

# Medical Science Institute

## Main Campus

5542 North Figueroa St.

Los Angeles, CA 90042

Ph: 323-478-0517 Fx: 323-259-1007

Website: [www.msila.org](http://www.msila.org)

**SCHOOL CATALOG**

**July 1, 2017 – June 30, 2018**

## TABLE OF CONTENTS

Our Mission	4
MSI Background Information	4-5
Business Hours of Operation	5
Locations	5
Classes Locations	5
Class Schedule	5
Facilities	6
Equal Opportunity & Non-Discrimination Policy	6
Smoking Policy	6
Fee Changes	6
Student Services	6
Libraries & Other Learning Resources	7
Visa Assistance	7
Assessment of Student Academic Achievement	7
Award credit for experiential Learning	8
Holiday Calendar	8
Resource Center	8
Admissions Policy	8-9
Notice Concerning Transferability of Credits	9
Enrollment Procedure	10
STRF	10-11
Housing	11
Placement Preparation & Assistance	12
Graduation Requirements	12
Grading Standards	12-13
Attendance Policy	13
Phlebotomy Attendance policy	14
Student's Rights	14
Grievance Procedure	15
Code of Student Conduct	16
Dismissal, Suspension, and Readmission	16
Leave of Absence Policy	16
Definition of Satisfactory Academic progress	17
Retention of Student's Record	18
Cancellation/Refund Policy	19
Student Records and Rights of Privacy	20
Drug Free Policy	20
Student Financing Options	20-21
Make-Up work	21

Catalog Inserts	21
Liability Disclaimer	21
Administrative Policies	22
Academic Probation/ Dismissal	22-23
Retaking a Program	23
Bankruptcy Statement	23
Staff	24-25
Faculty	24-25
Program Objective and Summary	26-36
Method of Instruction & Equipment used for programs	37-44
Program price list	45
Class Schedules	46 - 54

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

## **Our Mission Statement**

Medical Science Institutes mission is to assist students successfully transition into their chosen career by providing guidance and education. We educate students through careful and continuous training to help them achieve their professional dreams. We aim to empower students to sustain career focused employment in an ever changing economy. Assisting our students to become qualified entry-level professionals and advance in their careers in order to better serve our communities is MSI's goal.

## **Disclosures**

Medical Science Institute is a private (non-accredited) institution and is approved by Bureau for Private Postsecondary Education (BPPE). *Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.*

MSI is affiliated with Medical Clinic, Dental Clinic and Clinical Laboratory to provide excellent training in Medical and Dental field.

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

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with our Admission Representatives prior to enrolling. Also, we highly recommend the students "audit" the class that they may want to enroll in.

## **Background Information**

Medical Science Institute is collaborating with faculty of Board certified physicians, certified physicians Assistants, Dentist and Doctors of Philosophy (Ph.D.) who have served the community of Highland Park, East Los Angeles, Paramount, Montebello and surrounding neighborhood in Medical and Dental field since 1981.

Our Faculty and Staff are members of Board of Director (Governing Body), Directors, members of several Committies at several hospitals, medical clinics, nursing homes and other healthcare facilities to give efficient & state of the art medical attention to those in need. Our Faculty members are involved with several community groups and understand the need of this community.

Medical Science Institute is proud to have joined hands with these professionals and is committed to changing lives, and preparing our students for a rewarding career in the Medical Field.

### **Business Hours of Operation**

Offices at MSI are open from 9:00 AM to 7:00 PM Monday thru Friday, and 9:00 AM to 1:00 PM on Saturdays by appointment only. For Sunday classes, our campuses will be accesible, however, office staff will not be available.

### **Locations**

**Medical Science Institute has two locations.**

**Main Campus:** 5542 N. Figueroa St., Los Angeles, CA 90042.

**Satellite:** 16660 Paramount Blvd. Ste 100 Paramount, Ca 90723.

### **Classes Locations**

- 5542 N. Figueroa Street Los Angeles, Ca 90042 (Main Campus) (All programs)
- 16660 Paramount Blvd. Ste. 100 Paramount, Ca 90723 (Phlebotomy & EKG,EMR)

### **Class & Laboratory Schedule**

Classes are convened at various times to accommodate most students schedules:

- |                   |                     |                       |
|-------------------|---------------------|-----------------------|
| • Morning Classes | 8:00 am to 12:15 pm | Monday through Friday |
| • Evening Classes | 6:00 pm to 10:15 pm | Monday through Friday |
| • Weekend Class   | 8:00 am to 5:00 pm  | Saturday              |

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

Should a student want “another perspective” or a “refresher” before testing, they may “sit-in” the same class that is being presented during a different timeslot.

MSI Computers, Library and Laboratory are available during normal business hours.

### **Facilities**

The Campus maintain Administration, Admissions, Education, Registrar and Library.

Class rooms, library and laboratories are available to our students feature the following characteristics:

- The Facility meets the applicable city fire, sanity and occupancy codes.
- Computers, Library and Laboratory are available during normal business hours.
- The main focus of the library is the resource of the Internet. All computers in the classrooms utilize a DSL connection to the Internet. Students are encourages to take advantage of this opportunity at anytime during regular campus hours.

### **Equal Opportunity & Non-Discrimination Policy**

Medical Science Institute does not discriminate in admissions, consulting, education, training or any other activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicapped or medical condition. All applicants are interviewed and evaluated on the basis of their capability of completing successfully their training in the field of study.

### **Smoking Policy**

Medical Science Institute provides its students with a smoke-free environment and smoking is not permitted anywhere inside MSI facility.

### **Fee Changes**

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

### **Student Services**

Medical Science Institute strives to support the students' educational pursuits by providing various resources:

- Open, free laboratory and library time during regular campus hours, subject to space availability.

- Consulting sessions for our students in coping skills such as life, career development, budget and personal financial planning skills, academic , consulting and tutoring.
- Each student's progress is monitored during his or her program of study. Assessment of progress will be discussed if any academic or attendance issues arise. If necessary, students will be advised of any recommended modifications and/or adjustments needed.
- Career planning services are available to the students during their educational process. MSI encourages its students to take advantage of these services during the program of their study.
- Practice examinations related to the student's program of study.
- DSL access to the Internet during regular campus hours.
- Training in Interview skills
- Assistance in the preparation of resumes.

### **Libraries and Other Learning Resources**

Our Resource Center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers DSL Internet connection and a comprehensive virtual library with thousands of virtual resources available for students' projects, and instructors use. It is open from 9am to 10pm Monday -Friday, and 9am to 5 pm on Saturdays. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

Educational resources will be checked out to students, and will require collateral at the time of check out. All materials are checked out for a maximum 1 day per check out. Materials will be examined before and after check out to maintain our resources as clean as possible. Computers will be assigned on availability for a maximum of 15 minutes per visit if other students are waiting for computers.

The program offered by MSI is a NON- RESIDENTIAL program and does not provide or have no responsibility to find or assts a student in any housing information.

### **Visa Assistance**

Medical Science Institute does not provide any assistance in Immigration or Visa applications.

### **Assessment of Student Academic, Institution Records & Students Achievement**

The faculty and Staff of Medical Science Institute are committed to continuous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge and standard of Institution policies, abilities of the students and their achievement. Result of assessment activities will be used to plan for continual improvement of college operations.

### **Award Credit for prior Experiential learning policy**

Medical Science Institute accept Experiential learning for Phlebotomy program only. If the student has On the job training in the last 5 years. A Letter of Phlebotomy Experience for California Certification signed by an MD, DO, or CLB must be submitted to MSI upon enrollment, this will qualify the student to enroll in Advanced Phlebotomy program instead of Basic and Advanced Phlebotomy program.

