



Vasco Career College General Catalog

1227 Hilltop Mall Rd

Richmond, CA 94806

Phone: 510-243-7400, Fax: 510-243-7411

www.vascocc.com



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General Catalog

This catalog is the official publication of Vasco Career College's program, policies, procedures, and requirements. Vasco Career College is a private institution approved to operate by the California Bureau for Private Postsecondary Education on October 12th, 2015. "The 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." As a prospective student, prior to enrollment you are encouraged to review this catalog as well as the School Performance Sheet, which a copy will be provided to you by the institution, either in writing or electronically. **Students who enroll at Vasco Career College agree to abide** by the institution's rules and regulations. Failure to read this catalog does not excuse a student from the school's rules and regulations. Students are responsible for reading this catalog carefully to understand the rules, regulations, and policies of Vasco Career College.

Programs Offered

Pharmacy Technician
Medical Administrative Assistant/Billing & Coding
Clinical Medical Assistant
Medical Assisting
Medical Billing and Coding Specialist
EKG/ECG Technician
Nursing Assistant
Home Health Aide
Home Care Aide
Continuing Education Units
Medical Terminology

Class sessions will be held at the institution's physical location
1227 Hilltop Mall Rd
Richmond, CA 94806.



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Welcome Letter

Dear Student:

Welcome to the program! Included in this handbook is everything you need to know to make this a successful training program. Please take time to read through all materials.

Expected Outcomes: We are dedicated to training healthcare professionals who will provide safe and dedicated services in the healthcare industry.

We expect all program participants to:

- **Apply** learned techniques, workplace, and life skills to the chosen profession.
- **Communicate** effectively and professionally with clients, employers, and members of the healthcare team.
- **Recognize** lifelong learning opportunities to allow the maintenance and growth of knowledge in the chosen profession.
- **Apply** critical thinking to receive, process, and act on information that will lead to safe and effective care for clients served.
- **Work** collaboratively and independently in diverse environments, recognizing individual cultural, and religious differences and treating others with respect and dignity.

Vasco Career College (VCC)

1227 Hilltop Mall Rd

Richmond, CA 94806

OFFICE PHONE#: 510-243-7400, FAX#: 510-243-7411

www.vascocc.com

Business office and Admissions Hours of Operations:

Monday-Friday 9:00am-5:00pm

Saturday: 10:00am-6:00pm

Sunday: Closed

Holidays:

Vasco Career College is closed on the following holidays:

New Year's Eve, New Year's Day

Memorial Day

Independence Day

Labor Day

Presidents' Day

Thanksgiving Day and Day after Thanksgiving

Christmas Eve, Christmas Day, and others TBD

The institution's maintains an Internet Website that provides the following:

School catalog

School Performance Fact Sheet

Student brochures

Link to the Bureau for Private Postsecondary Education

The institution's most recent Annual Report

About Vasco Career College

Vasco Career College is a Private Healthcare Vocational Training School, committed to produce quality healthcare professionals to meet the increasing demand in the healthcare industry. The U.S. Department of Labor and the Bureau of Labor Statistics, project that employment of healthcare occupations is projected to grow 18 percent from 2016-2026. Our commitment to quality didactic and low competitive tuition is to help individuals in the community obtain a career in the healthcare field.

VCC Mission, Vision, Objectives, and Values**Mission Statement:**

To serve our diverse communities by providing quality educational and clinical training for all adults seeking lifelong learning skills to pursue career opportunities in the healthcare industry.

Vision:

Vasco Career College is committed to affordable high quality vocational education that meets the enrichment of an individual's quality of life. The organization strives to meet or exceed the quality standards that it has established for itself. Ensuring the principles of keeping the highest ethical standard, the institution's practices are in alignment with the organization's mission to promote the College's intentions of serving the community.

Objective:

Students are trained to develop skills in effective team collaboration and professionalism in providing quality care that meet or exceed expectations.

Values:

Accountability: the fact or condition of being responsible

Quality: general excellence of standard or level

Integrity: quality of being honest and having strong moral principles

Dignity: quality of being worthy of honor or respect; sense of pride in oneself; self-respect

Contact Information

Drusilla Lamptey-Mercer: Campus Director, Pharmacy Technician Program Director (510) 243-7400

Administrative Personnel:

Drusilla Lamptey-Mercer -MBA, BSHA/HM/License Pharmacy Technician - Chief Operation Officer.

Anna Baffo-Gyan - MBA, BS/AC - Account/HR.

Drusilla Lamptey-Mercer –Administrative Assistant/Purchasing Manager/Admissions & Enrollment Process.

Faculty:

A team of highly qualified and experienced faculty teaches the instruction and clinical education. The faculty is made up of certified, and dedicated professionals from various specialty areas in the healthcare industry.

Drusilla Lamptey-Mercer MBA, BSHA/HM- Licensed PharmTech – PT Instructor 17 +years experience in Healthcare

Drusilla Lamptey-Mercer MBA, BSHA/HM- Medical Terminology Instructor

Linda Pousson – MSN/BSN: NATPD 20+ years experience in healthcare

Trinidad A. Atienza –RN: NA Instructor - years experience in healthcare

Babara Quick-RN: NA, HHA, CEUs, HCA, EKG Instructor -20+ years experience in healthcare

Kwambe Omdahda – RN: CEUs Instructor- 20+ years experience in healthcare

Tera Clemons: CMA, MA, CMA Instructor - years experience in healthcare

Parvinder Pal: Medical Billing and Coding Instructor - years experience in healthcare

General Admission Requirements:

- Obtain and read the Vasco Career College catalog, Performance Fact Sheet, and select the program of interest
- Copy of High School Diploma/ Equivalent
- Applicant must be 18 years or older
- Valid Identification Card
- Social Security Number
- LiveScan
- Drivers License/ State I. D
- Health Assessment, Immunization requirements *and Drug Screen*
- Current CPR/BLS Certificate (American Heart Association)
- Complete an enrollment agreement and registration
- Pass English and Math Assessment Test
- Payment of tuition
- Purchase textbooks
- Purchase required supplies
- Orientation

*****Students are require to purchase Mal Practice Insurance through HPSO.com*****

Student Features and Benefits:

- **Professional Liability Coverage- up to \$ 1,000,000 each claim/up to \$3,000,000 aggregate**
- **New Higher Limits – Defendant Expense Benefit – up to \$25, 000 aggragte**
- **New Higher Limits – Deposition reposition Representation - \$10,000**
- **Defense attorney Provided**
- **New Expanded Coverage – assault Coverage – up to \$25,000**
- **Personal Injury Coverage**
- **New expanded Coverage - Damage to Property of others**
- **New Higher Limits – First Aid Expenses**
- **Affordable Group Rate**

****VASCO CAREER COLLEGE DOES NOT ADMIT STUDENTS OUTSIDE THE COUNTRY****

Ability to Benefit:

VCC does not offer Ability to Benefit.

VCC has not entered into a transfer agreement with any other college or university.

Registration:

Prospective student may register online, call (510) 243-7400, or walk-in.

Monday – Friday 10:00am-5:00pm

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at Vasco Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Vasco Career College to determine if your certificate will transfer.”

Rejected Enrollment or Attendance:

Student may be rejected from enrolling or attending classes for failure to:

Fulfill the admission requirements

Respond to official notices from Vasco Career College

Resolve financial obligations

Method of Payment:

Students may pay with credit card, money order, personal check, ATM/Debit card, and cash.

Late payment Fee \$25.00

Returned Check Charges \$35.00

Student will not receive certificate of completion until financial obligations are met.

Please Note!!

THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND OF THE MONEYS NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

Payment Plan:

\$125.00 registration no refund. The length of the program is divided into four-payment plan. Students on tuition payment plan will be billed each month or as scheduled. Students on tuition payment plan will receive a warning from the school representative for the first missed payment. Two missed payments are grounds for dismissal from the program. If a student is dismissed from a program for non-payment, the student will not receive a certificate of completion and may not be admitted to any bathing and dressing, serving meals, answering calls for assistance, observing, reporting and recording changes in resident's condition or behavior and many others.

Pharmacy Technician Program

Vasco Career College Pharmacy Technician Training program prepares students to work under the supervision of licensed pharmacists and other healthcare providers. Pharmacy Technicians' responsibilities include collecting, organizing and evaluating patient information. They also perform administrative duties in addition to preparing and dispensing pharmaceutical drugs as well as maintaining inventory. Pharmacy Technicians work in hospitals, pharmacies, insurance companies, nursing homes, and pharmaceutical companies. According to the Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2052). This is 147 hours of didactic, 72 hours of laboratory, and 240 externship hours, total clock hours of 459. Upon completion of the program, applicants are qualified to apply for state with the California Board of Pharmacy. The National Healthcareer Association (NHA) and the Pharmacy Technician Certification Board (PTCB) exams are optional. There are no prerequisites for this program.

