Welcome to Summit College and congratulations on choosing one of the finest learning facilities in the Inland Empire & Orange County. We want your stay with us to be both effective and enjoyable. To this end, we would like to inform you of the following rules and procedures of the institution.

If you have any questions regarding these rules and policies, please do not hesitate to inquire with any staff member. Remember, at Summit College "THE STUDENT ALWAYS COMES FIRST!"

This catalog covers January 2015 thru December 2015
CATALOG INFORMATION

Period of Time Catalog Covers – §71810(b)(1)

This catalog covers the period starting on January 1, 2015 ending on December 31, 2015

Catalog Information – §94909(a)(3)(b)

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

These Performance Fact Sheets are available for review at www.summitcollege.edu.

Student Questions --- §94909(a)(3)(a)

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

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833
Mailing address: P. O. Box 980818, W. Sacramento, CA 95798-0818
Toll Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959
Fax Number: (916) 263-1897
Web site address: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Catalog Inserts

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

Non-Discrimination Statement

Summit College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression

Copyright Infringement Policy

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.
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HISTORY of THE COLLEGE

Summit College (SCC) was incorporated in the state of California in June of 1990 and began offering classes in Colton in May of 1991. Summit received initial accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in April 1994. The college was designed to accommodate the training needs of individuals who were participating in vocational rehabilitation through the California Worker’s Compensation system. Due to the popularity of its programs, SCC now offers its programs to participants of WIA programs, Veterans, and the general public but does not offer any distance education.

Summit College opened a branch campus in Anaheim of October of 2003, which in 2015 moved to the current location of Santa Ana. The company built a custom campus of 75,000 square feet in Colton of January 2008 which classes are held Monday thru Fridays. A Colton auxiliary campus for technical and trade classes was added in 2013.

It is the belief of Summit College that education is an investment in the student’s vocational future. Together we can work as a team to help them reach career goals with self-confidence gained through solid, practical training and knowledge.

Summit College does not provide any dormitory facilities or housing nor assumes any responsibility to find or assist a student in finding housing.

Summit College does not have any pending petition in bankruptcy, is operating as a debtor in possession, or has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). §94909(o)(12)

Each campus offers a student-learning academy for students to study, do homework and meet with their study groups. Each learning academy is equipped with an assortment of books and computers for research.

Ownership

Summit Career College Inc. dba Summit College is a privately owned company by Jay Murvine, Esther Abrahams and James Hall.
MISSION STATEMENT

The mission of the College is to provide adult learners the skills and technological knowledge necessary to achieve success in their chosen vocational field. We recognize that education is vital in developing opportunities for the student to become a productive part of society and is essential in promoting the individual’s sense of worth, values, and high ethical standards. Summit College is committed to offering quality education that meets the needs of its students and assisting them in pursuing their educational goals.

In pursuit of this mission, Summit College is guided by the following core principles and objectives:

- To instill value, self-esteem and the ability to contribute to society in a professional and successful manner.

- To provide a caring, nurturing learning environment that promotes academic excellence, critical thinking, the appreciation of diversity, and to instill a desire within our graduates to continue the learning process throughout their lifetimes.

- To employ only qualified and dedicated faculty members who possess both educational and related experience in the fields that they teach. To encourage their continued professional development, and support of the college’s mission, purpose and objectives.

- To support our students in their studies by means of tutorial services, academic advisement, student financial support and employment assistance to all alumni.

- To provide our students with a facility that offers progressive technologies and equipment inclusive of a learning and resource center.

- To remain committed to a policy of academic freedom so that faculty may explore and disseminate new knowledge without fear of reprisal or reprimand.

- To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired will result in employment goals. 71810(b)(2)

CLASS LOCATIONS

**Colton Main:**
851 S. Cooley Drive  
Colton, CA  92324  
(909) 422-8950  
Toll Free (888) 416-3456

**Santa Ana Branch:**
1639 E. Edinger Ave.  
Santa Ana, CA 92807  
(714) 635-6232  
Toll Free (877) 786-6485

**Auxiliary Classrooms**
- **Colton** 965 S. Mt. Vernon, Colton, CA 92324  
  909/422-8950
- **Santa Ana** 16339 E Edinger Ave, Santa Ana, CA 92807  
  714/635-6232
FACILITY SPECIFICATIONS

Colton

Summit College’s main campus is located at 851 S. Cooley Drive, Colton, CA 92324. The facility has a student lounge, is handicap accessible, rest room facilities, administrative offices and a reception area. The equipment used in training programs consists of standard equipment that is essential for the student’s education in the field of study. §71810(b)(9)

Parking is provided to all students at no charge in the designated spaces of the college parking lot, and on adjoining streets. Summit College does not accept responsibility for damage or theft of students’ personal belongings in or on Campus or vehicles while parked in the college’s parking areas. Students park at their own risk.

Colton Auxiliary Classroom

Summit College’s auxiliary classroom is located at 965 S Mt. Vernon, Colton, CA 92324. The facility has handicap accessible rest room facilities, workshops.

Summit College does not accept responsibility for damage or theft of students’ personal belongings in or on Campus or vehicles while parked in the college’s parking areas. Students park at their own risk.

Santa Ana

Summit College’s branch campus is located at 1639 E. Edinger Ave, Santa Ana, CA. The facility has handicap accessible restroom facilities, administrative offices and a reception area, and a student lounge.

Summit College does not accept responsibility for damage or theft of students’ personal belongings in or on Campus or vehicles while parked in the college’s parking areas. Students park at their own risk.

PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

Dormitory Facilities

Summit College does not have dormitory facilities under its control; the availability of housing located reasonably near the institution’s facilities is homes or apartments varying in cost. Summit College assumes no responsibility to find or assist a student in finding housing. §71810(b)(13)

The Learning Academy, Library, and Computer Lab §71810(b)(10)

The Learning Academy, Library, and Computer Lab are situated in the heart of the college and are central to the support of student learning. Open 5 days a week to all students and graduates, the Learning Academy is supervised, quiet, and a comfortable area offering state of the art computer systems, printer services, along with the most current test bank practice questions to assist students with their academic needs.

Each campus offers a student-learning academy for students to study, do homework and meet with their study groups. Each learning academy is equipped with an assortment of books and computers for research.
ACCREDITATION §94909(a)(16)

ACCET - Accrediting Council for Continuing Education and Training, a private accrediting agency recognized by the United States Department of Education accredits Summit College and its programs for Continuing Education and Training (ACCET). The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability and overall management of the institution according the accrediting agency’s standards and guidelines. The college was granted initial accreditation on April 15, 1994. Copies of the license and accreditation certificates are posted in the lobby for review.

ACCET, Chair Complaint Review Committee,
1722 N. Street NW, Washington, DC   20036
(202) 955-1113   Fax: (202) 955-1118 or (202) 955-5306
www.accet.org
Email: complaints@ACCET.org

APPROVALS

U.S. Department of Education §94909(a)(10)
All campuses have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (USDOE). Please see the Financial Aid chapter for details

Veterans
Summit College is approved to train veterans by the approving agency. Upon request, an enrolled or prospective student may review copies of the documents that describe the school’s accreditation and approval. Please see the Veterans section for details.

WIA/EDD/ETPL
Summit College has affiliations with the following organizations and agencies to train eligible participants: Workforce Investment Act (WIA), Eligible Training Provider list (ETPL).

State of California Bureau of Security & Investigative Services
Summit College meets the requirements for approval to instruct the Security Guard programs.

California Department of Public Health Licensing & Certification Program
Summit College meets the requirements for approval to instruct the Certified Nursing Assistant program.

Committee on Dental Auxiliaries/Dental Board of California
Summit College meets the requirements for approval to instruct the Coronal Polishing and Radiation Safety programs.

Board of Vocational Nursing and Psychiatric Technicians
Summit College meets the requirements for a 4 year certificate of approval.

For information about national and program accreditation, contact the institution.
Approval Disclosure Statement

Summit College, Inc., is a private institution and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The College was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94700. The BPPE approval means the institution and their operations comply with the minimum state standards and do not imply any endorsement or recommendation by the State of by the Bureau.

The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions, §49090(a)(2). An institution must renew its approval every three to five years and is subject to continuing review. The college is currently approved with the BPPE until 2016 to offer the following programs: https://app.dca.ca.gov/bppe/view-school.asp?schlcode=3602651

**NOTE: Not all programs are taught at all campuses**
- CERTIFIED NURSING ASSISTANT
- DENTAL ASSISTANT
- ELECTRONIC HEALTH RECORD/CODING
- HVAC
- IV THERAPY
- LICENSED VOCATIONAL NURSE
- MEDICAL ASSISTANT - ADMINISTRATIVE and CLINICAL
- OPTICAL SALES AND DISPENSING TECHNICIAN
- PAYROLL AP/AR & HUMAN RESOURCES
- SURGICAL INSTRUMENT TECHNICIAN
- WELDING-BASIC
- WELDING

An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Summit College participates in the following federal and state sponsored loan and grant programs: Federal Stafford Loan (formerly Guaranteed Student Loan), Pell Grant, Supplemental Educational Opportunities Grant, Federal Work Study program, Unsubsidized Stafford Loan program, and Federal Plus Loan program.

The Licensed Vocational Nursing course meets the requirements established by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). There are no other state boards, bureaus, departments or agencies that set minimum standards for your program of studies in accordance with Education Code §94860.
GRIEVANCE - COMPLAINT PROCEDURE

Communication is one of the most important aspects of effective education. If a student has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor within the same week as the incident. If the problem or complaint involves the instructor and the student does not wish to approach him or her directly, please see the Department Director.

If the problem is not resolved within two weeks of the incident to the student's satisfaction by means of open discussion, the student may register a formal complaint in writing addressed to the Department Director or Campus Director. The letter will be reviewed in private by the staff and a written response will be forwarded to the student involved.

If the problem is still not resolved to the student’s satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the student a chance to voice the complaint or problem to the Director of Education and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general student population. Upon conclusion of the meeting a formal written response will be given to the student that will recap the proceedings of the meeting and any resolutions that are made to address the complaint or problem.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) and by the Bureau for Private Postsecondary Education as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET, BPPE and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution’s formal complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

Complaints should be in writing and mailed, faxed or emailed to the Bureau for Private Postsecondary Education office or ACCET office. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- A detailed description of the problem(s); with the approximate date(s) that the problem(s) occurred;

- The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;

- Evidence demonstrating that the institution’s complaint procedure was not followed prior to contacting the agency. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, the boards will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student’s enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
SEND TO:

BPPE  (Bureau of Private Postsecondary Education)

P.O. Box 980818, W. Sacramento, CA 95798-0818
Toll Free Number: (888) 370-7589  Telephone Number: (916) 431-6959  Fax Number: (916) 263-1897
Internet Web site address:  www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

ACCET,  (Accrediting Council for Continuing Education & Training)

Chair Complaint Review Committee,
1722 N. Street NW, Washington, DC  20036
(202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
www.accet.org
Email: COMPLAINTS@ACCET.ORG

BVNPT  (Board of Vocational Nursing and Psychiatric Technicians)

Disclosure Statement  -- Unresolved complaints for the Licensed Vocational Nursing Program may be sent to
Board of Vocational Nursing and Psychiatric Technicians,
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.
Phone: (916)-263-7800.
Email: bvnpt@dca.ca.gov
CAMPUS INFORMATION

Business Hours

• Regular Business hours for both campuses is 8:00 AM until 5:00 PM Monday thru Friday.

• Summit College has an open enrollment policy which means that students may start at the beginning of a module with a few exceptions please check with an Admissions representative or at www.summitcollege.edu for the start dates of all programs.

All Summit classes are taught at one of our campuses we do not offer distance learning. §71810(b)(11) §94909(a)(4)

Education Departments Hours

• The Colton campus is open for regular instruction: Monday thru Thursday from 8:00 am until 11:00 pm.

• The Santa Ana campus is open for regular instruction: Monday thru Thursday from 8:00 am until 10:00 pm.

• Short courses may be offered on Friday’s and Saturday’s from 8:00 am until 5:00 pm.

Holiday Schedule

The campuses will be closed for the following holidays:

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<td>Wednesday</td>
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Winter Break - Thursday - December 24th thru Friday - January 1 returning on Monday January 4th

Course Schedules (Academic Calendar)

Summit College has an open enrollment policy which means that students may start a program at the beginning of the next module of the program. Most programs start a new module every four weeks with enrollment open for each new module. Course exceptions are the Licensed Vocational Nursing Program and the Certified Nursing Assistant.

Licensed Vocational Nursing Programs have scheduled starts; please see an Admissions representative for the next start date. Certified Nursing Assistant has scheduled starts every 6 weeks. Students will be provided with a schedule of modules at the time of enrollment. During orientation a schedule and syllabi will be provided for the current module.

Please refer see an Admissions Representative if you have questions or to see the next start dates you may refer to the web page.
The college offers 3 standard “Tracks” to complete a program. This does not apply to all programs.

1. Morning Track  Mon - Thurs  
   Required courses are taken one at a time and completed between 8:00am and 1:00pm.

2. Afternoon Track  Mon - Thurs  
   Required courses are taken one at a time and completed between 1:00pm and 6:00pm.

3. Evening Track  Mon - Thurs  
   Required courses are taken one at a time and completed between 6:00pm and 11:00pm.

Depending upon current enrollment, not all Tracks may be available for every program.

Nursing Department and Certified Nursing Assistant students will be provided with a written schedule, which will consist of Theory and Clinical Days Monday – Friday and possible Saturday and/or Sunday at the first day of classes.

Programs Less than 250 Hours
Students enrolled in courses less than 250 hours are provided with a schedule at the time of enrollment. The schedule will be determined by when the next class is being taught.

Special Scheduling
Vocational students may request special scheduling consideration to accommodate a repeated module or personal circumstances. Special Scheduling consideration must be made in writing with the Student Services Administrator and approved by the Campus Director and/or Director of Education. Special Scheduling may affect a student’s eligibility for financial aid and expected completion date. Special Scheduling is at the discretion of the College and is not guaranteed.
COURSES OFFERED

- Allied Health, Business/Technology, Technical/Trade are on a monthly start rotation, please check with the Admissions department or the website for the next start date. LICENSED VOCATIONAL NURSING— Full time programs are scheduled four times a year and the Part Time program twice a year; Certified Nursing Assistant program starts every six weeks; please contact your Admissions Advisor for proposed start dates. NOTE: Not all programs taught at all campuses

- Individual program and Description of Instruction by Course are located at the back of this catalog.