### **Holiday Calendar**

MSI will be closed on the following Holidays listed below and may also be closed on additional days at its discretion.

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

### **Resource Center**

Our resource center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers Internet connection and a comprehensive virtual library with resources available for students' projects and instructors use. This center will be open during the normal hours of operation, from 9:00 AM to 7:00 PM Monday thru Friday, and Weekends from 9:00 AM to 5:00 PM. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

### **Admissions Policy**

#### **Admissions Criteria**

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

MSI does not accept transfer credits from other institutions.

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

The Transferability of Credits you earn at Medical Science Institute is at the complete discretion of an Institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Medical Science Institute is also at the complete discretion of the Institution to which you may seek to transfer. If the (Credits or Degree, Diploma, or Certificate) that you earn at Medical Science Institute are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the 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 in which you may seek to transfer after attending at Medical Science Institute to determine if your (Credits or Degree, Diploma, or Certificate) will transfer.

The applicant must be a HIGH SCHOOL graduate or the equivalent, be 18 years (or have parental consent), and be able to meet financial commitments to legally attend a school. To register, students must provide a copy of their High School diploma or GED. Students may not start classes until their High School Diploma or GED has been received by the school. Documentation in languages other than English, must be duly translated and certified to be equivalent to a US High School diploma.

All Applicants must be able to read and understand English. Medical Science Institute programs and externships are taught in English. Medical Science Institute does not offer English as second language. Medical Science Institute Does not offer any program that are taught in other language. No Remedial English Instruction is provided by Medical Science Institute. Medical Science Institute currently does not enroll any foreign students.

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

### Enrollment Procedure

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

- Complete a Welcome to MSI questionnaire.
- A personal interview with an Admissions Representative who will provide a recap of programs, a copy of the catalog and copy of School Performance Fact sheets and then determination of the program of training desired by the applicant.
- The enrollee must review, sign, initial and date the School Performance Fact sheet prior to signing enrollment agreement.
- Complete and sign enrollment agreement and any other admission paperwork.
- Director of Admissions must give final approval.

### STRF

“The State of California created the Student Tuition Recovery Fund (STRF) to relief or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

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

**You are not eligible for protection from the STRF are not required to pay the STRF fee, if either of the following applies:**

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

**HOUSING**

Medical Science Institute does not provide housing or dormitory facility to students. However, Students should expect to pay approximately \$900 per month for cost of housing in the Los Angeles area.

Any Questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento, Ca 95833  
Mailing Address: P.O. Box 98018  
West Sacramento, Ca 95798-0818  
Phone Number: 916-431-6959

Toll Free: (888) 370-7589  
Fax Number: 916- 263-1897  
Internet Address: bppe@dca.ca.gov

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

### **Placement Preparation & Assistance**

Medical Science Institute provides employment assistance to all its graduates. The Career Center provides career development workshops to assist students in resume writing, interview techniques and job search skills.

#### **Employment assistance includes:**

- Career development
- Direct job referrals matching MSI graduates with entry-level job openings in a trained field.
- Internship/Externship Programs
- Volunteer Program
- Follow-Up and assistance if necessary after hire

**Please Note: Medical Science Institute does not guarantee employment and does not provide job placement.**

### **Graduation Requirements**

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

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

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

### **Grading Standards**

- **Basis for Grade Evaluation**

<u>CRITERIA</u>	<u>PERCENTAGE CONTRIBUTION</u>
FINAL	30
MIDTERM	20
QUIZZES	30
PROFESSIONALISM	10
PARTICIPATION	10

- **Grade Evaluation**

<u>PERCENTAGE</u>	<u>MEANING</u>	<u>GRADE</u>	<u>GPA</u>
90 - 100	Excellent	A	4
80 - 89	Good	B	3
70 - 79	Average	C	2
60 - 69	Below Average	D	1
59 - Below	Unsatisfactor	F	
	Incomplete	I	

### Attendance Policy

- Attendance is mandatory and will be taken at every class.
- It is the responsibility of the student to contact the school if he/she will be absent.
- A tardy is defined as arriving to class more than 15 minutes late or leaving class early.
- If more than 3 unexcused class sessions are missed, the student is subject to school intervention and possible attendance warning and probation that could lead to dismissal.
- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's grade and attendance sheet.
- The Director of Education and/or School Registrar or designee will meet with the student regarding reasons for poor academics, attendance, or conduct. Documentation of the meeting results will be placed in the student's file.
- Students are responsible for obtaining missed instruction and assignments from other students or the instructor. The instructor does not assume responsibility for this.
- The school requires documentation after 3 consecutive absences and the student is required to make up all the missed class time.
- Special circumstances (such as documented extended illness or death in the family) will be recorded. If it appears that further absences will not occur, students will not be required to make up any missed days, unless it is necessary to improve the GPA or acquire vital information that was missed.

Phlebotomy Program Attendance Policy:  
(No exceptions or excuses to this policy)

- Attendance is mandatory and will be taken very seriously at every class.
- Each student must be on time. (These rules are enforced by California Department of Public Health, Laboratory Field Services)
- Students are allowed to have maximum of 15 minutes tardiness as it is equivalent to 1 day absent in the class.
- Students are allowed to have maximum of one 30 minutes tardiness as it is equivalent to 1 day absent in the class.
- If the students missed a day of class, The student will need to contact MSI administrator to make up for the class missed.
- The students will be given a make up class schedule by MSI administrator free of charge base on MSI class schedule and seat availability, This will cause delay on student's Externship Starts date and Graduation.
- MSI encouraged all students to avoid being tardy or being absent.

Student's Rights

- A student may cancel a contract with Medical Science Institute without any penalty or obligations, on the first class session or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that each students receives upon enrollment.
- If the written Cancellation notice is mailed to MSI, the postmark cannot be later than the fifth business day after the first class session of attendance for the class being canceled. The can cancellation notice should be mailed to:  
The Registrar's office  
Medical Science Institute  
5542 N. Figueroa Street  
Los Angeles, Ca 90042

After the end of cancellation period noted above, a student may withdraw from their program and receive a proportional refund for the part of the program not taken. In the unlikely event the MSI ceases to do business for any reason, a student maybe entitled to a refund. The student would then contact the Department of Consumer Affairs or an explation of his/ her rights at :

Department of Consumer Affairs  
Consumer Information Division  
1625 North Market Blvd, Suite N 112  
Sacramento, Ca 95834  
800-952-5210  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**Grievance Procedure**

We are very proud of our instructional programs, our instructors, our facility and the percentage of the students who complete their programs and gain their certification and diploma in their chosen fields. However, if, for any reason, any students encounters difficulties or has a grievance, The Student may contact the Bureau any time to address grievances.

**Department of Consumer Affairs**  
**Bureau for Private Postsecondary Education**  
P.O. Box 980818  
West Sacramento, Ca 95898  
888-370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Code of Student Conduct**

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

## **Dismissal, Suspension & Readmission**

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

## **Leave of Absence Policy**

When a student undergoes special extenuating circumstances that prevent him / her from attending classes regular, he/ she may request a Leave of Absence. LOA’s may be granted in more than one occasion, but the maximum total period for all LOA’s combined may not exceed 180 days within a 12 month period . LOA requests must be filed in writing before the Registrar, must indicate a reason for the request, and must express a clear commitment by the student to

return to classes by the end of the approved Leave of Absence . Failure to return timely may lead to dismissal. All LOA requests must be approved in writing by the appropriate MSI official. Only in rare circumstances may MSI grant a leave of absence without a prior written request. In this case, MSI must document its decision and collect the corresponding written request at a later date. If the student is a Title IV, HEA program loan recipient, the Registrar must explain to the student, prior to granting leave of absence, the effects that the student's failure to return may have on his/ her loan repayment terms.