Objectives:

After completing this course participants will be able to understand and perform the following:

- Pharmacy profession, law, regulations, and standards.
- Basic concepts of pharmacology.
- Pharmaceutical measurement and calculations such as dosage calculations and IV Flow Rates.
- Dosage forms, routes of administration, and dispensing medications.
- Medication safety and usage of drug references.
- Communication strategies associated with quality customer service.
- Maintenance of pharmacy equipment and facilities.
- Assist pharmacists in collecting, organizing, and evaluating information for direct client care.
- Demonstrate proper hand washing and sterile gloving techniques.
- Verify prescription for accuracy, entering patient data, and processing prescriptions.
- Processing refill prescriptions and obtaining refill authorizations.
- Basic anatomy and physiology, medical terminology, and abbreviations.
- Knowledge of most common drugs, cash register, and inventory management.
- Third-party claims and claims rejection audit log.
- Compound non-sterile drugs such as capsules, ointments, suppositories, solutions, and suspensions.
- Knowledge of laws, regulations, and standards for compounding USP Chapter 795.
- Garbing according to USP 797 requirement.
- Pharmacy conversions and calculations in IV preparation and administration.
- Filling and refilling an automated drug storage and dispensing system.
- Changing and refilling a crash cart.
- Filling and recording Narcotic floor stock medications.
- Infection control, compound sterile products such as parenteral products, Otic, and Ophthalmic medications.
- Quality assurance for the preparation of sterile products.
- Cleaning and the use of Horizontal Laminar Airflow Hood (LAH) and (HEPA).
- Reconstituting sterile drugs contained in a vial.
- Describe and utilize Standard Precautions established by the Centers for Disease Control.
- Workplace safety "OSHA".
- Draft resume that clearly conveys an individual value to an employer.
- Well-developed interview skills.

The method of instruction:

- Lectures
- Laboratory exercise
- Individual skills demonstration
- Research assignments
- Team assignments
- Presentation
- Individual assignments
- Tutoring

Instructional Module/Hours

Course/Module	Course/ Module Topic	Total Hours	Instructors Name
PHM101	History of Medicine Pharmacy	10.43	D. Lamptey-Mercer
PHM 102	Pharmacy Federal Laws, and Regulations	10.43	D. Lamptey-Mercer
PHM 103	Pharmacy Ethics, Competencies, Associations, and Settings	10.43	D. Lamptey-Mercer

	for Technicians Dosage Form, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology			
PHM 104	Drug Information Reference, Prescription Processing		10.43	Drusilla Lamptey-Mercer
PHM 105	Over-the-Counter Medications Complementary and Alternative		10.43	Drusilla Lamptey-Mercer
PHM 106	Hospital Pharmacy		10.43	Drusilla Lamptey-Mercer
PHM 107	Repackaging and Compounding Aseptic Technique		10.43	Drusilla Lamptey-Mercer
PHM 108	Pharmacy Stock and Billing		10.43	Drusilla Lamptey-Mercer
PHM 109	Medication Safety and Error Prevention Endocrine System		10.43	Drusilla Lamptey-Mercer
PHM 110	Nervous system		10.43	Drusilla Lamptey-Mercer
PHM 111	Psychopharmacology Respiratory System		10.43	Drusilla Lamptey-Mercer
PHM 112	Visual and Auditory		10.43	Drusilla Lamptey-Mercer
PHM 113	Integumentary System Gastrointestinal System		10.43	Drusilla Lamptey-Mercer
PHM 114	Urinary System		10.43	Drusilla Lamptey-Mercer
PHM 115	Cardiovascular System Reproductive System		10.43	Drusilla Lamptey-Mercer
PHM 116	Antiinfectives		10.43	Drusilla Lamptey-Mercer
PHM 117	Antiinflammatoeis and antihistamines Vitamins and Minerals		10.43	Drusilla Lamptey-Mercer
PHM 118	Vaccines		10.43	Drusilla Lamptey-Mercer
PHM 119	Oncology Agents Microbiology		10.43	Drusilla Lamptey-Mercer
PHM 120	Chemistry Your Future as a Pharmacy Technician		10.43	Drusilla Lamptey-Mercer
PHM 121	Resume & Interview Workshop		10.43	Drusilla Lamptey-Mercer
PHM 122	PT supervised externship experience		240	Externship Site
	147 didactic, 72 laboratory hours, 240 externship hours		Total clock hours 459	Total clock hours 459
	WAITING PERIOD FOR CALIFORNIA STATE LICENSURE		UP TO 90 DAYS	

TUITION

Tuition	\$2999.00
STRF (Students are Obligated, Non-Refundable)	\$ 0.00
REGISTRATION FEE: (Non-Refundable)	\$ 125.00
TOTAL PAID TO SCHOOL:	<u>\$3124.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE):

CPR/BLS:	\$ 65.00
TEXTBOOK/WORKBOOK (REQUIRED)	\$ 200.00
LIVESCAN	\$ 74.00

UNIFORM (REQUIRED)	\$ 45.00
Background check and drug screen	\$ 80.00
TOTAL OUT OF POCKET	\$ 464.00

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

Class Schedule for Jan, 2018 – Dec, 2018 Room1 Including: Externship
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

M-TH: Jan 08, 2018 – Apr 19, 2018	(9:00am-1:00pm – 13 weeks of instruction & 6 weeks externship)
M-TH: May 21, 2018 – Aug 30, 2018	(9:00am-1:00pm – 13 weeks of instruction & 6 weeks externship)
MWF: Jan 08, 2018 – May 18, 2018	(5:00pm-9:00pm – 19 weeks of instruction & 6 weeks externship)
MWF: Jun 25, 2018 – Nov 09, 2018	(5:00pm-9:00pm – 19 weeks of instruction & 6 weeks externship)
Sat: Jan 13, 2017 – July 21, 2018	(9:00am-5:00pm – 28 weeks of instruction & 6 weeks externship)

The program requires 219 hours of classroom instructions and a 240-hour externship (6 weeks). Total clock hours 459. These are not transferable credits.

SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard
PAYMENT IN FULL: \$2999.00

4 INSTALLMENT PAYMENTS

1 st installment:	\$ 749.75	Due Date: Before 1st day of class
2nd Installment:	\$ 749.75	Due Date: TBD
3 rd Installment:	\$ 749.75	Due Date: TBD
Last Installment:	\$ 749.75	Due Date: TBD

Requirement of Completion:

Students are required to successfully complete the didactic and laboratory of 219 hours and an externship of 240 hours. Total clock hours of 459. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in midterm and final exam. Student will be awarded the certificate of completion. All fees must be paid in full.

Medical Administrative Assistant/Billing and Coding

VCC Medical Administrative Assistant/Billing and Coding program prepares you to manage the front desk of a dental or medical offices, hospitals, and nursing homes. Perform routine administrative tasks to keep the offices of physicians and other health practitioners. Duties include answering telephones, updating and filing patients’ medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 43-6013). The program consists of 160 hours of classroom instruction and didactics in addition to 160-hours externship with a total 320 clock hours. This program will prepare you to take the Certified Medical Administrative Assistant exam (CMAA) through the National Healthcare Association (NHA). There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- The qualities of a successful Medical Assistant
- The role and responsibility of the Medical Administrative Assistant
- Patient confidentiality
- The role of the Medical Administrative Assistant in maintaining patient rights as stated in federal and state regulation
- Apply the steps involved in communication process and methods used in communication
- Update and file patient's medical records
- Answer any questions the patient might have
- Schedule appointments, reminder for upcoming visits,
- Manage incoming and outgoing financial transactions for the medical practice
- Accurately code inpatient and outpatient procedures using HCPCS level 1 and 11 codes
- The basic format of the CPT-4 system
- Apply the basic steps in coding diagnoses using the new ICD-10 coding system
- Maintaining and updating patient profile
- Organize facility files to maintain efficient system
- Prepare and maintain medical record
- Prepare medial correspondence
- Assist patient in completing insurance form, insurance billing, insurance related questions on Medicare, Medicaid, Worker's Compensation, Disability Compensation, CHAMPUS/CHAMPVA/TRICARE

Instructional Method

- Lectures
- PowerPoint
- Electronic health records software
- Billing software
- Computers
- Individual demonstration
- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CMABC M1	Medical Assisting as a Profession		5.22	
CMABC M2	Healthcare Settings and the Healthcare Team		5.22	
CMABC M3	History of Medicine		5.22	
CMABC M4	Therapeutic Communication Skills		5.22	
CMABC M5	Coping skills for the Medical Assistant		5.22	

CMABC M6	The Therapeutic Approach to the patient with Life-Threatening		5.22	
CMABC M7	Legal Considerations		5.22	
CMABC M8	Ethical Considerations		5.22	
CMABC M9	Emergency Procedures and First Aid		5.22	
CMABC M10	Creating the Facility Environment		5.22	
CMABC M11	Computers in the Ambulatory Care Setting		5.22	
CMABC M12	Telephone Techniques		5.22	
CMABC M13	Patient Scheduling		5.22	
CMABC M14	Medical Records Management		5.22	
CMABC M15	Written Communications		5.22	
CMABC M16	Transcription		5.22	
CMABC M17	Daily Financial Practices		5.22	
CMABC M18	Medical Insurance		5.22	
CMABC M19	Medical Insurance Coding		5.22	
CMABC M20	Billing and Collections		5.22	
CMABC M21	Accounting Practices		5.22	
	Review		5.22	
	Exams		5.22	
	Didactics and Laboratory	40	120	
	Clinical	160		Total clock hours 320

Tuition	\$2,750.00
Registration Fee: (Non-Refundable)	\$ 125.00
STRF Fee (required by the State of California)	\$ 0.00
Total Paid to School	\$ 2875.00

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
CMAA Certification	\$ 115.00
Uniform (Required)	\$ 40.00
Background check and drug screen	\$ 80.00
Supplies (stethoscope, sphygmomanometer)	\$ 40.00
	\$ 540.00

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard

Payment in Full:	\$ 2750.00	Due Date: ___ / ___ /2018
4 Installment Payments		
1 st installment:	\$687.50	Due Date: ___ / ___ /2018
2 rd Installment:	\$687.50	Due Date: ___ / ___ /2018

3rd Installment: \$687.50 Due Date: ___/___/2018
Last Installment: \$687.50 Due Date: ___/___/2018

MWF: 9:00am - 2:00pm

Clinical: 7:30am - 4:00pm

Class Schedule – TBD Room 1

Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: Medical Administrative Assistant/Billing and Coding

Students are required to successfully complete the didactic/laboratory of 160 hours and externship of 160 hours. Total clock hours of 320. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply the Certified Medical Administrative Assistant **exam (CMAA) through the National Healthcare Association (NHA) or exam (CMAA) through the California Certifying Board for Medical Assistants.** All fees must be paid in full.