- Summit College is proud to currently offer the following programs of instruction:

Allied Health

- Dental Assistant
- Electronic Health Record/Coding
- Medical Assistant – Administrative and Clinical
- Optical Sales and Dispensing Technician
- Surgical Instrument Technician

Short Courses (less than 250 hours)

- Coronal Polishing Certificate
- Radiation Safety Certificate

Business/Technology

- Payroll AP/AR & Human Resources

Nursing

- CERTIFIED NURSING ASSISTANT
- LICENSED VOCATIONAL NURSING

Short Courses (less than 250 hours)

- IV THERAPY
- CPR BLS for HEALTHCARE PROVIDERS

Technical/Trade

- HVAC
- WELDING – BASIC
- WELDING
CAMPUS POLICIES

Copyright Infringement Policy

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Environmental Considerations

Summit College is proud to be an active participant in working to help clean up our environment. We encourage all students to join our RIDE SHARE program. Please see the Student Services Staff for information on ride sharing. Please recycle used aluminum cans in the bins provided in the student lounge. Remember that every little bit helps. We encourage all students to join our staff in efforts to clean up the environment and conserve energy both at home and at school. Together, we can make a difference!

Smoking Policy

Summit College provides its students with a smoke-free environment and smoking is not permitted anywhere in the facility. THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE. Smoking is permitted in designated areas outside the facility. Students who wish to smoke may smoke in the parking lot behind the facility during normal class breaks. All smokers must follow California smoking laws. Please dispose of smoking materials properly.

Code of Student Conduct

Summit College strives to provide a professional learning environment for all of its students. Therefore, students are asked to dress for class in attire that would be acceptable in a business office. Abusive language and profanity are not allowed.

A student lounge is provided for meals and breaks. THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE. Smoking is permitted in designated areas outside the facility. Please dispose of smoking materials properly. Summit College is a "closed" campus. Children and/or guests of enrolled students are not allowed on campus or in classrooms.

Students are expected to not only adhere to the high standards of scholarship, but also to personal conduct that will not interfere with the learning process of any other student, the classroom presentation by the instructor, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to review by the Disciplinary Committee and subject to suspension and/or termination.

The school administration reserves the right to exercise its judgment to suspend and/or dismiss a student for any of the following reasons:

→ Failure to abide by the rules and regulations of the school
→ Conduct which reflects unfavorably on the school or its students
→ Failure to adhere to Satisfactory Progress polices and excessive absences or tardiness
→ Cheating, or falsifying school records
Putting patients or other students in jeopardy through the exercise of poor judgment or inability to meet clinical objectives.

Failure to adhere to the rules or regulations of clinical sites

Entering the campus, classrooms, or clinical sites under the influence of alcohol, drugs or illegal narcotics of any kind.

Conduct which interferes with the learning process of other students or the instructional process

Conduct that interferes with the progress of the class as a whole

Instigation or participation in rebellious activities against the school or its students

Sexual harassment of any kind toward students, staff or patients

Profanity on campus or at clinical sites

Theft, vandalism or destruction of student, school or clinical property

Students are expected to stay in their seats during class time. Students will not leave the classroom during class time without permission from the Instructor.

Anti-Bullying Policy

This policy applies to all Summit College’s students. This policy applies at all Summit locations; Summit-sponsored, Student-sponsored, and guest-sponsored social or other events; as well as any activity at which you represent the Organization or are participating as an student of Summit College.

This policy reaffirms Summit College’s commitment to provide an environment, which reflects the highest level of ethical, respectful and lawful conduct. This policy prohibits conduct, often referred to as bullying, that is intimidating, hostile or verbally or physically abusive.

Summit College defines bullying as repeated, deliberate, abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another person or persons, which negatively affects the bullied party’s ability to attend classes or interact with Summit personnel and other students.

Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant, and may not be given consideration when determining discipline. Summit College considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name-calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage or deliberately interfering or tampering with someone’s personal effects or work equipment including phone, computer, email, Internet, software.
- **Gesture Bullying:** non-verbal threatening gestures or glances.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

Additionally, the following examples, while not exhaustive, may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or the raising of voice at an individual in public and/or in private.
- Public humiliation or reprimands in any form.
- Repeated criticism on matters unrelated or minimally related to the person’s performance or description.
- Ignoring/interrupting an individual at during class or at a meetings.
• Repeatedly accusing someone of errors, which are not documented.
• Spreading rumors or negative gossip about individuals.
• Encouraging others to disregard instructions.
• Manipulating the ability of someone to do their classwork or job (e.g., overloading, under-loading of work, withholding information, and assigning meaningless tasks, knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information).
• Assigning menial or demeaning tasks not in keeping with the normal responsibilities.
• Consistently taking credit for another person’s ideas or accomplishments.
• Refusing reasonable requests for leave without legitimate work-related justification.

Complaint Procedure
Summit College encourages any student who believes that he or she has been or is being subjected to bullying to immediately report the incident promptly to the his or her instructor, or Department Director or the Campus Director. All students have an obligation to cooperate with any investigation.

Violation
Any student found to violate this policy may be subject to disciplinary action, up to and including termination of school or employment. Any manager or supervisor who is aware of any possible violation of this policy and fails to take corrective action or notify the Campus Director may be subject to disciplinary action, up to and including termination.

No Retaliation
Summit College will not tolerate any retaliation against any student/employee who reports in good faith known or suspected violations of this policy or who participates in an investigation of a complaint. Summit College recognizes that false accusations can have serious effects on innocent individuals. We trust all of our student/employees will act responsibly to establish and maintain a safe environment.

Cell Phone Usage
In general all cell phones must be turned off during class time phone calls can be made or received during the breaks. iPods, electronic devices including earphones use in class are unacceptable. Exceptions may be made with the permission of Department Director or if included in class study.

Liability Disclaimer
Summit is not liable, or responsible for the loss of any personal property, or damages to any personal property, or for any personal injury which may occur while the student is attending Summit College.

Curriculum & Policy Changes
The college reserves the right to change internal academic and administrative policies, curriculum, program content and any other changes deemed necessary. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students. When changes occur students will be notified of any changes via posted notices.
Sexual Harassment/Offense Policy

The college conducts periodic seminars and guest lectures regarding sexual harassment and sex offenses including rape, acquaintance rape and other forcible and non-forcible sex offenses. If a student feels that he/she has been a victim of a sex-related offense or sexual harassment, the following steps should be taken:

1. The incident should immediately be reported to the Campus Director.

2. Students should be aware that it is important to preserve any evidence of a sexual or other criminal offense to aid in providing proof of the offense.

3. A student has the option to notify local law enforcement agencies regarding the offense. If requested, an Executive Staff member will assist the student in doing so.

4. The college maintains information on local counseling and mental health agencies that can assist the student in coping with a sex related offense. To obtain this information, please see the Director of Education or the Student Advisor. All inquiries regarding this information will be held in strictest confidence.

5. The college will make every effort to modify the student's academic situation after an alleged sexual offense if requested.

6. Disciplinary action will be taken in cases of an alleged sexual offense if requested in writing by the accuser. The request for disciplinary action should include the date of the alleged offense, the specific location, time, details and circumstances of the alleged offense, the name of the accused and be signed by the accuser. The request should be forwarded by certified mail, return receipt requested to:

   Campus Director (Colton), 851 S. Cooley Drive, Colton 92324

7. If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the preceding and both the accused and the accuser will be informed of the outcome of any disciplinary proceeding brought alleging a sex related offense. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the executive management of the college, the accused, the accuser and their other parties to the extent allowed by law.

8. The following sanctions may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, and other forcible or non-forcible sex offenses:

   - Warning (either verbal or written) documented in the accused student or employee file.
   - If the accused has been previously warned either verbally or in writing for a similar offense, the accused may be immediately terminated from enrollment or employment without the possibility of reinstatement.
   - Immediate termination from enrollment or employment without the possibility of reinstatement.

Drug and Alcohol Prevention/Awareness Policy

Summit College maintains a Drug and Alcohol free campus. Drugs and alcohol pose a serious health threat to students and the public at large. The college strictly prohibits the unlawful use, sale, possession or distribution of narcotics, drug paraphernalia or alcohol by students and employees on the campus grounds, externship or clinical sites or as part of any school activity. Students found in violation of this policy will be subject to immediate termination and possible referral to the appropriate authorities for criminal prosecution as applicable under state and federal laws. All prescription drugs must be for a medical reason to possess while on campus. Any person exhibiting behavior, conduct or personal/physical characteristics indicative of having used or consumed alcohol or other substances shall be also prohibited from entering school grounds or school-sponsored events.
To the extent allowed by local, state and federal laws, Summit will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension or termination.

Drug and Alcohol Prevention/Awareness informational materials are available to any student. The College periodically hosts informational seminars and guest speakers on drug and alcohol abuse. We also have an extensive list of referral agencies that can assist any student in these areas. Please contact any staff member for information on referral sources. All inquiries or requests for information on Drug or Alcohol awareness/prevention are held in strictest confidence.

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

**Orange County**
- Addiction Treatment Center: 714/530-9350
- Recovery: 714/543-8481
- Child Abuse Hotline: 714/289-2222
- Victims Program Administration: 714/843-8900
- Sober Living Drug and Alcohol Treatment Center: 800/647-0042

**Los Angeles County**
- Alcoholics Anonymous: 626/914-1861
- Women’s and Children’s Crisis Hotline: 562/945-3939
- Suicide Hotline (24 hours): 800/255-6111
- Treatment Centers Medical Detoxification: 800/996-1051
- National Council on Alcoholism and Drug Dependency: 213/384-0403

**Riverside County**
- Recovery Center: 626/914-1861
- Gibson’s home: 562/945-3939

**San Bernardino County**

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### Student Equality & Equal Opportunities

Summit College’s faculty and staff are committed to actively pursue equality for all SCC students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. Summit College incorporates the ethnic and academic pluralism, which is represented within our community into its educational process. All persons shall have equal access to Summit’s programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Summit College is dedicated to respecting, integrating, and celebrating our students’ diverse cultures into all aspects of campus life. The college maintains a professional, handicap accessible, safe environment where students are free to express and share their unique backgrounds and experiences.

### Students with Disabilities

Summit College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in, or be denied the benefits of services, programs or activities, nor will the student be subject to discrimination. With advanced notice all reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a psychological or medical evaluation.
In accordance with the Americans with Disabilities Act, accommodation will not be provided (1) for personal devices or services, even though the individual may be a qualified individual with a disability, or (2) that would result in fundamentally altering the nature of a program, or when the academic requirements are essential to a program of study or to meet licensing prerequisites, or (3) may cause undue financial or administrative burdens.

Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments or request additional information regarding Summit College’s current services, policies and practices.
DRESS CODE POLICY

In keeping with the philosophy of dressing for success, we require that all students of Summit College dress in attire that would be appropriate for your field of study workplace.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an unexcused absence.

The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that appears inappropriate or in direct violation of the dress code. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence.

At the start of clinical rotations, the student must wear the school uniform at clinical sites and while attending classes on campus. This uniform and supplies are included in the cost of the program. Additional uniforms and supplies may be purchased through the college’s business office or from outside sources. Uniforms not purchased from the college’s business office must be in EXACT CONFORMITY with the official school uniform.

General Personal Hygiene and Grooming Guidelines

The following guidelines will be required in all programs:

**Dress** – Clothing must be clean and ironed with no stains, tears, rips or wrinkles. No exposed underwear. No jeans, miniskirts or shorts can be worn. Men’s shirts must have a collar. No exposed underwear, midriffs, backs or posterior, no plunging necklines or halter-tops. Appropriate undergarments, must be worn at all times. You may wear a jacket or sweater with no sport or affiliation logos. The jackets should not have hoods attached to them (no “hoodies”) and no hats, or bandannas, sunglasses or headphones may be worn in class. Medical: All undergarments need to be white. White lab coat or white sweater for outerwear.

*Exceptions for Technical/Trade programs – jeans, t-shirts and appropriate head wear may be worn.

**Shoes** – Shoes must be clean and in good condition. No flip-flops, slippers or extremely high heels. Medical: Nurse’s duty shoes or non-canvas all white tennis shoes. White socks only. Clean shoes and laces. No open back shoes. For Technical/Trade programs – steel toed boots/shoes must be worn while in the shop, you may choose to wear other shoes in the classroom which must follow above requirements.

**HAIR** - Clean, dry hair and well groomed with professional natural colors, all hair touching the shoulders must be secured off the shoulders and bangs below the eyebrow must be secured to head. Clinical -Hair must be neat, off the collar and secured to avoid the possibility of falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Hair combs, clasps, barrettes and pins should be brown or black. They should be functional and not worn for decoration. Hair color must be maintained in naturally occurring shades. Hairstyles must be subdued and acceptable in a regular business or medical office environment. (e.g. “Mohawk” or “Spiked” styles are examples of hairstyles that are NOT acceptable)

**Nails/Make-Up**–The length of your nails should not impede progress in typing skills and the colors and design should be professional shades or hues. **Nursing:** No acrylics. Clear polish only. The length of your nails should not exceed the length of the finger. **Make-up** – Recommend simple light, make-up for a professional environment. Any make-up worn should be subdued. Fingernails should be short and clean.
Jewelry & Body Art -- One pair of earrings only, (one earring in each ear). No visible facial or body piercing and all tattoos must be covered. Jewelry not to exceed excessive amounts such as too many necklaces, bracelets and rings. Medical: One pair of studs only. No hoops. No tongue rings. No necklaces. No bracelets. One watch. On one hand, 1 ring only or a wedding set.

General Appearance – wearing appropriate professional dress for your field must be observed at all times. No unauthorized headgear, sunglasses or headphones are allowed in the class. No gum chewing or smoking is allowed. All "No Smoking" policies must be observed. Good personal hygiene and grooming, including use of a deodorant. No perfume, cologne or aftershave is allowed. Scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients.

