

Student Catalog



Central Valley

Vocational College

Turlock, CA

2009 Edition

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Mission Statement

The mission of Central Valley Vocational College is to serve the community by providing quality education and training at an affordable cost.

About Central Valley Vocational College

Located in Turlock, California, Central Valley Vocational College was founded in the belief that quality vocational education can enhance the skill and knowledge of those who want to serve their community in the healthcare or related field.

We keep our class sizes small (maximum of fifteen seats per class) so each individual who comes to our college gets the personal attention needed to not only to ensure success in the class but success in their chosen profession.



Policies

and

Requirements



Entrance Requirements

Although Central Valley Vocational College is accessible for public enrollment, each potential student must meet the following minimum requirements:

1. Must have High School Diploma, GED or equivalent.
2. Must be at least 18 years of age (or parent/guardian permission)
3. No felony convictions
4. Meet any program specific pre-requisites

Previous Education or Training

Due to the design of our programs and coursework we are unable to apply any previous training or credit towards completing your education at Central Valley Vocational College at this time.

Grading

Successful completion of the program entails maintaining a satisfactory grade as well as participating and performing in the skills portions of the program. Grades are based on exams and homework.

Grading system is as follows:

Percent	Grade	Standard
90% - 100%	A	Excellent
80% - 89%	B	Above Average
70% - 79%	C	Satisfactory
Below 70%	F	Fail – unable to graduate

In addition to attaining a passing or satisfactory grade, students must pass all skills stations, complete all assigned projects and, as required, complete the externship portion of their program of study.

Attendance

We expect our students to regularly attend their class sessions, including any and all activities related to completion of their program of study.

The following is the maximum absences allowed in each program:

Massage Therapy:	5 absences
Pharmacy Technician:	5 absences
Medical Assistant:	5 absences
Medical Coding / Billing	5 absences
Emergency Medical Technician	2 absences

If a student exceeds the maximum number of absences they will be dropped from the program and issued a refund per refund policy.

Leave of Absence

Students may request a leave of absence during their course of study. Requests must be made in writing and received in our office. Students will be refunded per the refund policy. Students wishing continue their training in the next available class, must reapply and begin their course of training from the start.

Refund Policy

For every week the student remains enrolled in the program the school will keep the tuition for that week. Upon withdrawal from the program, the school will refund any tuition paid above the amount used.

Refund Example:

If a student paid \$3,000.00 in tuition and completed 8 weeks of a 16 week program, the student would receive \$1,500.00 in refund.

Non-Refundable Items

- 1) All deposits are not refundable.
- 2) Any supplies purchased from the college are not refundable.

Externship & School Activity Policy

The following policies are in place during any externship or off-campus activity designated by the school.

1. Students will arrive 15 minutes early
2. Students will arrive prepared for their day – including any equipment needed to participate in their training.
3. Students will check in with their proctor.
4. Students will follow all policies and guidelines
5. Students will maintain professionalism and confidentiality.
6. Students will not leave until excused by their proctor.
7. Students are responsible for ensuring all paperwork related to the externship/activity is completed and turned in.

Course Completion

Students that complete all requirements for their course of training will receive a certificate of completion. Certificates will be issued within 14 days of course completion. Some students may have to register with a government agency before they can apply for work. Our school will assist the student in completing any additional requirements by state or local agencies.

Additional Requirements

Some programs of study require the graduated student to complete a registration or additional certification process with a government agency before the student can begin working in their new profession. These additional requirements are listed in the program description of the student catalog. Instructors will review any additional requirements with the students.

Code of Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while attending Central Valley Vocational College, will be subject to disciplinary action.

Principles:

- 1) Any activity that may compromise the academic integrity of the school, or challenge the educational process.
- 2) Violation of program regulations as established by Course Syllabus.
- 3) Knowingly providing or receiving information during examinations or the possession and/or use of unauthorized materials during those examinations.
- 4) Submitting plagiarized work for an academic requirement.
- 5) Falsification, fabrication, or dishonesty.
- 6) Alteration of academically-related college forms or records, or unauthorized use of those forms.
- 7) Taking or threatening action that endangers the safety, physical or mental health, or life of any person.
- 8) Physical contact or other non-physical conduct of a sexual nature, or sexual harassment, as defined by law.
- 9) Actual or threatened damage to or destruction of college property or property of others.
- 10) Use, storage, or possession of dangerous weapons or devices, even if otherwise permitted by law.
- 11) Theft, or the unauthorized use or possession of college property or services, or the property of others.
- 12) Failure to comply with directives of authorized college officials, law enforcement or emergency personnel.