Clinical Medical Assistant

VCC Clinical Medical Assistant prepares you to manage the back office procedures in a physician's office. Perform duties such as taking and recording vital signs, medical histories, prepare patients for examination, draw blood, and administering medications as directed by physician. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-9092). The program consists of 160 hours of classroom instruction and didactics in addition to 160-hours externship with a total 320 clock hours. This program will prepare you to take the Certified Clinical Assistant examination (**CCMA) through the National Healthcare Association (NHA)**. There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- Identify parts of the human body
- Record patient's medical history
- Assist physician with examinations
- Perform basic wound care
- Document patient's current symptoms, risk factors, and other concerns that will help the primary physician deliver an accurate diagnosis
- Administer medications
- Coordinate prescription refills as needed
- Demonstrate the administration of oral and injectable medications
- Draw blood and other bodily specimens
- Verifies patient information by interviewing patient
- Educates patients by providing medication
- Answering questions
- Completes records by recording patient examination, treatment, and test results
- Maintain patient care information confidential
- Adhering to professional standards, policies and procedures, state, and local requirements, and JCAHO
- Updates job knowledge by participating in educational opportunities

- Keep supplies ready by inventory stock, placing orders, verifying receipt
- Supports patient care delivery by helping healthcare providers during examinations
- Prepare laboratory specimens, perform laboratory tests on the premises
- Sterilize medical instruments, administer medications on the premises
- Prepare patients for x-rays, take electrocardiograms, change dressing

Instructional Method

- Lectures
- PowerPoint
- Electronic health records software
- Computers
- Individual demonstration
- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CCMA M1	The Medical Record		5.22	
CCMA M2	Medical Asepsis and the OSHA Standard		5.22	
CCMA M3	Sterilization and Disinfection		5.22	
CCMA M4	Vital signs		5.22	
CCMA M5	The Physical Examination		5.22	
CCMA M6	Eye and Ear Assessment and Procedures		5.22	
CCMA M7	Physical Agents to Promote Tissue Healing		5.22	
CCMA M8	The Gynecologic Examination and Prenatal Care		5.22	
CCMA M9	The Pediatric Examination		5.22	
CCMA M10	Minor Office Surgery		5.22	
CCMA M11	Administration of Medication and Intravenous Therapy		5.22	
CCMA M12	Cardiopulmonary Procedures		5.22	
CCMA M13	Colon Procedures and Male Reproductive Health		5.22	
CCMA M14	Radiology and Diagnostic		5.22	
CCMA M15	Introduction to the Clinical Laboratory		5.22	
CCMA M16	urinalysis		5.22	
CCMA M17	Phlebotomy		5.22	
CCMA M18	Hematology		5.22	
CCMA M19	Blood Chemistry and Immunology		5.22	

CCMA M20	Medical Microbiology		5.22	
CCMA M21	Emergency Medical Procedures		5.22	
	Review		5.22	
	Exams		5.22	
	Didactics and Laboratory	40	120	
	Clinical	160		Total clock hours 320

Tuition	\$2,750.00
Registration Fee: (Non-Refundable)	\$ 125.00
STRF Fee (required by the State of California)	\$ <u>0.00</u>
Total Paid to School	\$ <u>2875.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
CMAA Certification	\$ 155.00
Uniform (Required)	\$ 40.00
Background check and drug screen	\$ 80.00
Supplies (stethoscope, sphygmomanometer)	\$ <u>40.00</u>
	\$ <u>580.00</u>

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1 st installment:	\$687.50	Due Date: ___ / ___ /2018
2 rd Installment:	\$687.50	Due Date: ___ / ___ /2018
3 rd Installment:	\$687.50	Due Date: ___ / ___ /2018
Last Installment:	\$687.50	Due Date: ___ / ___ /2018

MWF: 9:00am - 2:00pm
Clinical: 7:30am - 4:00pm
Class Schedule – TBD Room 1
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: Clinical Medical Assistant

Students are required to successfully complete the didactic/laboratory of 228 hours and externship of 160 hours. Total clock hours of 388. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for the Certified Clinical Assistant examination (CCMA) through the National Healthcare Association (NHA) or exam (CMAA) through the California Certifying Board for Medical Assistants. All fees must be paid in full.

Medical Assisting

VCC Medical Assistant program prepares you to manage the administrative and clinical aspects of a medical settings. Perform routine administrative tasks to keep the offices of physicians and other health practitioners. Duties include answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Assists physicians to carry out procedures, care for patients, administer medications and perform basic lab tests. The Medical Assistant works in a physician's office, or hospital setting. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-9092). The program consists 320 hours of classroom instruction and 160-hour Clinical externship. Total clock hours of 480. This program will prepare you to take the **Clinical Medical Assistant (CCMA), Medical Administrative Assistant (CMAA), Billing and Coding (CBCS)** examination through the **National Healthcare Association (NHA)**. There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- The qualities of a successful Medical Assistant
- Patient confidentiality
- The role of the Medical Administrative Assistant in maintaining patient rights as stated in federal and state regulation
- Apply the steps involved in communication process and methods used in communication
- Update and file patient's medical records
- Schedule appointments, reminder for upcoming visits,
- Manage incoming and outgoing financial transactions for the medical practice
- Accurately code inpatient and outpatient procedures using HCPCS level 1 and 11 codes
- Explain the basic format of the CPT-4 system
- Apply the basic steps in coding diagnoses using the new ICD-10 coding system
- Maintaining and updating patient profile
- Organize facility files to maintain efficient system
- Prepare and maintain medical record
- Assist patient in completing insurance form, insurance billing, insurance related questions on Medicare, Medicaid, Worker's Compensation, Disability Compensation, CHAMPUS/CHAMPVA/TRICARE
- Assist physician with examinations, Perform basic wound care
- Document patient's current symptoms, risk factors, and other concerns that will help the primary physician deliver an accurate diagnosis
- Administer medications, Coordinate prescription refills as needed
- Demonstrate the administration of oral and injectable medications
- Draw blood and other bodily specimens
- Adhering to professional standards, policies and procedures, state, and local requirements, and JCAHO
- Keep supplies ready by inventory stock, placing orders, verifying receipt
- Prepare laboratory specimens, perform laboratory tests on the premises
- Sterilize medical instruments, administer medications on the premises
- Prepare patients for x-rays, take electrocardiograms, change dressing

Instructional Method

- Lectures
- PowerPoint
- Electronic health records software
- Billing software
- Computers
- Individual demonstration
- Research assignment/Presentation
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CMA M1	Medical Assisting as a Profession		5.00	
CMA M2	Healthcare Settings and the Healthcare Team		5.00	
CMA M3	History of Medicine		5.00	
CMA M4	Therapeutic Communication Skills		5.00	
CMA M5	Coping skills for the Medical Assistant		5.00	
CMA M6	The Therapeutic Approach to the patient with Life-Threatening		5.00	
CMA M7	Legal Considerations		5.00	
CMA M8	Ethical Considerations		5.00	
CMA M9	Emergency Procedures and First Aid		5.00	
CMA M10	Creating the Facility Environment		5.00	
CMA M11	Computers in the Ambulatory Care Setting		5.00	
CMA M12	Telephone Techniques		5.00	
CMA M13	Patient Scheduling		5.00	
CMA M14	Medical Records Management		5.00	
CMA M15	Written Communications		5.00	
CMA M16	Transcription		5.00	
CMA M17	Daily Financial Practices		5.00	
CMA M18	Medical Insurance		5.00	
CMA M19	Medical Insurance Coding		5.00	
CMA M20	Billing and Collections		5.00	
CMA M21	Accounting Practices		5.00	
CMA M22	Infection Control and Medical Asepsis		5.00	
CMA M23	The Patient History and Documentation		5.00	
CMA M24	Vital Signs and Measurements		5.00	
CMA M25	The Physical Examination		5.00	
CMA M26	Obstetrics and Gynecology		5.00	
CMA M27	Pediatrics		5.00	

CMA M28	Male Reproductive System		5.00	
CMA M29	Gerontology		5.00	
CMA M30	Examinations and Procedures of Body System		5.00	
CMA M31	Assisting with Office/Ambulatory Surgery		5.00	
CMA M32	Diagnostic Imaging		5.00	
CMA M33	Rehabilitation and Therapeutic Modalities		5.00	
CMA M34	Nutrition in Health and Disease		5.00	
CMA M35	Basic Pharmacology		5.00	
CMA M36	Calculation of Medication Dosage and Medication Administration		5.00	
CMA M37	Electrocardiography		5.00	
CMA M38	Safety and Regulatory Guidelines in the Medical Laboratory		5.00	
CMA M39	Introduction to the Medical Laboratory		5.00	
CMA M40	Phlebotomy Venipuncture and Capillary Puncture		5.00	
CMA M41	Hematology		5.00	
CMA M42	Urinalysis		5.00	
CMA M43	Basic Microbiology		5.00	
CMA M44	Specialty Laboratory Tests		5.00	
CMA M45	The Medical Assistant as Office Manager		5.00	
CMA M46	The Medical Assistant as Human Resources Manager		5.00	
CMA M47	Preparing for Medical Assisting Credentials		5.00	
CMA M48	Employment strategies		5.00	
	Didactics and Laboratory	80	240	
	Clinical	160		Total clock hours 480