### **Definition of Satisfactory Academic progress**

The school regularly monitors students' progress to assure that all students are progressing at a rate that will allow them to successfully complete their program of the study within the maximum allowable time frame.

The maximum time frame in which a student must complete his/ her program is period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. Example: A program of 48 weeks in length must be completed within a maximum time frame of 72 weeks. Periods for the approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame.

All students at MSI are required to meet, at least , the minimum academic requirement of 70% of final grade and minimum 70 % of over all attendance.

Students not meeting requirements set forth in this section will be placed on academic probation for a period of time. The Registrar will notify the student in writing that it has been determined that he / she is not meeting Satisfactory Academic Progress, and that he/she has been placed on probation. The Registrar's determination that a student is not meeting Satisfactory Academic Progress may be appealed in writing by the student within five days of the date of probation notice. The appeal must be directed to the Vice President of Operations, who will then call a panel composed of Education Coordinator, The School Director and the Vice President of Operations to review the case within five calendar days. The panel's determination is final. Probation could be imposed on a student due to poor attendance and/ or poor academic performance. Probation lasts for 30 days in which the student is closely monitored and assisted for improvement by the Instructor, the Education Coordinator and the Registrar. In the event a student is unable to improve his/ her attendance and / or academic performance, he / she may be dismissed. MSI's decision to dismiss a student may be appealed following the same procedure described above. Should the student improve his / her performance

to the level required by MSI, the Registrar will provide the student with a written notice that re-establishes that he / she is making satisfactory progress.

### Retention of Students Records

#### **Students Records**

The Office of the Registrar maintains official record of academic work completed by each student. Support documents for the academic records are kept for five (5) years after the student graduates or date of last enrollment. After five years, it is assumed that the student accepts the accuracy of his/her records each semester. Discrepancies in the academic record should be reported to the Registrar immediately. When a degree/ diploma has been certified by the Office of the Registrar, a student's academic record may not be altered except in those cases where a procedural or clerical error has occurred.

#### **Students Transcript:**

The Registrar Office maintains permanently the official transcript of every student who attends MSI. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Medical Science Institute grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded at the College.

Students may request that a copy of the official transcript be given or mailed to any party by submitting a written request to Medical Science Institute. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript. A hold may be applied to the release of the transcript of any student or former student who has indebtedness to the College.

#### **Refund Policy**

Student is entitled to a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund is divided in three categories as follows:

1. Cancellation
2. Withdrawal/Dismissal
3. Drop

### Cancellation:

#### **STUDENT'S RIGHT TO CANCEL**

Student has the RIGHT TO CANCEL and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student will receive a full refund minus Registration fee. A business day means a day on which the student is scheduled to attend a class session. Cancellation shall occur when a student gives a written notice of cancellation by mail, hand-delivered or emailed. If the student has received any books, uniforms, equipment or other materials, these items must be returned to the school within 10 days following the date of notice of cancellation. If the student fails to return any books, uniforms, equipment or other materials in good condition within 10-day period, the school may deduct its cost from any refund that may be due to the student. Once the student has paid for and received any of the above, they become her/his property and the school has no further obligation in that regard. If the student cancels the agreement, MSI will refund within 30 days from the date of the notice of cancellation received any money that the student paid minus registration fee, and any deduction for any books, uniforms, equipment and other materials not returned in good condition.

#### **Withdrawal/Dismissal:**

The student has the right to withdraw and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student withdraws or is dismissed from the program before the period allowed for cancellation, which is the first class session, or the seventh day after enrollment, whichever is later, the school will refund all money paid minus registration fee of \$100.00. If a student withdraws after the cancellation period, then the student is obligated to pay only for the portion of the program completed until the last date of attendance. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster. If the student has paid more than the amount that he/she owes for the attended program, then the refund will be made within 30 days of withdrawal. If the amount that the student is obliged to pay to the school is more than the amount that he/she has already paid, then the student will need to make payment arrangements to pay the balance.

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

#### **Drop:**

In the event, a student does not obtain approved leave of absence (I.O.A) and is not attending the school classes for 21 consecutive calendar days excluding the school approved scheduled breaks or holidays, he/she will be considered as dropped. A status change and refund calculation will be performed. The last day of attendance is considered to be the very last day when the student was

physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster.

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

### Student Records and Rights of Privacy

Medical Science Institute complies with the "Family Education Rights and Privacy Act of 1974". This act provides for a student being able to review his/her student records, including his/her grades, attendance and any other records associated with him/her being a student at the school. A student wishing to review his/her records must make a written request to the Registrar. MSI will keep academic records at the place of business in California. MSI reserves the right to withhold transcripts, Certificates of Completion, Diplomas, and grades in the event of unpaid tuition/ other fees or un-fulfillment of all the graduation requirements.

### Drug-Free Policy

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

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

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

### LOS ANGELES COUNTY

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

Tarzana Treatment Centers Medical Detoxification  
18646 Oxnard St.  
Tarzana, Ca 91356  
800-996-1051

### Student Financing Options

Investing in quality for the future may be one the most important decisions a student will ever make. At MSI, the Financial Aid Office looks forward to helping students explore the many financing opportunities available to them in the future.

If a student obtains a loan for an educational program, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Additionally, if a student receives federal financial aid funds, he/she is entitled to a refund of the monies not paid from federal student financial aid program funds.

Medical Science Institute Does not participate in Federal and State Financial aid program at this time. The details for financial aid is for your information.

### **Make-Up Work**

Any work that is missed due to an absence from class must be made up before the end of the module. Students will need to speak with their instructor regarding any missed work. All make up work policies are at the instructor's discretion.

### **Catalog Inserts**

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive Ste 400**  
**Sacramento, Ca 95833**  
**Ph: 888-370-7589 Fax: 916-263-1897**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

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

### **Liability Disclaimer**

Medical Science Institute is not liable, or responsible for the loss of any personal property, or damage to any personal property, or for any personal injury which may occur while the student is attending MSI.

### Administrative Policies

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

### Academic Probation / Dismissal

#### **Academic Standing**

The following provisions apply to all undergraduates. Graduate and professional students with scholarship deficiencies are subject to action at the discretion of the Division of Graduate Studies.

#### **A. Academic Probation**

An undergraduate student is placed on academic probation if one of the following occurs:

- (1) The student's semester grade point average is less than 2.0, or
- (2) The student's cumulative grade point average is less than 2.0.

Probation Status: Academic review occurs at the end of each academic semester. When a student is placed on academic probation, MSI notifies the student, and the student's transcript states "Academic Probation" for the affected semester. While on academic probation, the student is under the supervision of his/her School or advising unit.

#### **B. Academic Dismissal**

An undergraduate student is subject to academic dismissal from MSI if one of the following occurs:

- (1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
- (2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

Academic Dismissal Appeals: A student not previously on probation who earns a semester grade point average below 1.5 is offered the opportunity to appeal dismissal. The student who is subject to academic dismissal and does not complete the appeal process as prescribed is automatically dismissed. The

student whose appeal is approved returns on probation and is under the supervision of the appropriate School or advising unit.

Dismissal Status: When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.

Note: A student who is academically dismissed may return after fulfilling readmission requirements.

### Retaking a Program

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

### Bankruptcy Statement

MSI states that the Institution has no pending bankruptcy petition, is not operating as debtor in possession and has not filed a petition within the preceding 5 years.