Any student unwilling to comply with the dress code will be sent home and receive an absence.

Student Uniform Dress Guidelines

Upon issue of approved school uniform, the following rules must be followed: The ONLY exception to this policy would be certain designated events that may require another type of dress code policy. Any exceptions must be approved by the Director of Nursing or Director of Education.

- While on campus, students are required to wear the Official Scrub Uniform (surgical scrub pants and scrub top with school emblem on left sleeve), supplied by the school. Picture ID badge worn just below left clavicle. Optional blue cardigan sweater. Other jackets or coats may NOT be worn in class or in clinical facilities. White shoes and white socks. Bare feet, slippers, and sandals are not allowed.

- ALL NURSING STUDENTS ARE REQUIRED to provide the following additional items that are not included in the uniform package: White uniform shoes, wristwatch with sweep second hand and Black ink ballpoint pen (required prior to clinical rotations)

Clinical Rotation Uniform –

Licensed Vocational Nursing Students

- White surgical scrub pants and white scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn in all hospital units at all times. Optional blue cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn.

- Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.

- A current CPR Card and CPR facemask must be carried by all students at all times while on clinical rotation.

- The student is to be dressed in full clinical uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

- No key necklaces at clinical
Certified Nursing and Surgical Students

- Uniform scrub pants and scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn at clinical site at all times. Optional cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn.

- Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.

- The student is to be dressed in full uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

Uniform Distribution

Students will be measured for uniforms and orders will be placed during the first three weeks of classes. All other items included in the Uniform Package will be issued to students prior to starting clinical rotations. After the Uniform Package has been issued, students must wear the required uniform while on campus and at clinical sites. Failure to dress in the required uniform once issued will result in the student being sent home and an absence will be credited to the student’s attendance.
CAMPUS SECURITY / SAFETY INFORMATION

Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel. Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at Summit College, the student should immediately report the matter directly to the Campus Director or Human Resources Office.

The College’s Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Administrator or report the hazard to any staff member. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services Administrator. The college conducts regular fire drills on an unannounced basis. Please review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

All students are requested to complete a Medical Emergency Information form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service Administrator and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in medical conditions, medications, allergies or related information.

In compliance with federal law, the college publishes an annual Campus Safety report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been made on campus since the college began operation. To request a copy of the Safety Report, please see the Campus Director.

Crime Awareness/Statistics

The safety and well being of our students, faculty, and staff is important. Although the campus is a safe place, crimes do occur. The following statistics are published in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees, and to any applicant for enrollment or employment, upon request.

<table>
<thead>
<tr>
<th>Crime (Projected Data)</th>
<th>Incidents</th>
<th>Crime (Projected Data) *</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>122</td>
<td>Aggravated Assault</td>
<td>553</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>Arson</td>
<td>31</td>
</tr>
<tr>
<td>Burglary</td>
<td>430</td>
<td>Burglary</td>
<td>1,446</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>8</td>
<td>Forcible Rape</td>
<td>86</td>
</tr>
<tr>
<td>Larceny and Theft</td>
<td>822</td>
<td>Larceny and Theft</td>
<td>5,028</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>234</td>
<td>Motor Vehicle Theft</td>
<td>667</td>
</tr>
<tr>
<td>Murder and Manslaughter</td>
<td>8</td>
<td>Murder and Manslaughter</td>
<td>9</td>
</tr>
<tr>
<td>Robbery</td>
<td>101</td>
<td>Robbery</td>
<td>580</td>
</tr>
<tr>
<td>Crime Rate (Total Incidents)</td>
<td>1,672</td>
<td>Crime Rate (Total Incidents)</td>
<td>8,786</td>
</tr>
<tr>
<td>Property Crime</td>
<td>1,479</td>
<td>Property Crime</td>
<td>7,147</td>
</tr>
<tr>
<td>Violent Crime</td>
<td>239</td>
<td>Violent Crime</td>
<td>1,228</td>
</tr>
</tbody>
</table>
ADMISSION REQUIREMENTS §94909(a)(8)(a)

Minimum Requirements

All programs at Summit College are taught at one of our campuses we do not offer Distance Education. Summit College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

To be eligible for admission to SCC’s programs a prospective student must meet the following requirements:

- Be at least 17 years of age –unless specified by program agency licensure requirements
- Be able to read, write, speak and understand the English language.
- High School Diploma, GED or Equivalent
- Any prerequisites required by State or Licensing Agencies
- Pass the college’s entrance test (Wonderlic SLE) used as both an evaluation tool and a requirement for qualification as dictated by specific courses. The student’s total score must meet or exceed the minimum passing scores required by the program. (See required scores below)

Students may enroll at any time; however, scheduled module start days are the only days that students may begin classes. Each module is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in the program, and proceed until all the required modules have been completed per the individual program requirements. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Procedure for ALL students

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience. Prospective students will then receive a tour of the facility and have an opportunity to ask questions. If a prospective student should choose to seek enrollment in one of the college’s programs, he/she will be required to take the entrance examination (if applicable) at that time or may schedule the examination for another day. Students seeking Title IV funding will need to provide a high school diploma, GED or equivalent.

Upon completion of the entrance examination, the test will be graded and reviewed with the prospective student. If the prospective student achieves a passing grade per the requirements of the chosen program, and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students based upon the student’s total admissions points score and recommendation of the Admissions Committee. All students will be scheduled to meet with the Financial Aid Department for pre-qualification.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. §94909(a)(3)(b).
Entrance Exam Scores Requirements

All applicants must take an entrance exam to register for courses and pass the exam with the following minimum SLE score as stated for each program:

<table>
<thead>
<tr>
<th>SLE Entrance Exam</th>
<th>CIP Code</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant</td>
<td>51.1614</td>
<td>11</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>51.0601</td>
<td>12</td>
</tr>
<tr>
<td>Electronic Health Record/Coding</td>
<td>51.0706</td>
<td>14</td>
</tr>
<tr>
<td>HVAC</td>
<td>47.0201</td>
<td>12</td>
</tr>
<tr>
<td>IV Therapy</td>
<td>51.1001</td>
<td>Not Tested</td>
</tr>
<tr>
<td>Licensed Vocational Nursing</td>
<td>51.1613</td>
<td>18</td>
</tr>
<tr>
<td>Medical Assistant Administrative and Clinical,</td>
<td>51.0801</td>
<td>12</td>
</tr>
<tr>
<td>Optical Sales and Dispensing Technician</td>
<td>51.1802</td>
<td>12</td>
</tr>
<tr>
<td>Payroll AP/AR &amp; Human Resources</td>
<td>30.1601 &amp; 52.0201</td>
<td>14</td>
</tr>
<tr>
<td>Surgical Instrument Technician</td>
<td>51.0909</td>
<td>16</td>
</tr>
<tr>
<td>Welding – Basic</td>
<td>48.0508</td>
<td>10</td>
</tr>
<tr>
<td>Welding</td>
<td>48.0508</td>
<td>10</td>
</tr>
</tbody>
</table>

NOTE: If a student has been enrolled in a previous program at Summit and meet the minimum score for another program they will not be required to take the SLE exam a second time.

Retesting

There is no limit as to how many times one may attempt the SLE. One may attempt the SLE no more than twice per day, and must alternate attempts between the two versions. SLE test results do not expire.
Certified Nursing Assistant

Determination of Eligibility for Admission to the CNA Program

A. Admission Requirements
   1. Educational requirements for program application
      a. Completion of Entrance testing (see requirements above)
      b. Must be at least 17 years of age &
      c. High School Diploma, GED or Equivalent
   2. Health Requirements
      The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Certified Nursing Assistant. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Director of Nursing may require the student to provide a examine signed by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. Admission Procedure
   1. Applicants must complete and submit a Nurse Assistant Pre-Certification application for admission consideration.
   2. Application for admission to the college is submitted to the Admissions Office.

C. Patient Safety and Background Checks
   • We are encouraged to inform the students of the following:
     Due to longer processing times and the possibility that the student may complete NATP training, pass competency examination, pay tuition and testing fees, and still not obtain a background clearance. Failure to obtain a background clearance prohibits students from obtaining CNA Certification. CDPH is responsible to ensure that NATPs do not misrepresent information provided to prospective students, or receive funds for tuition without informing them of the clearance process. NATPs are encourage to update information provided to applicants regarding the clearance process.
   • The student can complete the following:
     I will follow the steps below to request an inquiry with the department by doing the following:
     For individuals (potential students) who have any convictions or have questions about their ability to obtain the lives can/DOJ background clearance, they can request an “inquiry” with the department by doing the following:

     1. Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: “CLEARANCE ONLY WITH LETTER”. The school does not fill out any information on the form.
     2. Write at the top of the Live Scan form (BCIA8016) “CLEARANCE ONLY WITH LETTER”, when filling out the form at the Live Scan vendor site.
     CDPH will review the livescan /DOJ results, determine if the individual is “cleared” or not “cleared” and send the individual a letter explaining the results.
Licensed Vocational Nursing

To be eligible for admission to the LICENSED VOCATIONAL NURSING Program, an applicant must meet the following requirements:

- Pass a required entrance exam. *(see testing requirements and test scores)*
- Be at least 17 years of age and provide documented evidence of a high school diploma, GED or equivalent
- Final approval from the Director of Nursing to enter the program.
- Attend the required Student Orientation.

For the LICENSED VOCATIONAL NURSING program, new students must begin instruction in Term I and complete the objectives of each sequential Term unless granted Challenge Credit or Transfer Credit.

An LVN staff member reviews candidates after pre-qualification by the Admission Staff. Factors used to judge prospective students include, but are not limited to attitude/professionalism, previous experience/training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission staff and the Director of Nursing, accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview to receive approval of the Nursing Director.

If the Director of Nursing approves the Candidate for enrollment, the Candidate will be allowed to enroll in the program as an enrolled candidate. Enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the prospective start list and will be required to attend the mandatory orientations and the first 6 weeks of instruction in the full-time program or first 11 weeks of instruction in the part-time program.

**All LICENSED VOCATIONAL NURSING** students will be provided with a Physical Examination worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning the Nursing Program.

Orientation for all Enrolled Candidates is conducted *the week prior to the first day of class*. During this orientation, additional state required paperwork will be completed and executed along with a recap of important information concerning the administrative, educational and placement policies and procedures that each student will need during the course of instruction. During this orientation, the student will be given program specific information regarding the policies and procedures of the Department and the respective Board. Enrolled Candidates who fail to attend the first, second or third day of class may lose their training slot to another Candidate.

All enrolled LICENSED VOCATIONAL NURSING candidates will be allowed to attend the first six weeks of instruction in the full-time program or the first 11 weeks in the part-time program (the Fundamentals Unit). The Fundamentals Unit will be used to determine which Enrolled Candidates will be awarded regular student status for the class. To qualify for progression, All Enrolled Candidates will be evaluated at the end of the 6/11 week interval of the Fundamentals Unit of instruction to determine which Enrolled Candidates will be granted regular student status for the class. Enrolled Candidates are ranked according to academic standing during the Fundamentals Unit.

In the event that two or more enrolled LICENSED VOCATIONAL NURSING candidates are tied in academic standing (GPA) for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the Director of Nursing will make final determination.
All Enrolled Candidates should note that the first 6 weeks/11 weeks are a CRITICAL period of instruction that will
determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not
achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the
class by the Nursing Department weekly. Tutorial and remediation programs will be available to all Enrolled Candidates
to bolster their academic standing and provide assistance in increasing their academic standing during the
Fundamentals unit.

*Note to prospective students:* It is important to know that the Admissions Committee will typically review
approximately 300-350 applicants for each start. If you are serious about the program, it is imperative that you
attend all scheduled appointments, complete required paperwork when due and treat all interviews and
appointments professionally in order to be considered as a Candidate and/or achieve Enrolled Candidate status.

The college will attempt to make reasonable accommodations where possible in compliance with ADA standards.

**Physical Exam Requirement**

Some programs require physical exams for the students’ well-being, if you have question about exams or need help in
finding a physician please ask your admissions advisor for assistants.

Programs requiring physical exams:

*Certified Nursing Assistant & Licensed Vocational Nursing*

*Surgical Instrument Technician*

Please see Admissions for all entrance requirements

**Vocational Nursing**

All students accepted as LICENSED VOCATIONAL NURSING enrolled candidates must provide a physician’s release and
evidence of good health by completing a recent (within 30 days prior to enrollment) physical examination including
the following elements:

- History and Physical Clearance
- Height & Weight
- Blood Pressure, Pulse and Respiration

- Hepatitis B vaccination series is recommended, but not mandatory. RPR, two step TB test or chest x-ray is
  mandatory to assure students are not in active stage(s) of tuberculosis. MMR Titer is mandatory, if not
  immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of
  immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires
  vaccination series. Proof of a tetanus vaccination within the last 10 years is also required.

- The physician’s release evidence of good health must be verified by Physician’s office stamp. Falsification of
  such information will result in denial of admission to the program. If the applicant is pregnant or becomes
  pregnant, a full medical release signed by the physician with no clinical restrictions will be required.

- The physical examination, lab tests and vaccination records MUST be turned in to the Nursing Office for
  review PRIOR to the Orientation for the class start (1 week before the start date).

The Nursing Office will provide each prospective student or Enrolled/Alternate Candidate with a description of the
physical examination, lab test and vaccination requirements prior to enrollment.
English As A Second Language Instruction §71810(b)(3)(4)(5).

Summit College does not provide language services. No visa services are provided for students. The level of English language proficiency required of students must meet the set entrance test qualifications. §71810(b)(3)(4)(5).

Special Needs Applicants

Summit College welcomes applications from students with disabilities or special needs. Summit is committed to giving academic opportunities to all appropriately qualified applicants, irrespective of disability, wherever practical. Admissions Policy is that all students will be judged on their academic merits. Only after the decision as to whether or not to offer a place has been taken is consideration normally given to the effects of any disability.

The Need to Notify Special Needs

When Summit is not adequately made aware of the special needs or requirements of disabled persons prior to admission, the special needs student cannot be guaranteed that suitable staff and/or facilities will be made available to meet those needs or requirements. In some cases, the College may require appropriate evidence of the extent of a particular disability before it is able to commit itself to providing resources and/or appropriate support.