Tuition	\$5,500.00
Registration Fee: (Non-Refundable)	\$ 125.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>
Total Paid to School	<u>\$5,625.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 200.00
CMA Certification	\$ 270.00
Uniform (Required)	\$ 40.00
Background check and drug screen	\$ 80.00
Supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 695.00</u>

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard		
Payment in Full:	\$ 5500.00	Due Date: ___ / ___ /2018
4 Installment Payments		
1 st installment:	\$1375.00	Due Date: ___ / ___ /2018
2 rd Installment:	\$1375.00	Due Date: ___ / ___ /2018
3 rd Installment:	\$1375.00	Due Date: ___ / ___ /2018
Last Installment:	\$1375.00	Due Date: ___ / ___ /2018

MWF: 9:00am - 2:30pm

Clinical: 7:30am - 4:00pm

Class Schedule – TBD Room 1

Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: Medical Assistant

Students are required to successfully complete the didactic/laboratory of 320 hours and clinical of 160 hours. Total clock hours of 480. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for the Clinical Medical Assistant (CCMA), Medical Administrative Assistant (CMAA), Billing and Coding (CBCS) examination through the **National Healthcare Association (NHA) or exam (CMAA) through the California Certifying Board for Medical Assistants**. All fees must be paid in full.

Medical Billing and Coding Specialist

VCC **Billing and Coding** training prepares you for an expansive range of opportunities for employment in hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities, insurance companies, as well as consulting firms. Duties include; compile, compute, and record billing, prepare billing invoices for services rendered. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2070). The program consists of 125 hours of classroom instruction and a 160-hour Clinical externship. Total clock hours of 285. This program will prepare you to take the Certified Billing and Coding exam through the **National Healthcare Association (NHA)**. There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Gather essential patient information
- Review essential patient information
- Define diagnosis coding
- Verify required document before patient information is released
- Various types of medical insurance
- Prevent fraud by auditing billing
- Prevent abuse by auditing billing
- Compensation and billing guidelines
- Ethics in managed care
- The Health Savings Account

- Support coding and billing process
- Inpatient billing
- Outpatient billing
- Medigap, Medicaid, and Supplemental Insurance
- The structure of ICD-10-CM
- The Affordable Care Act
- Medical Contracts and Ethics
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement
- Coach healthcare providers to achieve optimal reimbursement

Instructional Method

- Lectures
- PowerPoint
- Individual demonstration
- Research assignment/Presentation
- Electronic health record software
- Billing software
- Computers
- Team assignment
- Individual Presentation
- Individual assignment
- Clinical
- Tutoring

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CBC M1	Introduction to Professional Billing and Coding Careers		5.00	
CBC M2	Understanding Managed Care: Insurance Plan		5.00	
CBC M3	Understanding Managed Care: Medical Contracts and Ethics		5.00	
CBC M4	Introduction to the Health Insurance and Accountability Act (HIPAA)		5.00	
CBC M5	ICD-10-CM Medical Coding		5.00	
CBC M6	Introduction to CPT and Place of Service Coding		5.00	
CBC M7	Coding Procedures and Services		5.00	
CBC M8	HCPCS and Coding Compliance		5.00	
CBC M9	Auditing		5.00	
CBC M10	Physician Medical Billing		5.00	
CBC M11	Hospital Medical Billing		5.00	
CBC M12	Medicare Medical Billing		5.00	
CBC M13	Medicaid Medical Billing		5.00	
CBC M14	Tricare Medical Billing		5.00	
CBC M15	Explanation of Benefits and Payment Adjudication		5.00	

CBC M16	Refunds, Follow-Up and Appeals		5.00	
CBC M17	Worker's Compensation		5.00	
	Didactics and Laboratory	40	85	
	Clinical	160		Total clock hours 285

Tuition	\$2,225.00
Registration Fee: (Non-Refundable)	\$ 125.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>
Total Paid to School	<u>\$ 2,350.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 120.00
CBCS Certification	\$ 115.00
Uniform (Required)	\$ 45.00
Background check and drug screen	\$ 80.00
Supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 465.00</u>

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard

Payment in Full:	\$ 2225.00	Due Date: ___ / ___ /2018
4 Installment Payments		
1 st installment:	\$556.26	Due Date: ___ / ___ /2018
2 rd Installment:	\$556.26	Due Date: ___ / ___ /2018
3 rd Installment:	\$556.26	Due Date: ___ / ___ /2018
Last Installment:	\$556.26	Due Date: ___ / ___ /2018

MWF: 5:00Pm - 9:00pm
Clinical: 7:30am - 4:00pm
Class Schedule – TBD Room 1
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: Billing and Coding Specialist

Students are required to successfully complete the didactic/laboratory of 125 hours and clinical of 160 hours. Total clock hours of 285. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to take the Certified Billing and Coding exam through the **National Healthcare Association (NHA)**. All fees must be paid in full.

EKG Technician

VCC **EKG Training Program** prepares you with the skill to assist physicians in performing cardiovascular exams on patients for diagnostic, therapeutic, or research purposes. Explain the function and process of EKG exams to patients prior to the test. EKG technician work in a hospital or doctor’s office. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 29-2031). The program consists of 92 hours of classroom instruction and a 120-hour Clinical externship. Total clock hours of 212. This program will prepare you to take the Certified EKG Technician exam (CET) through the **National Healthcare Association (NHA)**. There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Define basic medical terminology
- Demonstrate complete knowledge of the function and purpose of EKG equipment
- Ability to read and interpret image result of cardiograms
- Exhibits knowledge of anatomy and physiology
- Communicate clearly and calmly with patients and doctors
- Maintain professional demeanor
- Maintain confidentiality
- Set up and administer EKGs
- Prepare patients for Holter or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians interpretations
- Oversee the use of EKG equipment
- Explain the function and process of EKG exams to patients prior to the test
- Administer Holter test, which monitor patient heart activity for 24 hours
- Notes specific images and places on the test results for physicians to review closely
- Ensure EKG equipment working properly
- Request new EKG testing equipment and supplies if needed

Instructional Method:

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- EKG machine
- Computer
- Team assignment
- Individual assignment
- Clinical
- Tutoring

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
CET M1	Cardiac Anatomy and Physiology		4.00	
CET M2	Electrophysiology		4.00	

CET M3	Lead Morphology and Placement		4.00	
CET M4	Technical aspects of the EKG		4.00	
CET M5	Calculating Heart Rate		4.00	
CET M6	How to Interpret a Rhythm Strip		4.00	
CET M7	Rhythms Originating in the Sinus Node		4.00	
CET M8	Rhythms Originating in the Atria		4.00	
CET M9	Rhythms Originating in the AV Junction		4.00	
CET M10	Rhythms Originating in the Ventricles		4.00	
CET M11	AV Blocks		4.00	
CET M12	Rhythm Practice Strips		4.00	
CET M13	How to Interpret a 12 –Lead EKG		4.00	
CET M14	Myocardial Infarction		4.00	
CET M15	12-Lead EKG Practice		4.00	
CET M16	Medication and Electrical Therapy		4.00	
CET M17	Diagnostic Electrocardiography		4.00	
CET M18	Putting It All Together: Critical Thinking		4.00	
	Didactics and Laboratory	20	72	
	Clinical	120		Total clock hours 212

Tuition	\$1499.00
Registration Fee: (Non-Refundable)	\$ 125.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>
Total Paid to School	<u>\$1624.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

CPR/BLS:	\$ 65.00
Textbook/Workbook (required)	\$ 70.00
CET Certification	\$ 115.00
Uniform (Required)	\$ 40.00
Background check and drug screen	\$ 80.00
Supplies (stethoscope, sphygmomanometer)	<u>\$ 40.00</u>
	<u>\$ 410.00</u>

M-TH: 2:00pm - 6:00pm
Clinical: 7:30am - 4:00pm
Class Schedule – TBD Room 2
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: EKG

Students are required to successfully complete the didactic/laboratory of 92 hours and clinical of 120 hours. Total clock hours of 212. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Student will be awarded certificate of completion and will be qualified to apply for Certified EKG Technician exam (CET) through the **National Healthcare Association (NHA)**. All fees must be paid in full.

Nursing Assistant

Vasco Career College Nursing Assistant Training Program prepares you with the tools to provide basic care to patients as directed by Licensed Nurses. The Nursing Assistant may perform duties such as taking vital signs, bathing and dressing, serving meals, answering calls for assistance, observing, reporting and recording changes in resident's condition or behavior and many others.

CNAs work with medical technology, health information software, and medical record charting software. Upon successful completion of this course you will be prepared to take the state competency exam to become a Certified Nursing Assistant who will work in a long-term care facilities, some hospitals, and some private homes. According to the Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-1131). This is 50 classroom hours and 100 clinical hours, plus laboratory hours for skills practice prior to clinical use of skills. There are no prerequisites required.

