



LOS ANGELES

CAREER COLLEGE

Medical Assistant Program Student Handbook

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Section 1: Admission Requirements & Procedures

Prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and school policies. Once it has been determined that the prospective student is interested in the Medical Assistant Program, they will receive more information regarding payment options.

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

Admission Procedure

1. Speak with a school representative about the program that interests you.
2. Receive and review the school catalog.
3. Receive and review the school performance fact sheet.
4. Receive a tour of the campus.
5. Review, complete, and sign an enrollment agreement.

Admissions Requirements (standards)

1. Must possess a high school diploma, GED certificate, or equivalent.
2. Must be at least 18 years of age or older.
3. Proof of good health: A report which includes a physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
4. Must be a current resident of California. Proof of residency is required in the state of California.
5. Must be free from conviction by any court (other than minor traffic convictions) or have criminal record clearance from the California Department of Justice.
6. Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
7. Must attend the Los Angeles Career College student orientation in-person.

Section 2: Academic Policies

English Instruction

- Los Angeles Career College does not offer English as a second language instruction. All instruction occurs in English. Los Angeles Career College may conduct an initial interview assessment with the student to measure their English level.

Method of Evaluation

Method of Evaluation	
Attendance	10%
Class Participation	15%
Homework	20%
Quizzes	25%
Final Exam	30%
Total	100%

Grading Scale

Grading Scale			
Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90% - 100%	Excellent	4
B	80% - 89%	Good	3
C	70% - 79%	Satisfactory	2
F	0% - 69%	Failure	0
I		Incomplete	
P		Pass (Clinical)	
NP		Not Passed (Clinical)	
S		Satisfactory (Clinical)	
U		Unsatisfactory (Clinical)	
W		Withdraw	
R		Repeated Course	
TC		Transfer Credit (not calculated in GPA)	

Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a "C". As defined in the above Grade Chart, the "C" grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of “A”, “B”, “C”, and “F” enter the GPA calculation. All courses with a grade of “A”, “B”, “C”, and “F” are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “I” is given when a student is unable to complete course requirements due to extenuating circumstances. The student has up to 2 calendar days from the last scheduled day of the course to complete the remaining work. If the work is not completed within this period, the Incomplete item will be scored as a zero and the final grade calculated accordingly. This grade does not affect the student's CGPA until it is finalized. If the course is a prerequisite, the student will be dropped from any subsequent courses if the Incomplete is not resolved within the given timeframe.

A grade of “P” is given for courses designated as pass/not passed. A grade of “P” does not enter the GPA calculation. A grade of “P” is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of “NP” is given for courses designated as pass/not passed does not enter the GPA calculation. A clinical course with a grade of “NP” is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “W” is listed on the transcript for any course a student officially and unofficially withdraws from before the end of the scheduled course. Grades of “W” do not enter the GPA calculation. A grade of “W” is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of “R” is given solely if a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an “R.” A grade of “R” is not entered into the GPA calculation. A grade of “R” is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

The clinical experience is graded in the following manner:

Final Grade:

P - Pass

NP – Not passed

Competency rating:

S - Satisfactory

U- Unsatisfactory-consistently needs supervision to perform objectives competently or perform objective incompetently. More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

Section 3: Attendance Policies

Attendance/Tardiness, Make-Up Standards

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their class. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

Definition of Absent:

- Students that arrive more than 15 minutes after class begins
- Students that leave more than 15 minutes before class ends
- Students that return from break more than 15 minutes after class begins
- Three tardies is equivalent to one absence.

Definition of Tardy:

- Students that arrive 1 to 15 minutes after class begins
- Students that leave class 1 to 15 minutes before class ends
- Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the Student Services Coordinator for counseling.

It is the student's responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to make up time, obtain a make-up slip from the front office, or from the instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- Nurse Assistant Training and Phlebotomy Training Program students must confer with their instructor and/or their Student Services Coordinator for other acceptable methods of making up time.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The Director of Nursing will determine the status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- The Director of Nursing may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- The Director of Nursing may determine that the student is not maintaining academic progress, and the student will be withdrawn from the course/module; or
- The Director of Nursing may determine that the student is not maintaining academic progress in general, and the student will be withdrawn.
- The Director of Nursing may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

Academic Probation

Students may be placed on academic probation during any course (didactic, lab, and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and school director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. A student receives a final passing grade for the course after being placed on probation. This final grade will be reflected in the student’s transcript.