Disease Safety

During classroom orientation, all students are made aware of the risks involved during the bloodborne pathogen training and receive a certificate showing this training. Although, we make the student aware of the risks and where to get Hepatitis B Vaccinations they are not mandatory for the Medical Assisting program students. During orientation, we give the student an attestation form (FOP#E504) that indicates they do not wish to receive the Hepatitis Vaccination series at this time. Upon the students signature the form is placed in their student file. Additional information is given to students as to where they can receive the Hepatitis B series if desired.

The college maintains a blood borne pathogen exposure plan for students who may have the potential for blood borne pathogen exposure as part of their laboratory and/or clinical experience. Students at risk of exposure to blood or other potentially infectious materials (OPIM) will receive education and training on Blood Borne Pathogens (BBP) and the training of campus exposure control plan.

Drug Testing Requirement

All students are advised that most clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Summit College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and “Drug Free” policies.
TRANSFER OF CREDIT

Program Transfer and/or Readmit Students

Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within twelve months from the last date of attendance will receive academic credit for all previously completed courses. Students must meet Satisfactory Academic Progress requirements concerning grades and attendance.

Summit College does not provide language services. No visa services are provided for students. The level of the English language proficiency required of students must meet the set entrance test qualifications. §71810(b)(3)(4)(5).

Notice Concerning Transfer Ability of Credits and Credentials earned

Credits and Credentials Earned at Summit College §94909(a)(15)

“The transferability of credits you earn at Summit College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, diploma, or certificate that you earn at this institution 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Summit College to determine if your credits, diploma or certificate will transfer.”

Students interested in transferring to another institution during or after their enrollment period at Summit College are encouraged to request official transcripts for their completed coursework and maintain or request copies of their program syllabus. Summit College cannot guarantee the transferability of the credits and/or hours earned at our institution, we do recommend our students and former students are prepared in the event they are interested in continuing their education.

Transfer of Credit From Another School §71770(c)(1)(2)(3)(6)

Summit will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled.

Summit College may grant credit to a student for prior experiential learning only if:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice and;
- The credit awarded for the prior learning experience directly relates to the student’s program of study and is applied in satisfaction of some of the degree requirements.
- Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain
What college or university level learning the student’s prior experience is equivalent
How many credits toward a diploma may be granted for that experience.

A student must notify the admissions department at time of registration if requesting such credit. The Director of Education or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a “C” (2.0) or better, and the former institution must be accredited by an agency recognized by either the US Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. This may affect financial aid eligibility. Credits awarded for previous education will be limited by program.

A maximum of 25% of the required credits can be transferred from another institution. This maximum is not required for with institution transfer credits. Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Director of Education or Director of Nursing of the college and dependent upon the type, length and correlation of content to the course being evaluated. §71770(b)

Student’s requesting Transfer Credit must:
- Complete a Transfer of Credit Request Form.
- Provide an official transcript from the granting college or university.
- Provide a detailed Course Description, Syllabus or Catalog describing the course(s).
- Pay a $100.00 non-refundable service charge for each course being evaluated for Transfer Credit.

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student’s total tuition cost and the corresponding course will be listed on the student’s transcript with a grade of “TC”. Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student’s scheduled completion date and can affect eligibility for financial aid funds.

Students may appeal the decision of acceptance of transfer credit by written request to the Campus Director for review by a committee. A review and determination will be completed within 14 days and the student will be informed in writing.

Transfer Credit for Licensed Vocational Nursing  §71810(b)(7)

Credit may be granted for related previous education completed in:
- Accredited vocational, registered nursing or practical nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses

The courses for transfer credit must have been completed within the past five years. Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Summit College Vocational Nursing Program.

Transfer Credit for Certified Nursing Assistants

All transfer students who have taken coursework at another CNA program will be evaluated on an individual basis. Previous CNA coursework must be no older than two years. The student must present a letter from the director of the former CNA program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer.
No Special Considerations for CNA/HHA Transfer Credit

We will not give credit for previous training as we cannot verify the student has met the hours required by the California Department of Public Health from the previous school.

Challenge Credit

Students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Student Services Administrator prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay a non-refundable fee of $100.00 for vocational courses and $300.00 for Licensed Vocational Nursing at the time of request to schedule a challenge test.

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student’s transcript with a “CC” and the applicable course credit hour charges will be deducted from the student’s total tuition cost. Challenge Credit courses are not counted in the CGPA. Challenging a course will affect a student’s scheduled completion date and can affect eligibility for financial aid funds.

For LICENSED VOCATIONAL NURSING applicants a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorate basis for credits granted to students receiving Challenge Credit.

PROGRAM TRANSFERS

All students wishing to transfer from one program to another must request the transfer in writing and receive approval prior to transfer. A “Request for Program Transfer” form can be obtained from the Student Services Administrator. Program transfer requests will be considered providing they occur within the first 30 days of enrollment. After 30 days of enrollment, program transfers are limited only to programs of greater credit hour value unless the transfer is approved by the Campus Director, Financial Aid Director and Director of Education. Program transfers may affect a student’s scheduled completion date and Financial Aid eligibility. For more information on transferring from one program to another, please see the Student Services Administrator.

Program - Track

Students wishing to transfer from one schedule track to another (e.g.: from Single Track to Dual Track or vice versa) must request the change in writing and receive approval prior to changing tracks by the Director of Education. A “Request for Track Change” form can be obtained from the Student Service Administrator. Track changes will affect a student’s estimated completion date and financial aid eligibility.

Licensed Vocational Nursing

A student may make a schedule change from LICENSED VOCATIONAL NURSING Full Time to LICENSED VOCATIONAL NURSING Part Time only once. A schedule change from Part Time to Full Time will not be allowed. All changes must be approved by the Director of Nursing.
READMISSION REQUIREMENTS

All students that have withdrawn from any modules and/or been terminated from school will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Office of Student Services explaining the reasons for readmission. Readmission will be determined on an individual basis by the Readmission Committee comprised of the Campus Director, the Director of Education and the applicable Department Director. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons, and has been out of the program for 12 months or longer, must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case by case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous training will apply. The student will be notified in writing of the Committee’s decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on “space available” basis only courses.
STRF DISCLOSURE

It is a state requirement that a student who pays his/her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. Below are the requirements for filing a claim against the Student Tuition Recovery Fund. §94909(a)(14)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: §76215(a)

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

  1. You are not a California resident, or are not enrolled in a residency program, or

  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Education. §76215(b)

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Note: Authority cited Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code
PAYING FOR COLLEGE

Tuition Payments

Summit College accepts several methods of payment including cash or debt card, check, money order or credit card towards student payments. Summit College also participates in the following federal and state sponsored financial aid loan or grant programs: Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan Program, Federal Direct Plus, Pell Grant, Supplemental Educational Opportunities Grant. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on these programs is provided below, for specific information or to apply for any of these programs, please see the Financial Aid office.

Financial Assistance

Federal Pell Grant

The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based primarily on the student and his/her parents' income and assets, family size, and number of family members in school. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is designed to assist undergraduate students with exceptional financial need as determined by the program requirements. Priority for awarding this grant is given to Federal Pell Grant recipients. The FSEOG is a grant from the federal government and does not have to be paid back.

Federal Subsidized Stafford Loan

The Federal Stafford Loan (formerly the Guaranteed Student Loan program) is a loan program administered by state governments in coordination with participating lending institutions. The Federal Stafford Loan is a loan to the student that must be paid back plus any interest.

Federal Unsubsidized Stafford Loan

This loan is similar to the regular Stafford Loan with the exception that the government will not pay the interest on the loan during the student's enrollment or any grace period. This is a loan that must be repaid by the student along with any interest.

Federal Plus Loan

The Federal Plus Loan program allows parents of dependent students to borrow funds up to the amount of the student’s unmet financial need for the cost of attending a program. This is a loan that must be repaid along with any interest.
Federal Work Study Program

This program provides federal funds to assist employers to hire eligible students participating in financial aid programs. Eligibility for this program is dependent upon evidence of financial need. A limited number of federal work study positions are available on campus and with outside employers. The positions are part-time, temporary jobs that students can apply for while they are attending school.

Specific details, eligibility requirements, repayment obligations and applications for these programs are available from the Financial Aid office. The Financial Aid office will provide students with all pertinent information regarding the importance of financial aid obligations and repayment as well as the penalties involved for failure to repay a student loan.

All students participating in financial aid programs are required to maintain satisfactory progress and must be in classroom attendance throughout their enrollment to remain eligible for financial aid assistance. The Financial Aid department will provide students with entrance counseling explaining the options, obligations and details of financing arrangements of being a responsible student loan borrower. Private tuition financing arrangements may be available to students in addition to the programs listed above. For complete details on tuition financing, please make an appointment to meet with the Financial Aid office. The deadline for applying for additional Title IV funds is the midpoint of a student’s program.

Financial Aid §71810(b)(6) 
Disclosures to All Students §94909(a)(10)

Any student who obtains a loan to pay for a course of instruction has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money’s not paid from federal student financial aid program funds.

If a student is eligible and receives a loan that is guaranteed or insured by the state or federal government and the student defaults on the loan (fails to repay the loan per the terms of the loan agreement), the following actions may be taken:

The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.  \(\text{§}94909(a)(16)\) \(\text{§}94897(p)\)
Title IV Course Calculations

For Title IV Financial Aid – For the purpose of measuring our programs for financial aid we utilize the federal clock hour-to-credit hour conversion (20:1 for quarter credits) based on documented evidence of work outside of class, accordance with 34 CFR Section 668.8(1)(2).

1 Total Clock Hours for Financial Aid Purposes = Total Instructional Clock Hours + Maximum Allowable Clock Hours of Work Outside of Class. Calculation for Quarter Credits = Total Clock Hours/25 rounded to two decimal places.

Packaging Statement

Summit College will consider each eligible student's financial aid package on an individual basis and will utilize Pell Grants as a first consideration. The college will then consider the other available loan and grant programs with the FSEOG as the last element of any financial aid assistance package.

Reinstatement of Eligibility for Financial Aid

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of any probationary status notification; and
- Met the terms of satisfactory progress minimums.

Collection Procedures

Students whose financing package does not cover the entire cost of tuition will be required to pay the balance due by means of cash payment, check or debt card, money order or credit card at the time of enrollment or the execution of a promissory note. The promissory note will be calculated to pay off the balance due by means of monthly payments for the length of the student’s enrollment period. No interest charges will be assessed on a promissory note during the term of instruction. Students will receive a payment schedule upon execution of the promissory note. No additional notices or statements are automatically mailed. Students may request a copy of a statement at any time free of charge from the Accounting office. Tuition payments are due on the 1st day of each month and may be made by cash; check, credit card or money order payable to Summit College. Please see the Business office to make a payment.

Students who fail to make payments prior to the 5th day of the month will be subject to late fees of 10% of the payment due. A service charge will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier’s check. Any student account that remains past due for over 20 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student’s standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion
- Denial of transcript requests
- Suspension of Placement services
- Termination from the program
CANCELLATION and REFUND POLICIES §94909(a)(8)(B)

Cancellations

Cancellation of Enrollment Agreement

_Rejection of Applicant:_ If an applicant is rejected for enrollment by Summit College, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

_Program Cancellation:_

If Summit College cancels a program subsequent to a student’s enrollment, Summit College will refund all monies paid by the student.

_Cancellation Prior to the Start of Class or No Show:_

If an applicant accepted by Summit College cancels prior to the start of scheduled classes or never attends class (no-show), Summit College will refund all monies paid, less the non-refundable registration fee for the program.

_Cancellation After the Start of Class:_

If Summit College has provided any equipment, including books or other materials, it must be returned to the College within 5 calendar days following the date of notice of cancellation. If equipment is not returned, including books or other materials, in good condition within the 5-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Upon cancellation of the Enrollment Agreement, the College will refund any money paid, less the non-refundable registration fee, and any deduction for equipment not returned in a timely manner and in good condition, within 30 calendar days after notice of cancellation is received.

_“The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.”_

All program costs including tuition, fees, and any other costs are published in the back of the student catalog. Any non-refundable fees and charges are clearly labeled as such.

Refunds

Federal Refund vs. State Refund Requirements

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 60% of their program, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

Return of Title IV Funds Policy

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:
To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period. *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.

The net amount of Title IV funds disbursed, and what could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title aid.

The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.

The institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.

Unearned aid is allocated back to the Title IV programs in the following order as specified by law:

1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

4. Federal Pell Grant Program
5. Federal SEOG Program
6. Other assistance awarded

Note: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower’s promissory note.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, veterans should call the DVA nationwide toll free number at 1-800-827-1000.

Calculation of Amount of Tuition/Equipment Refund

(Per California Private Postsecondary and Vocational Education Reform Act, Section 94720)

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

1. Deduct a non-refundable registration fee not to exceed $150 from the total tuition charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.
For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

a. You notify the school of your withdrawal or the actual date of withdrawal.
b. The school terminates your enrollment.
c. You fail to attend 40% of your scheduled classes in a 10-week term.

Additional Cost Disclosure

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

1. Housing Costs
   The College does not offer housing to any student. You will be responsible for your own Housing.

2. Travel expenses to and from school and/or extern or clinical sites (if applicable).
   The college does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable).

3. Incidental school supplies
   The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalogue. You will be responsible for paying for these items separately.
ACADEMIC PROCESSES

Adding / Dropping / Withdrawing

Students may add a module to their planned schedule on a space-permitting basis. Modules that are less than 60 days in length must be started at the first class session. All requests to add a module must be made in writing with the Student Services Administrator and be approved by the Director of Education. Adding a module will affect the student’s scheduled completion date and could impact financial aid eligibility. Students are required to speak to the Admissions and Financial Aid departments to determine what effect adding a module will have on their account.

Dropping or withdrawing from the module/term within the first five days of instruction will not affect the student’s CGPA nor will the student incur any financial responsibility. The module/term will not appear on the student’s transcript. However, if a student withdraws from a module/term of instruction after the first five days of instruction, the module/term will appear on the transcript with a “W” grade and the credits attempted will count toward the maximum allowable time frame. Withdrawing from a module will affect the student’s eligibility for financial aid. Withdrawing from all modules will cause the student’s enrollment to be terminated.