Objectives

After completing this course the participant will be able to:

- Define the key medical terminology
- Understand the qualities of a successful CNA
- Understand and perform the role and responsibility of the CNA
- Maintain confidentiality in all aspects of resident care.
- Maintain resident rights as stated in federal and state regulations
- Understand issues related to elderly abuse and act to prevent them.
- Support and encourage a resident's need for security, belonging, and self-esteem
- Use effective communication skills used with residents, families, guests, and other health team members
- Recognize basic psychological defense mechanisms
- Recognize how social-culture factors influence communication and emotional reactions to illness and disability
- Apply principles of safe body mechanics for resident and self in all aspects of resident care
- Name common infectious agents and discuss the diseases they cause
- The roles of CDC an OSHA in the prevention of infections
- Describe the signs and symptoms of infection
- Explain standard precautions procedures and related terminology
- Accurately measure volume, length, and weight using the metric system and household measurements
- Provide resident privacy during all nursing care activities
- Collecting sputum, urine, stool specimens
- Proper body mechanics while making bed
- Accurately measure, record and report all intake and output
- Provide for proper nutrition of residents
- Properly initiate and carry out any emergency procedures allowed by facility
- Provide safe, comfortable, compassionate care to long-term residents, those requiring restorative care, and those who are dying
- Make accurate observations, record information accurately and report information correctly to Licensed Nurses

Instructional Method

- Lectures
- PowerPoint

- Individual skill demonstration
- Research assignment
- Team assignment
- Presentation
- Individual assignment
- Clinical

Instructional Hours

<u>Course/Module</u>	<u>Module Topic</u>	<u>Minimum Theory Hours</u>	<u>Clinical Hours</u>	<u>Theory Hrs.</u>
CNA M1	Introduction	2	0	5
CNA M2	Patient Right	2	2	5
CNA M3	Communication and interpersonal Skills	2	0	6
CNA M4	Safe Environment	1	1	3
CNA M5	Body Mechanics	2	4	4
CNA M6	Principle of Asepsis	2	8	5
CNA M7	Weight and Measurement	1	1	1
CNA M8	Resident Care Skills	14	44	14
CNA M9	Resident Care Procedures	7	20	7
CNA M10	Vital Signs	3	6	3
CNA M11	Nutrition	2	6	2
CNA M12	Emergency	2	1	2
CNA M13	Long-Term Care Resident	2	0	13
CNA M14	Rehabilitative/Restorative Care	2	4	2
CNA M15	Observations and Charting	4	4	4
CNA M16	Death and Dying	2	0	2
	Lab	16		
	Didactics and Clinical	66	100	
			Total clock hours 166	
	STATE TEST MUST BE TAKEN WITHIN 2 YEARS AFTER GRADUATION			

TUITION

Tuition	\$1375.00
STRF (Students are Obligated, Non-Refundable)	\$ 0.00
REGISTRATION FEE: (Non-Refundable)	\$ 125.00
TOTAL PAID TO SCHOOL:	<u>\$1500.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE):

CPR/BLS:	\$ 65.00
UNIFORM	\$ 45.00
Textbook	\$ 45.00
State Certification	\$ 100.00
LiveScan	\$ 75.00

Background check and drug screen	\$ 80.00
TOTAL OUT OF POCKET	\$ 365.00

VCC DOES NOT PROVIDE FINANCIAL AID:

If you obtain a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund and that if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal aid funds.

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

Class Schedule – TBD Room 2
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

SCHEDULE OF PAYMENTS: Accept Cash, Money Order, Check, Visa, and MasterCard
PAYMENT IN FULL: \$1500.00

4 INSTALLMENT PAYMENTS

1 st installment:	\$ 375.00	Due Date: <u>On or Before 1st day of class</u>
2nd Installment:	\$ 375.00	Due Date: <u>TBD</u>
3 rd Installment:	\$ 375.00	Due Date: <u>TBD</u>
Last Installment:	\$ 375.00	Due Date: <u>TBD</u>

Requirement of Completion: Nursing Assistant

Students are required to successfully complete the theory of 50 hours, clinical of 100 hours and 16 skills laboratory hours. In addition, student must achieve a minimum of 80 percent overall grade average and have fully paid all tuition and other financial charges. Student will be awarded the certificate of completion and will be eligible to apply for the Nursing Assistant Certification Test.

Home Health Aide

VCC Home Health Aide Training program offers students the skills to provide basic patient care, such as taking vital signs, setting up medical equipment, and assisting with some medical procedures. Other duties include bathing, dressing patients, serving meals, feeding, making beds, keeping rooms clean, answering calls for help, and observing changes in patient’s condition and or behavior. HHAs use medical terminologies, health information, and medical record charting. HHAs work under direct supervision of Registered Nurses (RN) or Licensed Vocational Nurses (LVN) in long-term care facilities, hospitals, and some private homes. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-1011). This is a 20 hour classroom and 20 hour clinical program, total clock 40 hours. **Prerequisites Nursing Assistant Certification required.**

Objectives

After completing this course participants will be able to understand and perform the following

- Complete all other duties as assigned within the scope of practice
- Prepare and serve simple modified diets according to instruction and assists with feeding as necessary
- Assist with bathing, dressing and grooming
- Assist with toileting, including use of bedpan, commode or toilet

- Care for male external catheter
- Assist with the emptying of indwelling catheter care bag
- Assist the self-directing patient with use of oxygen equipment
- Assist a self-directing patient with the changing a urinary diversion appliance or dressing when the ostomy is mature and stable
- Perform home management tasks including housekeeping, laundry, shopping and errands
- Provide routine skin care
- May assist self-directing patient in applying nonprescription topical medications to skin surface
- Assist with transfers and ambulation including use of cane, walker, and wheelchair
- Assist with medication as specified on plan of care

Instructional Method:

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- Team assignment
- Individual assignment
- Clinical
- Tutoring

Instructional Hours:

Course/Module	Course/ Module Topic	Clinical Hours	Theory Hours	Instructors Name
HHA M1	Introduction Aid and Agency Role		2	
HHA M2	Interpretation of Medical and Social Needs of People Being Served		5	
HHA M3	Personal Care Service	15	5	
HHA M4	Nutrition	3	5	
HHA M5	Cleaning and Care Tasks in the Home	2	3	
HHA M6	Didactics and Clinical	20	20	
	Total Clock Hours		40	

Tuition

	\$ 225.00
Registration Fee: (Non-Refundable)	\$ 0.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>

Total Paid to School \$ 225.00

OTHER EXPENSES OUT OF POCKET (APPROXIMATE):

CPR/BLS:	\$ 65.00
TEXTBOOK/WORKBOOK (REQUIRED)	\$ 45.00
LIVESCAN	\$ 74.00
UNIFORM (REQUIRED)	\$ 45.00
Background check and drug screen	<u>\$ 80.00</u>
TOTAL OUT OF POCKET	<u>\$ 309.00</u>

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

Class Schedule TBD Room1 SAT: 9:00am - 5:00pm
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard

Payment in Full:	\$ 350.00	Due Date: __/__/2018
4 Installment Payments		
1 st installment:	\$87.50	Due Date: __/__/2018
2 rd Installment:	\$87.50	Due Date: __/__/2018
3 rd Installment:	\$87.50	Due Date: __/__/2018
Last Installment:	\$87.50	Due Date: __/__/2018

Requirement of Completion: Home Health Aide

Students are required to successfully complete the didactic/laboratory of 20 hours and clinical of 40 hours, total clock hours of 40. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam, student will be awarded certificate of completion and will be qualified to apply for certification through the California Department of Public Health.

Home Care Aide – Personal Care Aide

VCC Home Care Aide is designed to help you acquire the specialized skills, knowledge, and work habits to provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support such as feeding, bathing, dressing, grooming, toileting, and ambulation. May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry. Bureau of Labor Statistics Standard Occupational Classification Code (SOC 31-1122). Work is performed in various settings depending on the needs of the care recipient and may include location such as their home, place of work, out in the community, or at daytime nonresidential facility. This program requires 40 hours of classroom didactics/Laboratory hours. There are no prerequisites for this program.

Objectives

After completing this course participants will be able to understand and perform the following

- Define key medical terminology
- Care and assist clients with cognitive impairments, such as Alzheimer’s or mental illness
- Provide companionship by talking to, playing games with, or going for walks with clients
- Help clients with tasks related to hygiene, such as bathing, brushing teeth, and going to the bathroom
- Complete housekeeping tasks, such as changing bed linens, washing dishes, and cleaning living areas
- Help prepare and plan meals
- Organize a client’s schedule and plan appointments
- Arrange transportation to doctor’s offices or to the store
- Help clients pay bills or manage money
- Shop for personal items and groceries

Instructional Method:

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- Team assignment
- Individual assignment
- Tutoring

*** NOT ELIGIBLE FOR CONTINUING EDUCATION UNITS***

Instructional Hours

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
HCA M1	Defining Home Care Services		4	
HCA M2	Residents’ Rights		4	
HCA M3	Communication and Interpersonal Skills		4	
HCA M4	Infection Control		4	
HCA M5	Proper Nutrition and Hydration		4	
HCA M6	Feeding Techniques /Dinning Assistant		4	
HCA M7	Safety and Emergency Care		4	
HCA M8	Assisting Clients with Dementia and other Chronic Diseases		4	
HCA M9	Observing and Reporting Changes in Residents		4	
HCA M10	Providing Personal Care		4	
	Total Clock Hours		40	

Tuition	\$225.00
Registration Fee: (Non-Refundable)	\$125.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>
Total Paid to School	<u>\$350.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE):

CPR/BLS:	\$65.00
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TEXTBOOK/WORKBOOK (REQUIRED)	\$25.00
LIVESCAN	\$74.00
UNIFORM (REQUIRED)	\$45.00
Background check and drug screen	\$80.00
TOTAL OUT OF POCKET	<u>\$289.00</u>

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

Class Schedule TBD Room2 MTHF: 5:00pm - 9:00pm
Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard

Payment in Full:	\$ 225.00	Due Date: __/__/2018
4 Installment Payments		
1 st installment:	\$56.25	Due Date: __/__/2018
2 rd Installment:	\$56.25	Due Date: __/__/2018
3 rd Installment:	\$56.25	Due Date: __/__/2018
Last Installment:	\$56.25	Due Date: __/__/2018

Requirement of Completion: Home Care Aide

Students are required to successfully complete 40 hours of classroom didactics/Laboratory hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%). Student will be awarded certificate of completion.

