opportunities with prospective employers; develop resources that will provide students with job listings, career fair information, as well as coordinating visitors or mentors to assist students in job search.

Student Housing
Clement Career College(CLCC) does not provide student housing.

Transportation Assistance
Clement Career College(CLCC) maintains a list of information on public transportation in the admission/Student Services office)

Childcare Assistance
Clement Career College(CLCC) maintains lists of daycare facilities around the area of the college. .

SECTION IX — ADMINISTRATION AND STAFF

Estrella Aguinaldo, M.D
President / CEO

Dr. Ramon Sison Geluz
Campus Director/ Dean of Education

Emerita Goodrich RN, MSN
Director of Vocational Nursing and
Nursing Assistant Program

Elenita Sebastian
Registrar/Compliance Manager

Rebecca Caingcoy
Career and Student Services

Gene Gallegos
Marketing Officer

Andrieu Aguinaldo
Marketing Services

Edward Aguinaldo
Facility Manager

SECTION X PROGRAM APPROVAL

Bureau for Private Postsecondary Education
Department of Consumer Affairs

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

California Department of **PublicHealth**

SECTION XI--- COLLEGE HOLIDAYS

If a Holiday falls on Saturday or Sunday, CLCC will observed the holiday on the previous Friday or following Monday, respectively.

2023

New Year's Day — **Monday, January 2, 2023**
Martin Luther King Jr. Birthday (School Closed)— **Monday, January 16, 2023**
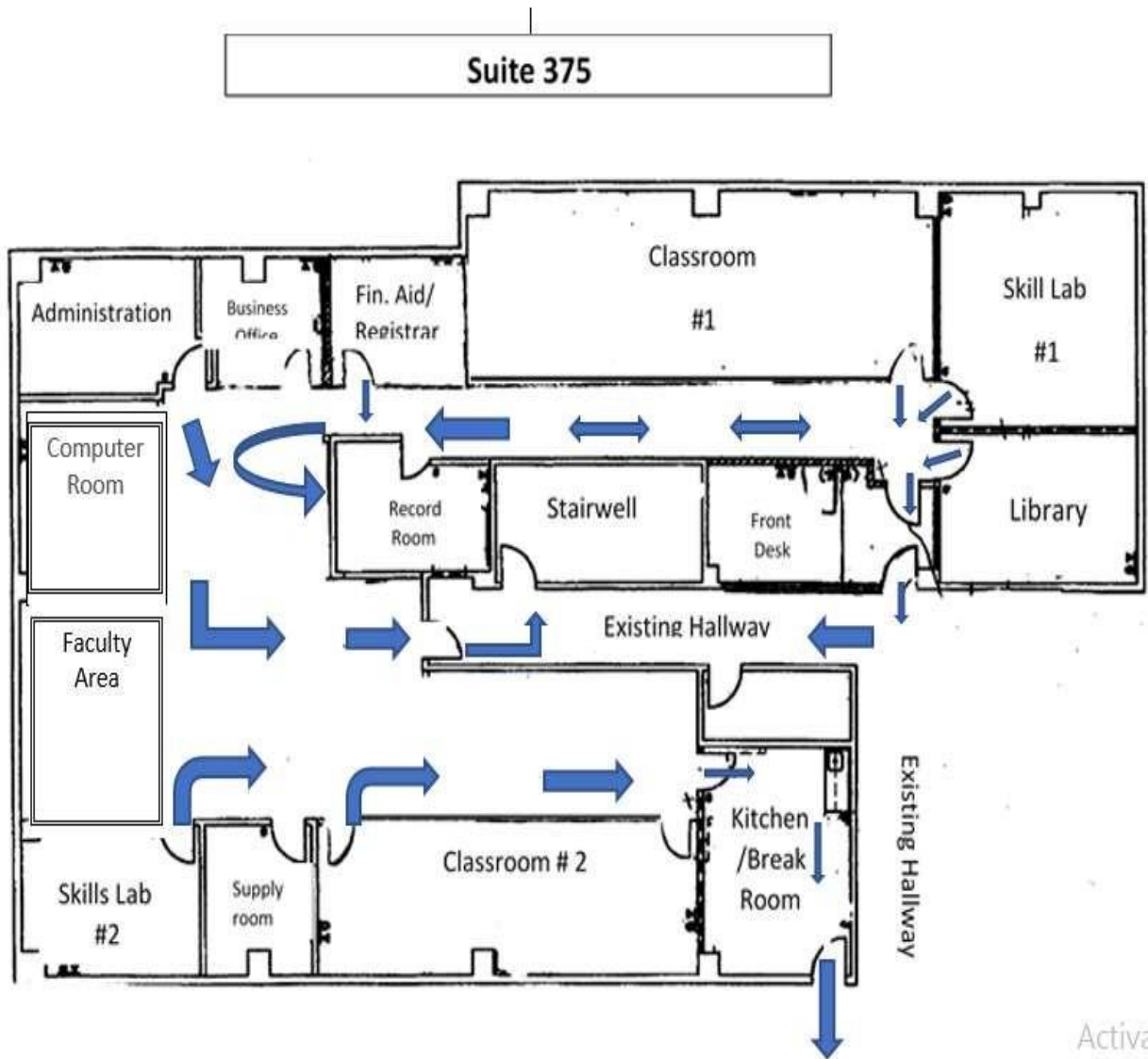Memorial Day (School Closed)— **Monday, May 29, 2023**
Independence Day (School Closed) — **Thursday, July 4, 2023**
Labor Day (School Closed) — **Monday, September 4, 2023**
Thanksgiving Holiday (School Closed) — **Thursday, November 23, 2023**
Christmas Day (School Closed) — **Monday, December 25, 2023**

Appendix A : EMERGENCY EVACUATION MAP

Clement Career College (CLCC)

Changing Lives Through Education

SCHOOL CATALOG
2023- 2024

1225 W. 190th ST., SUITE 375, GARDENA, CA 90248
Tel # 424-458-8275