

Community Based
Education & Development

CBD College

CATALOG

Spring 2014

01/01/14 through 06/30/14



www.cbd.edu

3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010 (323) 937-7772 Fax (213) 427-9278

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WELCOME TO CBD COLLEGE

Welcome to CBD! If you are interested in building a career in a growing field with a bright future, you've come to the right place. At CBD College, students gain the knowledge and skills needed to work in industries with a wide range of opportunities and specialties. Guided by a professional and dedicated staff, students enroll in a challenging and comprehensive curriculum that suits their individual needs. But the best part of CBD is the sense of community. Friendships develop beyond the classroom among students and staff, and CBD continues to provide cultural and career guidance for a promising future.

As you read this catalog, you will find features that make our school exceptional among educational and training institutions. We believe that our instructional methods, the pleasant learning environment, and expertise of our staff are second to none in our field. We also firmly believe that every student can and will achieve.

This catalog will provide you with information about the programs offered at CBD College as well as many of the policies and procedures of the institution. Please consider us your partners as you pursue success in your classes and in the workplace.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

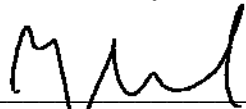
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

www.bppe.ca.gov,

toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

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

All information in the contents of this school catalog is current and is so certified as true by the President/CEO.



Alan Heshel, President/CEO

APPROVAL DISCLOSURE STATEMENT

CBD College is a non-profit public benefit institution incorporated under section 501c § (3) of the Internal Revenue Code. The College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

CSAAVE APPROVAL

CBD College is approved by the California State Approving Agency for Veterans Education to train Veterans & eligible persons.

INSTITUTIONAL ACCREDITATION

CBD College is nationally accredited by and accepts the responsibility to maintain the principles of quality continuing education and the integrity of the Accrediting Council for Continuing Education & Training (ACCET).

Accrediting Council for Continuing Education & Training

1722 N Street, NW, Washington, DC 20036 (202) 955-1113 or fax (202) 955-1118

PROGRAMMATIC ACCREDITATION

The Surgical Technology Program has been granted programmatic accreditation by the following agency:

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.

Falls Church, VA 22043

Tel (703) 917-9503 Fax (703) 917-4109

MISSION

The Mission of CBD College is to provide educational opportunities, leading to careers or career advancement, in an open and supportive environment that encourages a lifelong quest for knowledge.

The Institutional Goals are to provide quality educational programs that can be completed in a relatively short time period and provide students the tools necessary for immediate and productive employment.

COLLEGE HISTORY/STATEMENT OF OWNERSHIP

Community Based Education and Development, Inc., doing business as CBD College, was established in 1982. Since then, CBD College has grown to be one of Los Angeles's best resources for vocational training and career advising for students of all nationalities, interests, and means. As the College became more structured, professional staff grew, and in 1994 CBD College received Course Approval from the State of California. CBD College was established in May 1996 as a California nonprofit corporation (501(c)(3)) to provide vocational education and training. Board of Directors are: Alan Heshel, President; Mayer Schmuckler, Board Member; Harry Spiegel, Esq., Board Member; Polina Tsikman, CPA, Board Member, Vladimir Ferkelman, Board Member.

In order to validate the professional competence of our program and to help assure the effectiveness of its courses, CBD College sought and received National Accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in 1997.

In addition to ACCET accreditation, in April 2010, CBD College chose to seek programmatic accreditation of its Surgical Technology Program by the Accrediting Bureau of Health Education Schools (ABHES) to allow students to take the National Exam and become licensed, increasing chances to find better positions.

CONSUMER INFORMATION

All courses are taught at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010.

CBD College does not offer visa services to prospective students from other countries or English language services. CBD College does not offer English as a Second Language instruction. All instruction occurs in English.

English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

CBD College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT

CBD College is located in the heart of Los Angeles at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010.

Housed in a modern, air-conditioned facility, the College is accessible to disabled students. Reasonable accommodations will be made for students with special needs to enable them equal access to admissions and learning opportunities. A student with a disability and who needs academic accommodations is encouraged to contact the School Administrator.

The 15,000 square foot facility consists of labs and lecture rooms, administrative offices, a job search lab/student resource library, and student lounge. Class sizes for lecture do not exceed in general 30 students per instructor. For those programs that utilize higher than 30 per instructor ratio additional assistance is always provided. Class sizes for labs generally do not exceed 12-15 students per instructor (based on program requirements).

To provide quality training and enhance classroom learning, the College maintains industry-related technology, including industry standard equipped medical and computer labs. Students receive hands-on experiences and training in our programs. The laboratories contain workstations simulating real work environments that students will encounter in the professional setting. The equipment in the computer labs includes 55 computers and updated software. The student-to-computer ratio is one-to-one.

Types of equipment and materials used for training:

Program	Equipment	Materials
Surgical Technology	<ul style="list-style-type: none"> • Surgery table • Mayo stand • Long back table • Ring stand • IV poles • Scrub sinks • Anesthesia machine & cart • Electrosurgical unit • Suction tree and canisters • OR lights • Major & minor laparotomy tray • D & C tray • Hysterectomy tray • Major bone set • Laminectomy set • Tonsilectomy and Adenoidectomy set • Laparoscopy instruments • Gallbladder/CBD tray 	<ul style="list-style-type: none"> • <i>Surgical Technology for the Surgical Technologist & Web Tutor Blackboard</i> • <i>Fundamentals of Anatomy & Physiology & Web Tutor Blackboard</i> • <i>Medical Terminology: A Short Course</i> • <i>Surgical Instrumentation</i> • <i>Pocket Guide to the Operating Room</i> • <i>Differentiating Surgical Equipment and Supplies</i>

LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT (Con't)

Pharmacy Technician	<ul style="list-style-type: none"> • Compounding tool • Open shelf for medications • Sink • Laminar flow hood • Counter top w/ cabinets • Overhead cabinets for supplies • Supply cart with 3 shelves • Pill counting trays • Pill cutters • Porcelain mortar and pestle sets • Sharps container • Pill crusher • Pill cutter 	<ul style="list-style-type: none"> • <i>Mosby's Pharmacy Technician: Principles & Practice</i> • <i>Workbook for Mosby's Pharmacy Technician: Principles & Practice</i> • <i>Pharmacy Calculations for Technicians</i> • <i>Certification Review for Pharmacy Technicians</i> • <i>Drug Quick Reference Pocket Guide</i>
Associate of Applied Science in Diagnostic Medical Sonography	<ul style="list-style-type: none"> • Acuson Sequoia ultrasound machine with gray scale imaging capabilities, Color Doppler, and spectral Doppler capabilities • Ultrasound transducers (1-4v1 probe, 1-8C4 probe, and 1-15 L 8W probe) • Cypress Portable ultrasound machine with imaging capabilities, Color Doppler, and spectral Doppler capabilities • Ultrasound transducers (1-4c1 probe, 7i-3 probe,) • Thermal Printers: Model #Sony up895 md printer. • Blood Pressure Cuffs, Sphygmomanometers, and Stethoscopes • Patient Examination Tables • Wheel Chair • Pull down screen • Laptop Computer • Table Pillows • Table Wedges • Storage Cabinet for Storage of Expendable Supplies • Overhead Projector • DVD Player • Cases of Patient Drape Sheets • Five Liter Containers of Ultrasound Coupling Gel • Bottles of Transducer Disinfectant Spray • Rolls of Thermal Ultrasound Film • Rolls of Examination Table Paper • Boxes of Medical Examination Latex Gloves 	<p><u>DMS:</u></p> <ul style="list-style-type: none"> • <i>Essentials of Sonography and Patient Care</i> • <i>Diagnostic Medical Sonography: A Guide to Clinical Practice Abdomen and Superficial Structures + Workbook</i> • <i>Ultrasound Scanning: Principles and Protocols</i> • <i>Diagnostic Medical Sonography: A Guide to Clinical Practice Obstetrics and Gynecology + Workbook</i> • <i>Techniques in Noninvasive Vascular Diagnosis</i> • <i>Diagnostic Ultrasound: Principles and Instruments</i> <p><u>General Education:</u></p> <ul style="list-style-type: none"> • <i>The Art of Public Speaking</i> • <i>Essential Mathematics with applications</i> • <i>Structure and Function of the Body</i> • <i>Conceptual Physics</i>

LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT (Con't)

Medical Assistant	<ul style="list-style-type: none"> • Exam Table, Exam Light, Mayo stand • Biohazard trash can • Phlebotomy chair, Venipuncture arm • Glucometer, Otoscope, Ophthalmoscope • Teaching stethoscope, Audiometer • Tympanic thermometer, Wall mount thermometer • Pulse Oximeter, Sphygmomanometer • Pediatric scale, Adult scale w/ height bar • Centrifuge, Microhematocrit centrifuge • Jaeger cards, Pen light, Spirometer • Stepstool • Peak flow meter • Microscope • Emergency eyewash station • Nebulizer, Specific gravity refractometer • Holter monitor • Walker, Wheelchair, Crutches, Standard cane • Tripod cane, Quad base cane • Hydrocollator • EKG Machine (Atria 3100) • Adult Maniquees, Child Maniquees • Infant Maniquees • AED (philips HearStart) • Ambu Bag Adult, Ambu Bag Infant • Laryngeal mirror, Nasal speculum, Reflex hammer • Tuning fork • Surgical Scissors S/S, S/B, B/B, B / Curved B, S • Lister Bandage Scissors, Spencer Suture Scissors • Curette, Scalpel Handle • Adson Thumb Forceps, Cushing Thumb Forceps • Semken Thumb Forceps, Serrated Tissue Forceps • Kelly Hemostat Straight, Kelly Hemostat Curved • Crile Hemostat, Rochester Ochsner Hemostat • Backhaus Towel Clamp • Dressing (Sponge) Forceps, Holding Forceps • Wilder Lacrimal Dilator, Pratt Uterine Dilator • Mayo-Hegar Needle Holder • Crile-Wood Needle Holder • Skin Staple Remover • Tube Gauze Applicator Size 1, Size 3 	<p><u>Books:</u></p> <ul style="list-style-type: none"> • <i>Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology</i> • <i>Student Workbook for use with Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology</i> • <i>Computers in the Medical Office</i> • <i>Case Studies for use with Computers in the Medical Office</i> • <i>Electronic Health Records for Allied Health Careers w/Student CD-ROM</i> • <i>Taber's Cyclopedic Medical Dictionary</i> • <i>2014 ICD-9-CM for Physicians, Volumes 1 & 2 Standard Edition with CPT 2013 Standard Edition Package</i> <p><u>Software:</u></p> <ul style="list-style-type: none"> • <i>MedTrack</i> • <i>Quickbooks</i> • <i>Medisoft</i> • <i>Keyboarding Pro</i>
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LOCATION, FACILITIES AND INSTITUTIONAL EQUIPMENT (Con't)

Associate of Applied Science in Physical Therapist Assistant	<ul style="list-style-type: none"> • Aerobic Exercise Step---Platform system • Medicine Balls • Cando Blue Foam Rolls 6x12 round blue, 6x36 round blue, 6x12 half round blue • Fitter Rocker& Wobble Boards kit of 3 boards & stand • Cando Foam Balance Pads - blue color • Thera-Band® Exercise Balls - 21" (55cm), 26" (65cm), 30" (75cm) • Bodyblade Classic, Black • Mettler Electrotherapy Cart • Adjustable Oxygen Cart • Footstool • Sammons Preston® Economy Pneumatic Stool • ECONOMY SQUARE STOOL, BLACK • Gel Warmer • Deluxe Intellect® Tens Unit • Sammons Preston Economy Ultrasound Gel • Chattanooga Ionto machine • IontoPatch® SP • Ionto patch for Ionto machine • WASHABLE COVER-STANDARD, OVERSIZE, CERVICAL • Mobile Thermalator Heating Unit 16"D x 24" W x 32" H • Tropic Pac Moist Heat Packs standard 10"x12" pk of 12, cervical pack of 12, oversize 15" x24" • EZ Read Jamar(R) Goniometer 8" (20cm) Goniometer • EZ Read 12 1/2 " GONIOMETER • ADJUSTABLE WALL GONIOMETER • ADJ. ALUM. WALKER- BLUE • Universal Platform walker/crutch Attachment • ADJ. ALUM. WALKER- 5" Wheels BLUE • Adjustable Folding Hemi Walker • Designer Offset Canes - Blue • Standard Adjustable Cane • Quick-Adjust Crutches Size: Junior, Adult, Tall Adult • Forearm Crutches - Adult • QUAD CANE, NARROW BASE case of 2 • Sammons Preston Transfer Board with slots • Antimicrobial Gait Belt. Size: 54", Size: 70" • Secured Quick Release Gait Belt Stripe • VENTURE Wheelchair Detachable Desk Arm, Black Frame - 18"W x 16"D w/Swingaway Elevating Legrests • Invacare® 9000 XT Recliner Wheelchair • Anti-Tipper for Invacare 9000XT Recliner Wheelchair (Pair) • Jamar® Plus+ Hand Evaluation Kit • Jamar Economy Stopwatch • Baseline® Inclinator 	<p><u>PTA Books:</u></p> <ul style="list-style-type: none"> • <i>Introduction to Physical Therapy</i> • <i>Ethical Dimensions in the Health Professions</i> • <i>Health Services: Policy & Systems for Therapists</i> • <i>Measurement of Joint Motion</i> • <i>Daniels & Worthingham's Muscle Testing: Techniques of Manual Examination</i> • <i>Documentation Basics: A Guide for the Physical Therapist Assistant</i> • <i>Patient Care Skills</i> • <i>Physical Rehabilitation</i> • <i>Pathophysiology for the Health Professions</i> • <i>Essentials of Kinesiology for the Physical Therapist Assistant</i> • <i>Trail Guide to the Body (text/workbook/DVD) bundle*</i> • <i>Physical Agents in Rehabilitation from Research to Practice</i> • <i>Therapeutic Exercises: Foundations & Techniques</i> • <i>Fundamental Orthopedic Management for the Physical Therapist Assistant</i> • <i>Special Tests for Orthopedic Examination</i> • <i>Neurorehabilitation for the Physical Therapist Assistant</i> • <i>Pediatrics for the Physical Therapist Assistant</i> • <i>PTA EXAM: The Complete Study Guide</i> • <i>PEAT (Practice Examination and Assessment Tool) for PTA</i> <p><u>General Education:</u></p> <ul style="list-style-type: none"> • <i>Communication Skills for the Healthcare Professional</i> • <i>Anatomy & Physiology - Text</i>
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	<ul style="list-style-type: none"> • Jamar Flexible Tape Measure • 2-POINT AESTHESIOMETER • HAND VOLUMETER, 3"X 5"X 11" • FOOT VOLUMETER, 5 1/4X 13X 9 • FOOT, HAND, SHOULDER, HIP SKELETONS • Functional Model of the KNEE, ELBOW, Muscled elbow Joint Model • LUMBAR SECTION w/HERNIATED DSK • CERVICAL VERTEBRAE FLEXIBLE • 15 Gal Mobile Whirlpool w/undercarriage • Chlorazene Whirlpool Antiseptic • Matt-Kleen™ All Purpose Disinfectant Cleaner • EZ - Trode Electrodes 2" round • Sharp Debridement Kit, Sharps Container • ColPaC Freezer • Paterson Medicl Standard, Neck Contour Cold Pacs • EZ-ON HINGED KNEE WRAP, S/M, M/L • J-LAT LATERAL SUBLUXATION RIGHT LG • J-LAT SUBLUXATION RIGHT MED • Rolyan® Slip-Resistant Knee Immobilizer short medium, short large, long medium, long large • MUELLER ADJ KNEE SUPPORT • Rolyan® Posterior Leaf Splint Right Small, Medium, Large, X-Large • Abduction System • HEMI SHOULDER SLING • Rolyan Univeral Arm Sling • Rolyan Figure of 8 Sling small to average, large to X-large • M-BRACE LUMBLOCK MED, LG, X-Large • Sammons Preston LUMBAR ROLL Standard • SWEDE-O STRAP LOK Small, Medium, Large BLACK • AIRCAST ANKLE STIRRUP, R-MED, R-LG • Plyometric Rebounder • MATRIX Upright Cycle • Matrix R5x Recumbent Cycle • SCIFIT DC 1000 Treadmill • SCIFIT PRO Total and Upper Body Exerciser • 390 Standard Pulley Series Wall Mount • 393 Standard Double Pulley Wall-mount • Compact 4-Sided Weight Rack - with Accessories • 10' PLTFRM PAR BARS ADJ HT/WD • ValueLine Two-Sided Compact Staircase • VECT GENISYS 2-COMBO w/CART • TRITON DTS ADVANCED PACKAGE • Full Body Padded U-Sling with Head Support, Medium, Large • Alliance Patient Lifts - Battery Powered Patient Lift • Alliance Patient Lifts - HE Hydraulic Patient Lift • Metron™ Value Mat Platforms - 5'W x 7'L Colonial Blue 	<p><i>and Laboratory Manual Bundle</i></p> <ul style="list-style-type: none"> • <i>Study and Review Guide to Accompany Anatomy & Physiology</i> • <i>Anatomy & Physiology Revealed 3.0 Workbook</i> • <i>Anatomy & Physiology Revealed Version 3.0 DVD (2013)</i> • <i>Beginning Algebra 8th ed., My Math Lab, Student Solutions Manual</i> • <i>Health Psychology: An Introduction to Behavior and Health</i> • <i>The Language of Medicine</i>
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- Clinic Model BAPS Board
- Thera-Band® Wall Station - Station
- Sammons Preston® Glass Mirrors Single-Section
- BOSU Pro™ Balance Trainer - Balance Trainer
- Rigid Leg Lifter 41" long (most adults)
- Therabath® with 6 lbs. Scent Free™ Paraffin
- Patterson Medical® Paraffin Wax Unscented, 36-lb. blocks
- Economy Finger Pulse Oximeter
- Economy Aneroid Sphygmomanometer
- Sphygmomanometer oversized Cuff
- Dual-Head Stethoscope. Color: Blue
- Rolyan Deep Prep Tissue Massage Products - Cream II
- Rolyan Deep Prep Tissue Massage Products - Complete
- Biofreeze® Pain-Relieving Gallon Pump Bottle
- Sammons Preston® Pedal Exerciser
- Total Gym® GTS® Basic Accessory Package
- Digi-Flex® Hand & Finger Exercise System Set of 5
- Hand & Finger Exercise System (includes display)
- Sammons Preston® Therapy Putty; 2 oz., Soft – Yellow, Medium Soft – Red, Medium – Green, Firm - Blue
- Shoulder Abduction Ladder
- Saunders Cervical Hometrac® Deluxe
- Economy Overdoor Traction with Waterbag
- Value Four Wheel Rollator Adult, Color: Red
- Knee Walker
- Multi-Purpose Bench
- Comprilan® Compression Bandage 3.9" x 16.4' Case, 4.7" x 16.4' Case
- Coban® Self-Adherent Wrap 12 - 3"W Rolls (2 each of Neon Green, Neon Pink, Neon Orange, Purple, Black, White)
- Thera Cane® Massager
- Thera-Band® Professional Resistance Tubing - 100-Foot, Resistance Level: 1 (Yellow), Level: 2 (Red), Level: 3 (Green), Level: 4 (Blue), Level: 5 (Black)
- Detecto® 339 Physician Beam Scales with Height Rod
- Universal Scissors
- Lister Bandage Scissors Right Handed 5-1/2"
- Rolyan® Stabilizer Walker - High, Size: Small, Shoe Size: Men's 4.5 - 6, Women's 5.5 - 7
- Rolyan® Stabilizer Walker - High, Size: Medium, Shoe Size: Men's 6.5 - 10, Women's 7.5 - 11
- Rolyan® Stabilizer Walker - High, Size: Large, Shoe Size: Men's 10.5 - 12, Women's 11.5 - 13
- Rolyan® Universal Contour Cervical Collar 2"H, 3"H
- Philadelphia™ Tracheotomy Collar® Size: Small, Neck Height: 3¼" (8.25cm), Circ.: 10"-13" (25.4 - 33cm), Medium, Neck Height: 3¼" (8.25cm), Circ.: 13"-16" (33 - 40.6cm), Large, Neck Height: 3¼" (8.25cm), Circ.: 16"-19" (40.6 - 48.3cm)