Continuing Education Units (CEUs)

VCC Continuing Education Units (CEUs) program is designed to meet the 48 hours needed per 2 year renewal period by the State for CNA/HHA. In addition to the CEUs, CNAs must work at least 8 hours in the 2 year period. **The 8 hours must be in a facility and not in a home.** The training is designed to enhance the knowledge and skills, assured continuing competency, and address performance issues one may be experiencing as a Certified Nursing Assistant or Home Health Aide.

Tuition Per 8 hours	\$56.00
STRF Fee (required by the State of California)	<u>\$ 0.00</u>
Total Paid to School	<u>\$56.00</u>

Requirement of Completion: Continuing Education Units (CEUs)

Students are required to successfully complete the didactic of 48 hours. Students will be awarded a certificate after successfully completion with a grade point of B(80%). Students will then be qualified for renewal certification through the California Department of Public Health.

Medical Terminology

Vasco Career College Medical Terminology program prepares you with the basic medical terminology vocabularies. The course encompasses study of prefixes, suffixes, root words for medical terms and their meanings, spellings, pronunciations, and most key terms in healthcare. Students receive a thorough grounding in basic medical terminology through the locations, functions, and terms of the body systems. Students are required to successfully complete the didactics of 32 hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in midterm and final exam, student will be awarded certificate of completion. No prerequisite is required for this course and can be taken in conjunction with other programs.

Objectives:

After completing this course participants will be able to:

- Describe the component parts of medical terms
- Use basic prefixes, suffixes, and combining forms to build medical terms
- Explain the common rules for proper medical term formation, pronunciation, and spelling
- Analyze the component parts of medical terms
- Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, therapies, and physical injuries
- Identify medical terminology and health issues as they apply to cultural diverse population
- Utilize appropriate sources of information
- Relate the terminology to the names, locations, and functions of the major organs of the body systems
- Use common terms and abbreviations in documenting medical records related to the major systems of the body
- Define viruses, bacteria, parasites, and other disease agents that can impact human health
- Utilize instruments, devices, and machines used to diagnose, monitor, or treat patients

Instructional Method:

- Lectures
- PowerPoint Presentation
- Individual skills demonstration
- Research assignment
- Team assignment
- Presentation
- Individual assignment
- Tutoring

Instructional Hours:

Course/Module	Course/ Module Topic	Clinical Hours	Total Hours	Instructors Name
MT M1	Learning medical terms	N/A	2	
MT M2	Roots of each body system	N/A	2	
MT M3	Suffixes	N/A	2	
MT M4	Prefixes	N/A	2	
MT M5	Body Organization	N/A	2	
MT M6	The integumentary system & related structures	N/A	2	
MT M7	The skeletal system	N/A	2	
MT M8	The muscular system	N/A	2	

MT M9	The nervous system	N/A	2	
MT M10	The eyes and ears	N/A	2	
MT M11	The Endocrine System	N/A	2	
MT M12	The Cardiovascular System	N/A	2	
MT M13	Blood, Immune, and Lymphatic Systems	N/A	2	
MT M14	The Respiratory System	N/A	2	
MT M15	The Digestive System	N/A	2	
MT M16	The Urinary and Male Reproductive System	N/A	2	
MT M17	The Female Reproductive System and Obstetrics	N/A	2	
	Didactics	N/A	32	Total clock hours 32

Tuition \$ 200.00

Registration Fee: (Non-Refundable) \$ 125.00

STRF Fee (required by the State of California) \$ 0.00

Total Paid to School \$ 225.00

OTHER EXPENSES OUT OF POCKET (APPROXIMATE)

Textbook/Workbook (required) \$ 65.00

Uniform (Required) \$ 40.00

\$ 105.00

YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

Schedule of Payments: Accept Cash, Money Order, Check, Visa, and MasterCard

Payment in Full: \$ 225.00 Due Date: ___ / ___ /2018

4 Installment Payments

1st installment: \$56.25 Due Date: ___ / ___ / 2018

2rd Installment: \$56.25 Due Date: ___ / ___ /2018

3rd Installment: \$56.25 Due Date: ___ / ___ /2018

Last Installment: \$56.25 Due Date: ___ / ___ /2018

Class Schedule – 2018 Room 2 TTH: 6:00pm - 8:00pm

Classes will be held at 1227 Hilltop Mall Rd Richmond, CA 94806

Requirement of Completion: Medical Terminology

Students are required to successfully complete the didactic of 32 hours. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final

exam, student will be awarded certificate of completion and will be qualified to apply for the state exam. All fees must be paid in full.

Refund/Cancellation Policy:

Vasco Career College does not offer refunds once your registration is complete. If you have an emergency that makes you unable to attend the course, you must contact the Career College 48 hours prior to the start time of the class. The Career College Staff will move you to the next available course or issue a course credit. Course credits can only be applied to the same type of course, cannot be used by another person and must be used within 90 days of the missed course. Once a credit is applied, the student must attend that course—a credited course will not be refunded or credited a second time.

Student's Right to Cancel and Cancellation Refund Policy:

Cancellations due to rejection of application and program cancellation by the institution, applicants will receive a full refund of all monies paid.

Withdrawal Procedure:

1. Applicants are required to provide written notice of cancellation. A withdrawal takes effect by the student's written notice, student's misconduct, and lack of attendance.
2. The notice must include expected last date of attendance, signed, and dated by the student.
3. VCC shall refund 100 percent of the amount paid for institutional charges, less a registration fee (\$125.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
4. If the student cancels an enrollment agreement or withdraws during a period of attendance, the unearned institutional charges shall be refunded. Students who have completed 60 percent or less of the period of attendance shall receive a pro rata refund. Cancellation shall occur when the student provides a written notice of cancellation to:

Vasco Career College
 ATTN: Program Director
 1227 Hilltop Mall Rd. Richmond, CA 94806

Example of Refund Calculation excluding (registration fee which is not refundable):

Nursing Assistant

50 didactic & laboratory 10 hours, 100 clinical hours

Withdrew after 25 hours of instruction

$\$1125.00 \text{ tuition} / 50 \text{ hours} = \22.50 per hour

$\$22.50 \times 25 \text{ hours attended} = \562.50

$\$1125.00 \text{ tuition paid} - \$562.50 = \$562.50$

Return Check Charges = \$35.00

Duplicate of Certificate = \$25.00

Late payment Fee = \$25.00

Certificates of completion will not be issued until all financial obligations are fulfilled.

5. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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

Prospective Students:

1. Enrollment will be conducted in English only. 10th grade English proficiency is required for this program.
2. Do not sign this agreement before you read it or if it contains any blank spaces.
3. Prior to signing this enrollment agreement, you must be given a catalog or a brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.
4. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business.
5. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
6. This agreement and the school catalog constitute the entire agreement between the student and VCC.
7. Although the school will provide placement assistance, **the school does not guarantee job placement to graduates upon program completion or upon graduation.**
8. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
9. VCC reserves the right to terminate a student for unsatisfactory progress, nonpayment of tuition, or failure to abide established standards of conduct.
10. The school reserves the right to cancel or postpone a program due to low enrollments. If the program is canceled in its entirety by the school and the student cannot be placed in another program, the student is entitled to a full refund of all fees, including registration fee.
11. The school does not guarantee the transferability of credits to a college, university or any other institution. Any decision of the comparability, appropriateness, applicability of credit, and whether they should be accepted is the decision of the receiving institution.
12. There are no fees to transfer credit or assessment fees for transfer of credit.
13. The institution shall communicate any other charges or fee to applicants.
14. Orientation shall be conducted in English. The institution shall clearly define all necessary requirements to the student. Also, individuals interested in the program are allowed to take the enrollment agreement home to carefully read and understand the enrollment requirements.

Housing:

Vasco Career College has no responsibility to find or assist a student in finding housing. This is a non-residential institution and has no dormitory facilities under its control. One-bedroom apartment in the 94806 area ranges from \$600.00-\$1600.00 per month.

Student Tuition Recovery Fund (STRF):

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

Vasco Career College has no pending petition in bankruptcy, is not operating as a debtor in possession, and has not filled a petition within the preceding past five years.