Disciplinary Probation

During study students must always adhere to Los Angeles Career College’s Standards of Conduct. Disciplinary probation status is given consequently when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period during which a student must demonstrate conduct that conforms to Los Angeles Career College’s Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination. Disciplinary probation status does not prohibit a student from being placed on academic probation.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period. Students must adhere to the following procedures when requesting a LOA:

- Students in need of a LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The Director of Nursing will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

Termination

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites.
- Manifests violent behavior.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the institute.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

Section 4: Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice.

The dress code is as follows:

- ✓ Los Angeles Career College students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites, and externship sites.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings, or jewelry (except for small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs.
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

Section 5: Grounds for Dismissal

Students in classroom or in clinical setting are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice:

- Not reporting an error to the clinical site supervisor. Failure to perform clinical skills appropriate to their level of training.
- A student behavior that presents a threat to safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for Drug Use:

- Giving medications to patient.
- Failure to inform instructor/director of prescriptions medications used that can alter students' behavior.
- Unauthorized drug use.

General Grounds:

- Failure to meet course requirements as previously stated.
- Cheating or allowing another student to copy an exam answer during a test.
- Exhibiting anger in rage or curse words or gestures, or disrespectful behavior.
- Violation of any of the rules and regulations or violating the California Codes.

Section 6: Schedule of Charges

Program of Study	Cost Breakdown							
	Application Fee	STRF Fee	Technology Fee*	Cost of equipment, books, and materials	Tuition Fee	Total Charges to LACC***	Required Additional Fees for Educational Program**	Estimated Total Charges for the Entire Educational Program
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>			
Medical Assistant Program	\$75.00	\$0.00	\$1,030.73	\$2,454.44	\$12,421.83	\$15,982.00	\$678.00	\$16,660.00
Application Fee	This is a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$250.00. Once paid, this fee is non-refundable.							
STRF Fee	STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. April 1, 2024, the STRF assessment rate for institutional charges, whether \$1,000 or less, has been zero dollars (\$0) per one thousand dollars (\$1,000). It is a non-refundable fee. Please refer to the required statement below for further clarification.							
Technology Fee*	This is a one-time charge for access to the school's learning management system and other online resources used for assignments, quizzes, and exams. If the student cancels the program, this fee is non-refundable.							
Cost of equipment, books, and materials	This is the cost of your textbook(s), materials, and equipment you may require for completion of the program. These will be itemized on your enrollment agreement.							
Required Additional Fees for Educational Program**	This cost consists of exam fees, BLS certification, Health Clearance, Uniform, and licensing fees that are not paid to Los Angeles Career College but are required to complete the program. The total estimated cost for your program will be listed on your Enrollment Agreement. These costs are subject to change at any time.							
Tuition Fee	This is the cost of tuition for your program.							
Total Charges to LACC**	This is the total charges that Los Angeles Career College charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.							
Estimated Total Charges for the Entire Educational Program***	This is the Total Charges, and the Required Additional Fees combined to result in the Estimated Total Charges that the student could pay upon completion of the program. These costs are subject to change at any time.							

* LACC charges a technology fee for all programs, covering tools like Kahoot, and the student information system. NATP students pay a slightly higher fee to include Zoom for online classes.

** These fees are not paid to LACC but are required to complete the program.

*** You are responsible for this amount. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Section 7: Cancellation and Refund Policies

STUDENTS RIGHT TO CANCEL

You have the right to cancel your enrollment and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give notice of cancellation to the institution, preferably by email to Lilit@LACareerCollege.com. You can also contact the school by phone, bring written notification in person, or mail notification to 6426 Bellingham Ave. Suite 100 North Hollywood CA 91606. If sent by mail, the notification must have appropriate postage and will be considered effective on the postmarked date. The written notice of cancellation need not take any specific form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of your cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

CANCELLATION OF COURSES

Los Angeles Career College reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail. If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

OFFICIAL WITHDRAWALS

An Official Withdrawal is one in which the student has provided Los Angeles Career College with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Los Angeles Career College, he or she must notify an Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination. The school begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

UNOFFICIAL WITHDRAWALS

An Unofficial Withdrawal is one in which the student has not provided Los Angeles Career College with notice of intent to end their enrollment. Unofficial withdrawals are initiated by Los Angeles

Career College and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Los Angeles Career College. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

REFUND POLICY

PRIOR TO THE START OF CLASSES

If the applicant is not accepted by the college, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the college and does not start classes, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the school and cancels their enrollment more than 7 days after signing the enrollment agreement but before the start of class, all monies paid, minus the non-refundable application fee will be refunded.