	<ul style="list-style-type: none"> • Midland Electric Tilt Table - Electric Tilt Table, Imperial Blue • Single-Bag Laundry Hampers Single-Bag Hamper: Standard, Navy • Myotrac T4000P • Myotrac T4000P Triode Electrodes • PresSsion Sequential Pump, Multi 3 • PresSsion® compression therapy garments - PresSsion Uniform Garment, Foot & Ankle 10", Sequential (3 Chambers) Full Arm, 30", PresSsion Uniform Garment, Full Leg 35" • Soft-Touch™ Therapy Rolls - 8" x 36", 10" x 36, 12" x 36" • Soft-Touch™ Therapy Wedges - Elevation/Base: 8" x 24" x 28", Degree/Incline: 16 Chocolate, 10" x 20" x 22", Degree/Incline: 26 Chocolate, 12" x 24" x 28", Degree/Incline: 24 Chocolate • J&J Coach Speed Tape, 1-1/2" x 15 yds • SAFESKIN® Powder-Free PURPLE NITRILE™ Exam Gloves SMALL, MEDIUM, LARGE • Kinesio Tex Taping Kit • Air Compressor 1-2 gallon • Exercise Ball Rack • allheart Buck Neurological Hammer • NuStep T5XR Recumbent Cros Trainer • EarthLite® Sedona Treatment Tables - Mystic Blue w/CAB AB Mystic Blue) • EarthLite Flex Rest Self Adjusting Face Cradle Mystic Blue • Medsoft Pillows Cases T130 • Cotton Classic Hospital Bath Towels, Washcloths, Flat Hospital Bed Sheets T130 • Patient Gowns • Medsoft Pillows • Whirlpool 4.1 cu. ft. Front-load Washer w/ Stainless Steel Basket & Dryer Bundle - White • Altay Human Muscular Leg, Arm, Human Heart • Somso Human Brain with Arteries 4 parts • Human Muscular and Ligamentous Skeleton, Plastic • Human Skelaton, Disarticulated, Plastic, in Carrying Case 	
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Students have access to a current job search lab/resource library to supplement their learning experience. Students are encouraged to increase their knowledge through use of these facilities. The College complies with federal, state, and local laws, regulations and ordinances. These include requirements for fire safety, building safety, and health regulations.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent; or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma. Students must provide a copy of a high school diploma or an official high school diploma/GED certification or its equivalent. Based on our admissions policy, we do not enroll students under the Ability to Benefit Criteria.

To begin their college experience, applicants must complete an Admissions Application, have a personal interview with an Admissions Representative and meet Admissions Requirements (see Student Handbook). All applicants must successfully pass the ASSET ACT Test. Since the School's prerequisite for enrollment is a high school diploma or its equivalent, the above-mentioned test is used for admissions purposes and to determine the order of admissions when classes are full.

The school reserves the right to reject applicants based on their test scores or failure to comply with any applicable local, state or federal laws, statutes or regulations.

COURSE	ASSET ACT TEST	ASSET ACT SCORE
Surgical Technology*	Writing Skills Reading Skills Numerical Skills	Min. Score 41
Pharmacy Technician*		
AAS in Diagnostic Medical Sonography*		
Medical Assistant*		Min. Score 43
AAS in Physical Therapist Assistant*		

* See Student Handbook for additional admission requirements.

If the number of applicants is higher than the number of seats available for the program, students are placed on a waiting list based on the highest scores on the ASSET (with a passing score), time and date of when they completed all paperwork including financial check, etc.

TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT

Students previously enrolled in any college accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may submit their records to CBD College for review. CBD College evaluates prior coursework for credit for general education and non-core coursework. 100% of core coursework must be completed at the College.¹

The acceptance of any credits may affect the amount of financial aid eligibility at CBD College. Therefore all students requesting transfer of credit are encouraged to meet with a Financial Aid representative to be advised on how their particular transfer of credit request may affect their eligibility. If the credits are granted, the tuition will be prorated and reduced based on the number of transferable credits granted. The cost of textbooks may be reduced based on the approval of transfer credits. CBD College does not charge any fees for the review of or granting of transfer of credits.

¹ Special consideration will be given for unique circumstances upon review of transcripts, petition by the prospective student and meeting between Program, Admissions and School Directors (min 50% of the program has to be completed at CBD College).

Students requesting to have their previously earned credits reviewed must provide officially sealed transcripts and course outlines to their admissions representative at the time of enrollment. The admissions representative will submit the documents to the Program Director, who will review and provide a written result of the review to the admissions representative. The student must have a minimum passing grade of C or better on all credits to be reviewed.

Credit Transfer “IN” Requirements:

- GE Course and non-Core objectives and contact hours of course transferred must be similar to what CBD College offers
- Science courses transferred must have been completed within the last five years (*Credit for education prior to 5 years will only be granted by means of challenge examination and advising*)
- Course transferred must have been successfully completed with at least a “C”

Credit Transfer “IN” Procedure:

Student will complete the Transfer Credit Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts in an officially sealed envelope (transcripts must describe the courses taken, with grades achieved and actual number of hours completed by category—theory theory/lab/clinical)
- School catalog or similar document containing the course description and objectives
- Copy of CNA license, if applicable

Transcripts will be evaluated upon receipt in an official sealed envelope from the accredited college the student is transferring from. Transcripts must be accompanied by the course descriptions, course syllabus and the actual number of hours completed by category (theory and clinical).

The documentation must be submitted to the admissions department at least two weeks prior to the anticipated first day of attendance. The student will be advised of the school’s decision within five business days.

Official documents and exams need to be reviewed prior to the student’s first day of class. No fees will be charged for testing, evaluation or granting transfer of credit.

Transfer students will be evaluated qualitatively only on the work completed while at the College.

All students must successfully complete a 100% of the Core program at CBD College in order to be eligible to receive a certificate/diploma from CBD College (please see footnote on p.15).

If a student is denied credits based on his/her transcript/course description(s) and/or exam, a written appeal can be made to the School Director, within five calendar days of being notified of the denial, outlining circumstances for reconsideration. The student will receive a written decision to the appeal within ten calendar days. The School Director’s decision is final.

CBD College does not provide credit based on achievement tests, challenge examinations, or experiential learning.

Credit Transfer” OUT” Procedure:

If a student chooses to transfer to another school, CBD College will provide an official transcript, syllabi and/or course outlines upon the student’s request, which must be filed at the front desk. All required document(s) will be provided by the College within five business days.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

READMITTED STUDENTS

To be considered for re-entry, former students must provide a detailed written explanation of the conditions that caused the original withdrawal or termination and demonstrate how those conditions have been resolved so that they can successfully continue the program of study. Applicants reentering the program will be evaluated by an instructor and/or Program Director to assess retained skills. Only one re-entry request will be considered and may be allowed.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0 in the theory courses;
- Have a “pass” grade in the clinical courses.

Readmission Procedure:

- Provide a detailed written explanation of the conditions that caused the original withdrawal or termination and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills
- Complete the recommended “plan of improvement”, if necessary

Only one re-entry request per student will be considered and may be allowed per program.

Students who have been approved for readmission by the administration will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College.

The maximum time frame will be reduced for transfer/readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Financial Aid to determine Title IV aid eligibility, as eligibility may be reduced based on transfer credit.

PROGRAMS OFFERED

SURGICAL TECHNOLOGY (ST)

96.5 quarter credit units/ 1500 clock hours/ 70 weeks

45 weeks Theory/Lab (20 hours per week) + 25 weeks externship (24 hours per week)

Course Objective:

The Surgical Technology program is a 1500-hour Diploma comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills that will enable them to become safe and competent practitioners of Surgical Technology.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 600-hour Surgical Technology Externship that must be completed prior to graduation.

Upon successful completion of the program, graduates may obtain employment as:

- Surgical Technologist (CIP # 51.0909; O-NET # 29-2055.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units*
I	Anatomy and Physiology	1-9	180	17.0
II	Basic Science	10-18	180	15.0
III	Surgical Technology	19-27	180	15.0
IV	Surgical Procedures	28-36	180	18.0
V	Mock Surgery	37-45	180	10.5
VI	Externship	46-70	600	21.0
Total:			1500	96.5

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates, completing this program or other important information, visit: <http://cbd.edu/surgical-technology.html>

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ST101	Anatomy & Physiology I	80	10	0	90
ST102	Anatomy & Physiology II	80	10	0	90
ST201	Medical Terminology	25	5	0	30
ST202	Med Law & Ethics	25	5	0	30
ST203	Patient Psychology	25	5	0	30
ST204	Disease Process & Pathophysiology	25	5	0	30
ST205	Microbiology	25	5	0	30
ST206	Pharm. & Anesthesia	25	5	0	30
ST301	Intro to ST & Asepsis	20	10	0	30
ST302	Sterilization	20	10	0	30
ST303	Surgical Instruments	20	10	0	30
ST304	Biomedical Science	25	5	0	30
ST305	Sutures & Wound Healing	25	5	0	30
ST306	Drains & Catheters	20	10	0	30
ST401	General & Pediatric Procedures	30	0	0	30
ST402	OBGYN & Urological Procedures	30	0	0	30
ST403	Orthopedic Procedures	30	0	0	30
ST404	Neurologic Procedures	30	0	0	30
ST405	Plastic-H&N Procedures	30	0	0	30
ST406	Vascular & Cardio Procedures	30	0	0	30
ST501	Mock Surgery I	10	40	0	50
ST502	Mock Surgery II	10	40	0	50
ST503	Mock Surgery III	10	40	0	50
ST001	CPR	5	5	0	10
ST002	Career Development	5	5	0	10
ST504	Mock Clearance	0	10	0	10
ST601	Externship	20	0	580	600
TOTAL		680	240	580	1500

ST Course Descriptions:

MODULE I ST101 ANATOMY AND PHYSIOLOGY I

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 90

*Quarter Credit Units: 8.5**

This course is a study of the following topics and human systems: biochemistry, the cell, tissues, bone, muscle, and endocrine systems. The functions and interrelationship of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE IA ST102 ANATOMY AND PHYSIOLOGY II

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 90

*Quarter Credit Units: 8.5**

This course is a study of the following topics and human systems: nervous system, lymphatic, endocrine, blood, cardiovascular, digestive, and respiratory systems. The functions and interrelationship of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE II ST201 MEDICAL TERMINOLOGY

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes, and body structure.

MODULE II ST202 MEDICAL LAW & ETHICS

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course presents an overview of the legalities and ethical behavior associated with medical practice/facility. The AMA and AAMA codes of ethics and OSHA regulations as they apply to the office environment are also studied.

MODULE II ST203 PATIENT PSYCHOLOGY

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is an introduction to the principles and concepts basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy, and social psychology.

MODULE IIA ST204 DISEASE PROCESS & PATHOPHYSIOLOGY

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed.

MODULE IIA ST205 MICROBIOLOGY

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Additionally, vital signs and blood borne pathogens will be included.

MODULE IIA ST206 PHARMACOLOGY AND ANESTHESIA

Prerequisites: Admission to the Surgical Technology Program. ASSET ACT Pre-Enrollment Exam with the following scores the following scores: Writing, Reading and Numerical Skills minimum Score 41.

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents, and math concepts in calculations of dosages. Different modes of anesthesia will be discussed.

MODULE III ST301 INTRODUCTION TO SURGICAL TECHNOLOGY & ASEPSIS

Prerequisite: ST101-ST206

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. This course also introduces aseptic technique.