Campus security:

Vasco Career College has a crime report available for students and faculty, which will be posted on the school notice board. An email alert will be forwarded to students with detailed **incident** reports of circumstances of the alleged crime. All incidents must be reported to the director or lead faculty members for follow up investigation and updating the school crime awareness report. “Campus Security Act 1991”

Grading Policy for Classes: To pass a program, student must:

1. Achieve a minimum 80 percent overall cumulative grade average (including quizzes, homework, and exams).
2. **Quizzes:**
 - a. Quizzes are administered in class for most modules.
 - b. Missed quizzes will be scored as 0% in grade book.
 - c. If a student does not achieve 80% on an individual quiz he/she will be asked to review the module and retake the quiz. If the student retakes a quiz, the posted grade will be the average of the two scores
3. **Final exam score is final. No additional attempts are permitted.**
4. **For most courses:**
 - a. Homework will account for 10 percent of the overall grade.
 - b. Quizzes will account for 30 percent of the overall class grade.
 - c. Final exams will account for 60 percent of the overall class grade.

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

Grade appeals:

It is the responsibility of the faculty to clearly communicate course requirements and standards of performance to students on the first day of class. The faculty is also responsible for applying grades accurately and in a timely manner. Students with questions regarding grades should immediately contact the instructor to resolve the issue. If the issue is not resolved and the student believes there are grounds for appealing the grade, the student may initiate the grade appeal procedure.

Grounds for grade appeal:

Student can appeal a grade only when they have proof of one or more of the following:

1. Assignment of a grade based on factors other than student's achievement, such as discrimination.
2. Failure of the faculty to clearly notify students on the grading policies and procedures.
3. If there is no consistency in application of standard in performance evaluation.
4. If the student believes the grade received was based on sexual harassment.
5. If the student believes the grade received was based on prejudice.

Attendance:

Full attendance is expected, but the unexpected can occur. Students are required to make-up class work and clinical hours missed as a result of an absence. Absence is determined by:

1. Not attending a scheduled class meeting
2. Late arrival to class without excuse
3. Early departure from class without excuse
4. Returning late from scheduled class breaks
5. Excessive personal breaks during class

Absence:

If an absence cannot be avoided, students are required to notify the school in advance, or as soon as possible thereafter. If absence or repeated tardiness result in the student's failure to meet the program's objectives, either in the classroom or at

the clinical site, the student will be dropped from the program and no refund will be offered. The student may not be readmitted to the next available class.

Dropout and Leave of Absence Policies:

The college's programs are designed as a series of uninterrupted courses. If an absence cannot be avoided and it becomes necessary for a student to interrupt the program, student may either take a leave of absence or a permanent withdrawal. A written and sign signed, which includes reason for the request must be forwarded to the College administration for approval. The student will be granted a leave of absence for up to half of the program length. If the student withdraws, the student will be permanently dropped from the program and a refund will be made according to the Vasco Career College refund policy.

A leave of absences period should not exceed more than half of the program length. However, a leave of absence can be granted more than one base on unforeseen circumstances, such as military service requirements, jury duty, and immediate family.

Note: The combined leaves of absence should not exceed half the program length. Is a student does not return following the allowed leave of absence period, VCC will consider the student as having permanently withdraw and will apply its refund policy based on the program clock hours and the last date of attendance.

Visitors:

Vasco Career College does not allow visitors during class hours. Students are not allowed to bring children to classroom while attending class. Family members may contact the institution directly. Failure to comply may lead to disciplinary action or termination.

Pets:

Only trained service animals for persons with disabilities are allowed on campus. Failure to comply may lead to disciplinary action or termination.

Cell Phones:

Cell phones are prohibited at all times during any class or clinical. There shall be no texting. Phones must be turn off or put on "silent mode". Cell phones cannot be used as calculators.

Family Educational Rights and Privacy Act of 1974 (FERPA):

1. Student records are maintained in accordance with the provisions of FERPA as amended. Students have the right to their education records.
2. The right to inspect and review the student's education records within 45 days from the day the institution receives a request for access.
3. The right to request an amendment of the student's education record when the student believes that the record is incorrect.
4. These requests should be submitted to the Chief Academic Officer in written request identifying the records they wish to inspect.
5. The Academic Officer will arrange an appropriate time to meet with student in respond to these requests.

Student with Disabilities:

Vasco Career College complies with the Americans with Disabilities Act (ADA) of 1990. According to ADA Act Title 111 "Courses and examinations related to education, licensing, and certification must be provided in a place accessible to people with disabilities, or alternative accessible arrangement must be offered". Qualified students will not be excluded from any of the school's training program.

Student Records:

Vasco Career College will not release any student records without the student's prior permission and a written request for records. California regulatory agencies require that student records must be kept for five years. Student's transcripts will be kept permanently. All applications and other documents can be obtained in person with an original signature. Mail request must be accompanied with an original signature form.

Student Record Retention:

Applicants are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for 5 years. Student's transcripts will be kept permanently.

Equipment:

The classrooms are set up for specific programs. The Nursing Assistant, Pharmacy Technician, Medical Terminology, and Continuing Education Units program rooms are equipped with computers, projector, and other supplies to meet the training program requirement.

Library and other Learning Resources:

Vasco Career College has a variety of books related to Medical Administrative Assistant, Billing and Coding, Clinical Medical Assistant, Medical Assistant, EKG, Home Health Aide, Home Care Aide, and Continuing Education Training Program. Drug reference books, medical terminology reference book, and access to the Internet for online references. Students can obtain these books through their instructors and the administrative assistant.

Computer and e-mail Policy:

Computers and printers are available to be used by the faculty, staff, and students mainly for college projects only.

1. Students must sign in to use the computers.
2. Students must not download any personal software on campus computers.
3. Failure to comply may lead to disciplinary action or termination.

Student Services:

Students are encouraged to come to Student Services to discuss academic plans, questions about the profession, personal concerns, and other matters. Students are welcome to schedule appointments or stop by on a drop-in basis.

Student Guidelines:

Please read and keep with you for reference. You are responsible for knowing and complying with all guidelines, policies, and procedures. It is the responsibility of each student to read and abide by Student Guidelines.

Contact information:

Be sure to make Vasco Career College aware of any change of address or telephone numbers immediately. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

Rules of Student Conduct:

1. Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, school personnel, and clients.
2. Be on time; give advance notice of any absence or late arrival.

3. Be conscientious and diligent in the performance of all assignments and conduct yourself as a professional at all times regardless of the circumstances.
4. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or inappropriate images.

Background Check/Drug Testing:

You may be asked to undergo drug testing and or background check at your own expense. If you have any criminal convictions or conflicting information on your form of identification, you may be prevented from completing the program. Refunds will not be awarded to those who fail to determine their own eligibility. A positive drug test may result in dismissal from the program.

Policy on Dishonesty:

Dishonesty includes but not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to instructors or school personnel's. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation, and/or the student admits the violation, the instructor may select one or more of the following options:

- Issue an oral or written notification to warn the student that further acts of this sort will result in additional disciplinary action.
- Issue a failing grade for the course.
- Refer the student to the Program Manager for disciplinary action, which may include dismissal from the program.

Student Grievance Procedure:

1. The student is advised to resolve an issue with the instructor first, if applicable.
2. If that is unsuccessful, the student should put the grievance in writing, the student must detailing the specific grievance, including dates whenever possible. The statement should be submitted to the Program Director.
3. The Program Director will contact the student within three business days to attempt resolution.
4. If the Program Director is unable to successfully resolve the issue, the matter should be referred to the CEO. The CEO has the final responsibility for resolving students' grievances.

Grounds for Dismissal:

We may permanently dismiss any student who:

- Exhibits disruptive behavior and /or lack of common courtesy and respect for the instructor and/or fellow students.
- Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
- Uses profanity with an instructor, fellow students, or school personnel's.
- Does not meet the attendance requirements.
- Fails to meet financial obligations.
- Fails to abide by any or all of the terms of the registration agreement, policies, procedures, and guidelines.
- Positive results to a drug test
- Academic dishonesty.

Procedure for Dismissal:

Program Instructor will notify the Program Manager if a student is not meeting the requirements of the Student Guidelines. The Program Manager may contact the student by telephone or in writing to obtain further information. The

Program Manager will then make a decision and inform the student in person and in writing. The student may then have the option to appeal the decision.

Student Success Tips:

- **In class use Your Student Assignment Sheet-** It tells you what chapters to read, what assignments are required, and when examinations take place. Keep it and refer to it regularly.
- **Attend Class Regularly-** Each day in class is important because understanding the concepts are essential. If you miss one or more days, it's hard to catch up.
- **Use Class Time Wisely-** It may sound obvious, but listen carefully, focus on what is going on, and participate in discussions.
- **Take Notes and Use Them-** Writing down key ideas may help you remember. Review your notes soon after class to help reinforce the new information.
- **Ask Questions-** Anyone can miss or misunderstand an idea, concept or assignment. If you have questions, don't be afraid to ask your instructor for clarification.
- **Outside of Class Study Constantly-** You'll be more successful if you keep up with the reading assignments. College courses are designed so that each hour in class requires two hours of outside study (homework) to learn or practice the material. Plan to study daily.
- **Keep up with Assignment-**We all have a tendency to procrastinate, but putting off working on an assignment will leave you rushed and unable to do your best.
- **If you're having Trouble with the Program, Do Something About It-** Go to your instructor for help before or after class. Get together with a classmate to do homework. Start a study group.

Confidentiality:

You are required to maintain patient confidentiality in accordance with State and Federal laws. No student will have access to or have the right to review any medical record, except when necessary in the regular course of the clinical. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the clinical is forbidden except as permitted by law. Do not open or read a profile you are not directly responsible for. Do not discuss patients with anyone but the appropriate staff. Failure to comply would be a HIPAA violation.