## **Faculty & Staff**

The following professionals are some of Medical Science Institute staff and faculty members:

**Norvelle A. Harris, M.D.**

*Over 30 years experience as Anatomical Pathologist in various Hospitals  
Over 10 years experience as Laboratory Director*

**Mervat Bakhoun, DDS**

*Over 20 years experience as Dentist*

**Madhu B. Bansal, Ph.D.**

*CEO  
Former Assistant professor at King Drew Medical Center Los Angeles, CA  
More than 30 years of experience Teaching and Management in healthcare Industry.  
Director of Financial Aid  
Director of Education  
Program Director*

**Maneesh Bansal, M.D.**

*Diplomat in Internal Medicine  
Practicing Physician for more than 5 years  
Affiliated with several Hospitals as a Director and Teaching experience.  
Chief Financial Officer*

**Christina Hernandez, M.D.**

*Diplomat in Family Practice  
CEO, Pico Rivera Medical Center  
Practicing Physician for more than 20 years  
Board Member, Associated Hispanic Physicians of Southern California*

**Jagan N. Bansal, M.D.**

**Program Director**  
*Diplomat in Internal Medicine  
Diplomat in Geriatric Medicine and Pulmonary Medicine  
Practicing Physician for more than 20 years  
Affiliated with several Hospitals  
Teaching and Director positions for more than 20 years*

**Nora Ramirez, CPTI**

*State Certified Phlebotomy Technician I for more than 4 years  
National Certified Billing and Coding specialist  
More than 20 years of experience in Billing and Coding  
More than 20 years of experience for management in Healthcare Industry  
National Certified EKG  
More than 5 years of experience in Electronic Health Record  
Chief Operating Officer  
Coordinator  
Administrator*

**James Stewart, CLS**

*Former Instructor at Bryman College for Medical Technician  
More than 30 years of experience as Clinical Laboratory Scientist  
More than 10 years of experience as Supervisor  
Teaching and Practicing experience for more than 20 years*

**Rosa Smith, CPTI, CNA, MA**

*State Certified Phlebotomy Technician I for more than 10 years  
Certified Nursing Aide  
Medical Assistant  
Teaching and Practicing experience for more than 20 years in Healthcare Industry.*

**Gerardo Ramirez, CPTI**

*State Certified Phlebotomy Technician I for more than 10 years  
Teaching and Clinical experience for more than 10 years  
Medical Doctor in Mexico  
Teaching and Practicing experience for more than 10 years in Healthcare Industry.*

**Miguel A. Moran, PA.C.**

*Physician Assistant Certified*

*Teaching and Practicing experience for more than 20 years*

**Oswaldo Franco, PA.C.**

*Physician Assistant Certified*

*Teaching and Practicing experience for more than 20 years*

**Miguel Perez, CPT1**

*State Certified Phlebotomy Technician I for more than 10 years*

*Teaching and Practicing experience for more than 10 years*

**Nancy Umanzor, CPT 1**

*State Certified Phlebotomy Technician I for more than 10 years*

*Teaching and Practicing experience for more than 10 years*

*Certified Nursing Aide*

**Eric Marroquin, CPT1**

*Laboratory Assistant*

*State Certified Phlebotomy Technician I for more than 5 years*

*Teaching and Practicing experience for more than 5 years*

**Veronica Garcia, DA**

*More than 10 years of experience as Dental Assistant*

*Teaching and Practicing experience for more than 10 years*

**Cesar Omar Castellano**

*More than 10 years of experience as Instructor*

*Health Educator by State of California, Department of Education*

*Teaching Medical Career for more than 10 years*

*Medical Doctor in foreign country*

**Inma Ruth Figueroa**

*Ultrasound Technician*

*Medical Assistant*

*State Certified Phlebotomy Technician I*

*Teaching and Practicing experience for more than 10 years*

**Michelle Bradley**

*National Certified Billing and Coding Specialist*

*More than 10 years of experience in health care industry*

*Registrar*

*Coordinator*

*Director of Admission*

**Teaching faculty specific qualification**

Three years of work experience directly related to each industry sector to be name on the credential. One year minimum of 1000 clock hours per calendar year. At least one year of the experience must be within the last five or two years within the last ten. Work experience must be verified with letters from employers. The experience may be full time or part time, paid or unpaid.

## Electrocardiograph Technician (EKG)

**Objectives :** To become Certified Technician and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent.

<b>Summary</b>	<i>EKG</i> is a complete and fast-paced course designed to provide instruction in Electrodiography testing procedures used in detecting heart disease and other cardiovascular disorders. This course provides instruction in operating and troubleshooting an EKG unit, placing leads utilizing 12 lead EKG, using and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. The students will also learn to operate the Holter Monitoring, and stress test.
<b>Total Hours</b>	Total Hours <u>60</u> include Didactic hours <u>50</u> and Clinical hours <u>10</u> . ( <i>Depending on availability</i> )
<b>Type of Award</b>	Diploma
<b>Length of Program</b>	<u>60</u> Hours  <u>6</u> weeks and <u>1/4</u> day for weekend (Saturday only 8 hrs/ saturday)  <u>12</u> weeks and <u>1/2</u> day (once a week ) (4 hrs / day)  <u>6</u> weeks and <u>1/4</u> day (twice a week ) (4 hrs / day)  <u>3</u> weeks and <u>1/4</u> days (four times a week ) (4 hrs / day)
<b>Required Course</b>	<ul style="list-style-type: none"> <li>• ANATOMY AND PHYSIOLOGY</li> <li>• BASIC ELECTROPHYSIOLOGY</li> <li>• SINUS MECHANISMS</li> <li>• ATRIAL RHYTHMS</li> <li>• JUNCTIONAL RHYTHMS</li> <li>• VENTRICULAR RHYTHMS</li> <li>• INTRODUCTION TO THE 12-LEAD ECG RHYTHMS</li> </ul>
<b>Target Occupation</b>	EKG Technician.
<b>Certification</b>	National Certification

## Electronic Health Record Specialist

**Objectives :** To become Certified Electronic Health Record Specialist and be able to work in Health care facilities like Medical Clinic, Urgent Care, Hospitals and Medical Records Dept.

<b>Summary</b>	Electronic Medical records training, you can learn more about the growing area of healthcare administration: Electronic Health Records (EHR). This EHR course will teach you how to work with computerized health records systems, which can expand your employment opportunities in the healthcare field. Our electronic medical records training can help you gain understanding of electronic medical records through hands-on practical experience.
<b>Total Hours</b>	Total Hours <u>60</u> include Didactic hours <u>50</u> and Clinical hours <u>10</u> <i>(Depending on availability)</i>
<b>Type of Award</b>	Diploma
<b>Length of Program</b>	<u>60</u> Hours  <u>6</u> weeks and <u>1/4</u> day for weekend (Saturday only 8 hrs/ saturday)  <u>12</u> weeks and <u>1/2</u> day (once a week ) (4 hrs / day)  <u>6</u> weeks and <u>1/4</u> day (twice a week ) (4 hrs / day)  <u>3</u> weeks and <u>1/4</u> days (four times a week ) (4 hrs / day)
<b>Required Course</b>	<ul style="list-style-type: none"> <li>• Introduction to Electronic Health Records</li> <li>• Overview of Electronic Health Records Software</li> <li>• Privacy, Confidentiality, and Security</li> <li>• Transitioning from Paper Charts to Electronic Health Records</li> <li>• Administrative Use of the Electronic Health Record</li> <li>• Using the Electronic Health Rec</li> <li>• Clinical Use of the Electronic Health Record for Reimbursement</li> <li>• Health Promotion, Patient Education, and Clinical Decision Support</li> <li>• The Personal Health Record</li> </ul>
<b>Target Occupation</b>	Electronic Health Record Specialist
<b>Certification</b>	National Certification

## Medical Administrative Assistant

Objectives : To become Certified Medical Administrative Assistant and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent.