MODULE III ST302 STERILIZATION

Prerequisite: ST101-ST301

Total clock hours: 30

*Quarter Credit Units: 2.5**

An overview of the disease process, infection control with emphasis on hand washing techniques, methods of sterilization, instrumentation classification, and first aid procedures will be presented. Universal precautions as well as draping and positioning patients are emphasized.

MODULE III ST303 SURGICAL INSTRUMENTATION

Prerequisite: ST101-ST302

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces the student to the relationship between instrumentation, equipment, and supplies and quality patient care in the OR; items that require sterilization prior to use in the sterile field; basic instruments by type, function, and name; proper care, handling, and assembly of instruments; types of special equipment utilized in the OR; practice and demonstration of proper care; handling techniques, safety precautions, functions of accessory equipment and demonstration of proper care; handling, and assembly; relationship between instruments, equipment, and supplies; and the OR environment as related to safety.

MODULE IIIA ST304 BIOMEDICAL SCIENCE

Prerequisite: ST101-ST303

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving, and printing documents. It also includes the safety factors regarding biophysical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety.

MODULE IIIA ST305 SUTURES AND WOUND HEALING

Prerequisite: ST101-ST304

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces wound healing, possible complications of wound healing, classifications of surgical wounds, factors that influence healing and the manner in which they affect the healing process, and common suture terms. Suture materials and stapling devices and their usage, as well as types, characteristics, and uses of natural and synthetic absorbable suture materials are also introduced.

MODULE IIIA ST306 DRAINS AND CATHETERS

Prerequisite: ST101-ST305

Total clock hours: 30

*Quarter Credit Units: 2.5**

This course introduces various types and usage of the drainage system, catheters, and tubes used in the surgical procedures.

MODULE IV ST401 GENERAL AND PEDIATRIC PROCEDURES

Prerequisite: ST101-ST306

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, general, and pediatric procedures.

MODULE IV ST402 OBGYN AND UROLOGIC PROCEDURES

Prerequisite: ST101-ST401

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific OBGYN and urologic procedures.

MODULE IV ST403 ORTHOPEDIC PROCEDURES

Prerequisite: ST101-ST402

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific orthopedic procedures.

MODULE IVA ST 404 NEUROLOGICAL PROCEDURES

Prerequisite: ST101-ST403

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific neurological procedures.

MODULE IVA ST405 PLASTIC AND H&N PROCEDURES

Prerequisite: ST101-ST404

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in plastic and H&N procedures.

MODULE IVA ST406 VASCULAR AND CARDIOTHORACIC PROCEDURES

Prerequisite: ST101-ST405

Total clock hours: 30

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific vascular and cardiothoracic procedures.

MODULE V ST501 MOCK SURGERY I

Prerequisite: ST101-ST406

Total clock hours: 50

Quarter Credit Units: 3.0*

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, general surgery, orthopedic, neurological, plastic and reconstructive, peripheral vascular, obstetric/gynecology, ophthalmic, otorhinolaryngologic, and oral/maxillofacial surgical procedures for the surgical technologist.

MODULE V ST502 MOCK SURGERY II

Prerequisite: ST101-ST501

Total clock hours: 50

*Quarter Credit Units: 3.0**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the surgical technologist.

MODULE V ST503 MOCK SURGERY III

Prerequisite: ST101-ST502

Total clock hours: 50

*Quarter Credit Units: 3.0**

This course is designed to evaluate the student in his/her knowledge and skills in basic surgical preparation and procedures. Students will recall the preparations for anesthesia and pharmaceuticals used, instrumental set-ups, and circulating methods, and will understand the use of different needles and sutures.

MODULE V ST504 CPR

Prerequisite: ST101-ST503

Total clock hours: 10

*Quarter Credit Units: 0.5**

This course is designed to introduce surgical technology candidates to basic clinical skills, CPR, HIV/AIDS, and OSHA. Emphasis is placed on measurement and recording of temperature, pulse, respiration, blood pressure, height, and weight. Included is a CPR session taught by a certified instructor.

MODULE V ST505 CAREER DEVELOPMENT

Prerequisite: ST101-ST504

Total clock hours: 10

*Quarter Credit Units: 0.5**

This course on career development emphasizes assessing personal strengths, understanding career expectations, developing job search techniques, and preparing an effective resume.

MODULE V ST506 MOCK CLEARANCE

Prerequisite: ST101-ST505

Total clock hours: 10

*Quarter Credit Units: 0.5**

In this course, emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures.

MODULE VI ST601 EXTERNSHIP

Prerequisite: ST101-ST506 with a grade B or better

Total clock hours: 600

*Quarter Credit Units: 21.0**

This course is conducted in a surgical facility and provides students a clinical experience with a variety of preoperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and work as members of the surgical team.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

ASSOCIATE OF APPLIED SCIENCE IN

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS AAS)

130 quarter credit units / 2,160 clock hours / 84 weeks (20-40 hours per week)

Educational Objective:

The Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS) Program is designed to prepare the student to work in the allied medical field as an entry-level sonographer. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Completion of the General Education requirements for the AAS Degree program may be transferable if the student wishes to pursue a Bachelor's Degree in Diagnostic Medical Sonography. The award of transfer credit is at the discretion of other institutions and is not guaranteed.

A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service; as a free lance sonographer; or as a traveling sonographer.

It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardio Vascular Credentialing (CCI). Depending upon the graduate's prior education, he or she may be eligible to sit for EITHER the CCI examination OR the ARDMS examination upon graduation, as prerequisites for these examinations are currently written.

The graduate of the DMS AAS must pass all General Education courses, core theory and laboratory courses, and clinical externship courses with a grade of 70% or better to complete the program.

Program Admissions Requirements:

1. High School Diploma or equivalent
2. Must be at least 17 years of age
3. ASSET ACT admissions score of 41 or higher
4. Entrance essay submitted to DMS Program Director. A one to two page application essay should focus on why you want to be a Diagnostic Medical Sonographer, reasons why you will make a good sonographer, and why you should be given the educational opportunity to achieve your goal.
5. Criminal history background check – Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you **MUST** seek clarification from the ARDMS at www.ardms.org, as to your eligibility to apply for ARDMS examination. Students who wish to sit for the CCI examination must seek clarification from CCI at www.cci-online.org.
6. Health screenings and immunizations (prior to program admission). Note: TB testing is required just prior to placement into clinical externship.
7. Drug and alcohol testing (required by some clinical externship sites prior to placement)
8. Current BLS CPR certification (prior to placement in clinical externship)

Upon successful completion of the program, graduates may obtain employment as:

- Diagnostic Medical Sonographer/Ultrasound Technician
(CIP # 51.0910; O-NET # 29-2032.00)

Term #	Course/GE Course Title	Week #	Clock Hours	Quarter Credit Units
GE	Mathematics 101 – College Math.	01-12	45	4.5
	English 102 – Oral Communication		45	4.5
	Physics 101 – General Physics		45	4.5
	Biology 101 – Human Anatomy		45	4.5
	Biology 102 – Human Physiology		45	4.5
	Orientation to Ultrasound Imaging		15	1.5
I	Abdominal & Small Parts Ultrasound Imaging	13-24	192	14.0
	Fundamentals of Sonography		48	4.5
II	Obstetrics & Gynecology Ultrasound Imaging	25-36	192	14.0
	Patient Care for Sonographers		48	4.5
III	Vascular Ultrasound Imaging	37-48	192	14.0
	Patient/Sonographer Interaction		48	4.5
IV	Physical Principles & Instrumentation of Ultrasound	49-60	192	14.0
	Professional Aspects of Sonography		48	4.5
V	Clinical Practicum I	61-72	480	16
VI	Clinical Practicum II	73-84	480	16
Total:			2160	130.0

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Course Syllabus:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
MTH 101	College Math	45	0	0	45
ENG 102	Oral Communication Skills	45	0	0	45
PHY 101	General Physics	45	0	0	45
BIO 101	Human Anatomy	45	0	0	45
BIO 102	Human Physiology	45	0	0	45
DMS 200	Orientation to Ultrasound Imaging	15	0	0	15
DMS 210	Abdominal & Small Parts Ultrasound Imaging	96	96	0	192
DMS 215	Fundamentals of Sonography	48	0	0	48
DMS 220	Obstetrics & Gynecology Ultrasound Imaging	96	96	0	192
DMS 225	Patient Care for Sonographers	48	0	0	48
DMS 230	Vascular Ultrasound Imaging	96	96	0	192
DMS 235	Patient / Sonographer Interaction	48	0	0	48
DMS 240	Physical Principles & Instrumentation of Ultrasound	96	96	0	192
DMS 245	Professional Aspects of Sonography	48	0	0	48
DMS 250	Clinical Practicum I	0	0	480	480
DMS 260	Clinical Practicum II	0	0	480	480
TOTAL		816	384	960	2160

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/associate-degree-in-diagnostic-medical-sonography.html>

DMS AAS Course Descriptions:

MATHEMATICS 101 – COLLEGE MATH

Prerequisites: Admission to the Diagnostic Medical Sonography Program.

Total clock hours: 45

Quarter Credit Units: 4.5*

This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations. Upon course completion, the student will be able to solve mathematical problems applicable to theory and practice of diagnostic medical sonography.

ENGLISH 102 – ORAL COMMUNICATION

Prerequisites: Admission to the Diagnostic Medical Sonography Program.

Total clock hours: 45

Quarter Credit Units: 4.5*

This introductory course is designed to provide students with greater skills in all aspects of oral presentation. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking. The process of preparing a presentation is covered, including topic selection, development, research, organization, language, and delivery of speeches for many types of audiences and occasions. The course will focus on building self-confidence of the students by presenting the appropriate techniques to deliver informative and persuasive oral presentations. Upon course completion, the student will be able to prepare and deliver job related oral communications.

PHYSICS 101 – GENERAL PHYSICS

Prerequisites: Admission to the Diagnostic Medical Sonography Program.

Total clock hours: 45

Quarter Credit Units: 4.5*

This is an introductory course in physics that surveys basic concepts, principles and laws of physics including the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics.

BIOLOGY 101 – HUMAN ANATOMY

Prerequisites: Admission to the Diagnostic Medical Sonography Program.

Total clock hours: 45

Quarter Credit Units: 4.5*

This course emphasizes the principles of human anatomy and includes an overview of all body systems, organs, tissues, and cells with focus on major biochemical, mechanical and cellular biology theories. Topics dealing with the nature of science, human genetics and development are included.

BIOLOGY 102 – HUMAN PHYSIOLOGY

Prerequisites: Admission to the Diagnostic Medical Sonography Program.

Total clock hours: 45

Quarter Credit Units: 4.5*

The course offers a comprehensive study of human physiology. Included is an overview of structure and functions of all body systems, organs, tissues, and cells. This course focuses on the function of the integumentary, skeletal, muscular, respiratory, cardio-vascular, immune systems, as well as endocrine, nervous, urinary, digestive, and reproductive systems.

DMS 200 – ORIENTATION TO ULTRASOUND IMAGING

Prerequisites: Admission to the Diagnostic Medical Sonography Program. ASSET ACT Pre-Enrollment Exam with the following scores: Writing, Reading and Numerical Skills minimum Score 41. GE courses.

Total Clock Hours: 15

*Quarter Credit Units: 1.5**

This course is a prerequisite to the core courses of the DMS program. It provides an overview of the scope and content of the DMS program. It focuses on the elementary operational principles of diagnostic medical ultrasound, basic ultrasound terminology specific to the profession, anatomic imaging planes and body directions used in ultrasound imaging, and the image orientation on the ultrasound display.

DMS 210 – ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING

Prerequisites: DMS 200

Total Clock Hours: 192

*Quarter Credit Units: 14.0**

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus on normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect these organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist.

DMS 215 – FUNDAMENTALS OF SONOGRAPHY

Prerequisites: DMS 200 – 210

Total Clock Hours: 48

*Quarter Credit Units: 4.5**

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques.

DMS 220 – OBSTETRICS AND GYNECOLOGY ULTRASOUND IMAGING

Prerequisites: DMS 200 – 215

Total Clock Hours: 192

*Quarter Credit Units: 14.0**

This course provides a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center on the normal and pathological conditions of the uterus, ovaries, and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the reading radiologist.

DMS 225 – PATIENT CARE FOR SONOGRAPHERS

Prerequisites: DMS 200 – 220

Total Clock Hours: 48

*Quarter Credit Units: 4.5**

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, and emergency medical situations.

DMS 230 – VASCULAR ULTRASOUND IMAGING

Prerequisites: DMS 200 – 225

Total Clock Hours: 192

*Quarter Credit Units: 14.0**

This course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to instruct the student in procedures performed in the practice of vascular ultrasound imaging.

DMS 235 – PATIENT / SONOGRAPHER INTERACTION

Prerequisites: DMS 200 – 230

Total Clock Hours: 48

*Quarter Credit Units: 4.5**

Students will learn how to communicate with patients and other health care professionals, care for those with special needs, prepare the patient for different types of ultrasound examinations, recognize laboratory values that pertain to specific ultrasound examinations, and examine the role of different imaging modalities in patient diagnosis.

DMS 240 – PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND

Prerequisites: DMS 200 – 235

Total Clock Hours: 192

*Quarter Credit Units: 14.0**

This course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, transducer operating principles and composition, the components of the ultrasound imaging unit, common artifacts in imaging, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound machine.

DMS 245 – PROFESSIONAL ASPECTS OF SONOGRAPHY

Prerequisites: DMS 200 – 240

Total Clock Hours: 48

*Quarter Credit Units: 4.5**

The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing, and interview techniques.

DMS 250 – CLINICAL PRACTICUM I

Prerequisites: DMS 200 – 245

Total Clock Hours: 480

Quarter Credit Units: 16.0*

During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

DMS 260 – CLINICAL PRACTICUM II

Prerequisites: DMS 200 – 250

Total Clock Hours: 480

Quarter Credit Units: 16.0*

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his/her skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT (PTA ASS)

107 quarter credit units/ 1750 clock hours/ 80 weeks (24-40 hours per week)

Educational Objective:

The Physical Therapist Assistant Program provides students with the theory, laboratory and clinical experiences that will prepare them to assume the role of competent and safe entry-level physical therapist assistants, to work under the supervision of a licensed physical therapist, providing services to patients and clients of all ages who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. Physical Therapy treatments are rendered in a variety of healthcare settings, including hospitals, skilled nursing facilities, school systems, outpatient clinics, and private practices.

Upon successful completion of the program, the graduate is eligible to take the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE), which relates to the practice of physical therapy in California, to obtain licensure, as required for the practice of physical therapy assisting.

Upon successful completion of the program, graduates may obtain employment as

- Physical Therapist Assistants (CIP # 51.0806; O-NET # 31-2021.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units
I	Module I	01-16	224	21.5
II	Module II	17-32	368	30.0
III	Module III	33-48	256	17.5
IV	Module IV	49-64	272	15.5
V	Module V	65-80	630	22.5
Total:			1750	107

Note: one clock hour is defined as a 60 minutes span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ENG 100	Communication	48	0	0	48
BIO 100	Anatomy and Physiology I	80	0	0	80
MTH 100	College Math	48	0	0	48
PSY 100	Introduction to Psychology	32	0	0	32
MT 100	Medical Terminology	16	0	0	16
BIO 200	Anatomy and Physiology II	80	0	0	80
PTA 200	Introduction to Physical Therapist Assisting	48	0	0	48
PTA 210	Physical Therapist Assisting Procedures	48	48	0	96
PTA 220	Pathophysiology	48	0	0	48
PTA 230	Kinesiology	48	48	0	96
PTA 300	Physical Therapy Fundamentals	48	48	0	96
PTA 310	Therapeutic Exercises I	32	32	0	64
PTA 320	Orthopedic Disorders	48	48	0	96
PTA 400	Clinical Experience I	0	0	80	80
PTA 410	Rehabilitation/ Neuro. Disorders	48	48	0	96
PTA 420	Therapeutic Exercises II	48	48	0	96
PTA 500	Clinical Experience II	0	0	320	320
PTA 510	Clinical Experience III	0	0	280	280
PTA 520	PTA Capstone & NPTE/CLE Preparation	30	0	0	30
TOTAL		750	320	680	1750

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/physical-therapist-assistant/>

PTA Course Descriptions:

MODULE I COMMUNICATION – ENG 100

Prerequisites: Admission to the PTA Program

Total clock hours: 48

*Total credit hours: 4.5**

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions is included. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I ANATOMY AND PHYSIOLOGY I – BIO 100

Prerequisite: Admission to the PTA Program

Total clock hours: 80

*Total credit hours: 8.0**

This course is an introduction to the structure and function of the human body, with an emphasis on the properties of cells, tissues and organ systems, and their relationships in both health and disease. The structure and function of the organ systems, muscles and nerves are studied.