In all cases above, if the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

AFTER THE START OF CLASS

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination (DOD). The school will complete a refund calculation based on the last date of attendance (LDA). The student is entitled to a proportional refund of the program's tuition, as well as a refund of unused equipment/materials, calculated based on the hours attended through the last day of attendance (LDA) in the program.

The refundable amount will be less the application fee, STRF fee (if applicable), technology fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.

Refunds due will be paid within 45 days of the official or unofficial withdrawal date. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student's enrollment for:
 - failure to maintain satisfactory progress.
 - failure to abide by the code of conduct.
 - exceeding the 14-day consecutive policy.
 - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

If you have obtained a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

PRO-RATA REFUND CALCULATION

The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

$$\text{Amount Owed} = \left(\frac{\text{Total Institutional Charges}}{\text{Number of Hours Scheduled}} \right) \times \text{Number of Hours Attended}$$

Disclosures:

1. All charges for the tuition fee paid by the student will be refunded, except for the application fee, technology, and E-book fee, and percentage of attendance if the student chooses to withdraw from the school through attendance at the first-class session.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
3. Students are requested to notify the Director or designated school official if they are withdrawing from the school.
4. All refunds due will be paid within 45 days of the students' last date of attendance.
5. In the case of an official leave of absence, if the student fails to return to training by the end of the leave of absence, a refund to the student shall be based on the date of withdrawal or termination and paid 45 days of the scheduled last day of the leave of absence.

Section 8: Licensure Requirements

Los Angeles Career College must provide direct notice of whether completion of the program would be sufficient to meet licensure or certification requirements (outside of the state of California) to enrolled students within 14 calendar days after a determination that the student's location has changed to another state, or the program no longer meets the original determination made at the time of enrollment.

Regulatory Requirements:

- Completion of an approved Medical Assistant program that includes both theoretical and practical training.
- Proof of a high school diploma or equivalent.
- Under the laws for training Medical Assistants, the California Certifying Board for Medical Assistants requires that the students complete the following:
 - Access to real patients and equipment;
 - 10 clock hours of training in administering injections and performing skin tests;
 - 10 hours of training in venipuncture and skin puncture for the purpose of withdrawing blood;
 - at least 10 of each intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures;
 - 10 hours of training in administering medical by inhalation.
- Successfully complete the Certified Clinical Medical Assistant (CCMA) examination administered by an approved certifying organization

Section 9: Class Schedule

Total Clock Hours: 720

Weekday: 30 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-9092 Medical Assistant

Program Goals and Objectives

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic and hands-on skills required for entry-level positions such as Certified Clinical Medical Assistants.

Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The State of California does not require that medical assistants be certified, but such a certificate may increase the chances of being hired. The national CCMA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Clinical Medical Assistants. Additionally, students may also be eligible to take the Certified Medical Administrative Assistant (CMAA) exam, qualifying them to work as Certified Medical Administrative Assistants.

Following the successful completion of the modules, students participate in a 360-hour externship.

Upon completion of this program, the student will be able to:

- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- ✓ Apply principles of infection control and use appropriate aseptic techniques.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing, and administering medications as directed, collecting, and processing specimens, recognizing emergencies, and performing CPR and first aid.

- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution are fulfilled will be achieved through direct instruction, lecture, and practicum. The instructor aids by integrating technology into instruction and emphasizes student-centered learning, placing more responsibility on students to take the initiative in meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinicals	Total
MA 100	Comprehensive Medical Assisting Fundamentals	29	7	0	36
MA 200	Advanced Administrative Medical Assisting	30	6	0	36
MA 300	Clinical Medical Assisting Procedures	32	16	0	48
MA 400	Advanced Clinical Skills and Pharmacology for Medical Assistants	22	8	0	30
MA 500	Introduction to Anatomy and Physiology	60	18	0	78
MA 600	Phlebotomy	44	40	0	84
MA 700	Medical Assistant Externship	0	0	360	360
MA 800	Career Services	24	24	0	48
	Program Totals	241	119	360	720

Course Descriptions

MA 100 Comprehensive Medical Assisting Fundamentals

In the Comprehensive Medical Assisting Fundamentals course, students are introduced to the essential roles and responsibilities of a medical assistant. This course covers the development of communication skills necessary for patient interaction, along with a strong emphasis on the legal and ethical guidelines that govern the profession. Additionally,

students will explore both clinical and administrative duties, laying the foundation for a successful career in medical assisting. An introduction to career development is also provided, helping students prepare for their future roles in the healthcare environment.