<b>Summary</b>	This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Administrative Medical Assistants, Medical Secretary and Medical Records Clerk, are all position in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain administrative medical assistant position in the health care field.
<b>Total Hours</b>	Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u> . <i>(Depending on availability)</i>
<b>Type of Award</b>	Diploma
<b>Length of Program</b>	<u>180</u> Hours <u>15</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ saturday) <u>30</u> weeks (once a week ) (4 hrs / day) <u>15</u> weeks and <u>0</u> day (twice a week ) (4 hrs / day) <u>11</u> weeks and <u>1/2</u> day (four times a week ) (4 hrs / day)
<b>Required Course</b>	<ul style="list-style-type: none"> <li>• Becoming a Successful Student</li> <li>• The Healthcare Industry</li> <li>• The Medical Assisting Profession</li> <li>• Professional Behavior in the Workplace</li> <li>• Interpersonal Skills and Human Behavior</li> <li>• Medicine and Ethics</li> <li>• Medicine and Law</li> <li>• Computer Concepts</li> <li>• Telephone Techniques</li> <li>• Scheduling Appointments</li> </ul>

	<ul style="list-style-type: none"> <li>• Patient Reception and Processing</li> <li>• Office Environment and Daily Operations</li> <li>• Written Communications and Mail Processing</li> <li>• The Paper Medical Record</li> <li>• The Electronic Medical Record</li> <li>• Health Information Management</li> <li>• Privacy in the Physician's Office</li> <li>• Basics of Diagnostic Coding</li> <li>• Basics of Procedural Coding</li> <li>• Basics of Health Insurance</li> <li>• The Health Insurance Claim Form</li> <li>• Professional Fees, Billing, and Collecting</li> <li>• Banking Services and Procedures</li> <li>• Financial and Practice Management</li> <li>• Medical Practice Management and Human Resources</li> <li>• Medical Practice Marketing and Customer Service</li> <li>• Infection Control</li> <li>• Patient Assessment</li> </ul>
<b>Target Occupation</b>	Administrative Medical Assistants Medical Secretary Medical Records Clerk
<b>Certification</b>	National Certification

## Dental Administrative Assistant

Objectives : To become Dental Assistant and be able to work in Dental office.

<b>Summary</b>	Medical Lab Assistants are trained in all aspects of medical laboratory procedures and protocols including; phlebotomy, specimen processing, quality control and regulations. Medical Lab Assistants assist other laboratory personnel, doctors & staff and patients. This course is designed to train, in the basics skills necessary to perform laboratory functions and tasks and to be efficient and effective health care team members.
<b>Summary</b>	This course is intended to provide students with a well-rounded introduction to dental administration so that a student can gain the necessary skills required to obtain Dental administrative assistant position in the health care field.
<b>Total Hours</b>	Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u> . (Depending on availability)
<b>Type of Award</b>	Diploma
<b>Length of Program</b>	<u>180</u> Hours <u>15</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ saturday) <u>30</u> weeks (once a week ) (4 hrs / day) <u>15</u> weeks and <u>0</u> day (twice a week ) (4 hrs / day) <u>11</u> weeks and <u>1/2</u> day (four times a week ) (4 hrs / day)
<b>Required Course</b>	<ul style="list-style-type: none"> <li>• Introduction to the Dental Profession</li> <li>• Communication Skills: Principles and Practices</li> <li>• Managing Dental Office Systems</li> <li>• Managing Dental Office Finances</li> <li>• Managing your Career</li> </ul>
<b>Target Occupation</b>	Dental Administrative Assistant Dental Records Clerk
<b>Certification</b>	

## Medical Laboratory Assistant

<b><i>Total Hours</i></b>	Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u> . ( <i>Depending on availability</i> )
<b><i>Type of Award</i></b>	Diploma
<b><i>Summary of Program</i></b>	The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and
	<u>11</u> weeks and <u>1/2</u> day (four times a week ) (4 hrs / day)
<b><i>Required Course</i></b>	<ul style="list-style-type: none"> <li>• Fundamentals of the Clinical Laboratory</li> <li>• Safety in the Clinical Laboratory</li> <li>• Phlebotomy: Collecting and Processing Blood</li> <li>• Systems of Measurement, Laboratory equipment, and Reagents</li> <li>• Basic and New Techniques in the Clinical Laboratory</li> <li>• Quality Assessment and Quality Control in the Clinical Laboratory</li> <li>• Laboratory Information Systems and Automation</li> <li>• Introduction to Clinical Chemistry</li> <li>• Principles and Practice of Clinical Hematology</li> <li>• Renal Physiology and Urinalysis</li> <li>• Examination of Body Fluids and Miscellaneous Specimens</li> <li>• Introduction to Microbiology</li> </ul>
<b><i>Target Occupation</i></b>	Medical lab Assistant
<b><i>Certification</i></b>	State Certification

Objectives : To become Certified Medical Laboratory Assistant and work in Diagnostic Laboratory and Hospitals

## **Phlebotomy**

Objectives : To become State Certified Phlebotomy Technician and work in Diagnostic Laboratory and Hospitals or as Mobile Phlebotomist.

	Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing
<b>Total Hours</b>	Total Hours <u>80</u> include Didactic hours <u>40</u> and Clinical hours <u>40</u> . <i>(Depending on availability)</i>
<b>Type of Award</b>	Diploma
<b>Length of Program</b>	<u>80</u> Hour <u>5</u> weeks for weekend (Saturday only 8 hrs/ saturday <u>10</u> weeks (once a week ) (4 hrs / day) <u>5</u> weeks (twice a week ) (4 hrs / day) <u>2</u> weeks and <u>2</u> days (four times a week ) (4 hrs / day)
<b>Required Course</b>	<ul style="list-style-type: none"> <li>• Infection Control, Universal Precautions and Safety</li> <li>• Medical Terminology and Anatomy and Physiology of Body System</li> <li>• Proper Identification of patient and specimen, and the Importance of accuracy in overall patient care</li> <li>• Proper selection and preparation of skin puncture site selection including selection of antiseptics</li> <li>• Blood collection equipment, types of tubes and additives</li> <li>• Post puncture care</li> <li>• Appropriate disposal of sharps, needles and waste</li> <li>• Advance Infectious disease control and biohazard</li> <li>• Anti Coagulation Theory</li> <li>• Pre analytical Sources of error in specimen collection</li> <li>• Anatomical Site selection and patient preparation</li> <li>• Risk factors and appropriate responses to complications which may arise from phlebotomy</li> <li>• Recognition of problems with test requisitions, specimen transport, processing and corrective action</li> <li>• Basic concepts of communication, interpersonal relations, Stress management, ethics and legal issues related to blood collection</li> <li>• Quality assurance in phlebotomy to provide accurate Reliable Laboratory test results</li> </ul>
<b>Target Occupation</b>	Phlebotomy Technician
<b>Certification</b>	State Certification

- After completion of Phlebotomy program, Students are required to take National Examination for Certified Phlebotomy Technician I(CPT I)

- After students pass the National Examination for CPTI, Students must submit certification application to California Department of Public Health this information will be found on California Department of Public Health website  
<http://www.cdph.ca.gov/programs/lfs/Pages/PhlebotomistCertifiedPhlebotomyTechnicianI.aspx>

## **Medical Assistant**

Objectives : To become Certified Medical Assistant and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent.