MODULE I COLLEGE MATH – MTH 100

Prerequisite: Admission to the PTA Program

Total clock hours: 48

*Total credit hours: 4.5**

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations and solving linear equations.

MODULE I INTRODUCTION TO PSYCHOLOGY – PSY 100

Prerequisites: Admission to the PTA Program

Total clock hours: 32

*Total credit hours: 3.0**

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE I MEDICAL TERMINOLOGY – MT 100

Prerequisite: Admission to the PTA Program

Total clock hours: 16

*Total credit hours: 1.5**

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE II ANATOMY AND PHYSIOLOGY II – BIO 200

Prerequisites: Module I

Total clock hours: 80

*Total credit hours: 8.0**

This course is a continuation of BIO 100 and includes the study of the structure and function of the cardiovascular, endocrine, circulatory, immune, respiratory, digestive, excretory, sensory, and reproductive systems.

MODULE II INTRODUCTION TO PHYSICAL THERAPIST ASSISTING – PTA 200

Prerequisite: Module I, **Co-requisite:** BIO 200

Total clock hours: 48

*Total credit hours: 4.5**

This course serves as an introduction to the history and development of the profession of physical therapy, the role of a physical therapy assistant, the Standards of Ethical Conduct for a Physical Therapy Assistant, and supervision issues concerning the physical therapist assistant. The course also introduces the American Physical Therapy Association and explores communication as it relates to the practice and profession of physical therapy.

MODULE II PHYSICAL THERAPIST ASSISTING PROCEDURES – PTA 210

Prerequisite: Module I, **Co-requisite:** BIO 200, PTA 200

Total clock hours: 96

*Total credit hours: 6.5**

This course introduces the clinical environment of physical therapy. The course includes instruction in the proper positioning and draping patients, hand washing, universal precautions, use and applications of personal protective equipment, sterile technique, wound care basics, body mechanics, passive range of motion, transfers, gait training, bed mobility, and wheelchair mobility. Students also receive instruction in cardiopulmonary resuscitation (CPR) for healthcare providers, vital signs, and the Heimlich maneuver.

MODULE II PATHOPHYSIOLOGY – PTA 220

Prerequisites: Module I, **Co-requisite:** BIO 200, PTA 200, PTA210

Total clock hours: 48

*Total credit hours: 4.5**

This course covers the changes in body tissues and organs that cause or result from a disease process. The impact of acute and chronic diseases is discussed. The course focuses on diseases and the resultant functional limitations that impact the musculoskeletal, immune and nervous systems.

MODULE II KINESIOLOGY – PTA 230

Prerequisites: Module I, **Co-requisite:** BIO 200, PTA 200, PTA210, PTA 220

Total clock hours: 96

*Total credit hours: 6.5**

This course introduces the student to the science of human movement. The students evaluate biomechanical forces on the body; concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system.

MODULE III PHYSICAL THERAPY FUNDAMENTALS – PTA 300

Prerequisites: Module I, Module II

Total clock hours: 96

*Total credit hours: 6.5**

This course emphasizes physical therapy treatments using physical agents, the use and application of mechanical/cervical/pelvic system traction and the intermittent compression pump. The indications, contraindications, applications and patient responses to modalities performed in physical therapy are examined. Emphasis is on patient and equipment safety and documentation.

MODULE III THERAPEUTIC EXERCISES I – PTA 310

Prerequisites: Module I, Module II, **Co-requisite:** PTA 300

Total clock hours: 64

*Total credit hours: 4.5**

This course introduces the concept of therapeutic exercise and examines the principles of various types of exercise; the stages of tissue healing and exercise considerations associated with each stage. Students receive instruction and develop exercise programs for medical and surgical conditions that affect the trunk, neck and extremities. This course is designated to help students prepare to implement therapeutic exercise under the supervision of a physical therapist.

MODULE III ORTHOPEDIC DISORDERS – PTA 320

Prerequisites: Module I, Module II, **Co-requisite:** PTA 300, PTA 310

Total clock hours: 96

*Total credit hours: 6.5**

This course introduces students to the basic concepts of management of common orthopedic disorders. Lecture and lab will include instruction on tissue healing, gait training, therapeutic exercise and common orthopedic injuries and management of surgical cases.

MODULE IV CLINICAL EXPERIENCE I – PTA 400

Prerequisites: Module I, Module II, Module III

Total clock hours: 80

*Total credit hours: 2.5**

This course is a planned clinical experience integrated in Module IV. Students are expected to apply the techniques presented in theory and lab in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

MODULE IV REHABILITATION/ NEUROLOGICAL DISORDERS – PTA 410

Prerequisites: Module I, Module II, Module III, **Co-requisite:** PTA 400

Total clock hours: 96

*Total credit hours: 6.5**

This course provides instruction in the rehabilitation techniques and procedures that physical therapists use in treating adult patients with neurological, orthopedic, medical and/or spinal cord diseases or injuries. The course emphasizes the completion of functional activities for these patient populations, along with patient safety and documentation. The course introduces students to neurological impairments and neuro-rehabilitation concepts. Neuroanatomy and motor development are discussed as well as management of neurological conditions in children and adults. The course addresses non-progressive spinal cord and central nervous system disorders as well as progressive disorders of the central nervous system.

MODULE IV THERAPEUTIC EXERCISES II – PTA 420

Prerequisites: Module I, Module II, Module III, **Co-requisite:** PTA 400, PTA 410

Total clock hours: 96

*Total credit hours: 6.5**

This course is a continuation of PTA 310. Students receive instruction in and develop exercise programs for medical and surgical conditions that affect the posture, spine, trunk, lower and upper extremities. Students will also be prepared to develop exercise interventions for pregnancy and labor. This course is designated to help students prepare to implement therapeutic exercise under the supervision of a physical therapist.

MODULE V CLINICAL EXPERIENCE II – PTA 500

Prerequisites: Module I, Module II, Module III, Module IV

Total clock hours: 320

*Total credit hours: 10.5**

This course is a planned clinical experience integrated in Module V. Students are expected to apply the techniques presented in theory and lab in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

MODULE V CLINICAL EXPERIENCE III – PTA 510

Prerequisites: Module I, Module II, Module III, Module IV, **Co-requisite:** PTA 500

Total clock hours: 280

*Total credit hours: 9.0**

This course is the capstone clinical experience. Students are expected to apply all the techniques presented in theory and lab, in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant, integrating all the concepts they have been exposed to. Upon completion of this course, students will be prepared to work in clinical settings under the supervision of a licensed physical therapist or physical therapist assistant.

MODULE V PTA CAPSTONE & NPTE/CLE PREPARATION – PTA 520

Prerequisites: Module I, Module II, Module III, Module IV, **Co-requisite:** PTA 500, PTA 510

Total clock hours: 30

*Total credit hours: 3.0**

This course will expose students to contemporary issues in physical therapy and healthcare, including new technology, fiscal and governmental issues. It will prepare students to look for employment and to take the NPTE/CLE Examination.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

PHARMACY TECHNICIAN (PHT)

47.5 quarter credit units/ 720 clock hours/ 36 weeks

Course Objective:

This course provides students with the basic knowledge and skills that will qualify them to work as entry-level Pharmacy Technicians in retail and hospital facilities. Upon successful completion of the training, the graduate will be able to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy; identify the most common medications by their trade and generic names; perform conversions and/or calculations of weights and measures; understand Federal and California pharmacy laws; understand basic pharmacology; perform pharmacy operations of the Drug Distribution system, and be able to perform sterile product preparation. At the successful completion of the program, the student will be eligible to apply for licensure as a Pharmacy Technician in the State of California, will be awarded a diploma, and will qualify for the Pharmacy Technician Certified Board (PTCB) exam.

Upon successful completion of the program, graduates may obtain employment as:

- Pharmacy Technician (CIP # 51.0805; O-NET # 29-2052.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units*
I	General Concepts of Pharmacy	1-4	80	6.5
II	Pharmacology of the Cardio-Vascular & Nervous Systems	5-8	80	6.0
III	Pharmacy Billing, Repacking and Compounding	9-12	80	6.0
IV	Pharmacology of Infectious Diseases & Endocrine System	13-16	80	6.0
V	Hospital Pharmacy and Sterile Products	17-20	80	6.0
VI	Pharmacology of Respiratory, Gastrointestinal & Urinary Systems	21-24	80	6.0
VII	Anti-Inflammatory and Antihistamine Drugs	25-28	80	6.0
VIII	Externship	29-36	160	5.0
Total:			720	47.5

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://cbd.edu/pharmacy-technician.html>

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Extern	Total Hours
PHT 100	General Concepts of Pharmacy	30	10	0	40
PHT 101	Federal & State Pharmacy Laws and Pharmaceutical Procedures	15	5	0	20
PHT 001	Pharmacy Calculation/Module I Review	10	10	0	20
PHT 200	Pharmacology of the Cardio-Vascular System	15	5	0	20
PHT 201	Pharmacology of the Central Nervous System (CNS) and Peripheral Nervous System (PNS)	15	5	0	20
PHT 202	Psychopharmacology	10	10	0	20
PHT 001	Pharmacy Calculation/Module II Review	10	10	0	20
PHT 300	Pharmacy Stock and Billing	10	10	0	20
PHT 301	Cancer and Oncology Agents	15	5	0	20
PHT 302	Repacking and Compounding	10	10	0	20
PHT 001	Pharmacy Calculation/Module III Review	10	10	0	20
PHT 400	Pharmacology of Endocrine System	15	5	0	20
PHT 401	Pharmacology of Skin Diseases and Over The Counter medications	15	5	0	20
PHT 402	Pharmacology of Infectious Diseases	15	5	0	20
PHT 001	Pharmacy Calculation/Module IV Review	10	10	0	20
PHT 500	Pharmacology of Reproductive System	15	5	0	20
PHT 501	Hospital Pharmacy and Sterile Products	25	15	0	40
PHT 001	Pharmacy Calculation/Module V Review	10	10	0	20
PHT 600	Pharmacology of Respiratory System	15	5	0	20
PHT 601	Pharmacology of the (GI) Gastrointestinal Tract	15	5	0	20
PHT 602	Pharmacology of Urinary System	15	5	0	20
PHT 001	Pharmacy Calculation/Module VI Review	10	10	0	20
PHT 700	Anti-Inflammatory and Antihistamine Drugs	10	10	0	20
PHT 701	CPR/First Aid	10	10	0	20
PHT 702	Career Development	10	10	0	20
PHT 001	Pharmacy Calculation/Module VII Review	10	10	0	20
PHT 800	Externship	0	0	160	160
TOTAL		350	210	160	720

PHT Course Descriptions:

MODULE I PHT 100 GENERAL CONCEPTS OF PHARMACY

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 40

Quarter Credit Units: 3.5*

This course introduces the student to the practice of pharmacy both from a theoretical and practical stand point. Included are instruction in the storage, filling, documentation and interpretation of written prescriptions. Retail and Hospital pharmacy is differentiated as to practice and expectations. The laws dealing with the Controlled Substance Act are discussed and explained. This module differentiates the routes of drug administration. Special consideration is given to the aseptic preparation of IV solutions with storage and documentation emphasized.

MODULE I PHT 101 FEDERAL & STATE PHARMACY LAWS & PHARMACEUTICAL PROCEDURES

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

Quarter Credit Units: 1.5*

This course reviews the various Federal and State laws. It covers the history of these laws, controlled substances, standards and ethics, and the liability of the pharmacy, pharmacist and pharmacy technician in regard to this law. Other topics covered include who can have access to prescription files and how the DEA controls drugs of abuse.

MODULE II PHT 200 PHARMACOLOGY OF CARDIOVASCULAR SYSTEM

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

Quarter Credit Units: 1.5*

This course begins with an overview of the anatomy of the heart and cardiac conduction system. It also includes conditions affecting the cardiovascular system, treatment, and medications. Students learn different classes of cardio medications, as well as their therapeutic effect and side effects.

MODULE II PHT 201 PHARMACOLOGY OF THE CENTRAL NERVOUS SYSTEM (CNS) AND PERIPHERAL NERVOUS SYSTEM (PNS)

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

Quarter Credit Units: 1.5*

This course covers drugs that affect the central nervous system (brain and spinal cord) and how they are used therapeutically to mitigate and treat CNS disorders. This course describes how peripheral nerves (outside the CNS) communicate with our CNS and internal organs. It describes how the PNS is divided into two parts, the voluntary and involuntary nervous system, and how the parasympathetic and sympathetic branches drive each.

MODULE II PHT 202 PSYCHOPHARMACOLOGY

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

Quarter Credit Units: 1.5*

This course covers knowledge of the brain and its complexities. It covers such topics as emotional health; nondrug treatments and medication therapy focusing on antipsychotic agents; antidepressants; sedative and hypnotic agents; and other miscellaneous antianxiety agents.

MODULE III PHT 300 PHARMACY STOCK AND BILLING

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course introduces students to the primary types of insurance companies and how they manage drug coverage. They learn the difference between Medicaid and Medicare programs. Students learn what drug recalls are and why drugs are returned to the distributor. They learn what the pharmacy billing procedure is, what third-party billing is, and what formulary drugs are.

MODULE III PHT 301 CANCER AND ONCOLOGY AGENTS

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers common types of cancer and what causes cancer. Students are introduced to oncology terms. They also learn what nuclear medicine is. Course includes chemotherapy agents and their most common side effects. Students learn which medications are prescribed for the side effects of chemotherapy.

MODULE III PHT 302 REPACKING AND COMPOUNDING

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course introduces students to compounding of nonsterile products in outpatient pharmacy. Students learn and practice with equipment used in a compounding pharmacy. They learn the proper procedure of compounding as well. Students also learn the main reasons for repackaging medications and how to calculate expiration dates for repackaged meds. The course also covers special terms and definitions.

MODULE IV PHT 400 PHARMACOLOGY OF ENDOCRINE SYSTEM

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the major function of the endocrine system and the medications related to hormones. Students learn different health conditions that require a hormone treatment. Course includes a discussion of hormones, two types of diabetes, and other conditions of endocrine system.

MODULE IV PHT 401 PHARMACOLOGY OF SKIN DISEASES & OVER THE COUNTER MEDICATIONS

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the various maladies associated with our largest organ, the skin. Emphasis is put on the drugs that are used in the treatment and healing of dermatological conditions. Also students learn the most common over-the-counter medications and conditions treated with OTC medications.

MODULE IV PHT 402 PHARMACOLOGY OF THE INFECTIOUS DISEASE

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

The scope of this course covers major infectious diseases, both contagious and non-contagious. Diseases that are endemic and epidemic are covered, with special emphasis on the antibiotics and antiviral drugs that are prescribed. MRSA and other emerging forms of resistant infection are discussed.

MODULE V PHT 500 PHARMACOLOGY OF REPRODUCTIVE SYSTEM

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the major function of the reproductive system and the medications related to male and female hormones. Students learn different health conditions that require a hormone treatment. The course also covers contraceptives and sexually transmitted diseases.