Licensed Vocational Nursing

Withdrawal from a Term will result in termination from the program and all Financial Aid will cease. A Term of instruction must be completed with a passing grade in theory and a “pass” grade in clinical according to the grading policies.

Certified Nursing Assistant

Withdrawal from the CNA courses at any time will result in termination from the program and all Financial Aid will cease.

Official Withdrawal Procedures

Students who intend to withdraw from a program must notify the college either orally or in writing. The designated office for official notification of withdrawal is the Student Service Administration office. Students who do not provide official notification of withdrawal to the student services office will be terminated per the college’s satisfactory progress and attendance policies. The withdrawal date will be the last date of attendance at an academically related activity. Students, who notify the college of intent to withdraw and subsequently rescind that decision, must provide the college with written notification of the rescission.

Determination of the Withdrawal Date

The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution’s signed documentation.

Note: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.
Make-up Credit / Make-Up Attendance & Extra Credit

While students are expected to attend all classes and complete all assignments as scheduled, the College does allow students to receive academic credit for make-up assignments, late assignments and/or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day of student returning to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each accredited day late after returning to class. If a student is absent for a test or quiz must complete the missed quiz or test immediately upon their return to class. Failure to complete the quiz or test upon return to class will result in an “F” grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra Credit assignments are not designed to take the place of regular, required assignments or homework; therefore students are only allowed to receive a maximum of 10 percentage points of Extra Credit for each course attempted. All extra credit assignments must be discussed with, approved and assigned by the instructor and documented in the student’s academic file with maximum possible points established prior to assigning the project. Make up and Extra Credit assignments will not be counted toward a student’s attendance percentage.

In order to maintain the 90% minimum attendance standard, students may receive attendance credit hours for time spent in the classroom after normal scheduled course hours. Make-up attendance credit is allowed on a “space available” basis and student MUST make prior arrangements with their instructor to schedule make-up time. Students are also required to sign in and out on the make-up time sheet in the classroom. Students may make-up a maximum of 5% of the scheduled program hours. For extenuating circumstances the student must notify the Director of Education in advance for approval to reschedule attendance hours. A reschedule form must be completed for and all hours completed to waive attendance penalties.

Nursing Department

Certified Nursing Assistant

As the CNA program is a six week course which leaves no time to make up necessary objectives CNA students will not be allowed to make-up hours that are missed. All modules build on each other and to complete the course CNA students must meet all the required course times and objectives.

Nursing Assistant students are required to attend ALL theory and clinical classes as scheduled, missing a day or part of a day will mean that the student will be dropped and may reenroll in the next class if space is available.

Previously completed hours and associated tuition costs are not transferable.

Licensed Vocational Nursing

Make-up Time and Assignments

Licensed Vocational Nursing students will be expected to make up all work necessary to meet program/course objectives. Students are responsible for missed didactic material. Make-up for missed classroom objectives will be at the discretion of the instructor and approved by the Director of Nursing. Clinical make-up must be done within 2 weeks of the absence within the same term.
Criteria for Make-Up Exams
Before any make-up exam may be taken by the Licensed Vocational Nursing student they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero ("0") on the exam. The following criteria must be followed:

a) Student must bring written verification of illness or emergency to the instructor.
b) Student must contact the instructor on the student's first day returning to school in order to schedule a make-up exam on the first Theory day after the absence.
c) All make-up exams must be taken after scheduled Theory hours.
d) Pop-quizzes cannot be made up.
e) All students must make-up the missed exam within 10 days.
f) All make-up exams scores are equal to the term passing score, or less.

Remedial Lab
A Licensed Vocational Nursing Remedial Lab has been established for your benefit to assist in improving your test-taking abilities and increase your theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. All tests will focus on a specific area of study. Final comprehensive examinations for all terms, testing overall subject knowledge, will also be available. Remediation time must be scheduled for students with the instructor.

Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test-taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail.

Regardless, attending Remediation may ultimately enable you to study more effectively and achieve higher test scores, which will result in better grades. Please schedule some time to work with your instructors.

Skills Lab
The Licensed Vocational Nursing Program Skills Lab is available to provide supervised time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

Instructor Referral
An instructor may refer a Licensed Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase understanding and competency of clinical skills.

A Referral Form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by the Educational Assistance Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor.

The learning activities available in the Skills Lab are listed on the Referral Form. The instructor may specifically list other objectives in order to meet the student's needs.

Licensed Vocational Nursing students are encouraged to attend the Skills Lab independently, as well, to aid in increasing technical proficiency and/or expanding the student's knowledge base. Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.
Tutoring Program

Summit College’s Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Student tutors are recommended by faculty members for their positions. Students are invited to request tutoring.

Licensed Vocational Nursing students who receive a failing grade on any examination will be required to attend mandatory tutorial sessions. Students must request tutorial assistance through the Learning Academy or Nursing Department.

Student Preparation and Behavior

Students are expected to be prepared for class. This means that reading and homework assignments are completed the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner in the clinical area. If an Instructor feels that a student is not prepared in either the lecture or clinical portions of the program, the Instructor has the right to excuse the student from the area or classroom and the student will be required to make up objectives missed. Students are expected to be respectful and attentive during class. If a student’s behavior is disruptive to either the Instructor or to fellow students, the Instructor has the right to excuse the student from class and refer them to the Director of Education or Director of Nursing and the student will be required to make up objectives missed with penalties. Continued negative behavior will result in progressive disciplinary action which may include termination from the program.

Testing Protocols

Classroom doors will be locked at the beginning of the test and students will not be allowed to enter the room after the test has begun. Students who arrive late and are locked out will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.

Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom.

Students should make every effort to arrive on time and complete the regular test. Students who are absent on the test day must take an alternate test on the same day that they return to classes. Alternate testing may not be postponed. No student will be allowed to take any more than one alternate test in any single Term. If a student is not able to take a regular test after already being allowed one alternate test, the student will receive a grade of “zero” for the test.

Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

Talking of ANY KIND AND FOR ANY REASON is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, she/he should raise his/her hand for assistance by the instructor/TA.
Due to current messaging technology, all cellular phones and pagers must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a cellular phone or pager turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee for termination proceedings.

All tests will be monitored by the instructor and/or teaching assistant. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student’s answer sheet or any other form of cheating witnessed by the instructor or teaching assistant will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission.

Licensed Vocational Nursing –

*Theory Guidelines*

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class per the LICENSED VOCATIONAL NURSING testing protocols.

*Clinical Guidelines*

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his/her duties will be considered absent.
OUTSIDE CERTIFICATIONS

Summit College is proud to be a test center for Certiport, NCCT (National Center for Competency Testing) and NHA (National Healthcare Association). As a test center our students may sign up to test at the Santa Ana or Colton Campus for certification in the following programs:

Business Program Students
- Microsoft Office (Access, Word, PowerPoint, Excel, Publisher),
- Quickbooks
- Payroll. AP/AR & Human Resources

Administrative Healthcare Professional Certifications:
- NEW! Certified Electronic Health Record Specialist, (CEHRS)™
- Certified Billing & Coding Specialist, (CBCS)
- Certified Medical Administrative Assistant, (CMAA)

Clinical Healthcare Professional Certifications:
- Certified Clinical Medical Assistant, (CCMA)

Optical Sales and Dispensing Technician
- National Contact Lens Examiners
- American Board of Opticianry

Surgical Instrument Technician
- National HealthCareer Association

Welding
- American Welding Society Certification
- Los Angeles City Welding Certifications

Certification is an option we offer students; Summit College does not pay for the testing nor is it a requirement. Please see the Director of Education for information, test dates and cost.

Please see the Department Director for other that may not be listed or course description for programs requiring licensure.
ATTENDANCE

Requirements §94909(a)(8)(d)

Allied Health/Business-Technology/Technical-Trade Programs

Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must adhere to the following attendance requirements:

1. Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.

2. Tardiness and early departures will affect a student’s attendance and grades. Chronic or excessive tardiness may lead to disciplinary action up to and including expulsion from the course.

3. Students must attend a minimum of 90% of the scheduled course hours for each course attempted. Students who fail to attend a minimum of 90% of the scheduled course hours will receive an attendance warning notice advising student exactly what must be done to be removed.

4. Students who fail to attend at least one class day out of any 14 consecutive calendar days (excluding LOAs, holidays & scheduled breaks) may be terminated from the program upon review and recommendation of the Director of Education.

Nursing Department
Licensed Vocational Nursing

Summit College, Inc. provides accelerated learning programs and strongly encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary on program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the LICENSED VOCATIONAL NURSING program:

- Students are required to attend ALL theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the LICENSED VOCATIONAL NURSING department or attendance clerk the day they are absent. ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Absences must be called in to the attendance clerk in the LICENSED VOCATIONAL NURSING office on the same day of the absence. Students need to connect with the instructor or the office attendance clerk for clinical or theory absences. Students are expected to be accountable for their actions.

*The student is responsible for making all arrangements with the instructor for all theory or clinical make-ups.

The school may review and will require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with NO restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.
• To return to school after a medical LOA, the student must provide the school with a full medical clearance.

• The student will be readmitted on a space-available basis.

**ALL CLINICAL ABSENCES** will require documentation by the instructor on the attendance form, the clinical evaluation, and on the Clinical contract of the clinical objectives missed.

If a student is absent for six (6) or more theory classes and/or four (4) or more clinical rotations throughout their program the student will be subject to termination from the entire program.

All attendance issues are subject for review by the Director of Nursing or the Director of Education.

**Certified Nursing Assistant**

Certified Nursing Assistant students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenrolled into the next class if space is available. Previously completed hours and associated tuition costs are not transferable.

It is the responsibility of the student to call the NURSING department or CNA clerk the day they are absent.

The student is responsible for making all arrangements with student services and admissions for admittance to the next class.

**Tardiness**

All students attending Summit College must arrive at school no later than fifteen (15) minutes after the starting time for their particular course. Student tardies are calculated attendance. Students who have excessive tardies can be placed on attendance probation. In addition being tardy can effect student participation score for the day.

Tardies are calculated in the attendance time and students are referred to the Department Director if they fall below the minimum attendance requirement.

**For LVN students:**

When a student is late for clinical or class it disturbs the flow of assignments.

The student is allowed to be late to clinical one (1) time up to fifteen (15) minutes. Any further tardiness on that day that exceeds fifteen (15) minutes or any other day the student will be sent home and marked absent. Sign in/sign out sheets must be completed on time and accurately or students will be marked absent for the day.

**Early Departures**

All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment. Time spent away from class is recorded in quarter hour increments and deducted from student’s attendance time. Time spent away from class is discouraged, while there is provision for make-up hours, they rarely compare to the missed lectures/lab time during the day.
**Warning & Probation**  §94909(a)(8)(c)

At the end of each grading period, a student will receive a written attendance warning if their attendance is not meeting the minimum requirement, except in nursing. In order to maintain the minimum attendance standard students may receive attendance credit hours for time spent in the classroom after normal scheduled course hours. Make up attendance credit must be complete no later than 7 calendar days following the end of the grading period. Additionally all make up attendance credits must be prearranged with their instructor. Students may make up a maximum of 10% of the scheduled course hours.* Please see Make-up section in this catalog.

Any student who fails to maintain the minimum cumulative attendance standard for two consecutive grading periods will be placed on Attendance Probation and meet with the Department Director to develop a plan for deficiencies and improving student’s attendance performance. Attendance improvement plan may include options of placing the student on a leave of absence if the circumstances qualify. Students placed on Attendance Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements will be placed on hold. If a student does not meet the cumulative attendance standard within the next consecutive grading period, the student’s enrollment may be terminated.

**Leave of Absence Policy**  --§94909(a)(8)(c)

A Leave of Absence may be granted to students who require one for medical or extreme hardships/legal reasons or military orders. Leaves of Absence are granted on an individual basis and must be requested in writing by the student and approved by the Director of Education and/or the Director of Nursing. A student may take multiple Leaves of Absence during their entire program. During the term of a Leave of Absence, eligibility for financial aid is suspended. The total cumulative length of time that a student may take for a Leave of Absence must not exceed 180 days or ½ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a Leave of Absence will be required to return to the training program at the point of instruction where they left off. **ALL** students requesting a Leave of Absence are required to meet with the Director of Education and/or Director of Nursing for approval.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. No additional charges will be assessed to a student’s account during a Leave of Absence. **Students will be readmitted at the end of a Leave of Absence on a “space available” basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.**

Title IV recipients should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student’s “grace period” for beginning repayment of federal loans. For example, if a student takes an approved leave of absence for 90 days and fails to return to classes (withdraws from school) the withdrawal date will be the first day of the Leave of Absence. Therefore, 90 days of the student’s grace period would already have been used. For an explanation of grace periods, please see the Financial Aid Department. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Director of Education and/or the Director of Nursing and Campus Director.

Students are required to follow the following procedures:

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

• The institution must document its approval of the leave of absence request in accordance with its published policy.

• The institution may not assess the student any additional charges as a result of the leave of absence.

Appeal Policy

Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within two business days to the Student Services Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two business days from the date the appeal was filed.

Readmission is not guaranteed and the decision of the Administration. A written notification of the decision will be sent within 2 days of the college’s receipt of the appeal or request for readmission. Please see the “Readmission Requirements” section of the Catalog for further information regarding appeals and the readmission process.
SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress (SAP) while attending Summit College.

Satisfactory progress is measured by both qualitative and quantitative measurements calculated at the end of each module and conclusion of the program at the time both the Grade Point Average and the Rate of Progress/Passed Measurement calculated.

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.00 and progress academically at a rate that allows them to complete the program within 1 ½ times the length of the program, measured in credits. Progress is measured at the end of each module and at the conclusion of the program, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated.

Required Completion Rate

Students must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. For example, if the program consists of 8 modules the student must complete the program within 12 attempted modules. To maintain satisfactory academic progress and maintain eligibility for financial aid, a student must have sufficient progress in the program to assure that it can be completed within the maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. Students exceeding the maximum time frame are no longer eligible to receive financial aid.