<b><i>Summary</i></b>	This course prepares students to function effectively in many of the administrative, clerical and clinical positions in the health care industry. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects and patient care. Medical assistants also assist physicians with procedures, perform basic lab tests, administer basic medications, implement treatments, and explain basic care to patients.
<b><i>Total Hours</i></b>	Total Hours <u>900</u> include Didactic hours <u>720</u> and Clinical hours <u>180</u> . <i>(Depending on availability)</i>
<b><i>Type of Award</i></b>	Diploma
<b><i>Length of Program</i></b>	<u>900</u> Hours  <u>90</u> weeks for weekend (Saturday only 8 hrs/ saturday)  <u>180</u> weeks (once a week ) (4 hrs / day)  <u>90</u> weeks (twice a week ) (4 hrs / day)  <u>45</u> weeks (four times a week ) (4 hrs / day)
<b><i>Required Course</i></b>	<ul style="list-style-type: none"> <li>• Becoming a Successful Student</li> <li>• The Healthcare Industry</li> <li>• The Medical Assisting Profession</li> <li>• Professional Behavior in the Workplace</li> <li>• Interpersonal Skills and Human Behavior</li> <li>• Medicine and Ethics</li> <li>• Medicine and Law</li> <li>• Computer Concepts</li> <li>• Telephone Techniques</li> <li>• Scheduling Appointments</li> <li>• Patient Reception and Processing</li> <li>• Office Environment and Daily Operations</li> <li>• Written Communications and Mail Processing</li> <li>• The Paper Medical Record</li> <li>• The Electronic Medical Record</li> <li>• Health Information Management</li> <li>• Privacy in the Physician’s Office</li> <li>• Basics of Diagnostic Coding</li> <li>• Basics of Procedural Coding</li> <li>• Basics of Health Insurance</li> <li>• The Health Insurance Claim Form</li> <li>• Professional Fees, Billing, and Collecting</li> <li>• Banking Services and Procedures</li> </ul>

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement.

	<ul style="list-style-type: none"> <li>• Financial and Practice Management</li> <li>• Medical Practice Management and Human Resources</li> <li>• Medical Practice Marketing and Customer Service</li> <li>• Infection Control</li> <li>• Patient Assessment</li> <li>• Patient Education</li> <li>• Nutrition and Health Promotion</li> <li>• Vital Signs</li> </ul>
<i>Summary</i>	Our Billing and Coding program will be broken down as follows. First, the laws, regulations and code of ethics that all workers in the medical profession must adhere too. Second, the basic medical terminology and procedures, and the "language" you'll need to speak to get by
	<ul style="list-style-type: none"> <li>• Administering Medications</li> <li>• Emergency Preparedness and Assisting with Medical Emergencies</li> <li>• Assisting in Ophthalmology and Otolaryngology</li> <li>• Assisting in Dermatology</li> <li>• Assisting in Gastroenterology</li> <li>• Assisting in Urology and Male Reproduction</li> <li>• Assisting in Obstetrics and Gynecology</li> <li>• Assisting in Pediatrics</li> <li>• Assisting in Orthopedic Medicine</li> <li>• Assisting in Neurology and Mental Health</li> <li>• Assisting in Endocrinology</li> <li>• Assisting in Pulmonary Medicine</li> <li>• Assisting in Cardiology</li> <li>• Assisting in Geriatrics</li> <li>• Principles of Electrocardiography</li> <li>• Assisting with Diagnostic Imaging</li> <li>• Assisting in the Clinical Laboratory</li> <li>• Assisting in the Analysis of Urine</li> <li>• Assisting in Phlebotomy</li> <li>• Assisting in the Analysis of Blood</li> <li>• Assisting in Microbiology and Immunology</li> <li>• Surgical Supplies and Instruments</li> <li>• Surgical Asepsis and Assisting with Surgical Procedures</li> <li>• Career Development and Life Skills</li> </ul>
<i>Target Occupation</i>	Medical Assistant in Hospital, Urgent Care, Physician office, Nursing Homes, Convalescent Homes.
<i>Certification</i>	National Certification

	in the medical world. Finally, the courses will cover different medical procedures and the coding and billing practices associated with them. Registering and recording patient information. Some procedures will be: Verifying patient insurance, referrals and pre-authorization Recording transactions, processing payments, and managing patient accounts Billing, coding, and reporting insurance claims Collecting payments from patients and insurance companies.
<b><i>Total Hours</i></b>	Total Hours <u>180</u> include Didactic hours <u>100</u> and Clinical hours <u>80</u>
<b><i>Type of Award</i></b>	Diploma
<b><i>Length of Program</i></b>	<u>100</u> Hours didactic      80 hours clinical (hours/ time depends on availability)  12 weeks and 1/2 day for weekend (8 hrs/ saturday) 25 weeks (once a week ) (4 hrs / day) 12 weeks and 2 1/2 day (twice a week ) (4 hrs / day) 6 weeks and 1/2 day (four times a week ) (4 hrs / day)
<b><i>Required Course</i></b>	<ul style="list-style-type: none"> <li>• Medical Terminology</li> <li>• Anatomy and Physiology</li> <li>• Diagnostic Coding: International Classification of Diseases, Ninth Revision, Clinical Modification (ICD9-CM),1</li> <li>• Service and Procedural Coding: Current Procedural terminology (CPT)</li> <li>• Understanding Insurance Policies</li> <li>• Medicare and Medicaid</li> <li>• Insurance Claim Forms</li> <li>• Accounts Receivable</li> <li>• Legal Issues</li> </ul>
<b><i>Target Occupation</i></b>	Billing and Coding
<b><i>Certification</i></b>	National Certification

## Medical Billing and Coding

Objectives : To become Certified Medical billing and Coding and be able to work in Health care facilities like Medical Clinic, Clinical Laboratories, Urgent Care, Emergency room, Hospitals and Insurance companies.

### Method of instruction for Phlebotomy Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)

- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

#### **Equipment used for Phlebotomy Program**

- Tube Chart and Order of Draw poster
- Phlebotomy Book by Garza 8<sup>th</sup> edition
- Venipuncture or Phlebotomy chair
- Phlebotomy Prosthetic training arm
- Venipuncture kits
- Skin puncture kits
- Gloves
- Disposable and Fluid resistant gowns
- Torniquets
- Biohazard sharps container
- Blood Tubes samples (may be expired, used for class presentation only)
- Blood Culture bottles (Pediatric and Adults)
- Safety Needles 21g, 22g
- Safety Butterfly Drawing set
- Sterile Bandages
- Adhesive medical tape
- Band Aid
- Cottons
- Alcohol swab
- Needle Holders

#### **Method of instruction for Medical Billing and Coding Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)

- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

**Equipment used for Billing and Coding Program**

- Billing and Coding Book
- ICD9
- ICD10
- CPT book
- Computer
- Printer
- HCFA 1500 form
- Practice Expert Billing and coding software for Clinic and Hospital billing
- Power Term pro Billing software for Laboratory billing
- Dentisoft software for Dental billing

**Method of instruction for Medical Assistant Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

#### **Equipment used for Medical Assistant Program**

- Medical Assistant book
- Patient Consulting room
- Disposable drape sheets
- Disposable pillow
- Weighing scale
- Eye Testing charts
- Stethoscope
- Gloves
- Disposable gowns
- Safety needles
- Tourniquets
- Bandage
- Alcohol
- Venipuncture kits
- Skin puncture kits
- Injections
- Thermometer
- Thermometer probe
- Exam Tables
- Otoscopes
- Glucometers
- Tongue depressors
- Lancets and strips for glucometers
- Rolls of paper for exam tables
- Hand sanitizer
- Paper exam gowns
- EKG
- Ear Cleaning
- Autoclave
- Pediatric Scale
- Immunization
- Surgery equipment
- Treadmill

#### **Method of instruction for Medical Administrative Assistant Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- Medical Assistant Book

**Equipment used for Medical Administrative Assistant Program**

- Computer
- Telephone
- Printer
- Practice Expert (Patient scheduling) Computer program
- Filing cabinets
- Dummy patients charts
- Paper exam gowns
- Denti soft
- Medicare access to myability website
- Medi-cal access to Medi-cal.ca.gov website