Physical Examination Form

<i>TO BE COMPLETED BY STUDENT</i>		
Student Name:	Sex: M F	Birth Date:
Program:		
Have you had a serious illness, injury or surgery? Yes NO If yes, please describe:		

<i>TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER</i>		
1. Current complaints or disabilities pertinent to the student's participation in training program:		
2. Medications used, prescription, and over-the-counter (use back if necessary):		
Name	Indication	Frequency
3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases, pregnancy:		
4. Examination comments and findings:		

PREGANCY POLICY:

Any indication of pregnancy may cause a woman to be ineligible for the NATP unless or until approved by personal medical provider.

PROCEDURE:

A medical history and is required and pregnancy is a subject to be determined. The personal medical provider will determine if the woman can perform the duties of a nursing assistant while she is pregnant and will sign for that responsibility on the H & P form. A list of duties performed by the student will be provided. The student will also sign an assumption of risk form.

Physical Examination Form

TO BE COMPLETED BY STUDENT			
Student Name: (Print)	Program:		
STUDENT SIGNATURE IS REQUIRED			
I give permission to release a copy of this form to affiliating facility.			
Student Signature:			
Date:			

TO COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER				
Immunization	Documented Dates (attach documentation)		Initials	Comments
Required Tuberculosis Screening: (2-stepTST or Blood Test)				
	Date	Result in millimeters		
Test One				
Test Two				
Blood Test (which one used)	Date	Result		
Chest X-Ray (if needed to confirm Positive TST)	Date	Result		
Hepatitis B Vaccine 1	Date	Result		
Hepatitis B Vaccine 2	Date	Result		
Hepatitis B Vaccine 3	Date	Result		
Flu Vaccine (Seasonal)	Date	Result		
The above named patient/student has neither communicable, disabling disease, nor health condition that would create a hazard to him/herself, visitors, classmates or patients at this time. The above named is able to perform the physical activities required for the training.				
Examiner Name (please print):		Phone:		
Examiner Signature:		Date:		
Address:				

CPR Information

We will accept any program or combination of programs that cover the basic core curriculum listed below. **We will not accept any courses taken online.** CPR is a skill that requires hands-on-training obtained in a classroom setting with a skilled instructor and one-on-one techniques practice.

Some clinical sites require American Heart Association (AHA) approved CPR programs. The AHA course, **CPR for the Healthcare Provider**, offers all the training necessary to be prepared in the field.

The American Red Cross and other private CPR programs also offer courses that will meet the core curriculum. Please be sure to ask specifically if the class offers the following components:

1 man CPR and 2 man CPR for Adults, Children, and Infants using Mouth to Mouth, Mouth to Mask, and Bag Valve Mask techniques.

Training for Automated External Defibrillator (AED)

Obstructed Airway Training for Adults, Children, and Infants.

We must have a copy of your card as proof of completion



Assumption of Risk Form:

MAA & BC/CMA/BCS/EKG Training Programs may be required to learn and practice various procedures. Reading this assists student to better understand that these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
4. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, nerve damage, loss of limb, and other injuries.
5. I understand that I may be subject to drug screening during the course.
6. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
7. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

Pharmacy Technician Assumption of Risk Form:

Students of Allied Health Training Programs may be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that these skills may include, but not be limited to, needle-syringe techniques in preparation of medications for Nursing Assistant Training.
3. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
4. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
5. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage, loss of limb, and injuries.
6. I understand that I may be subject to drug screening during the course.
7. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
8. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

Assumption of Risk:

Students of Nursing Assistant Training Programs may be required to learn and practice various procedures. Reading this assists student to better understand that these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
4. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, nerve damage, loss of limb, and other injuries.
5. I understand that I may be subject to drug screening during the course.
6. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
7. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

Student Evaluation of Clinical Setting:

The student will be asked to evaluate the clinical setting at the end of that experience.

Accident or Injury in Classroom or Clinical Site:

In the event of an accident or injury in the classroom or clinical site, first aid should be rendered. In the event of exposure to blood borne pathogens, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant, if available. Report the incident immediately to the instructor or preceptor who will then advise the student to seek medical attention from their personal physician.

DRESS CODE:

Appropriate dress standards have been established and must to be maintained at all times, scrubs, lab coat, and nursing clogs must have heel support. **NO OPEN TOE SHOES.** These standards allow for comfortable performance of duties, promotion of safety, and prevention of the spread of infectious organisms. Students are expected to conform to this dress code in the classroom and at the clinical site. Instructors may dismiss students they consider inappropriately dressed at any time from the classroom. Students will be required to comply with this dress code and sign a statement to that effect.

Classroom and Clinical:

Tops & Pants:	Navy Blue scrubs with School Logo
ID Badge:	Worn at all times, with name visible.
Hair:	Clean and neat; pulled back and off the shoulders
Facial hair:	Must be clean, neat and well groomed.
Headwear:	Religious head covers may be worn; all other headwear is considered inappropriate
Jewelry:	Should be appropriate for professional wear and not a safety hazard, Medical ID bracelet is only exception.
Footwear:	Clean, preferably white, closed-toed shoes
Grooming:	NO perfume or cologne, fingernails should be clean and appropriate in length, cover visible tattoos and remove jewelry from all piercings.

HIPAA STATEMENT

Dear Student,

Notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) was distributed and discussed during the classroom portion of this program. It is your responsibility as a Vasco Career College student to be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a **healthcare professional**.

Please review the HIPAA notification thoroughly and keep it with your other references that you carry with you at your job or clinical site.

I _____ have read and understand the HIPAA regulations.

(Please print your name)

Signature

Date

Student Evaluation of Clinical Setting

Student Name: _____

Course/Location: _____ / _____

Name of Facility: _____

Instructions to the STUDENT: Please read each statement and rate the site by marking your response on this form**The amount of patients/clients/tasks in the Clinical site was sufficient to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The range of CNA duties represented in the clinical site was sufficient to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The variety of learning opportunities was sufficient to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The staff provided positive role models.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

There were sufficient resources (personnel and supplies) available to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The attitude of the staff in the clinical site contributed to a supportive learning environment.

A= Strongly Agree

B = Agree

C = Disagree

D = Strongly Disagree

E = Not Applicable

Comments:

**Congratulations,
You Have Completed Your Externship**

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

PHARMACY TECHNICIAN

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 240 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vascocc.com

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

Congratulations!
You Have Completed Your Externship

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

Medical Administrative Assistant (CMAA)

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vascocc.com

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Congratulations!
You Have Completed Your Externship

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

Clinical Medical Assistant (CCMA)

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vasoccc.com

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

Congratulations!
You Have Completed Your Externship

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

Medical Assistant (CMA)

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vasoccc.com

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

Congratulations!
You Have Completed Your Externship

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

Billing and Coding Specialist (CBCS)

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 160 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vascocc.com

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

Congratulations!
You Have Completed Your Externship

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

EKG (CET)

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 120 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vascocc.com

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

NOW THAT YOU HAVE YOUR CERTIFICATE, BELOW IS HELPFUL INFORMATION TO ASSIST AS YOU EMBARK ON YOUR NEW CAREER!!

**To obtain your Certification
For
Pharmacy Technician
Medical Administrative Assistant (CMAA)
Clinical Medical Assistant (CCMA)
Medical Assistant (CMA)
Billing and Coding Specialist (CBCS)
EKG (CET)**

Refer to your State Specific Course Completion handouts for information concerning Registration / Certification / Licensure as applicable.

** Please remember that guidelines are subject to change, so always verify up to date information on the NHA, NCCT, and CA Board of Pharmacy website. **

Pharmacy Technician Certification Board

Graduates are prepared to take an optional certification examination offered by the Pharmacy Technician Certification Board (PTCB).

❖ <http://www.ptcb.org/>

National Healthcareer Association

Graduates are qualified to take an optional certification examination offered by the National Healthcareer Association (NHA).

❖ <http://www.nhanow.com/>

National Center for Competency Testing

Graduates are qualified to take an optional certification examination offered by the National Center for Competency Testing (NCCT).

❖ <http://www.ncctinc.com/>

California Certifying Board for Medical Assistants

Graduates are qualified to take an optional certification examination offered by the California Certifying Board for Medical Assistants (CCBMA)

❖ <http://www.ccbma.org/>

*We would love to hear about your Externship Experience! Please take a moment and send your Testimonial to **contact us @ www.vascocc.com** as we want to celebrate with you!*

We at Vasco Career College “**CONGRATULATE YOU**” on this accomplishment and wish you continued success in all of your future endeavors!

COMPETENCY EVALUATION TESTING

Vasco Career College only refer students to CDPH approved testing vendors:

American Red Cross and National Nurse Aide Assessment Program

FOR THE CERTIFIED NURSE ASSISTANT COMPETENCY TESTING

AMERICAN RED CROSS

CONTACT #: 800-627-7000

<http://www.redcross.org/take-a-class/nurse-assistant-training/competency-evaluation-program>

REGIONAL TESTING CENTER

CONTACT #: 408-855-5203

http://missioncollege.edu/class_schedule/index.html

This program is not accredited by any of the accrediting agency required by the United States Department of Education.

*We would love to hear about your Clinical Experience! Please take a moment and send your Testimonial to **contact us @ www.vascocc.com** as we want to celebrate with you!*

We at Vasco Career College “CONGRATULATE YOU” on this accomplishment and wish you continued success in all of your future endeavors!

1227 Hilltop Mall Rd, Richmond, CA 94806 ~ Phone 510-243-7400~ Fax: 510-243-7411