Sample Completion Chart

<table>
<thead>
<tr>
<th>Modules Attempted</th>
<th>Minimum Module Completed</th>
<th>Modules Attempted</th>
<th>Minimum Module Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
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</tr>
<tr>
<td>6</td>
<td>3</td>
<td>12</td>
<td>8</td>
</tr>
</tbody>
</table>

Time taken for an approved Leave of Absence will not be included in the calculation of a student’s maximum time to complete the program.

Students dropped for lack of satisfactory academic progress MAY apply for re-admission after a waiting a minimum of 30 days.

Students who change their educational objectives by changing programs will calculate only the current program in the completion time calculation. If a student is readmitted into the same program their ROP will be based on any attempted/completed modules of the program.
Quantitative/Qualitative

A student is measured on qualitative (grade point average and attendance) and the quantitative (completion of attempted credit hours, ROP) academic progress (SAP) this is evaluated on a module basis, which is referred to as the evaluation period. To achieve SAP; students are required to maintain a minimum cumulative grade point average of a minimum of 70% or 2.0 and a cumulative 90% attendance except in nursing and must complete their program in 150 percent of the normal projected time frame as measured in quarter credit hours attempted. For example, if a program requires 24 quarter credit hours for completion, a student must meet this requirement without attempting any more than 36 quarter credit hours (24 x 1.5 = 36). Students receiving VA benefits must complete the program within the originally scheduled/contracted period.

In order to be assured of making satisfactory progress toward completion of these educational goals, all students must complete their program within 1.5 times the normal length of time. All credit hours attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of “W” or “I”.

All students must maintain these minimum standards to be considered as maintaining satisfactory academic progress. Failure to maintain these standards may result in the termination of their enrollment.

All students will be evaluated at the end of each module of their program to assure adherence to the Satisfactory Progress Policy requirements and remain eligible for Financial Aid. If the required evaluation point(s) falls within a grading period, satisfactory progress will be judged based upon the CGPA for the preceding grading period.

Students who fail to meet the Satisfactory Progress Policy standards at the evaluation period will lose eligibility for financial aid. Eligibility for financial aid will be reinstated at the time satisfactory progress minimums are met.

Qualitative Description

The Qualitative Measurement portion consists of a student’s grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based upon the course final grade. The GPA is the calculated average of the course grades for the entire program of study to date. The student’s cumulative grade point average is reviewed on a module basis to determine if the student is meeting qualitative standards.

The minimum GPA required is 2.0 or 70% with the exception of nursing which is:

- Fundamentals of Nursing: 75% passing grade
- Med Surg I: 78% passing grade
- Med Surg II: 80% passing grade
- Maternal Child: 80% passing grade

All students must maintain these minimum standards to be considered as maintaining satisfactory academic progress.

All students will be evaluated during their program to assure adherence to the Satisfactory Progress Policy requirements and remain eligible for Financial Aid. If the required evaluation point(s) falls within a grading period, satisfactory progress will be judged based upon the CGPA for the preceding grading period.

Students who fail to meet the Satisfactory Progress Policy standards at the evaluation period will lose eligibility for financial aid. Eligibility for financial aid will be reinstated at the time satisfactory progress minimums are met.
*See program for table of qualitative measures for program based on maximum time allowed.

Quantitative Table for Credit Hour Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Required Credits</th>
<th>Max. Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting (Colton Campus Only)</td>
<td>52</td>
<td>78</td>
</tr>
<tr>
<td>Electronic Health Record/Coding</td>
<td>57</td>
<td>85.5</td>
</tr>
<tr>
<td>HVAC</td>
<td>54</td>
<td>81</td>
</tr>
<tr>
<td>Medical Assistant – Administrative and Clinical</td>
<td>43</td>
<td>64.5</td>
</tr>
<tr>
<td>Optical Sales and Dispensing Technician</td>
<td>66</td>
<td>99</td>
</tr>
<tr>
<td>Payroll AP/AR &amp; Human Resources</td>
<td>44</td>
<td>66</td>
</tr>
<tr>
<td>Surgical Instrument Technician</td>
<td>42</td>
<td>63</td>
</tr>
<tr>
<td>Welding (Basic)</td>
<td>42</td>
<td>63</td>
</tr>
<tr>
<td>Welding</td>
<td>72</td>
<td>108</td>
</tr>
</tbody>
</table>

Quantitative Table for Clock Hour Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Required Weeks</th>
<th>Max. Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Licensed Vocational Nursing – Days</td>
<td>52</td>
<td>78</td>
</tr>
<tr>
<td>Licensed Vocational Nursing – Evening</td>
<td>84</td>
<td>126</td>
</tr>
</tbody>
</table>

Exceptions to Satisfactory Progress

The college may consider a student to be maintaining satisfactory progress if the student has not met policy minimums and extraordinary circumstances apply. Such circumstances include the death of a family member and/or prolonged illness or severe injury of the student. Students who have a mitigating circumstance affecting their satisfactory progress must meet with the Director of Education or Director of Nursing to explain the situation. Mitigating circumstances will be reviewed on a case-by-case basis and the decision of the Director of Education regarding exceptions to the satisfactory progress policy minimums is final.

Reinstatement of Eligibility and Financial Aid

Eligibility for reinstatement at any time must go through the appeals process.

Eligibility for financial aid can be reinstated at any time after the student has:

1. Met the terms of probationary status notification; and/or
2. Met the terms of satisfactory progress academic progress by achieving a 2.0 GPA and/or achieved a 90% attendance except in nursing.
Warning Policy

Students may be placed on Warning status for a variety of reasons. Failure to maintain acceptable levels of academic, and/or attendance progress will result in the student being placed on Warning status. During the time a student is on warning, he/she will be counseled and notified in writing of Warning Status. The terms of the warning will be stated in the warning notification. Failure to complete the terms of warning during the allowable time frame may result in termination from the program.

Licensed Vocational Nursing

The LICENSED VOCATIONAL NURSING Program maintains a separate policy for warning students of deficiencies noted during the term of their instruction. This policy is designed to keep students informed of their overall academic, attendance, clinical skills and interpersonal achievement and is not a part of the Institutional Satisfactory Progress Policy.

Students may be placed on Warning status for a variety of reasons. Failure to maintain acceptable levels of academic, clinical and/or didactic attendance progress will result in the student being placed on Warning status. During the time a student is on warning, he/she will be counseled and notified in writing of Warning Status. The terms of the warning will be stated in the warning notification along with the specific conditions that will need to be met to be removed from warning status. Failure to complete the terms of warning during the allowable time frame may result in termination from the program.

Academic Probation Policy §94909(a)(8)(c)

All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses, the college maintains an academic probation policy. Students will receive a progress report at the end of each completed course that calculates credits attempted, credits completed, attendance percentage and individual course grades and CGPA (Cumulative Grade Point Average) for each grading period. Students are expected to maintain a CGPA of at least 2.0 in vocational classes and minimum percentage in all terms for LICENSED VOCATIONAL NURSING in order to remain in good academic standing.

At the end of each grading period, a student will receive a written academic warning if their CGPA is not meeting the minimum requirement. Any student who fails to maintain a minimum C-GPA for 2 consecutive grading periods will be placed on Academic Probation, (LICENSED VOCATIONAL NURSING students see LICENSED VOCATIONAL NURSING Policies) and meet Department Director to develop an Academic Plan for addressing and/or resolving identifying deficiencies and improving student’s academic performance. Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements will be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student’s enrollment will be terminated. The Department Director may grant an extension to the student’s academic probation if scheduling or other circumstances warrant such action. The student must meet at least a 70% in every module during the probation extension.
Repeating a Course

Allied Health/Business-Technology/Technical-Trade Programs

Students may repeat a course as required by the College due to academic or other reasons at the discretion of the Department Director. All courses attempted will be listed on the student’s transcript; however only the best grade for the last repeat will be listed and count toward the CGPA. All other attempted credits will be listed as “R”. All courses repeated will be at no cost to the student. All attempted credits will be calculated in determining satisfactory academic rate of progress.

Failing a course and subsequent repetition will impact a student’s enrollment schedule and could negatively impact a student’s CGPA, Satisfactory Progress and eligibility for financial aid.

Nursing Department

Certified Nursing Assistant

Students may reenroll to repeat the CNA program on a space availability basis.

Licensed Vocational Nursing

All LVN students may repeat terms 1, 2, 3 and 4 of instruction with approval from the Director of Nursing at no cost to the student.

“Time and a Half”

Students repeating a term must complete the program within the maximum allowable time frame which is 1.5 times the program length to be considered as maintaining satisfactory progress and remain eligible for financial aid.

If a student voluntarily withdraws, or by SAP requirements receives a lower than standard grade, the student may be allowed to repeat the Term at the discretion of the Director of Nursing whose decision is final. A student wishing to repeat a Term must schedule a meeting with the Director of Nursing and demonstrate that the conditions that caused the lower than standard academic progress, or withdraw have been corrected. Students repeating a Term must complete the entire term within the maximum allowable time frame to be considered as maintaining satisfactory progress and remain eligible for financial aid. The maximum allowable time frame is considered one and one half times the length of the program.

A student may be allowed to repeat a unit of study (Term) within a program that the student failed or did not complete, on a space-available basis. When a Term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing.

When grading the student, the grade received when repeating the Term will supersede any previous grade for that term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed.

Students repeating a Term will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed and repeating students will be assigned a seat only on a “space available” basis. Students repeating a Term may be required to repeat the Term on Warning status depending upon the circumstances surrounding the cause of the initial Term failure or withdrawal. The grade for the repeated Term will become the official grade.
Veteran’s Benefits Policy

Students accessing Veteran’s Benefits are required to maintain a cumulative minimum attendance percentage of 90% of the scheduled hours of attendance measured at the end of each Term or course. Failure to maintain 90% cumulative attendance of the scheduled class hours will result in the veteran being placed on VA Attendance Probation for the following Term or course. Should the student’s cumulative attendance percentage remain below 90% upon completion of the probationary period, the veteran’s eligibility for benefits will be terminated. VA eligibility will be reestablished when the student’s cumulative attendance percentage reaches 90% and the veteran will be recertified for the remainder of the enrollment period or as long as the attendance percentage remains at or above the 90% level.

- Veterans must complete the program within the originally scheduled time frame.
- VA benefits are not available for repeated courses or Terms in which the veteran’s attendance was below 90%.
- VA Student Notification
- Certification and Transcript Request Information

Per Veteran’s Administration regulations, all post-secondary education must be evaluated for potential credit towards your current training program. The college must receive OFFICIAL TRANSCRIPTS from your previous college(s) before it can recertify your training and keep you eligible for VA benefits.

Your VA benefits will be certified ONLY through the mid-point of your training program. Upon receipt of official transcripts and review for applicable credit, the college will recertify you for the second half of your program.

IT IS YOUR RESPONSIBILITY TO ASSURE THAT THE COLLEGE RECEIVES COPIES OF YOUR OFFICIAL TRANSCRIPTS PRIOR TO THE MID-POINT OF YOUR PROGRAM OR YOU WILL LOOSE YOUR VA BENEFIT ELIGIBILITY.

Please contact your previously attended college(s) immediately and request that an official transcript(s) be sent immediately to the following address:

Student Service Administrator Office  
Attn: VA Certifying Official  
Summit College, Inc.  
851 S. Cooley Drive  
Colton, CA 92324

Please be advised that most colleges take several months to process a request for transcripts. It is highly recommended that you request rush service as delay in receipt of your transcripts will interrupt and/or cancel your eligibility to receive VA benefits. It is also recommended that you ask for a copy of your transcript to be sent to your home address as well as this will notify you that the request has been processed.

PLEASE REMEMBER – WITHOUT YOUR OFFICIAL TRANSCRIPTS YOU CANNOT CONTINUE TO RECEIVE VA BENEFITS – REQUEST YOUR TRANSCRIPTS NOW!

If you have any questions regarding the status of your benefits please contact the Student Service’s Office.
GRADING SYSTEM

All Programs with Letter Grades
Grading Breakdown

Grades are calculated by totaling your weekly scores and dividing by the number of weeks in the course. You will be given a weekly exam, lab assignments, homework assignments, and typing exercises. In addition, you will be graded for attendance and professionalism. Please see specific program for grade scale breakdown.

The following chart is used for a letter grades

<table>
<thead>
<tr>
<th>P, F, U</th>
<th>Pass, Fail or Unsatisfactory. These grades are given for Internships or Externships and are not counted in the CGPA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit. Students choosing to audit a course do not receive academic credit and this grade does not affect the CGPA.</td>
</tr>
<tr>
<td>CC</td>
<td>Challenge Credit. Students who successfully pass a challenge examination(s) will receive this grade. This grade does not affect the CGPA.</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit. Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal. Students who drop/withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.</td>
</tr>
<tr>
<td>AD</td>
<td>Administrative Drop. Students who are withdrawn from a Module or Term for violating attendance or academic policies will receive this grade. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be converted to an “F” grade if the requirements are not met within 10 calendar days of the last scheduled day of instruction for the course.</td>
</tr>
<tr>
<td>R</td>
<td>Repeat. This grade will be assigned to all courses that a student repeats. This grade does not affect the CGPA however; credit hours attempted will count toward the maximum time frame.</td>
</tr>
</tbody>
</table>

Grading Scale for all programs:

<table>
<thead>
<tr>
<th>100-96</th>
<th>A</th>
<th>76-73</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-90</td>
<td>A-</td>
<td>72-70</td>
<td>C-</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>86-83</td>
<td>B</td>
<td>66-63</td>
<td>D</td>
</tr>
<tr>
<td>82-80</td>
<td>B-</td>
<td>62-60</td>
<td>D-</td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

Withdrawal and Incomplete Grade Policy

Withdrawal from a program will result in termination from the program and all Financial Aid will cease. A course of instruction must be completed with a passing grade for LICENSED VOCATIONAL NURSING both in theory and clinical according to the grading policies.
STUDENT DISCIPLINARY PROCEDURE

Disciplinary Steps

Disciplinary Committee

The college maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions/behavior on campus or at clinical/externship sites, or any other serious matter concerning a student’s period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination/expulsion from the college. All Disciplinary Committee meetings are closed and students referred to the Committee for action will be informed in writing of the Committee’s decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

Student Termination

Students may be terminated for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to achieve minimum passing scores per Grading Policies.
- Failure to adhere to the terms of probationary notices.
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel/clients.
- Cheating on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term (Licensed Vocational Nursing) without notifying the college (excluding LOAs, holidays & scheduled breaks).
- Failure to attend at least one class in any 14 day calendar period (excluding LOAs, scheduled breaks & holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Failure to adhere to the terms of warning notice(s).
- Any violation of BVNPT policy. (*LICENSEDVOCATIONAL NURSING Students*)
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to successfully pass the mandatory Exit Examination after two attempts. (*LICENSED VOCATIONAL NURSING Students*)
- Failure to make up missed clinical days. In current term. (*LICENSED VOCATIONAL NURSING Students*)
- Falsification of school records
- Failure to adhere to student conduct guidelines
All terminations are subject to review. Final decisions are made by the Director of Nursing or Director of Education.