**Method of instruction for Dental Administrative Assistant Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- Dental Assistant Book

**Equipment used for Dental Administrative Assistant Program**

- Computer
- Telephone
- Printer
- Practice Expert software
- Filing cabinets
- Dummy patients charts
- Paper exam gowns
- Denti soft software

**Method of instruction for Medical Laboratory Assistant Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- Medical Laboratory Reference Book

**Equipment used for Medical Laboratory Assistant Program**

- Computer
- Power Term pro Laboratory program software
- Telephone
- Centrifuge
- Gloves (different sizes)
- Barcode printer
- Chemistry analyzer
- CBC analyzer
- Coagulation analyzer
- Special Chemistry Analyzer
- BD Protec
- Autogenomics (DNA testing analyzer)
- Funnels
- Beakers
- Cylinders
- Glass tubes
- Plastic tubes
- Test tubes
- Disposable pipettes
- Pipettors
- Thermometer
- Refrigerator
- Freezer
- Incubator
- Tubes rockers
- Microplate reader
- Auto strip washer
- Microscope
- Heat block
- Rotator
- Fume Hood
- Thermal cycler
- Printer

**Method of instruction for Electronic Health Record Specialist Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- EHR Book

**Equipment used for Electronic Health Record Specialist Program**

- Computer
- Telephone
- Printer
- Practice Expert software
- Practice Fusion software
- Dentisoft software
- Filing cabinets
- Dummy patients charts

**Method of instruction for EKG Technician Program**

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- EKG Book

### **Equipment used for EKG Technician Program**

- Half Body Mannequin
- EKG Machine
- 12 EKG Lead sets
- EKG Electrodes
- Stethoscope
- Exam table
- Disposable drapes
- Video on EKG

## **Total Charges for Entire Educational program**

Effective October 1, 2016

*Charges for a period of attendance and total charges are the same thing.*

PROGRAM	PERIOD OF ATTENDANCE	ESTIMATED SCHEDULE FOR THE ENTIRE PROGRAM	TUITION	BOOKS	EXAMINATION	CERTIFICATION	TOTAL COST	MAXIMUM DURATION FOR COMPLETION
Full Phlebotomy * (Basic and Advance Class)	40 hours didactics 40 hours clinical Total=80hours*	within 16 weeks after didactic class*	\$1,850.00	App \$200.00	App \$180.00*	\$100.00*	App \$2,330.00	2 weeks didactic class follow by within 16 weeks of clinical training
Medical Billing and Coding**	120 hours didactics 60 hours clinical Total=180hours	within 12 weeks after didactic class	\$4,500.00	App \$200.00			App \$4,700.00	12 weeks
Medical Assistant**	600 hours didactics 300 hours clinical Total=900hours	within 24 weeks after didactic class	\$9,000.00	App \$200.00			App \$9,200.00	24 weeks
Medical Administrative Assistant**	120 hours didactics 60 hours clinical Total=180hours	within 12 weeks after didactic class	\$3,000.00	App \$200.00			App \$3,200.00	12 weeks
Dental Administrative Assistant**	120 hours didactics 60 hours clinical Total=180hours	within 12 weeks after didactic class	\$3,000.00	App \$200.00			App \$3,200.00	12 weeks
Medical Laboratory Assistant**	100 hours didactics 80 hours clinical Total=180hours	within 12 weeks after didactic class	\$4,000.00	App \$200.00			App \$4,200.00	12 weeks
Electronic Health Record Specialist**	50 hours didactics 10 hours clinical Total=60hours	within 4 weeks after didactic class	\$3,500.00	App \$200.00			App \$3,700.00	4 weeks
Electrocardiogram **	50 hours didactics 10 hours clinical Total=60hours	within 4 weeks after didactic class	\$3,500.00	App \$200.00			App \$3,700.00	4 weeks

**Price subject to change without notice**

\*required for State Certification application, State certification is required for employment.

\*\* National exam and certification is optional for the student.

*Class schedules*

## Phlebotomy Program (Didactic & Practical) Schedule: 2017

**15 Students per site; 4 hrs. per day for 10 days**

*Monday through Friday* : 20 hours Basic and 20 hours Advance

Class 6:00 – 10:15 P.M. (4 hours per day for 10 days) and assigned clinical times (40 Hrs)

	Basic & Advance			Externship
8 HR (8am-5pm) Monday Friday	8 HR (8am-5pm) Saturday	4 HR (8am -12:15 pm) Monday – Friday	4 HR (6 -10:15 pm) Monday – Friday	8 HR (8am-5pm) Monday Friday
1/16/17	01/28/17	1/16/17	1/16/17	01/30/17
-	-	-	-	-
01/20/17	02/25/17	01/27/17	01/27/17	02/03/17
02/06/17	03/04/17	02/06/17	02/06/17	02/13/17
-	-	-	-	-
02/10/17	04/01/17	02/17/17	02/17/17	02/17/17
02/13/17	04/08/17	02/20/17	02/20/17	02/20/17
-	-	-	-	-
02/17/17	05/06/17	03/03/17	03/03/17	02/24/17
02/20/17	05/13/17	03/06/17	03/06/17	02/27/17
-	-	-	-	-
02/24/17	06/10/17	03/17/17	03/17/17	03/03/17
02/27/17	06/17/17	03/20/17	03/20/17	03/06/17
-	-	-	-	-
03/03/17	07/15/17	03/31/17	03/31/17	03/10/17
03/06/17	07/22/17	04/03/17	04/03/17	03/13/17
-	-	-	-	-
03/10/17	08/19/17	04/14/17	04/14/17	03/17/17
03/13/17	08/26/17	04/17/17	04/17/17	03/20/17
-	-	-	-	-
03/17/17	09/23/17	04/28/17	04/28/17	03/24/17
03/20/17	09/30/17	05/01/17	05/01/17	03/27/17
-	-	-	-	-
03/24/17	10/28/17	05/12/17	05/12/17	03/31/17
03/27/17	11/4/17	05/15/17	05/15/17	04/03/17

- 03/31/17	- 12/9/17	- 05/26/17	- 05/26/17	- 04/07/17
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday Externship</b>
04/03/17 - 04/07/17		05/29/17 - 06/09/17	05/29/17 - 06/09/17	04/10/17 - 04/14/17
04/10/17 - 04/14/17		06/12/17 - 06/23/17	06/12/17 - 06/23/17	04/17/17 - 04/21/17
04/17/17 - 04/21/17		07/10/17 - 07/21/17	07/10/17 - 07/21/17	04/24/17 - 04/28/17
04/24/17 - 04/28/17		07/24/17 - 08/04/17	07/24/17 - 08/04/17	05/01/17 - 05/05/17
05/01/17 - 05/05/17		08/07/17 - 08/18/17	08/07/17 - 08/18/17	05/08/17 - 05/12/17
05/08/17 - 05/12/17		08/21/17 - 09/01/17	08/21/17 - 09/01/17	05/15/17 - 05/19/17
05/15/17 - 05/19/17		09/04/17 - 09/15/17	09/04/17 - 09/15/17	05/22/17 - 05/26/17
05/22/17 - 05/26/17		09/18/17 - 09/29/17	09/18/17 - 09/29/17	05/29/17 - 06/02/17
05/29/17 - 06/02/17		10/02/17 - 10/13/17	10/02/17 - 10/13/17	06/05/17 - 06/09/17
06/05/17 - 06/09/17		10/16/17 - 10/27/17	10/16/17 - 10/27/17	06/12/17 - 06/16/17
06/12/17 - 06/16/17		10/30/17 - 11/10/17	10/30/17 - 11/10/17	06/19/17 - 06/23/17