- 13) Use, production, distribution, sale, or possession of drugs in a manner prohibited under law.
- 14) Use, production, distribution, sale, or possession of alcohol.
- 15) Unauthorized entrance to or presence in or on college premises.
- 16) Disorderly or disruptive conduct that unreasonably interferes with college activities.
- 17) Violation of other published college regulations, policies, or rules, or violations of federal, state, or local law.
- 18) Using electronic recording devices are prohibited unless express permission is obtained by college officials.
- 19) Any and all actions, deemed by college officials, to be inconsistent with student behavior.

Disciplinary Actions

Any incident reported to, or witnessed by, college officials, will be investigated. Should violations of the code of conduct be found, those involved will be subject to the following disciplinary actions:

- 1) **Reprimand** – written warning regarding misconduct with explanation of further disciplinary action if the conduct persists.
- 2) **Suspension** – temporary removal of the student from academic activity pending determination of termination by college officials.
- 3) **Termination** – expulsion of student and termination of all academic and college activities.

In all cases, a student charged with one or more violations of the student code has the right to an explanation of the violation and the disciplinary action taken.

Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).

Students terminated for violation of the Code of Conduct are eligible for a refund per the refund policy.

Complaint Procedure

Students are obligated to report any action by staff or other students that violates the Code of Conduct. Steps to reporting these actions are as follows:

- 1) Report violations to your primary instructor.
- 2) If your instructor fails to investigate and correct the violation, contact the administration office.
 - a. Once notified, your instructor will be contacted and the violation will be investigated and resolved.
 - b. If the student feels the issue was not resolved in a satisfactory manner, they may petition the president to review the circumstances. All petitions will be made in writing (explaining your concerns). All petitions brought to the president will be resolved within 5 days.
 - c. If the college (instructor, administration and president) fails in its obligation to investigate and resolve a complaint, the student may contact the state governing agency to intercede.

Our objective is to resolve disputes as quickly as possible in order to return the class setting to a beneficial place to learn. We are not mediators for personal disputes outside the college setting. As long as personal issues are not affecting the course and class setting, we will be unable to resolve such conflicts.

Our decisions are based on what is best for the course and class setting. Our responsibility is to provide a safe atmosphere for learning. Additionally, any violation of local, county, state or federal laws and statutes will be reported to law enforcement.

Program

and

Course Information



Massage Therapy Program

The massage therapy program is a 502 hour, 16 week program designed to exceed California guidelines for massage practitioners. 302 hours are in class and practice, 200 hours are externship. This course will provide an in-depth understanding of the human body as well as a strong practical approach to therapeutic and palliative massage techniques.

The core training for this program: Anatomy, physiology, pathology, Swedish massage, Shiatsu, as well as exposure to various specialty techniques. Students will also receive business and ethics training.

Class Schedule:

Monday, Wednesday & Friday 6pm – 10pm

Class Size: 10 students per class

Externship: As Assigned

Registration: \$ 100.00

Tuition: \$3,000.00 (6 monthly payments of \$500.00)

Prerequisites: Meet entrance requirements – and –
Have CPR certification by 1st day of class

Textbooks: approx: \$160.00

- 1) Theory and Practice of Therapeutic Massage
ISBN-13: 978-1401880293
- 2) Workbook to Accompany Theory and Practice. . .
ISBN-13: 978-1401880316
- 3) Structure & Function of the Body, 13th Ed
ISBN-13: 978-0-323-04966-5

Other Supplies

Required: 2 sets of sheets

Suggested: None

Post-Graduation Requirements: Therapists must register with either the state or a local agency before practicing as a Massage Therapist.

Pharmacy Technician Program

The pharmacy technician program is a 260 hour, 16 week program designed to exceed California guidelines for pharmacy technicians and enable students to sit for the national exam. The program has two sections: Core or Classroom training is 140 hours. The externship is 120 hours. This course will provide an in-depth understanding of the roles and responsibilities of pharmacy technicians.