A LICENSED VOCATIONAL NURSING student may also be terminated for failure to abide by the EXPECTATIONS FOR STUDENT BEHAVIOR while at clinical.

A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:

- Placing a patient in physical or emotional jeopardy
- Failure to demonstrate competence
- Gross negligence
- Violation of the SCC and/or BVNPT Attendance Policies
- Failure to meet theory or clinical objectives
- Failure to maintain personal composure
- Violation of SCC Drug and Alcohol or Weapon Policies
- Patient abandonment
- Leaving the clinical site without authorization

When a faculty member perceives that a student may be experiencing difficulty, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behaviors. It is the primary objective of all instructors to de-escalate all problems before they reach critical levels. Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results (e.g. Warning) will be made in the Anecdotal Notes. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the instructor, the student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances.

Students may be sent from the clinical facility to the campus for if Student Behavior standards are not met. The student will receive an absence for the day.
STUDENT SERVICES

The Student Services department is a resource for current students and alumni. To meet the needs of our students as they progress through their college experience we provide a wide variety of services from education verifications to information on ride-share, child-care, and county financial support programs. Students are encouraged to visit our department with questions in regards to the College's policies and procedures and to receive assistance with the following services.

- Attendance/Enrollment Verifications
- Information on Community Services
- Assistance with Changes to Class Schedules
- Student ID's
- Changes to Student Contact Information
- Student Counseling

Our current students and alumni may also visit Student Services to pick up their Certificates of Completion, Official Transcripts, and Commencement Applications. Our mission is to offer students the support and guidance necessary to successfully complete their educational programs. §71810(b)(12)

Student Records / Transcripts

In Accordance with the Family Education Rights and Privacy Act (FERPA)

All student information contained in the student’s academic, administrative, financial aid and placement files are held in strict confidence. Access to student files is limited to staff members and the college’s approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Student Services Administrator. Official transcripts will be reproduced for students at any time after graduation providing the student has met all financial responsibilities. Official transcripts will be reproduced for students at any time after graduation providing the student has met all financial responsibilities. A 72 hour rush transcript is available for an additional fee upon request however if received after 1:00pm it will go out on the forth business day. A student may request a replacement diploma per request for a fee. Please see the business office for a schedule of fees.

Personal information, counseling notes or financial information contained in students’ files will not be released to any outside party other than the student without a signed release by the student. A student’s file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Director and Director of Education or Nursing if the request for amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student’s educational records or a meeting to challenge the contents of a student’s record should be made in writing to the Campus Director.

Student records will be maintained for a period of not less than 5 years as required by law. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the Student Services Administrator. §71810(b)(15)
**EXTERNSHIP**

**Definition: (Noun): Externship –**
Externships are experiential learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study. At Summit it is a part of a course of study to help students gain the on job training experience in your chosen field of study.

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student’s ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer.

Externship is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field. Not all programs require an externship if your program requires an extern site the Career Services Coordinator will meet with the student prior to starting an extern. This meeting will include discussing all geographical, child care, transportation or other situations that could prevent the student from finishing the program.

The Career Services Coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the Career Services Department by Friday of every week. Without this documentation a student’s time is not entered towards completion of the program which could lead to termination from the program.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student may be asked to help find their next site to comply with the specified time frame to avoid termination from the program.

If a student is released from an externship site for inappropriate conduct the student may be required to find his or her own site within the specified time frame to avoid termination from the program.

The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

**Requirements:**
- Extern Hours MUST be completed in order to graduate.
- Scheduling preferences, accommodations and requirements are coordinated and confirmed between Site Supervisor and Extern Coordinator.
- An extern student cannot work more than 8 hours a day and MUST attend your extern site at least 1 day a week.
- Weekly timesheet submittal is a MUST.
- Weekly communication by the student is a MUST.
- 10 Day no site interaction can lead to termination.
- Upon completion of your extern hours, you MUST complete an Exit Interview. This interview must be in person, within **48 HOURS** of your last day on site. The interview is with a Coordinator in Summit’s Career Services Department.
- You MUST bring all your original timesheets completed and signed by you and your supervisor.
GRADUATION REQUIREMENTS

Standard of Achievement -- Vocational §71810(b)(8)

In order to receive a Certificate of Completion from a program of study, students must:

- Complete the required credit hours within the maximum number of credits attempted.
- Must meet minimum of 90% attendance requirement of modules and 100% attendance for externship.
- Nursing must meet 100% attendance requirement for all terms.
- Have a CGPA of at least 2.0 at the completion of the required credits.
- Complete all requirements within 1.5 times the program length & fulfill all financial obligations to the College.
- Participate in an exit interview and complete the required exit paperwork.
- Meet with the Career Services Department and provide a current résumé.

Certificate of Completion

Certificates of Completion will be awarded to all students who successfully fulfill all graduation requirements and complete the "exit interview" process. Certificates of Completion will reflect the achievement of those students who graduate with honors. In order to achieve this status, a student must meet the following requirements at the time of graduation:

- Achievement of an overall, final grade point average of 70% or better.
- Must meet minimum attendance requirements for program enrolled in.

Students who complete 100% of the scheduled hours of attendance will be eligible for a special “Perfect Attendance” award.

Standard of Achievement -- Licensed Vocational Nursing §71810(b)(8)

In order to graduate from the LICENSED VOCATIONAL NURSING program, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements
  - Term 1 75%  Term 2 78%  Term 3 80%  Term 4 80%
- Pass a mandatory exit exam at the end of Term IV.
- Fulfill all financial obligations to the College; and,
- Must submit a professional resume to the Career Services Department.

The program requires concurrent clinical make-up times for excused absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame will be dropped from the program. Students will be officially graduated upon completion of all clinical make-up days.

As LICENSED VOCATIONAL NURSING students progress in the program, each student will participate in the specialty testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students’ strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.
Mandatory Exit Exam Requirement --

ALL LICENSED VOCATIONAL NURSING students will be required to pass each Term for both theory and clinical objectives in order to progress from one Term to another and graduate.

The mandatory Exit Examination given after completion of Term 4 will be a comprehensive examination that will cover material from all four Terms. All students must pass this test in order to graduate from the program. The test will be offered under standard testing protocols. If a student fails the examination, the student must attend and complete the Extended Learning Program developed by the LICENSED VOCATIONAL NURSING Department, provided at no cost to the student and must pass the exit exam at the conclusion of this course. Failure to attend and complete the ELP will result in termination from the program.

NOTE: All Students may attempt the exit exam twice.

Final examination is designed to simulate the NCLEX-PN. The Exit Exam will be completed by all students who successfully pass Term 4 and will be administered after completion of the final examination for Term 4.

Licensure Eligibility Requirements

Licensed Vocational Nursing

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The LICENSED VOCATIONAL NURSING program at Summit College has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the LICENSED VOCATIONAL NURSING Program at Summit College, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the NCLEX Coordinator.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest/Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case by case basis.

First time NCLEX fees will be paid by Summit College once a student fulfills all program obligations.

Certified Nursing Assistant

Upon completion of the Nursing Assistant program students will be eligible to sit for the Nursing Assistant Exam. There are two parts to this exam;

- Written consists of 70 multiple questions.
- Skills evaluation or manual exam consists of 5 random selected Nurse Assistant skills.

First time test fees are paid by Summit College once student fulfills all program obligations.
Commencement & Pinning Ceremonies

The college will host several Commencement Ceremonies and Pinning Ceremonies for its eligible students throughout the year. The dates of the Commencement Ceremonies and Pinning Ceremonies will be announced approximately 2-3 months prior to the ceremony date. Students who complete a Short Program or C.N.A. program are not eligible to participate in Commencement or Pinning Ceremonies.

Eligible students will participate in the ceremony as shown below:

Commencement Ceremonies

Students not in the Licensed Vocational Nursing program may participate in the Commencement Ceremony.

In order to participate in the Commencement Ceremony, students must:
- Complete all graduation requirements and be in good standing with the college.
- Students must pay the commencement fees and submit an application by the deadline given for each ceremony.
- Participation in the Commencement Exercises is limited to those candidates who have completed their training program on or before the cut-off date identified on the application and have not attended an earlier commencement ceremony for the same program.

Pinning Ceremonies

Students who complete the LVN program may participate in the Pinning Ceremony.

In order to participate in the Pinning Ceremony, students must:
- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.

Honors and Awards

Allied Health/Business-Technology/Technical-Trade program students completing their program with a GPA of 3.5 or higher will receive an Honor Roll certificate and be recognized at graduation for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance Certificate and be recognized for their accomplishment.

Licensed Vocational Nursing students with a GPA of 90% or higher will receive an Honor Roll certificate and gold cord and be recognized at pinning for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance Certificate and be recognized for their accomplishment.

The college recognizes the class Valedictorian and Salutatorian for each program and for the Licensed Vocational Nursing program, the Nightingale Award.
CAREER SERVICES §94909(a)(13)

Summit College provides placement assistance to all qualified graduates at no additional charge. The college makes no claims guaranteeing employment upon graduation. However, we strive to help graduates to get interviews and locate possible job openings for their program of study. An explanation of the placement services available to all eligible graduates follows:

Placement assistance includes, but is not limited to:

- Assistance in preparing, updating and customizing résumés for graduates.
- Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
- Pre-placement interview by the Career Services department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work. This is accomplished through personal contact by the Career Services department, telephone contact to employers which may result in scheduled interviews for graduates, review and investigation of advertised openings in local newspapers and other sources of current job openings.
- Direct telemarketing of prospective employers.
- Memberships and attendance in local organizations to develop personal contacts and market the graduates to local businesses.
- Subscribing to the mailing lists of local large employers such as universities and colleges, city and county employment departments, state and federal employment listings, local coalitions and organizations that publish newsletters or other publications listing job openings.
- Pre-interview reviews with graduates prior to assignment of interviews. The Career Services Department will research the prospective employer and then meet with the graduate to prepare them for the specific requirements and expected situations/questions of the interview.
- If requested and approved, the Career Services Department will also arrange and monitor a voluntary externship for any graduate that is not a part of the regular course curriculum. Externships are a proven method for increasing the chances of hiring.
- Follow-up with graduates after employment to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers, email and addresses to the Career Services Department to ensure continued assistance.

All students Vocational and LVN must provide a resume prior to completion of program.

Employment Guarantee Disclaimer

Recruitment: Informational and promotional materials, advertising, and representations made by or on behalf of the institution for recruiting purposes make only justifiable and provable claims regarding the courses, programs, costs, location, instructional personnel, student services, outcomes, and other benefits. All communication with prospective students is ethical and honest. The institution does not state or imply that employment, occupational advancement, and/or certification and licensing are guaranteed.
CAL OSHA and FEDERAL LABOR LAWS INFORMATION

CAL OSHA REGULATION

82 Educational Services (schools, colleges, universities and libraries)

Public and private sector employers are not required to keep Cal/OSHA injury and illness records for any establishment classified in the following Standard Industrial Classification (SIC) codes, unless they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA or the BLS. All employers, including those partially exempted by reason of size or industry classification, must report to the Division of Occupational Safety and Health any workplace incident that results in a serious injury or illness, or death, as required at Title 8 Section 342.

1. General Requirements
Summit College will furnish places and conditions free from safety and health hazards.

2. OSHA Regulations
Summit College will comply with applicable regulations of the Occupational Safety and Health Administration.

3. Reporting Hazards
Summit College will respond to reports of hazards on the campus.

4. Workplace Inspections
Summit College will insure that each workplace is inspected annually for hazardous conditions. Summit College will post Notices of Unsafe or Unhealthful Conditions found during the inspections for a minimum of three business days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions
Summit College will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment
Summit College will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training
Summit College will provide occupational safety and health training.

8. Reporting Accidents, Injuries and Occupational Illnesses
A report of accidental injury/illness for all accidents, injuries or occupational illnesses must be filed with Human Resources.

9. Safety and Health Committees
Summit College will support any safety and health committees that are formed from management and employee representatives.
**STUDENT RESPONSIBILITIES**

1. **Compliance with Standards**  
   Students shall comply with all OSHA and approved Summit College occupational safety and health standards, policies and directives.

2. **Safety and Protective Equipment**  
   Students shall use appropriate protective and safety equipment when required for training.

3. **Reporting Hazards**  
   Students and their representatives shall have the right to report unsafe or unhealthful conditions to appropriate officials and to request an inspection of the work area. The name of the person making the report will be kept confidential if requested.

4. **Freedom from Fear of Reprisal**  
   Students and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the Summit College Safety and Health Program.

**RESPONSIBLE OFFICIALS**

The Designated Agency Safety and Health Official (DASHO) for Summit College is the Human Resources Director. They may be contacted by asking the operator to call them.

**FEDERAL LABOR LAWS**

The Fair Labor Standards Act (FLSA) requires employers to prominently post various notices pertaining to specific requirements of the Act in the workplace. These notices are posted in all employee locations. Students may obtain information on Fair Labor Standards [www.dol.gov](http://www.dol.gov).
PROGRAM INFORMATION

Clock Hours/Quarter Credit Hour Conversion

Summit College uses the following Carnegie Clock to Quarter Credit hour conversions for lecture, laboratory and externship/internship. For Financial Aid purposes the clock hour conversion applies.

Homework hours represented in Description of Instruction by Course will be shown in actual minimum in click hours.

- **Lecture Hours**: Instructional hours consisting of theory or new principles.