06/19/17 - 06/23/17		11/13/17 - 11/28/17	11/13/17 - 11/28/17	06/26/17 - 06/30/17
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday Externship</b>
06/26/17 - 06/30/17		12/04/17 - 12/15/17	12/04/17 - 12/15/17	07/10/17 - 07/14/17
07/10/17 - 07/14/17				07/17/17 - 07/21/17
07/17/17 - 07/21/17				07/24/17 - 07/28/17
07/24/17 - 07/28/17				07/30/17 - 08/04/17
07/30/17 - 08/04/17				08/07/17 - 08/11/17
08/07/17 - 08/11/17				08/14/17 - 08/18/17
08/14/17 - 08/18/17				08/21/17 - 08/25/17
08/21/17 - 08/25/17				08/28/17 - 09/01/17
08/28/17 - 09/01/17				09/04/17 - 09/08/17
09/04/17 - 09/08/17				09/11/17 - 09/15/17

09/11/17 - 09/15/17				09/18/17 - 09/22/17
09/18/17 - 09/22/17				09/25/17 - 09/29/17
09/25/17 - 09/29/17				10/02/17 - 10/06/17
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday Externship</b>
10/02/17 - 10/06/17				10/09/17 - 10/13/17
10/09/17 - 10/13/17				10/16/17 - 10/20/17
10/16/17 - 10/20/17				10/23/17 - 10/27/17
10/23/17 - 10/27/17				10/30/17 - 11/03/17
10/30/17 - 11/03/17				11/06/17 - 11/10/17
11/06/17 - 11/10/17				11/13/17 - 11/17/17
11/13/17 - 11/17/17				11/27/17 - 12/01/17
11/27/17 - 12/01/17				12/04/17 - 12/08/17
12/04/17 - 12/08/17				12/11/17 - 12/15/17

12/11/17 - 12/15/17				12/18/17 - 12/22/17
12/18/17 - 12/22/17				

**Phlebotomy Program (Didactic & Practical) Schedule: 2018**

**15 Students per site; 4 hrs. per day for 10 days**

*Monday through friday* : 20 hours Basic and 20 hours Advance

Class 6:00 – 10:15 P.M. (4 hours per day for 10 days) and assigned clinical times (40 Hrs)

**2018**

	Basic & Advance			Externship
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday</b>
1/15/18 - 01/19/18	01/26/18 - 02/23/18	1/15/18 - 01/26/18	1/15/18 - 01/26/18	1/15/18 - 01/19/18
01/22/18 - 01/26/18	03/02/18 - 03/30/18	02/05/18 - 02/16/18	02/05/18 - 02/16/18	01/22/18 - 01/26/18
02/05/18 - 02/09/18	04/06/18 - 05/04/18	02/19/18 - 03/02/18	02/19/18 - 03/02/18	02/05/18 - 02/09/18
02/12/18 - 02/16/18	05/11/18 - 06/08/18	03/05/18 - 03/16/18	03/05/18 - 03/16/18	02/12/18 - 02/16/18
02/19/18 - 02/23/18	06/15/18 - 07/13/18	03/19/18 - 03/30/18	03/19/18 - 03/30/18	02/19/18 - 02/23/18
03/05/18 - 03/09/18	07/20/18 - 08/17/18	04/02/18 - 04/13/18	04/02/18 - 04/13/18	03/05/18 - 03/09/18
03/12/18 - 03/16/18	08/24/18 - 09/21/18	04/16/18 - 04/27/18	04/16/18 - 04/27/18	03/12/18 - 03/16/18
03/19/18 - 03/23/18	09/28/18 - 10/26/18	04/30/18 - 05/11/18	04/30/18 - 05/11/18	03/19/18 - 03/23/18
03/26/18 - 03/30/18	11/02/18 - 12/07/18	05/14/18 - 05/25/18	05/14/18 - 05/25/18	03/26/18 - 03/30/18
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday Externship</b>

04/02/18 - 04/06/18		05/28/18 - 06/08/18	05/28/18 - 06/08/18	04/02/18 - 04/06/18
04/09/18 - 04/13/18		06/11/18 - 06/23/18	06/11/18 - 06/23/18	04/09/18 - 04/13/18
04/16/18 - 04/20/18		07/09/18 - 07/20/18	07/09/18 - 07/20/18	04/16/18 - 04/20/18
04/23/18 - 04/27/18		07/23/18 - 08/03/18	07/23/18 - 08/03/18	04/23/18 - 04/27/18
04/30/18 - 05/04/18		08/06/18 - 08/17/18	08/06/18 - 08/17/18	04/30/18 - 05/04/18
05/07/18 - 05/11/18		08/20/18 - 08/31/18	08/20/18 - 08/31/18	05/07/18 - 05/11/18
05/14/18 - 05/18/18		09/03/18 - 09/14/18	09/03/18 - 09/14/18	05/14/18 - 05/18/18
05/21/18 - 05/25/18		09/17/18 - 09/28/18	09/17/18 - 09/28/18	05/21/18 - 05/25/18
05/28/18 - 06/01/18		10/01/18 - 10/12/18	10/01/18 - 10/12/18	05/28/18 - 06/01/18
06/04/18 - 06/08/18		10/15/18 - 10/26/18	10/15/18 - 10/26/18	06/04/18 - 06/08/18
06/11/18 - 06/15/18		10/29/18 - 11/09/18	10/29/18 - 11/09/18	06/11/18 - 06/15/18
<b>8 HR (8am-5pm) Monday Friday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm) Monday – Friday</b>	<b>4 HR (6 -10:15 pm) Monday – Friday</b>	<b>8 HR (8am-5pm) Monday Friday Externship</b>
06/25/18 - 06/29/18		12/03/18 - 12/14/18	12/03/18 - 12/14/18	06/25/18 - 06/29/18

07/09/18 - 07/13/18				07/09/18 - 07/13/18
07/16/18 - 07/20/18				07/16/18 - 07/20/18
07/23/18 - 07/27/18				07/23/18 - 07/27/18
07/30/18 - 08/03/18				07/30/18 - 08/03/18
08/08/18 - 08/10/18				08/08/18 - 08/10/18
08/13/18 - 08/17/18				08/13/18 - 08/17/18
08/20/18 - 08/24/18				08/20/18 - 08/24/18
08/27/18 - 08/31/18				08/27/18 - 08/31/18
09/03/18 - 09/07/18				09/03/18 - 09/07/18
09/10/18 - 09/14/18				09/10/18 - 09/14/18
09/17/18 - 09/21/18				09/17/18 - 09/21/18
09/24/18 - 09/28/18				09/24/18 - 09/28/18
<b>8 HR (8am-5pm) Monday</b>	<b>8 HR (8am-5pm) Saturday</b>	<b>4 HR (8am -12:15 pm)</b>	<b>4 HR (6 -10:15 pm) Monday –</b>	<b>8 HR (8am-5pm) Monday Friday</b>

<b>Friday</b>		<b>Monday – Friday</b>	<b>Friday</b>	<b>Externship</b>
10/01/18 - 10/05/18				10/01/18 - 10/05/18
10/08/18 - 10/12/18				10/08/18 - 10/12/18
10/15/18 - 10/19/18				10/15/18 - 10/19/18
10/22/18 - 10/26/18				10/22/18 - 10/26/18
10/29/18 - 11/02/18				10/29/18 - 11/02/18
11/05/18 - 11/09/18				11/05/18 - 11/09/18
11/12/18 - 11/16/18				11/12/18 - 11/16/18
11/26/18 - 11/30/18				11/26/18 - 11/30/18
12/03/18 - 12/07/18				12/03/18 - 12/07/18
12/10/18 - 12/14/18				12/10/18 - 12/14/18
12/17/18 - 12/21/18				

\*Schedule Subject to change without further notice. (please call the school for exact start date schedule)