MODULE V PHT 501 HOSPITAL PHARMACY AND STERILE PRODUCTS

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 40

*Quarter Credit Units: 3.0**

The course covers the most common tasks performed by the hospital pharmacy technician. It clarifies the difference between pharmacy stock and central supply stock. This course provides the student with an understanding of how sterile products used for parenteral administration must be prepared in an aseptic environment. Use of the laminar flow hood and exact aseptic technique are demonstrated and practiced. Students learn that infections in institutions (nosoicomol) are becoming more frequent and problematic while preparing IV's.

MODULE VI PHT 600 PHARMACOLOGY OF RESPIRATORY SYSTEM

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

The respiratory course concentrates on the drugs used for treatment of asthma and COPD. Emphasis is placed on the drugs that cause pulmonary dilation without cardiac side effects, such as the new Beta-2 specific agonist drugs. The effects of first and secondhand smoke are discussed. Molecular oxygen as a legend drug is discussed. Upper respiratory infections and allergies such as rhinitis and the rhinovirus (common cold) are discussed, as well as the drugs, both OTC and legend, that are used.

MODULE VI PHT 601 PHARMACOLOGY OF THE (GI) GASTROINTESTINAL TRACT

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course explains the pharmacology of drugs used in the treatment of GERD and peptic ulcer disease. It also includes drugs for emesis, nausea, vertigo, gastro stasis, and diarrhea. Over-the-counter maladies are included in this course's lectures and discussions.

MODULE VI PHT 602 PHARMACOLOGY OF URINARY SYSTEM

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course discusses various topics regarding the urinary system and the drugs used for the treatment of same. Other topics include diuretics and how they affect renal dynamics along with the impact of sodium and potassium ion. Antianemic and antihypertensive drugs and their impact on the renal and, peripherally, the cardiac hemodynamic system are also discussed. This course covers nutrition and TPN therapy and their impact on the renal and vascular systems in health and disease as well.

MODULE VII PHT 700 ANTI-INFLAMMATORY AND ANTIHISTAMINE DRUGS

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

This course covers the symptoms of inflammation and allergy. Students learn the major inflammation conditions as well as treatment of them. They learn the difference between steroidal and nonsteroidal anti-inflammatory agents, their drug actions and side effects. The course also covers symptoms of asthma and classification of drugs used to treat asthma.

MODULE VII PHT 701 CPR AND FIRST AID

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

Completing this course enables the student to become certified by the American Heart Association in First Aid and CPR. Cards of validation are issued to each student that completes this course. A certified instructor trains students to perform First Aid and CPR using a hands-on approach.

MODULE VII PHT 702 CAREER DEVELOPMENT

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 20

*Quarter Credit Units: 1.5**

The objective of this course is to assist the student in developing the skills and tools for career planning. Actual employment is the goal of this exposure. The objectives include the assessment of the student's own skills and application of these skills in a competitive market environment. The student comes to understand the dress, attitude, and interview skills necessary to stand out from the "crowd" and succeed in being hired for a desired job.

PHARMACY CALCULATION (integrated throughout courses)

Prerequisites: Admission to the Pharmacy Technician Program.

Total clock hours: 140

*Quarter Credit Units: 10.5**

This course is designed to teach the essential mathematical concepts and skills used on the job by a pharmacy technician. Basic skills in mathematics are required for understanding and performing drug dose calculations and drug preparation, and this comprehensive course offers expanded coverage of basic skill reviews on fractions and percentages. The course includes intensive practice in pharmacy math calculations, conversions, measurements, and applications of equations including calculations required for the usual dosages and solution preparations.

MODULE VIII PHT 800 EXTERNSHIP

Prerequisite: PHT 100-702

Total clock hours: 160

*Quarter Credit Units: 5.0**

The extern is “immersed” in a real pharmacy working environment. This environment may be a hospital or a retail environment based on the availability of a site and the preference of the extern for that type of practice. In this “real world” environment the student learns to deal with the day-to-day events in the “pharmacy world.” Here the student gains invaluable experience and confidence in his/her professional and interpersonal ability.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

MEDICAL ASSISTANT (MA)

60.0 quarter credit units/ 920 clock hours/ 41 weeks

36 weeks Theory/Lab (20 hours per week) + 5 weeks externship (40 hours per week)

Course Objective:

The Medical Assistant program is designed to prepare students for employment as an entry-level Medical Assistant. The program focuses on both administrative and clinical competencies and designed for students who wish to pursue a career in the allied health profession. Upon completion graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Education is focused on anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories and vital signs, and preparation of the patient and treatment rooms for physician examinations.

Upon successful completion of the program, graduates may obtain employment as:

- Medical Assistant (CIP # 51.0801; O-NET # 31-9092.00)

Term #	Module Title	Week #	Clock Hours	Quarter Credit Units*
I	Introduction to Medical Assistant	1-4	80	6.0
II	Administrative Procedures and Office Management	5-8	80	6.0
III	Medical Records and Assisting with Physical Examinations and Pharmacology	9-12	80	6.0
IV	Medical Billing	13-16	80	6.0
V	Anatomy and Physiology I	17-20	80	6.0
VI	Anatomy and Physiology II	21-24	80	6.0
VII	Clinical Assisting	25-28	80	5.5
VIII	Assisting with Medical Emergency and Certifications	29-32	80	6.0
IX	Rehabilitation, Nutrition, Pediatrics/Geriatrics	33-36	80	6.0
X	Externship	37-41	200	6.5
Total			920	60.0

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/medical-assistant/>

Course Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
MA 100	Introduction to Medical Assistant	10	10	0	20
MA 110	Patient Communication	10	10	0	20
MA 120	Universal Precautions	15	5	0	20
MA 130	Vital Signs	5	15	0	20
MA 200	Administrative Procedures	10	10	0	20
MA 210	Computers and Documentation	10	20	0	30
MA 220	Patient Education	10	0	0	10
MA 230	Office Management	10	10	0	20
MA 300	Medical Records	10	10	0	20
MA 310	Assisting With Physical Exams	10	10	0	20
MA 320	Pharmacology	20	20	0	40
MA 400	Medical Insurance	10	10	0	20
MA 410	Medical Coding	10	20	0	30
MA 420	Patient Financial Accounts	10	0	0	10
MA 430	Bookkeeping and Banking	10	10	0	20
MA 500	Body Structure	10	10	0	20
MA 510	Musculoskeletal System	10	10	0	20
MA 520	Cardiovascular System	10	10	0	20
MA 530	Lymphatic and Immune System	10	10	0	20
MA 600	Respiratory and Digestive System	10	10	0	20
MA 610	Nervous and Special Senses System	10	10	0	20
MA 620	Urinary and Reproductive System	10	10	0	20
MA 630	Endocrine System	10	10	0	20
MA 700	Venipuncture	10	30	0	40
MA 710	EKG (Electrocardiogram)	10	10	0	20
MA 720	Radiology	10	10	0	20
MA 800	Microbiology	10	10	0	20
MA 810	Minor Surgery Assisting	10	10	0	20
MA 820	Medical Emergencies	10	10	0	20
MA 830	HIPAA, OSHA & CPR Certification	10	10	0	20
MA 900	Medical Specialties	10	10	0	20
MA 910	Pediatrics and Geriatrics	10	10	0	20
MA 920	Rehabilitation	10	10	0	20
MA 930	Nutrition	10	10	0	20
MA 1000	Externship	0	0	200	200
TOTAL		360	360	200	920

Medical Assistant Course Description:

MEDULE I MA 100 Introduction to Medical Assistant

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies the duties and responsibilities of a Medical Assistant. Distinguishes between the various organizations related to the profession of medical assisting; explains the need and importance of credentials; identifies training methods for becoming a medical assistant; discuss professional development; identifies healthcare trends and their relationship to the practice of medical assisting; identifies medical specialties. Also this course recognizes the various duties of allied health professionals students may work with. Compares specialty careers and professional advancement; differentiates professional associations related to healthcare; recognizes the importance of professionalism. Explains professional behaviors; models strategies for success; carries out professionalism in all applied training scenarios; summarizes the steps necessary to obtain certification. It describes strategies for finding a position; explains key factors for a successful interview, describes how to be a successful employee.

MODULE I MA 110 Patient Communication

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies elements and types of communication. Relates communication to human behavior and needs; categorize positive and negative communication. Models ways to improve communication techniques, carries out therapeutic communication skills. Uses effective communication strategies; carries out positive communication with coworkers and management; differentiate between laws and ethics; identifies responsibilities of both the patient and physician regarding the patient-physician contract. It describes the four Ds of negligence and the four Cs of malpractice prevention. Explains the importance of the FDA and DEA to administrative procedures performed. Summarizes the purpose of federal healthcare regulations. Identifies six principles in preventing improper disclosure of medical information. Explains the different practice management models.

MODULE I MA 120 Universal Precaution

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course presents the components of a medical office safety plan. Identifies OSHA's role in protecting healthcare workers. It describes basic safety precautions. Summarizes proper methods for storing and handling chemicals. Explains the principles of ergonomics. Illustrates the cycle of infection. Summarizes the Blood borne Pathogens Standard and Universal Precautions. Describes methods of infection control. Describes CDC requirements for reporting cases of infectious diseases. Describes the layout of a typical exam room. Differentiates between sanitization and disinfection. Also this course lists steps to prevent the spread of infections; describes the importance of temperature, lighting, and ventilation. Identifies instruments and supplies used in a general physical exam. Discusses the collection, processing, and testing of urine and stool samples. Describes the process of urinalysis and its purpose.

MODULE I MA 130 Vital Signs

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course presents how to identify the skills necessary to conduct a patient interview; recognize the signs of anxiety, depression, and abuse. Uses the six Cs for writing an accurate patient history. Uses critical thinking skills to describe the five vital signs. Identifies various methods of taking temperature; describes the process of taking pulse and respirations. Carries out blood pressure measurements; summarize orthostatic vital signs. Illustrates various body measurements; describes the purpose of the physician's office laboratory; identifies the medical assistant's duties in the physician's office laboratory. Identifies pieces of laboratory equipment. Illustrates measures to prevent accidents. It explains the goal of a quality assurance program. Carries out communication regarding test preparation and follow up. Also carries out accurate documentation including logs related to quality control.

MODULE II MA 200 Administrative Procedures

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course introduces the list that design items to be considered when setting up a reception area. Summarizes housekeeping tasks. Discusses office access. Identifies the cause of most injuries to medical workers and body areas where they occur; explains the Red Flags Rule. Implanting policies and procedures for opening and closing the office. Explains the purpose to telecommunications equipment used in the office. Relates the five Cs of communication to telephone use; defines telephone etiquette, pitch pronunciation, enunciation, and tone; describes how to handle incoming calls. Carries out the procedures for taking a telephone message. Summarizes call screening skills used in making an outgoing call.

MODULE II MA 210 Computers and Documentation

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 30

Quarter Credit Units: 2.0*

This course identifies common types of computers. Describes computer hardware components and their functions. Describes software applications commonly used in a medical office. Summarizes options available for learning software applications. Discusses steps involved in upgrading or replacing existing computer equipment. Explains how a well-written document reflects on the medical practice. It describes types of document supplies used. Outlines general guidelines for effective writing. Lists and explains the purpose of different types of documents used in the medical field. Describes editing and proofreading documents. Also outlines the steps for mailing a letter. Explains the different types of mail service offered by USPS. Describes the duties involved in processing incoming mail.

MODULE II MA 220 Patient Education

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 10

Quarter Credit Units: 1.0*

This course identifies the benefits of patient education; describes factors that affect learning and teaching; implements teaching techniques. Chooses reliable patient education materials; explains how patient education can promote good health habits. Describes the information contained in a patient information packet. Describes the benefits of patient education prior to surgical procedures. Describes how the appointment book is key to continuity of patient care. Identifies how to properly apply a matrix to an appointment schedule. Compares appointment scheduling systems. Identifies ways to organize and schedule appointments. Models how to handle special situations; explains how to schedule appointments outside the office. Implements ways to keep and accurate and efficient physician's schedule.

MODULE II MA 230 Office Management

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course is an introduction of the basic organizational design of the medical office and the relationship of the healthcare team. It describes the responsibilities of the office manager. Summarizes basic human resource functions in office management. Distinguishes traits of someone with leadership skills. Compares risk management and quality assurance, calculates employee earnings. Describes tax forms commonly used in a medical office.

MODULE III MA 300 Medical Records

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course explains the importance of patient medical records; identifies the documents that comprise a medical record; compares the different types of formats related to documentation. Describes the need for neatness, timeliness, accuracy, and professional tone in patient's records; illustrates the correct procedure for correcting and updating medical records. Describes the steps in responding to requests for release of medical records. Lists four medical mistakes that will be decreased through the use of EHR, differentiate among electronic medical records, electronic health records, and personal health records. Contrasts advantages and disadvantages of EHR; describes the capabilities of EHR software programs; identifies the common equipment used to file and store paper medical records. Outlines security and safety measures for both electronic and paper medical records. Lists common filing supplies. Contrasts various filing systems; recall the steps of the filing process. Compares active, inactive, and closed files and how to set up a records retention program.

MODULE III MA 310 Assisting with Physical Exams

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies the purpose of a general physical exam; also, identifies the medical assistant's role in patient examinations. Carries out the necessary steps to prepare a patient for examination. It carries out positioning and draping a patient in all nine common exam positions. Identifies the six examination methods used in a general physical exam. Carries out the role of the medical assistant in a gynecology exam. Carries out the role of the medical assistant in obstetrics. Identifies diagnostic and therapeutic procedures performed in gynecology and obstetrics. Relates the role of the medical assistant in urology. Identifies diagnostic tests and procedures performed in urology. Recognizes diseases and disorders of the reproductive and urinary systems.

MODULE III MA 320 Pharmacology

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 40

Quarter Credit Units: 3.0*

This course presents and explains the medical assistant's role in pharmacology. Recognizes the five categories of pharmacology and their importance to medication administration. Differentiates the major drug categories, drug names, and their actions. Classifies over-the-counter (OTC), prescription, and herbal drugs. Uses credible sources to obtain drug information. Carries out the procedure for registering or renewing a physician with the Drug Enforcement Agency (DEA) for permission to administer, dispense, and prescribe controlled drugs. Identifies the parts of a prescription, including commonly used abbreviations and symbols; discuss non-pharmacological treatments for pain. Describes how vaccines work in the immune system. Explains the role of the medical assistant to ensure safe dosage calculations. Identifies systems

of measurements and their common uses. Converts among systems of measurements, execute dosage calculations accurately. Calculates dosages based upon body weight and body surface area. Describes rules and responsibilities regarding drug administration and the initial preparation for the drug administration. Lists the rights of drug administration. Recognizes the correct equipment to use for administering medications. Carries out the procedures for administering oral medications. Carries out the procedures for administering parenteral medications by injection. Carries out the procedures for administering parenteral medications by other routes. Relates special considerations required for medication administration to pediatric, pregnant, breast-feeding, and geriatric patients. Outlines patient education information related to medications. Implements accurate and complete documentation of medications.

MODULE IV MA 400 Medical Insurance

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course defines and explains the terms used in the insurance industry. Compares types of insurance plans. Outlines requirements for coverage by Medicare, Medicaid, TRICARE and CHAMPVA programs; describes allowed charge, contracted fee, capitation, and RBRVS. Outlines the tasks performed to obtain information required to produce an insurance claim. Produces a clean CMS-1500 claim form. Explains the methods used to submit an insurance claim. Recalls the information found on a remittance advice.

MODULE IV MA 410 Medical Coding

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 30

Quarter Credit Units: 2.0*

This course is designed to recognize the ways that ICD codes are used; describes the conventions used by ICD-9-CM. Outlines the steps to code a diagnosis. Explains the purpose and usage of V codes and E codes. Names the appendices found in the ICD-9-CM. Compares ICD-9-CM and ICD-10-CM. Summarizes the ICD-10-CM general coding guidelines. Illustrates coding applications for neoplasm's, diabetes mellitus, fractures, R codes, poisonings, and Z codes; Lists the sections of the CPT manual. Briefly describes CPT coding guidelines. Lists the types of E/M codes within the CPT. Lists the areas included in the surgical coding section. Locates procedure codes using the CPT manual; explains the importance of code linkage and avoiding fraud.