The core training for this program: Basic pharmacy practice, pharmacy terminology, mathematics, anatomy, advanced pharmacy and medications.

Class Schedule:

Morning Class: Monday, Wednesday & Friday 10am – 12pm

Evening Class: Monday, Wednesday & Friday 6pm – 8pm

*** This course is also offered online ***

Class Size: 15 students per class

Externship: College Approved Pharmacy

Registration: \$ 100.00

Tuition: \$3,000.00 (6 monthly payments of \$500.00)

Prerequisites: Meet entrance requirements – and –
Have CPR certification by 1st day of class

Textbooks: approx: \$100.00

- 1) Mosby's Pharmacy Technician: Principles and Practice
ISBN-13: 978-1416039402
- 2) Workbook to Accompany Mosby's Pharmacy Technician
ISBN-13: 978-0721694375

Other Supplies

Required: None

Suggested: Drug Guide

Post-Graduation Requirements: Technicians must register with the California Board of Pharmacy before practicing as a Pharmacy Technician.

Medical Assistant Program

The medical assistant program is a 368 hour, 20 week program designed to exceed California guidelines for medical assistants. There are 208 hours didactic (classroom) training and 160 hours of externship. This course will provide understanding of medical office administration and provide a strong practical approach to therapeutic and palliative medical procedures and patient care.

The core training for this program: Anatomy, physiology, medical office administration, patient care procedures, medical terminology and an introduction to various medical specialties.

Class Schedule:

Monday, Wednesday & Friday 1pm – 5pm

Class Size: 10 students per class

Externship: College Approved Medical Office

Registration: \$ 100.00

Tuition: \$3,000.00 (6 monthly payments of \$500.00)

Prerequisites: Meet entrance requirements – and –
Have CPR certification by 1st day of class

Textbooks: approx: \$130.00

- 1) Kinn's The Medical Assistant, 10th Ed.
ISBN-13: 978-1416024200
- 2) Workbook for Kinn's The Medical Assistant, 10th Ed.
ISBN-13: 978-1416038351
- 3) Virtual Medical Office
ISBN-13: 978-1416041894
- 4) Medical Terminology: A Short Course, 5th Edition
ISBN: 978-1416055181

Other Supplies

Required: 2 sets of scrubs

Post-Graduation Requirements: Medical Assistants have no post graduation requirements to fulfill.

Medical Billing and Coding Program

The Medical Billing and Coding program is a 324 hour, 16 week program. There are 124 hours didactic (classroom) training and 240 hours of computer lab. This course will provide an in-depth understanding of medical terminology, current medical billing and coding practices.

The core training for this program: medical terminology, computer usage, billing and coding practices, Medisoft software training.

Class Schedule:

Tuesday & Thursday 10am – 12pm

Class Size: 5 students per class

Computer Lab: Arranged (approx 15 hours per week).

Registration: \$ 100.00

Tuition: \$3,000.00 (6 payments of \$500.00)

Prerequisites: Meet entrance requirements

Textbooks: approx: \$180.00

- 1) Medical Insurance Billing and Coding: An Essentials
ISBN-13: 978-0721695167
- 2) 2009 ICD-9-CM, Volumes 1, 2, and 3 Standard Edition
ISBN-13: 978-1416044475
- 3) Computers in the Medical Office: w/ Medisoft Adv. Ver. 11
ISBN-13: 978-0073108032
- 4) Medical Terminology: A Short Course, 5th Edition
ISBN: 978-1416055181

Other Supplies

Required: None

Suggested: Medical Dictionary

Post-Graduation Requirements: Medical Billers and Coders have no additional requirements, however they may apply to take a national exam (this is optional – not required by California).

Emergency Medical Technician (EMT) Program

The Emergency Medical Technician (EMT) program is a 138 hour, 8 week program. There are 128 hours of classroom and lab training and 10 observation hours. This course is designed to prepare the student for the National Registry EMT-B exam and California certification.

The core training for this program: EMS preparation, airway, patient assessment, medical /behavioral emergencies, OB/Gyn emergencies, trauma emergencies, infant/child considerations and ambulance operations.