Pre-requisite: None

MA 200 Advanced Administrative Medical Assisting

The Advanced Administrative Medical Assisting course focuses on the critical administrative skills required in a modern healthcare setting. Students will gain proficiency in using technology and medical terminology while mastering communication techniques vital for patient interaction and office management. This course emphasizes the application of these skills to effectively manage patient information, schedule appointments, and perform other essential administrative tasks that ensure the smooth operation of a medical office.

Pre-requisite: MA 100

MA 300 Clinical Medical Assisting Procedures

In the Clinical Medical Assisting Procedures course, students will engage in practical applications of managing patient appointments, maintaining health records, and utilizing medical terminology. The course is designed to prepare students for delivering patient-centered care in a clinical setting, with a focus on hands-on procedures that are critical in a medical office. Through this course, students will gain the confidence and skills necessary to assist healthcare providers effectively.

Pre-requisite: MA 100

MA 400 Advanced Clinical Skills and Pharmacology for Medical Assistants

The Advanced Clinical Skills and Pharmacology course equips students with the knowledge and skills required for the daily operation and safety protocols of a medical office. This course delves into pharmacology, providing an in-depth understanding of medication management, including administration, dosage calculations, and patient education. Students will learn how to apply these skills in real-world scenarios, ensuring they are prepared to support patient care and safety.

Pre-requisite: MA 100

MA 500 Introduction to Anatomy and Physiology

The Introduction to Anatomy and Physiology course offers a comprehensive overview of human body systems, essential for any medical assistant. This course covers the anatomy and physiology of the human body, along with the financial and coding aspects related to medical assisting. By understanding the body's structure and functions, students will be better equipped to support clinical and administrative tasks in a healthcare setting.

Pre-requisite: MA 100

MA 600 Phlebotomy

The Phlebotomy course is dedicated to training students in the art and science of blood collection. Students will learn techniques for performing venipunctures, handling blood specimens, and ensuring patient comfort and safety during the procedure. This course is essential for medical assistants who will be responsible for performing phlebotomy in clinical settings.

Pre-requisite: MA 100

MA 700 Medical Assistant Externship

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted clinical sites. The externship will be an opportunity for students to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personnel at the externship site. Students will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: MA 100, MA 200, MA 300, MA 400, MA 500, MA 600

MA 800 Career Services

In the Career Services course, students will be assisted in resume writing and building to better prepare them for their job search after the completion of their program. They will be educated on proper, professional behavior in the workplace. During this course, mock interviews will be directed, where students will be required to dress appropriately and attend with their resumes. They will learn time management skills and the requirements for employment. This course will create confidence in students for when they begin attending actual interviews.

Pre-requisite: MA 100, MA 200, MA 300, MA 400, MA 500, MA 600, MA 700

Graduation Requirements

The candidate for a certificate of completion must:

- Complete all required clock hours in accordance with the CDPH requirements, as approved by Los Angeles Career College.
- Students must maintain satisfactory academic performance by earning a minimum passing grade of 70% on all homework assignments, quizzes, and the final exam, as required by the program.
- Ensure all financial obligations to the institution are met or have arrangements in place.

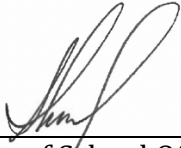
Student Handbook Sign Off Sheet

I have read, or have had explained to me, this Student Handbook which contains the Rules and Regulations regarding student behavior and other policies.

I agree that I will follow these rules, and I understand that if I violate the rules, I can be disciplined. Discipline may include a loss of privileges, detention, suspension, expulsion, or other consequences.

By signing below, I demonstrate that I understand and agree to abide by the Policies, Rules, and Regulations contained in the Handbook. This Handbook is only a summary of Policies and administrative procedures governing the Training Center and may be amended during the year without prior notice.

By signing below, I certify that I have received and reviewed the Student Handbook in its entirety.

Name of Student	Signature of Student	Date
Shota Mkrtumyan, DON		
Name and Title of School Official	Signature of School Official	Date