MODULE IV MA 420 Patient Financial Accounts

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 10

Quarter Credit Units: 1.0*

This course describes the accounts receivable and accounts payable methods. Identifies different documents used in patient billing and cycle billing. Compares accounting systems; explains the purpose of various credit and collection laws. Relates the required components of a Truth in Lending Statement to credit practices. Summarizes common problems in collections.

MODULE IV MA 430 Bookkeeping and Banking

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course presents the importance of good bookkeeping practices. Compares bookkeeping systems; Outlines patient financial transactions. Identifies negotiable instruments and items required for a check to be negotiable. Describes the different types of check endorsements and steps in making a bank deposit. Carries out the process of reconciling a bank statement; Lists several advantages to electronic banking. Implements setting up, classifying, and recording disbursements in a disbursement journal.

MODULE V MA 500 Body Structure

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course explains the difference between anatomy and physiology. Illustrates body organization from a single molecule to an organism. Describes the location and characteristics of the four main tissue types. Describes the body organ systems, their general functions, and the major organs of each. Uses medical and anatomical terminology correctly. Explains the anatomical position. Identifies body cavities and the organs within them. Relates a basic understanding of chemistry and its importance in studying the body. Names the parts of a cell and their functions; summarize how substances move across a cell membrane. Distinguishes the stages of cell division. Explains the uses of genetic techniques. Describes the patterns of inheritance and common genetic disorders. Describes the functions of the skin. Describes the layers of skin and their characteristics. Explains factors that affect skin color. Summarizes common types of skin lesions; describes the accessory organs of the integumentary system along with their structure and function. Explains the process of skin healing including scar production. Describes the common diseases and disorders of the skin.

MODULE V MA 510 Musculoskeletal System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes the structure of bone tissue; explains the function of bones. Compares intermembranous and endochondrial ossification. Describes the skeletal structures and locations; locates the bones of the skull; locates the bones of the spinal column. Locates the bones of the rib cage; locates the bones of the shoulders, arms, and hands. Locates the bones of the hips, legs, and feet. Describes the three major types of joints and give examples of each. Describes the common diseases and disorders of the skeletal system. Describes the functions of muscle. Compares the three types of muscle tissue including their locations and characteristics. Explains how muscle tissue generates energy. Describes the structure of skeletal muscle. Recognizes the terms origin and insertion. Identifies the major skeletal muscles of the body, giving the action of each. Summarizes the changes that occur to the muscular system as a person ages. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the muscular system.

MODULE V MA 520 Cardiovascular System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course introduces the structures of the heart and the functions of each. Explains the cardiac cycle, including the cardiac conduction system. Compares pulmonary and systemic circulation. Differentiates among the different types of blood vessels and their functions. Explains blood pressure and how it is controlled; describes the causes, signs and symptoms, and treatments of various diseases and disorders of the cardiovascular system. Describes the components of blood, giving the function of each component listed. Explains how bleeding is controlled. Explains the differences among blood types, including the discussion of which blood types are compatible. Explains the difference between Rh-positive blood and Rh-negative blood. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the blood.

MODULE V MA 530 Lymphatic and Immune System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes the pathways and organs of the lymphatic system. Compares the nonspecific and specific body defense mechanisms. Explains how antibodies fight infection; describes the four different types of acquired immunities; describes the causes, signs and symptoms, and various treatments of the major immune disorders.

MODULE VI MA 600 Respiratory and Digestive System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes the structure and function of each organ of the respiratory system. Describes the events involved in inspiration and expiration of air. Explains how oxygen and carbon dioxide are transported in the blood. Compares various respiratory volumes and tell how they are used to diagnose respiratory problems. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the respiratory system. Describes the organs of the alimentary canal and their functions. Explains the functions of the digestive system's accessory organs. Identifies the nutrients absorbed by the digestive system and where they are absorbed; describe the causes, signs and symptoms, and treatments of various common diseases and disorders of the digestive system.

MODULE VI MA 610 Nervous and Special Senses System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course is a study of the general functions of the nervous system; summarizes the structure of a neuron. Explains the function of nerve impulses and the role of synapses in their transmission. Describes the structures and functions of the central nervous system. Compares the structures and functions of the somatic and autonomic nervous systems in the peripheral nervous system. Recognizes common tests that are performed to determine neurological disorders. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the nervous system; describes the anatomy of the nose and the function of each part. Describes the anatomy of the tongue and the function of each part; describes the anatomy of the eye and the function of each part, including the accessory structures and their functions. Explains the visual pathway through the eye to the brain for interpretation. Describes the causes, signs and symptoms, and treatments of various disorders of the eye. Describes the anatomy of the ear and the function of each part, and explain the role of the ear in maintaining equilibrium. Explains how sound travels through the ear and are interpreted in the brain. Describes the causes, signs and symptoms, and treatments of various disorders of the ear.

MODULE VI MA 620 Urinary and Reproductive System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes the structure, location, and function of the kidney. Explains how nephrons filter blood and form urine. Compares the locations, structures, and functions of the uterus, bladder, and urethra. Describes the causes, signs and symptoms, and treatment of various diseases and disorders of the urinary system. Summarizes the organs of the male reproductive system including the locations, structures, and functions of each. Describes the causes, signs and symptoms, and treatment of various disorders of the male reproductive system. Summarizes the organs of the female reproductive system, including the locations, structures, and functions of each. Describes the causes, signs and symptoms, and treatment of various diseases and disorders

of the female reproductive system. Explains the process of pregnancy, including fertilizations, the prenatal period, and fetal circulation. Describes the birth process, including the post natal period. Compares several birth control methods and their effectiveness. Explains the causes and treatments of infertility; describes the causes, signs and symptoms, and treatments of the most common sexually transmitted infections.

MODULE VI MA 630 Endocrine System

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes the general functions and hormones of the endocrine system. Identifies the hormones released by the pituitary gland, thyroid gland, parathyroid glands, adrenal glands, pancreas, and other hormone-producing organs, and give the functions of each; explains the effect of stressors on the body. Describes the causes, signs and symptoms, and treatments of various endocrine disorders.

MODULE VII MA 700 Venipuncture

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 40

Quarter Credit Units: 2.5*

This course explains the role of the medical assistant when collecting, processing, and testing blood samples; carries out the procedure for collecting a blood specimen. Summarizes ways to respond to patients' needs when collecting blood. Carries out the procedure for performing blood tests.

MODULE VII MA 710 EKG (Electrocardiogram)

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course is an introduction of medical assistant's role in electrocardiography and pulmonary function testing. Explains the basic principles of electrocardiography and how it relates to the conduction system of the heart; identifies the components of an electrocardiograph and what each does. Carries out the steps necessary to obtain an ECG. Summarizes exercise electrocardiography and echocardiography. Explains the procedure of Holter monitoring. Carries out the various types of pulmonary function tests; describes the procedure for performing pulse oximetry testing.

MODULE VII MA 720 Radiology

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course explains what X-rays are and how they are used for diagnostic and therapeutic purposes. Compares invasive and noninvasive diagnostic procedures. Carries out the medical assistant's role in X-ray and diagnostic radiology testing. Discusses common diagnostic imaging procedures. Describes different types of radiation therapy and how they are used. Explains the risks and safety precautions associated with radiology work; relates the advances of medical imaging to EHR.

MODULE VIII MA 800 Microbiology

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course presents and explains the medical assistants' role in microbiology. Summarizes how microorganisms cause disease; describes how microorganisms are classified and named. Discusses the role of viruses in human disease. Reviews the symptoms of HIV / AIDS and

hepatitis. Discusses the role of bacteria in human disease. Discusses the role of protozoa in human disease. Discusses the role of fungi in human disease. Discusses the role of multicellular parasites in human disease. Describes the process involved in diagnosing an infection. Identifies general guidelines for obtaining specimens. Carries out the procedure for transporting specimens to outside laboratories. Compares two techniques used in the direct examination of culture specimens. Carries out the procedure for preparing and examining stained specimens. Carries out the procedure for culturing specimens in the medical office. Describes how to perform an antimicrobial sensitivity determination.

MODULE VIII MA 810 Minor Surgery Assisting

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course presents and explains the medical assistant's role in minor surgical procedures. Describes the surgical procedures performed in an office setting. Identifies the instruments used in minor surgery and describe their functions. Describes the procedures for medical and sterile asepsis in minor surgery. Discusses the procedures used in a medical office to sterilize surgical instruments and equipment; summarizes the medical assistant's duties in preoperative procedures. Describes the medical assistant's duties during an operative procedure. Implements the medical assistant's duties in a postoperative period.

MODULE VIII MA 820 Medical Emergencies

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course explains the importance of first aid during a medical emergency. Identifies items found in a crash cart; recognizes various accidental emergencies and how to deal with them; Lists common illnesses that can result in medical emergencies. Identifies less common illnesses that can result in medical emergencies. Discusses your role in caring for people with psychosocial emergencies. Carries out the procedure for calming a patient who is under extreme stress. Discusses ways to educate patients about how to prevent and respond to emergencies. Illustrates your role in responding to natural disasters and pandemic illness. Discusses your role in responding to acts of bioterrorism.

MODULE VIII MA 830 Medical Emergencies

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course is designed to train and prepare the students for HIPAA, OSHA and CPR Certifications.

MODULE IX MA 900 Medical Specialties

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course describes and explains the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics. Identifies common diseases and disorders related to these same fields; relates the role of the medical assistant in procedures performed in medical specialties.

MODULE IX MA 910 Pediatrics and Geriatrics

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies the role of the medical assistant in a pediatric examination. Discusses pediatric immunizations. Explains various pediatric screening procedures and diagnostic tests.

Describes common pediatric diseases and disorders. Recognizes special health concerns of pediatric patients. Relates developmental changes in geriatric patients. Describes common geriatric diseases and disorders. Identifies variations of care for geriatric patients. Explains special health concerns of geriatric patients.

MODULE IX MA 920 Rehabilitation

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies the general principles of physical therapy; relates various cold and heat therapies to their benefits and contraindications. Recalls hydrotherapy methods. Names several methods of exercise therapy; describes the types of massage used in rehabilitation therapy. Compares different methods of traction. Carries out the procedure for teaching a patient to use a cane, a walker, crutches, and a wheelchair. Models the steps you should take when referring a patient to a physical therapist.

MODULE IX MA 930 Nutrition

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 20

Quarter Credit Units: 1.5*

This course identifies and explains nutrients and their role in health. Implements a plan for a nutritious, well-balanced diet and healthy lifestyle using the USDA's guidelines. Describes methods used to assess a patient's nutritional status. Explains reasons why a diet may be modified. Identifies types of patients who require special diets and the modifications required for each; describes the warning signs, symptoms, and treatments for eating disorders. Educates patients about nutritional requirements.

MODULE X MA 1000 Externship

Prerequisites: Admission to the Medical Assistant Program

Total clock hours: 200

Quarter Credit Units: 6.5*

Upon successful completion of all modules, medical assistant students will participate in a 200 hour externship at an approved facility. This will provide the student with the opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in a real world environment.

** A quarter credit is defined as one credit for every ten (10) hours of lecture, one credit for every twenty (20) hours of lab, and one credit for every thirty (30) hours of externship (or internship).*

CLOCK HOUR TO CREDIT HOUR CONVERSION

For all programs of study, the following conversion formula for lecture, lab, and externship/clinical hours is applied for accreditation and state oversight agencies (rounded down where appropriate):

10 Lecture Clock Hours	=	1 Quarter Credit Hour
20 Lab Clock Hours	=	1 Quarter Credit Hour
30 Externship Hours	=	1 Quarter Credit Hour

A Clock Hour (60 minutes) is defined as a minimum 50-minute class period with a 10-minute break.

The Federal credit/clock hour conversion for the calculation of Title IV purposes is 25 clock hours to one quarter credit hour.

SCHOOL CALENDAR

HOURS OF OPERATION

	Morning Classes	Evening Classes
Surgical Tech 4 days/week	9:00 a.m.– 2:00 p.m.	5:00 p.m. – 10:00 p.m.
Pharmacy Tech 4 days/week	9:00 a.m. – 2:00 p.m.	
Ultrasound & Medical Assistant 5 days/week	9:00 a.m. – 1:00 p.m.	6:00 p.m. – 10:00 p.m.
Physical Therapist 4 or 5 days/week	Schedule varies per module	

Schedule of clinicals/externships varies and may include weekends.
Consult the department for further information.

CLASS SCHEDULE (CURRENT)

PHT	ST
open enrollment	09/04/12 – 03/14/14 morning
	10/09/12 – 04/12/14 morning
	10/09/12 – 04/12/14 evening
DMS AAS	11/19/12 – 05/30/14 morning
02/04/13 – 11/21/14 morning	01/14/13 – 07/11/14 morning
04/22/13 – 01/30/15 evening	02/04/13 – 08/08/14 evening
05/13/13 – 02/27/15 morning	03/18/13 – 09/19/14 morning
07/22/13 – 05/08/15 evening	04/29/13 – 10/10/14 morning
08/12/13 – 05/29/15 morning	06/17/13 – 12/05/14 morning
10/21/13 – 08/14/15 evening	07/29/13 – 01/23/15 morning
11/12/13 – 09/04/15 morning	08/26/13 – 02/20/15 morning
01/06/14 – 10/13/15 evening	08/26/13 – 02/20/15 evening
	09/30/13 – 03/27/15 morning
	11/12/13 – 05/08/15 morning
	11/12/13 – 05/08/15 evening
MA	12/16/13 – 06/09/15 morning
open enrollment	12/16/13 – 06/09/15 evening
For projected Start Dates, please see the Admissions Office	

CBD COLLEGE HOLIDAYS

January - December 2014

In observance of the following holidays,

CBD College does not hold classes or will be closed on:

January 1-3		W i n t e r B r e a k	
January 20	Monday	Martin Luther King, Jr.	School Closed
February 17	Monday	President's Day	School Closed
April 24	Thursday	Armenian Genocide	School Closed
May 11	Sunday	Mother's Day	No clinicals
May 26	Monday	Memorial Day	School Closed
June 15	Sunday	Father's Day	No clinicals
July 4	Friday	Independence Day	School Closed
September 1	Monday	Labor Day	School Closed
October 3	Friday	Yom Kippur	No eve. classes
October 4	Saturday	Yom Kippur	No clinicals
November 11	Tuesday	Veterans Day	School Closed
November 27	Thursday	Thanksgiving	School Closed
November 28	Friday	Thanksgiving	School Closed
December 24-31		W i n t e r B r e a k	

Constitution Day is September 17, 2013. On this day, CBD holds school-wide sessions in which the ratification of the United States Constitution is discussed. This lesson plan discusses the ratification of the Constitution, amendments, and a brief overview of the Founding Fathers.

ACADEMIC REGULATIONS

SCHOOL RIGHTS

The College reserves the right to add or withdraw any course or program, or to make changes in curriculum, tuition fees, regulations or any published agreement, as conditions warrant. No changes will be made without the consent of the student and, if necessary, the prior approval of ACCET and ABHES. No changes will affect students already enrolled in the program.

PROGRAM DELIVERY

The institutional delivery for all CBD College programs is residential. CBD College does not offer Distance Education.

STUDENT CONDUCT

Students are expected to follow all the policies and regulations of CBD College and to conduct themselves within the bounds of acceptable behavior at all times.

See Student Handbook for additional information. Any infraction of College rules and regulations, including improper or unruly behavior, may result in probation, suspension, and/or termination.