Class Schedule:

Lecture: Tuesday & Thursday	1 pm – 5pm
Lab: Saturday	9am - 5:30pm

Class Size: 12 students per class

Observation: Arranged (must complete 10 hours of observation)

Registration: \$ 100.00

Tuition: \$ 600.00 (2 payments of \$300.00)

Prerequisites: Meet entrance requirements – and –
Have CPR certification by 1st day of class

Textbooks: approx: \$110.00

- 1) Mosby's EMT–Basic Textbook, 2nd Ed
ISBN: 978-0323047654
- 2) Workbook for Mosby's EMT–Basic Textbook
ISBN: 978-0323047630
- 3) Virtual Patient Encounters
ISBN: 978-0323049306

Other Supplies

Required: None
Suggested: Mosby's EMT-B Certification Preparation & review
ISBN: 978-0323047746

Post-Graduation Requirements: EMTs must pass the National Registry exam (NREMT exam) and then register with the county they wish to serve prior to working as an EMT in California.

Payment Schedule

The College will only accept payments in the form of Money Order, Cash or Cashier's Check.

The College currently has two options for paying tuition.

Tuition in Full – students may opt to pay their tuition in full prior to the first day of their program.

Monthly Plan – students may also opt to pay their tuition in monthly installments. The amount of the monthly payment is found in the table below. Students who opt for the Monthly Plan must ensure that their payments are on time. Late payments are subject to a late fee.

Tuition Table & Due Dates

Program Name	Monthly Pay Amount	Due Date
Massage Therapy	\$500.00	7 th of the month
Pharmacy Technician	\$500.00	7 th of the month
Medical Assistant	\$500.00	7 th of the month
Medical Coding/Billing	\$500.00	7 th of the month
EMT	\$300.00	7 th of the month

Late Fees

Payments must be received by the due date. Late payments are subject to a fee of \$10.00 per day late. If the payment is late by more than 5 days, the student will be subject to Disciplinary Actions as outlined in this catalog, up to and including termination from the program.

Students terminated from the program due to non-payment will have to reapply for enrollment after paying the balance (including late fees) of their tuition.

Hardship Relief

Any student, who has enrolled and made at least one payment on time, is eligible for hardship relief. Hardship relief allows the student to withdraw from their program of study and attend the next available class. The school will forward the deposit and any tuition paid to the next available class. The student will begin their program of study from the first week. The student must resume making scheduled tuition payments. This relief is offered to each student once. If the student is unable to attend or pay for the next available course, they must withdraw from the program and receive a refund per the Refund Policy.

Enrollment Procedure

To enroll, a student must:

- Meet the entrance requirements
- Meet all course prerequisites.
- Read the College Catalog
- Fill out the application
- Complete the enrollment agreement

Mail or drop off the completed application and enrollment agreement. Include the course deposit of \$100.00 (if mailing in the application, please send deposit in the form of a money order – not cash).

Mailing address: Central Valley Vocational College
Administration Office
1175 Geer Rd., Ste A
Turlock, CA 95380

The application will be reviewed by the administration staff. If there are no questions, you will receive your program packet including your course syllabus, copies of the application and enrollment agreement (for your records) and receipt for any monies received.

You will be contacted by phone if there is a problem with the application or enrollment agreement to resolve the problem as quickly as possible.

If you have any additional questions, please contact our administration office at:

Central Valley Vocational College
Administration Office
1175 Geer Rd., Ste A
Turlock, CA 95380
209-664-1941

CPR Requirements

Students who attend programs based on patient care are required to have a current CPR certification. We currently accept certification from the following organizations:

National Safety Council
American Heart Association

Any certification that meets AHA standards

The CPR certification must be at the healthcare provider level for adult, child and infant. This certification must also include AED training for the EMT Program and Medical Assistant Program.

We offer a CPR certification course with AED. This program is accredited through the National Safety Council and meets AHA standards.

CPR and First Aid Courses

The CPR program is an 8 hour class that trains the student to recognize when CPR is required and teaches students how to effectively perform the procedure. This training program includes AED training.

Class Dates: Contact the administration office for next class.

Training Cost:	CPR w/ AED	\$ 45.00
	First Aid & CPR	\$ 70.00

Central Valley Vocational College
1175 Geer Rd., Ste A Turlock, CA 95380
Phone: 209-664-1941 Fax: 209-633-2208