ATTENDANCE

To maintain satisfactory attendance, students may not be absent for more than 10 percent of designated class time. Attendance will be monitored on a continuous basis and calculated monthly. Students not meeting 90 percent of attendance during any given month will be placed on attendance probation for no more than 30 days. Students on probation must maintain 90 percent attendance during their probation period or be subject to withdrawal.

Students who have been absent from classes for fourteen (14) consecutive calendar days will also be dropped from the training program unless prior approval has been granted. Special consideration will be given to students with extenuating circumstances such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the School Director.

ATTENDANCE PROBATION

Students not meeting attendance guidelines will be notified in writing when they are placed on probation and informed of the steps necessary to be removed from probationary status. Students will also receive attendance advising from the Program Director when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively terminated for unsatisfactory attendance.

TARDINESS/ EARLY DEPARTURES

CBD College considers a student late or an early departure if he/she arrives after a class starts or leaves before the end of the class.

Students arriving late for classes or leaving the classroom early will receive a tardy in their records. Students returning back from breaks late will be also considered late and receive a tardy. Three (3) tardies or early departures in a month will be counted as one absence.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Records Officer and/or the Director.

A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (14 consecutive calendar days) consistent with the institution's consecutive absence policy, he or she will be withdrawn.

The written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must sign and date the leave of absence request. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

A leave of absence may not exceed 180 calendar days in any 12 month period or 50% of the length of the program, whichever is less. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

The College does not assess the student any additional charges as a result of the leave of absence.

MAKE-UP WORK

Students are responsible for all work missed as a result of an absence. Make-up work will be scheduled and arranged between the student and the instructor, and should be completed within two (2) weeks, or before the end of the course/module, whichever occurs first.

WITHDRAWAL

Students who wish to withdraw from their training program should contact the Records Officer and the School Director. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date on which a student attended classes. Both refunds and final grade determinations are based upon last date of official class attendance.

SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress in order to be eligible to remain enrolled at the school and to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis monthly, at any given midpoint, and at the end of the program. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a maximum timeframe by which a student must complete his or her program.

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT		GRADE	DESCRIPTION	POINT
ST*, PhT, DMS AAS, MA	PTA AAS			
90 – 100	90 – 100	A	Excellent	4.0
80 – 89	80 – 89	B	Good	3.0
70 – 79	75 – 79	C	Satisfactory	2.0
60 – 69	60 – 74	D	Unsatisfactory	1.0
0 – 59	0 – 59	F	Fail	0.0
		I	Incomplete	0.0
		W	Withdrawal	**

*Students enrolled in ST Program, minimum is 70% Module I & II,
75% Module III, and 80% Module IV & V

**No grade points are awarded for “Withdrawal”

Grades “F” and “I” are counted as hours attempted but not achieved and have a 0.0 value toward GPA.

Qualitative Component

A student must pass all modules or courses with a minimum grade as follows, based on a scale of 0 -100%:

- 70% for the Pharmacy Technician program, Medical Assistant & Associate of Applied Science in Diagnostic Medical Sonography program
- 70% Module I & II, 75% Module III, and 80% Module IV & V for the Surgical Technology program
- 75% for Associate of Applied Science in Physical Therapist Assistant

Progress is monitored on a monthly basis, students who fail to maintain at least a required cumulative GPA will be notified in person during advising session and tutorial assistance will be provided for students experiencing academic difficulties.

Quantitative Component

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36 week Pharmacy Technician program
- Maximum 61.5 weeks for the 41 week Medical Assistant program
- Maximum 105 weeks for the 70 week Surgical Technology program

- Maximum 120 weeks for the 80 week Physical Therapist Assistant program
- Maximum 126 weeks for the 84 week Diagnostic Medical Sonography program

To maintain quantitative progress credits must be earned, for example, for a 36 credit hour program, the maximum timeframe is 54 attempted credit hours. Since 36 divided by 54 = 67%, for the quantitative measure, students must successfully earn at least 67% of credit hours at each increment/month in order to graduate within the maximum time frame.

Students who complete the program with a GPA of less than the required will be recorded as completion/failure. These students may retake portions of the program only if they will fall within the 1.5 times the normal completion time. Repetitions of course work are counted as hours/credits attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. CBD College does not provide remedial courses for students.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside of CBD College will be evaluated only on the work completed while at CBD College. Readmitted students will be admitted to the same status as at the time of withdrawal.

The maximum time frame is reduced for transfer and readmitted students, based upon the remaining length of the program in which they enroll. For example the student transfers in or has completed 12 of the a 36 week program, therefore must complete 24 weeks at the time of enrollment, the maximum time frame is 24 weeks x 150% or 36 weeks.

ACADEMIC PROBATION

If a student fails to maintain the required academic progress at the end of any midpoint, he/she will be placed on academic probation until the next midpoint. The student must attain the required GPA or minimum passing grade during the probationary period and earn at a minimum 67% of credit hours or he/she will no longer be eligible for financial aid, if applicable and will be terminated from school. -The student is not eligible for financial aid during the probationary period if he/she has not appealed the probation and the appeal is accepted with a written academic plan.

Program Midpoints:

- PHT Program – 360 hours
- MA Program – 460 hours
- ST Program – 450 hours, 900 hours and 1200 hours
- DMS Program – 540 hours, 1080 hours and 1620 hours
- PTA Program – 425 hours, 849 hours and 1300 hours

APPEALS PROCESS FOR STUDENTS PUT ON ACADEMIC PROBATION

A student who is on probation status can appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Director with a letter that includes:

- Information about the circumstances or events which prevented the student from attaining SAP
- Why the student failed to make SAP, and
- What has changed in order for the student to be successful

The Director will review only the appeals that have the necessary documentation and are based on: (*Sample situations – must state the basis of appeal in the letter.*)

- Severe illness, medical condition, or injury
- Death of an immediate family member
- Traumatic life-altering event, or
- Military deployment/call to active duty

The Director will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within five (5) days, of the final decision. There are no additional appeals processes.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the Records Officer and/or the Director for any of the following reasons: excessive absenteeism or tardiness; failure to achieve Satisfactory Academic Progress; failure to comply with probationary conditions; failure to meet financial obligations; and/or failure to adhere to the institution's code of conduct, including but not limited to infractions in conduct such as cheating, possession of drugs, alcohol or weapons on school property, and/or behavior creating a safety hazard to other persons at the college.

APPEAL PROCESS FOR SUSPENSION AND TERMINATION

Students who wish to appeal a suspension or termination must submit a letter to the School Director within five (5) calendar days of the suspension notification. The appeal letter should describe any extenuating circumstances that the student feels may deserve further consideration. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The School Director and the Financial Aid officer will assess all appeals. The student will be sent a written decision within ten (10) calendar days of the School's receipt of the appeal. The decision will be final.

Students reinstated upon appeal will be on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of probation.

COMPLAINT PROCEDURES

A student experiencing problems with any instructor or administrative personnel should first try to resolve the problem directly. Should there still be difficulties, the student is requested to make an appointment with the School Director so that any complaint may be registered and solutions discussed.

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 Internet Web site: www.bppe.ca.gov.

In the event that the problem(s) are not resolved, the student has the right to send his/her complaints to:

ACCET Chair, Complaint Review Committee
1722 N Street NW, Washington, DC 20036
Tel. (202) 955-1113 Ext. 237 Fax (202) 955-1118
E-mail: complaints@accet.org Website: www.accet.org

GRADUATION REQUIREMENTS

Diplomas are awarded in Pharmacy Technician (PhT) and Medical Assistant (MA) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 70 percent grade point average, and who are in attendance for at least 90 percent of the total course hours.

Diplomas are awarded in Surgical Technology (ST) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 70 percent (Mod I & II), 75 percent (Mod III), 80 percent (Mod IV & V) grade point average, and who are in attendance for at least 90 percent of the total course hours (100 percent for Module VI).

Certificates of Completion are awarded in Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 70 percent grade point average, and who are in attendance for at least 90 percent of the total course hours.

Certificates of Completion are awarded in Associate of Applied Science in Physical Therapist Assistant (PTA AAS) to students who complete all course work in no more than 150 percent of the total number of hours in the program with at least 75 percent grade point average, and who are in attendance for at least 90 percent of the total course hours.

STUDENT SERVICES

STUDENT ACADEMIC ADVISEMENT

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referrals to special counseling services when required. All efforts will be made to provide a supportive environment to assist each student in maintaining progress and continuing in the program.

TUTORIAL ASSISTANCE

CBD College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remediation classes outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors or Program Director.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

CBD College understands that students may require certain assistance regarding personal issues while attending school. CBD staff maintains information pertaining to local child-care facilities and local transportation. CBD College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA, rental properties start at approximately \$750 per month.

CBD College maintains listings of community resources that are available to all students in the library, the school lobby, and the Student Services Office. Those resources include referrals to emergency services.

If you are seeking part time employment while at school, please see the Placement Office. If other information is required, please make your request at the Student Services Office.

DRUG AND ALCOHOL ADVISING

Any student experiencing a problem with drugs or alcohol is asked to see the Director. A list of counseling centers will be made available to those students who request such counseling. All students are provided with a copy of the College's Drug and Alcohol Prevention / Awareness Policy during admissions.

Pursuant to the Drug-Free Schools and Communities Act (Public Law 101-226) and CBD College policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

STUDENT LOUNGE

The Student Lounge is open to students for relaxation. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students to a clean environment.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, hospitals, businesses, and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

JOB PLACEMENT SERVICE

The College maintains an ongoing relationship with its graduates through a job placement service, regardless of the year of graduation. It is understood that while employment services may be provided, no promise or guarantee of employment can be made.

Approximately four weeks prior to graduation, students are encouraged to make an appointment with the Placement Office for a formal interview and the development of a student employment plan. Qualified candidates are carefully screened prior to job referral. Many students find employment without the help of the Placement Office. These graduates are requested to inform the Placement Office of their employment.

VOTER REGISTRATION

CBD encourages all eligible students to participate in the Democratic Process. Students are eligible to vote if they are:

- A United States Citizen
- A resident of California
- Not in prison or in county jail (serving a state prison sentence or serving a term of more than one year in jail for a defined "low-level" felony), or on parole, post release community supervision, or post-sentencing probation for a felony conviction (for more information on the rights of people who have been incarcerated, please see the Secretary of State's Voting Guide for Currently or Formerly Incarcerated Californians. More information can be found at the Secretary of State's website at www.sos.ca.gov/elections)
- At least 18 years old on Election Day
- Not found by a court to be mentally incompetent

Registration forms can be picked up at the Student Services/Admissions Office.

METHODS OF INSTRUCTION

CBD students range in age from 18 to 60. They come from varying backgrounds and levels of English proficiency and work experience. In order to effectively respond to the individual learning needs among students, we employ a variety of learning tools and teaching styles.

Whole class, small group, pair and individual work modules are used to encourage and motivate students. Various forms of instruction include lecture, video presentation, guest lecture, visual aids, and field trips.

In classes with students of differing levels or abilities, group work is often conducted, which may enable students of like ability to work together on assignments that meet their needs and provide appropriate challenges.

LIBRARY

Educational materials and resources are available to all currently enrolled students via ProQuest on-line library and hard copies are stored in the library/resource center. In addition, each program has a resource center containing materials related to the course(s). The library also has a computer bank available to students to conduct on-line searches and access available media.

Students are required to utilize the library for research and certain assigned coursework. During Orientation, students are familiarized with library facilities and encouraged to utilize all available resources.

COPYRIGHT INFRINGEMENT POLICY

CBD College requires that all copyrighted materials “be used in conformance with applicable copyright and other laws.” Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software without the express written permission of the owner of the proper license is illegal. Consequently, CBD College’s Wi-Fi network is configured to block the use of Peer-to-Peer file sharing networks that are used to share copyrighted materials. These materials include, but are not limited to, music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other federal copyright laws. Students are prohibited from using file-sharing on any CBD College provided network, including the Wi-Fi network.

INFRINGEMENT OF COPYRIGHT LAWS

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can include civil liability, criminal liability, money damages, including reimbursement of attorneys’ fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from \$1,000 to \$30,000 per copyrighted work infringed. This penalty can be increased to \$150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

INVESTIGATION OF INFRINGEMENT COMPLAINTS

Allegations of copyright infringement by CBD students that violate the DCMA will be investigated. The infringement will be reported to the Administration Office for appropriate action. If CBD College determines that any users have violated any copyright laws, the offending user's access to online services may be terminated or the student may be dismissed. CBD College reserves the right to choose how to address or respond to any allegation of copyright infringement received.

FEDERAL AND STATE STUDENT AID GENERAL INFORMATION

The U.S. Department of Education sponsors the following major student financial aid programs approved for Community Based Education & Development / CBD College for which you may apply to determine your eligibility:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant
- Federal Work Study
- Stafford Subsidized Loans
- Plus Unsubsidized Loans
- Cal Grant B
- Cal Grant

FINANCIAL INFORMATION

Program	Tuition	Registration Fee*	CPR/ Fire Safety	Background Check	Books/ Handouts/ Supplies	Uniforms/ Tools/Badge/ Other fees	STRF*	TOTAL**
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	\$29,407.50	\$75.00	\$60.00	\$50.00	\$1,142.00	\$150.00	\$15.50	\$30,900.00
DMS AAS Year 1	\$13,747.50	\$75.00	\$60.00	\$50.00	\$957.00	\$50.00	\$15.50	\$14,955.00
DMS AAS Year 2	\$15,660.00	\$0.00	\$0.00	\$0.00	\$185.00	\$100.00	N/A	\$15,945.00
Surgical Technology (ST)	\$21,750.00	\$75.00	\$60.00	\$50.00	\$625.00	\$80.00	\$11.50	\$22,651.50
ST Year 1	\$13,050.00	\$75.00	\$60.00	\$50.00	\$625.00	\$80.00	\$11.50	\$13,951.50
ST Year 2	\$8,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$8,700.00
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	\$36,528.00	\$75.00	\$60.00	\$50.00	\$2,564.00	\$303.00	\$20.00	\$39,600.00
PTA AAS Year 1	\$14,880.00	\$75.00	\$60.00	\$50.00	\$2,564.00	\$303.00	\$20.00	\$17,952.00
PTA AAS Year 2	\$21,648.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$21,648.00
Pharmacy Technician (PhT)	\$11,275.00	\$75.00	N/A	\$50.00	\$400.00	\$50.00	\$6.00	\$11,856.00
Medical Assistant (MA)	\$14,122.00	\$75.00	\$30.00	\$50.00	\$590.50	\$120.00	\$7.50	\$14,995.00

*Non-refundable *STRF = \$0.50 for every \$1,000 rounded to the nearest \$1,000 **Charges for the period of attendance and the entire program. Additional Fees, as applicable: Official Transcript \$5.00, Return Check Fee \$25.00

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course 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. 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.

TUITION AND SCHOLARSHIP POLICY; PAYMENT PLANS

Tuition is charged in accordance with the program in which you are enrolled. The school is currently approved to offer federal financial aid. For those who qualify, Pell Grants, Cal Grants or other financial aid may be available to cover the cost of tuition. Others may want to consider private student loans. In addition, the school has payment plans to meet the various needs of our students. Scheduled tuition payments are billed monthly and mailed directly to students. To learn more, contact the Financial Aid Officer. Currently the College does not offer a formal scholarship program. However, institutional personnel are familiar with public funding sources and their requirements. Financial Aid personnel will provide this information to students interested in financial assistance.

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

CBD College requires that a student's balance be paid in full before they are allowed to graduate. CBD College accepts **CHECKS** and **MONEY ORDERS ONLY** as the methods of student payment.

Payment of tuition as listed on the Schedule of Payments is due and payable either on the first day of every month or at the mid-point of the first financial year, mid-point of the program, and mid-point of the second financial year. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. The school will make any efforts to collect the money due while the student is at school. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student will be subsequently withdrawn.

The College will not provide grade or attendance reports or transcripts for students who have not made any payments. The College will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current.

CANCELLATION/REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel our program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CBD College, 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. Cancellations due to rejection of an applicant: If an applicant is rejected for enrollment by the institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
7. Cancellations due to program cancellation: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
8. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a registration or administration fee not to exceed \$75.00.
9. Cancellation after the start of class: The policy for students who cancel after the start of the class are stated in the foregoing No. 1 of this section.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive calendar days. Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations (34CFR668.22) specify how CBD College must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs CBD College participates in that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Work Study and Federal Supplemental Education Opportunity Grants (FSEOG).

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CBD College must get the student's permission (or parent's permission in the case of a PLUS Loan) before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. CBD College may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if acceptable by the student) for tuition and fees. For all other school charges, CBD College needs the permission of the student to use the post-withdrawal disbursement. If the student (or parent in the case of

a PLUS Loan) does not give permission and there are additional post withdrawal funds, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student debt at the school. CBD College must also get the student's permission (or the parent's permission in the case of a PLUS Loan) before it can disburse directly to the student any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before the student withdraws, the student will not receive any FFEL funds that he/she would have received had enrollment continued past the 30th day.

If the student receives (or CBD College or parent on the student's behalf) excess Title IV program funds that must be returned, CBD College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

CBD College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If CBD College is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with CBD College or the Department of Education to return the unearned grant funds.

The Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans;
2. Subsidized Federal Stafford Loans;
3. Federal Supplemental Educational Opportunity Grant;
4. Federal Pell Grants;
5. Federal PLUS Loans;

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of CBD College. Therefore, the student may still owe funds to CBD College to cover unpaid institutional charges. If the student does not already know what CBD College's refund policy is, the student can ask the Financial Aid department for a copy. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call (800) 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date that the student provided to the institution, in writing or orally, of his or her intent to withdraw.

If the student dropped without notifying the institution, or did not return from an approved leave of absence, the withdrawal date is the last date of academic attendance as determined by the institution's attendance records.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that, if he or she does not return from an approved leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively to his or her last date of attendance.

EQUAL OPPORTUNITY POLICY

Community Based Education and Development d/b/a CBD College is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. The College may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

The School Director is the coordinator of Title IX Education Amendments Act of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints should be directed to the School Director.

The School Director will act equitably and promptly to resolve complaints within ten (10) business days in accordance with the CBD College appeals procedure.

Inquiries concerning the application and implementation of Title IX regulations also may be directed to:

OFFICE OF CIVIL RIGHTS
U.S. Department of Education
P.O. Box 14620, Washington, D.C. 20044-4620

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the College, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of CBD College shall threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CBD College employee should bring the matter to the attention of the School Director or President in person. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials.

CBD College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted. Students and employees alike will be dismissed immediately if it is decided that they have engaged in such inappropriate conduct.

RECORD RETENTION

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five-year period and transcripts, permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This policy ensures that only authorized individuals have access to specific information requested.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Students may inspect and review their educational records upon request to the School Director. A student desiring to review his/her records should submit to the Director a written request, which identifies, as precisely as possible, the record or records he/she wishes to inspect. If you want to know more about the procedures governing your review of the records, you may obtain a copy of our complete Policy and Procedures by contacting the School Director. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the federal rules under the Family Education Rights Privacy Act, you may write to the United States Department of Education.

We will not release any information about you to outside individuals unless we have first received your permission, or were requested to give the information under state or federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights of privacy, and, therefore, the school is permitted to routinely release this information. At this school, this general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institution attended. These records are maintained for five years.

Further information and complete details of this Act are available, upon request, from the Education Department.

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Accessing or disseminating sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.

CAMPUS SECURITY

It is the intent of CBD College to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

CBD College complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>.

ADMINISTRATION AND FACULTY

ADMINISTRATION

Alan Heshel	President/CEO
Patricia Kouropova	Chief Operating Officer
Azalie Nickleberry	Administrative Assistant
Danielle Jimenez	Administrative Assistant
Seda Oglakhchian	Director of Admissions
Marty Aghejian	Admissions Officer
Dora Garcia	Admissions Officer
Maria Ortiz	Admissions Officer
Earl Johnson	Admissions Officer/Public Relations
Nora Berberian	Career Developer
Lily Shapiro	Records Officer
Irina Shapiro	Student Services/Test Administrator
Michael Heshel	Library/Computer Lab Tech
Anna Panosyan	Financial Aid Advisor
Leonid Zolotov	Financial Aid Officer
Jezebel Vazquez	Financial Aid Officer
Larisa Shumilova	Program Administrator
Mike Kaputikyan	ST Program Director
Karyn Peralta Estrada	ST Program Clinical Coordinator
Arpine Karadanyan	ST Program Aid
Arutyun Ter-Matevosyan	PhT Program Director
Alexander Gelfand	DMS Program Director
Anna Safrazbekian	DMS Program Clinical Coordinator
Ramy Seang	MA Program Director
Ed Greene	PTA Program Director
Bruce Brownstein	PTA Director of Clinical Education

FACULTY

All instructors at CBD College have extensive training and experience in teaching as well as curriculum development/assessment/revision. Our instructors utilize industry-related teaching methodologies in the field of their professional expertise.

<u>MIKE KAPUTIKYAN</u> Full-Time Over 15 years' experience as Surgical Tech <i>MS – Education</i> , Ashwood University, Online <i>Certified Surgical Technologist</i> – Glendale Career College, Glendale, CA	<u>LORI BERGVALL</u> Part-Time Over 35 years' experience as Surgical Tech <i>Certified Surgical Technologist</i> – LA Trade Technical College, Los Angeles, CA AA – GE, LA Valley College, Los Angeles, CA
<u>MARTIN VILLALOBOS JR.</u> Over 11 years' experience as Surgical Tech Part-Time <i>Certified Surgical Technologist</i> – Bryman College, Reseda, CA	<u>VIKTORIA TERMAN</u> Part-Time Over 7 years' experience as Surgical Tech <i>Certified Surgical Technologist</i> – Concord Career College, N. Hollywood, CA

<p><u>BRIAN SMITH</u> Part-Time Over 3 years' experience as Surgical Tech <i>Certified Surgical Technologist</i> – Career Colleges of America, Los Angeles, CA CNA, Genova Health Institute, Los Angeles, CA</p>	<p><u>ART BUSCH</u> Part-Time Over 4 years' experience as Surgical Tech <i>Certified Surgical Technologist</i> – Glendale Career College, Glendale, CA BFA – Carnegie-Mellon University, Pittsburgh, PA</p>
<p><u>JOSE LEPE</u> Part-Time Over 28 years' experience as Surgical Tech <i>Certified Surgical Technologist</i> – Glendale Career College, Glendale, CA</p>	<p><u>HANNA PARK</u> Part-Time BS – <i>Human Development</i>, UC Davis, Davis, CA <i>Certified Surgical Technologist</i> – Glendale Career College, Glendale, CA</p>
<p><u>EDWIN FAHLSING</u> Part-Time BS – <i>Life Science</i>, San Diego State University, San Diego, CA <i>Medical Doctor</i> – University of Utah School of Medicine, Salt Lake City, UT <i>Certified Surgical Technologist</i></p>	<p><u>ALEXANDER GELFAND</u> Full-Time MS – <i>Medical Science</i>, Odessa State Medical University, Odessa, Ukraine AA – <i>Ultrasound</i>, California School of Modern Sciences, Beverly Hills, CA RDMS RVT</p>
<p><u>JESSICA GROSSBARD</u> Part-Time MS – <i>Mathematics</i>, California State University, Los Angeles, CA BS – <i>Mathematics</i>, California State University, Los Angeles, CA AA, Los Angeles City College, Los Angeles, CA</p>	<p><u>VICTOR VLADIMIR CHABAN</u> Part-Time Ph.D. – <i>Physiology</i>, Academy of Sciences of Ukraine, Kiev, Ukraine MS – <i>Clinical Research</i>, Charles Drew University of Medicine & Science, Los Angeles, CA BS – <i>Physiology</i>, University Leopoliensis, Kiev, Ukraine</p>
<p><u>CHERYL ATKINSON</u> Part-Time <i>Diagnostic Medical Sonography</i> – Modern Technology, Fountain Valley, CA RDMS (OB/GYN) BS – <i>Business</i>, University of La Verne, La Verne, CA AA, Cerritos College, Cerritos, CA</p>	<p><u>KESLEY DAVIS</u> Part-Time MA – <i>Literature</i>, Georgetown University, Washington, DC BA – <i>English/Political Science</i>, Purdue University, West Lafayette, IN</p>
<p><u>CARLOS MORALES</u> Full-Time <i>Diagnostic Medical Sonography</i> – New Bridge College, Santa Ana, CA RDMS (OB/GYN) <i>Doctor of Medicine</i> – San Carlos University of Guatemala, Guatemala City, Guatemala</p>	<p><u>WINSTON IKEDA</u> Full-Time BA – <i>Business Administration</i>, CSU Dominguez Hills, Carson, CA <i>Diagnostic Medical Sonography</i> – Atlantis Career College, Garden Grove, CA RDMS, RVT</p>
<p><u>KATHERINE PHAM</u> Part-Time <i>Diagnostic Medical Sonography</i> – Casa Loma College, Anaheim, CA RDMS (OB/GYN), RVT BS – <i>Bio Chemistry</i>, California State University, Long Beach, CA AA – <i>Chemistry</i>, Orange Coast College, Costa Mesa, CA</p>	<p><u>AMAL GUIRGUIS</u> Part-Time Over 3 years' experience as Ultrasound Tech <i>Diagnostic Medical Sonography</i> – ATI College, Santa Ana, CA RDMS (AB) BFA – University of Helwan, Cairo Egypt</p>

<p><u>ARPINE OTUZHIRYAN</u></p> <p>Part-Time Over 10 years' experience as Pharmacy Tech <i>Certified Pharmacy Technician</i> – North West College, Glendale, CA</p>	<p><u>ARUTYUN TER-MATEVOSYAN</u></p> <p>Part-Time Over 15 years' experience as Pharmacy Tech <i>Certified Pharmacy Technician</i> – North West College, Glendale, CA</p>
<p><u>RAMY SEANG</u></p> <p>Full-Time <i>BS – Health Science</i>, Charles R. Drew University of Medicine & Science, Los Angeles, CA <i>Medical Assistant (MA)</i>, Southeast Regional Occupational Program, Los Angeles, CA</p>	<p><u>SALVADOR RUIZ</u></p> <p>Part-Time Over 20 years' experience as Medical Assistant <i>Medical Assistant (MA)</i>, Newbridge College, Tustin, CA <i>Medical Doctor</i> – Autonomous University of Guadalajara, Guadalajara, Mexico</p>
<p><u>ED GREENE</u></p> <p>Full-Time <i>PHD coursework</i> – Andrews University, Berrien Springs, MI <i>MPH</i> – Loma Linda University, Loma Linda, CA <i>BS – Physical Therapy</i>, Loma Linda University, Loma Linda, CA <i>BS – Art Education</i>, Atlantic Union College, South Lancaster, MA <i>PT</i></p>	<p><u>BRUCE BROWNSTEIN</u></p> <p>Full-Time <i>PHD coursework</i> – Teacher's College, Department of Movement Studies, Columbia University, New York, NY <i>MBA</i> – Columbia Business School, Columbia University, New York, NY <i>BS – Physical Therapy</i>, Sargent College of Allied Health Professions, Boston University, Boston, MA <i>PT</i></p>
<p><u>A. LEE HATFIELD</u></p> <p>Part-Time <i>AS – Physical Therapy Assistant</i>, Loma Linda University, Loma Linda, CA <i>BS – Physical Education</i>, Walla Walla University, College Place, WA <i>PTA</i></p>	<p><u>FERNANDO ESCOBAR</u></p> <p>Part-Time <i>BS – Business Administration</i>, Cal State University Long Beach, Long Beach, CA <i>PTA</i> – Mount St. Mary's College, Los Angeles, CA <i>AS – General Education</i>, Cerritos College, Norwalk, CA</p>

CBD College is proud to have these instructors on our staff!

ADVISORY BOARD

Casey McFall – Public Speaker

Jacob Sverdlov, ESQ

Semion Baraz, CPA

ST Program

Vazgen Nazaryan, RN – Employer-Educator

Mark Levy, MD – Physician

Keith Blackwell, MD – Physician

Fernando Mendoza, CST – Practicing Certified Surgical Technologist

Marisa Gomez, CST – Practicing Certified Surgical Technologist

Gayane Arutyunyan, MNGR

Lori Bergvall, CST – Faculty

Gevork Arutinyan – Graduate

PhT Program

Arout Ter-Matevosyan, PhT – Program Director

Avo Minasyan, MNGR

Gohar Grigoryan, PhT – Graduate

DMS Program

Debra Von Bernuth, RDMS – Curriculum specialist

Alex Gelfand, RDMS, RVT, MBA – Program Director

Anna Safrazbekian, RDMS (AB) – Clinical Coordinator

Karina Feldman, VN, RN – Former Graduate

Joon, Kyung – Current Student

Gene Musher, MD – Public Member

MA Program

Ramy Seang, BS, MA – Program Director

Marisol Ortiz, MNGR

James Hattar, Research Specialist

PTA Program

Ed Greene, PT, MPH, C/NDT – Program Director

Lyudmila Bondareva, PT – Public Member

Gennady Musher, MD – Public Member

Ian A. Novotny PT, DPT – Public Member

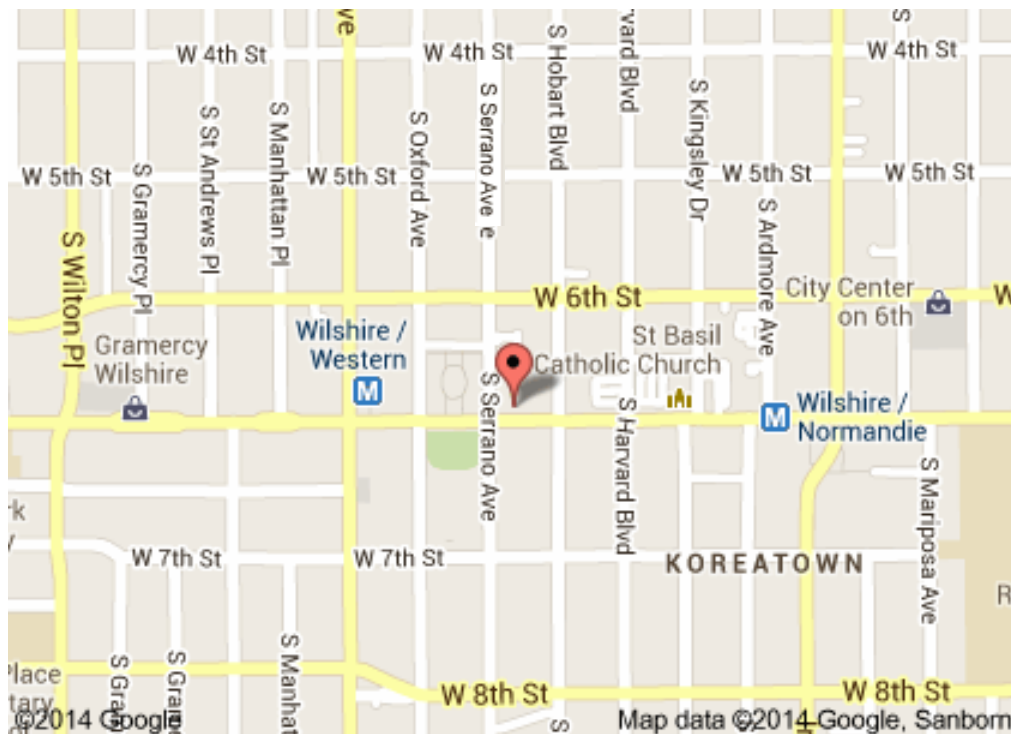
Mark Pier, PT – Public Member

Dale Santa Ana, PT – Public Member

MAP TO THE MAIN CAMPUS*



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*CBD College does not have branches or auxiliary classrooms.