- **Laboratory Hours**: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

- **Externship/Internship/Clinical Hours**: Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

- **Homework**: Homework is a vital part of program expectations; Homework expectations for most students range from 2.5 to 4 hours weekly for expected course homework hours please see individual courses for estimated homework time.

As defined the minimum clock hour/quarter credit hour conversion rates areas follows:

- **Lecture**: 10 clock hours equal 1 quarter credit hour
- **Lab**: 20 clock hours equal 1 quarter credit hour
- **Externship/Clinical**: 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 and .00

For Title IV Financial Aid – For the purpose of measuring our programs for financial aid we utilize the federal clock hour-to-credit hour conversion (25:1 for quarter credits) based on documented evidence of work outside of class, accordance with 34 CFR Section 668.8(1)(2).

1 Total Clock Hours for Financial Aid Purposes = Total Instructional Clock Hours + Clock Hours of Work Outside of Class

Definition of Full-Time Equivalent (FTE) is a unit of measurement used to determine the amount of instruction that equates to one full-time student during one year. Defined as one FTE as 900 student contact clock hours, 45 quarter credit hours, or 30 semester credit hours of instruction.
Allied Health Programs

Description of Instruction:
The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a students understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining “hands-on” experience.

*Requirements for Completion:
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 90% attendance in all courses in order for them to complete the course. Within externship course, the students must complete 100% of the specified hours. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

Department Program Chart

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Theory/LAB</th>
<th>Clinical /Externship</th>
<th>Total Clock Hours</th>
<th>Total Quarter Credit Hours</th>
<th>Homework Hours</th>
<th>Weeks of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>DA</td>
<td>300/340</td>
<td>160</td>
<td>800</td>
<td>52</td>
<td>151</td>
<td>36</td>
</tr>
<tr>
<td>• Coronal Polishing</td>
<td>CP</td>
<td>8/8</td>
<td>12</td>
<td>32</td>
<td>.5</td>
<td>1</td>
<td>2 days</td>
</tr>
<tr>
<td>• Radiation Safety</td>
<td>RS</td>
<td>8/8</td>
<td>0</td>
<td>16 hours</td>
<td>.5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electronic Health Record/Coding</td>
<td>EHR</td>
<td>340/340</td>
<td>180</td>
<td>860</td>
<td>57</td>
<td>51</td>
<td>38.5</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>MAC</td>
<td>260/380</td>
<td>160</td>
<td>800</td>
<td>43</td>
<td>144</td>
<td>36</td>
</tr>
<tr>
<td>Administrative and Clinical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optical Sales and Dispensing Technician</td>
<td>OS</td>
<td>420/380</td>
<td>160</td>
<td>960</td>
<td>66</td>
<td>175.5</td>
<td>44</td>
</tr>
<tr>
<td>Surgical Instrument Technician</td>
<td>SI</td>
<td>400/320</td>
<td>320</td>
<td>1040</td>
<td>66</td>
<td>237</td>
<td>36</td>
</tr>
</tbody>
</table>

Faculty
Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

Summit instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.
Summit faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Summit needs and availability.

The following professionals are Allied Health Department staff and faculty members:

**Faculty**

- **Bridget Ceballas**: Associates in Science
- **Patrisha Elbeck**: American Board of Opticianry Certified Optician, National Contact Lens Examiners CA Teaching Credential for Adult Education ABO Approved Technical Speaker
- **Pricilla Enriquez**: BA, and DA certificate
- **Maria Ibarra**: BS in Health Administration
- **James LaDere**: American Board of Opticianry Certified, National Contact Lens examination Certified
- **Talita Mickie McLemore**: BSHM, Surgery Tech
- **Ismael Orendain**: Military Surgical Technician Certificate, AMEDD Center & School
- **Beth Yaegle**: Dental Assisting Certificate/RDA, Chaffey College

**Substitute**

- **Stephanie Aguirre**: Licensed Vocational Nurse/Certificate of Medical Assisting/IV Certification, North West College, Moreno Valley College
- **Francesca Compilati**: Certified Medical Assistant, AA in Business, Vocation Nursing College of Dupage, 4D College
- **Barbara Johnson**: Master Business Administration Certificate Billing/Coding, Certificate Medical Assisting
- **Valerie Ortiz**: Bachelor Business Administration Certificate Billing/Coding, Certificate Medical Assisting
- **Julia Wagner**: Bryman College

**Department Advisory Board**

Summit has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year and the following is a list of some of the board members:

- **Colton Dental Group**
  - Josi Rodriguez - Dental Assistant
  - Cesar Espinoza - Office Manager
- **American Medical Response**
  - Steven Myers – CES Specialist
- **Medical America Billing Services**
  - Courtney Proffitt – Office Manager
- **La Salle Medical Associates**
  - Anna Canton – Human Resources
- **Medicor**
  - Jessica Temple – Dept Manager
  - Barbara Graber – Administrator
- **La Salle Medical Associates**
  - Arther Medical Group
  - Anthony Selena, Office Manager
- **Radnet**
  - Imelda Bedolla – HR Manager
  - Goldenwest Medical
  - Sharon Christensen – COO
  - Dr. Thomas Phillips
  - Martha Arreola – Office Manager
  - Kingdom Dental Lab
  - Eric Hall – Owner
  - Medical America Billing Services
  - La Salle Medical Associates
  - Arther Medical Group
  - Goldenwest Medical
  - Dr. Thomas Phillips
  - Martha Arreola – Office Manager
<table>
<thead>
<tr>
<th>Wellness Center</th>
<th>Innovative Billing</th>
<th>Santa Ana Market Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frances Shiek -- Nurse/Manager</td>
<td>Christina Kelly -- Office manager</td>
<td>Sandrine Le -- Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UCI</th>
<th>OC Urgent Care</th>
<th>Walmart - Highland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Vega -- HR Manager</td>
<td>Liliana Garcoa -- Office Manager</td>
<td>Michelle Hinojosa -- Licensed Optician</td>
</tr>
<tr>
<td>Dr. Sean Young</td>
<td>Healthpointe</td>
<td>Walmart - Highland</td>
</tr>
<tr>
<td>Theresa Ingarfill -- Office Manager</td>
<td>Gustavo Ibarra -- Director</td>
<td>Katina Arreola -- Certified Optician</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COsMI</th>
<th>Walmart -- Redlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen/ Dr. Chen -- Director</td>
<td>Walmart -- Redlands</td>
</tr>
<tr>
<td>Mirage Surgery Center</td>
<td>Walmart -- Redlands</td>
</tr>
<tr>
<td>Samantha Cleary -- Registered Nurse</td>
<td>Gilbert Nunez -- Vision Center Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VCA Valley Animal Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Marshall -- Office Manager</td>
</tr>
<tr>
<td>Janet Johnson -- Reg Vet Tech</td>
</tr>
<tr>
<td>Jeremy Tromsdale -- Dr. of Vet Med</td>
</tr>
</tbody>
</table>
Dental Assistant

PROGRAM CODE: DA  CIP#51.0601
Only available @ Colton Campus

Program Objective
The Dental Assistant Program is designed to give students the knowledge and skills necessary to work as a Dental Assistant in a dental office; emphasis is placed on both dental office management as well as back office clinical skills. The administrative portion of the Dental Assistant Program emphasizes receptionist responsibilities, marketing, communication techniques, and business office systems including software applications, patient scheduling, and records management. The clinical portion prepares students to work as a chairside assistant in a dental setting. The clinical portion includes a 160-hour, 4-week externship.

Career Outcomes
This program prepares students for an industry related entry-level dental assistant position.

O*NET Codes –31-9091.00  Positions: Dental Assistant

<table>
<thead>
<tr>
<th>O*Net Occupation Titles</th>
<th>SocCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant, Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), Orthodontic Assistant, Certified Registered Dental Assistant, Oral Surgery Assistant, Surgical Dental Assistant Nursing Assistants</td>
<td>31-9091.00</td>
</tr>
<tr>
<td>Dental Lab Technician</td>
<td>51.9081</td>
</tr>
</tbody>
</table>

Program Information

Type of Award Given: Student will receive a Diploma once all requirements of completion have been satisfied.

Total Quarter Credit Hours: 52
Length of Program 800 Clock Hours / 36 Weeks
(300 Lecture Hours / 340 Lab Hours / 160 Extern Hours)

Minimum Work Outside of Class: 151 Hours
Teacher/Student ratio: 1:30 Class / 1:15 Lab
Class Time: 20 Hours per week
Extern: 40 Hours per week

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

- Lecture: 10 clock Hours equal 1 quarter credit hour
- Lab: 20 clock Hours equal 1 quarter credit hour
- Externship/Clinical: 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
**After Completion:**

* Graduation from the Dental Assistant program at Summit College does not automatically qualify you to sit for the RDA examination. After completion of the program you may work as an unlicensed Dental Assistant, you must still: (1) Complete at least 12 months of satisfactory paid work experience as a dental assistant with a dentist licensed in one of the states in the United States; and (2) show successful completion of Board-approved courses in infection control and California Dental Assisting Practice Act before a license will be issued.

**Uniform and Supplies Information**

See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students may not have either natural or acrylic fingernails, which extend beyond the fingertips.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>4.0</td>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-95</td>
<td>3.7</td>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
<td>D-</td>
<td>60-62</td>
<td>.5</td>
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<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
<td>F</td>
<td>0-59</td>
<td>0</td>
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</tbody>
</table>

**Program Outline:**

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/HOURS</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clock/10</td>
<td>Clock/20</td>
<td>Clock/30</td>
<td></td>
</tr>
<tr>
<td>DO710 Oral Health &amp; Nutrition</td>
<td>30 3</td>
<td>30 1.5</td>
<td>0 14.5</td>
<td>60 4.5</td>
</tr>
<tr>
<td>DO715 Preparation of Patient Care /Universal Precautions /Hazard Management</td>
<td>40 4</td>
<td>20 1</td>
<td>0 24</td>
<td>60 5</td>
</tr>
<tr>
<td>DO720 Introduction to Chairside Assisting</td>
<td>30 3</td>
<td>30 1.5</td>
<td>0 15.5</td>
<td>60 4.5</td>
</tr>
<tr>
<td>DO725 Dental Radiography I</td>
<td>30 3</td>
<td>30 1.5</td>
<td>0 14</td>
<td>60 4.5</td>
</tr>
<tr>
<td>DO730 Dental Radiography II/Radiation Safety</td>
<td>20 2</td>
<td>40 2</td>
<td>0 17.5</td>
<td>60 4</td>
</tr>
<tr>
<td>DO735 Dental Specialties</td>
<td>30 3</td>
<td>30 1.5</td>
<td>0 14</td>
<td>60 4.5</td>
</tr>
<tr>
<td>DO740 Chairside Restorative Materials</td>
<td>20 2</td>
<td>40 2</td>
<td>0 11</td>
<td>60 4</td>
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<tr>
<td>DO745 Laboratory Materials &amp; Techniques</td>
<td>20 2</td>
<td>40 2</td>
<td>0 12.5</td>
<td>60 4</td>
</tr>
<tr>
<td>DO750 Advanced Chairside Functions</td>
<td>20 2</td>
<td>40 2</td>
<td>0 8</td>
<td>60 4</td>
</tr>
<tr>
<td>DO755 Dental Office Management</td>
<td>40 4</td>
<td>20 1</td>
<td>0 17</td>
<td>60 5</td>
</tr>
<tr>
<td>CD0110 Career Development</td>
<td>20 2</td>
<td>20 1</td>
<td>0 3</td>
<td>40 3</td>
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<tr>
<td>DO700 Externship</td>
<td>0</td>
<td>160 5</td>
<td>160 5</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 300 30 340 17 160 5 151 800 52
Module Descriptions

Course Name: Oral Health & Nutrition
Course Number: D0710
Course Length: 3 Weeks / 60 Total Hours
Course Breakdown: 60 Lecture Hours / 30 Lab Hours / 14.5 Homework Hours
Credit Units 4.5
This course is designed to introduce the student to the history of dentistry, the dental team members, the nine ADA recognized dental specialties, and professionalism. As a theoretical foundation to the dental assisting program, basic anatomy, morphology, physiology, and histology of the tooth will be introduced. The anatomy and physiology of the oral cavity and head, as it relates to the practice of dentistry, will be addressed. This course will introduce students to Black’s cavity classification system and the methodology of charting dental caries, other pathological conditions, and restorations on both anatomical and geometrical charts. In this course, the student will be introduced to and apply the concepts of infection control in the dental office and sterilization techniques as per OSHA regulations and the CDC Bloodborne Pathogens Standard. The use and care of dental instruments, equipment and the operatory are emphasized.

Prerequisite: D0710
Course Name: Preparation for Patient Care / Universal Precautions / Hazard Management
Course Number: D0715
Course Length: 3 Weeks / 60 Total Hours
Course Breakdown: 40 Lecture Hours / 20 Lab Hours / 24 Homework Hours
Credit Units 5
In this course, students are introduced to Occupational Safety and Health Administration (OSHA), standards for infection control and hazard communication. Topics include microbiology, tooth morphology, contagious disease concerning the dental team, universal precautions, and barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Students learn the procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (typodonts), placing instruments and materials. Students also study related dental terminology and spelling.

Prerequisite: D0710
Course Name: Intro to Chairside Assisting
Course Number: D0720
Course Length: 3 Weeks / 60 Total Hours
Course Breakdown: 30 Lecture Hours / 30 Lab Hours / 15.5 Homework Hours
Credit Units 4.5
This course introduces students to chairside assisting duties and techniques practiced in general dentistry. It will provide the student with knowledge of the following: disease transmission and microbial control in the dental office, methods of sterilization, disinfecting, and OSHA guidelines for infection control, tooth morphology and anatomy. Students also study related dental terminology and spelling.
Prerequisite: **D0710**

Course Name: Dental Radiology I  
Course Number: D0725  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 30 Lecture Hours / 30 Lab Hours / 14 Homework Hours  
Credit Units: 4.5

In this course, the student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Students practice techniques of film placement and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Mounting techniques include bitewing and FMX, the bisecting angle and paralleling techniques are performed on a patient simulator manikin. Students also study related dental terminology and spelling. This is an approved California Dental Board Radiation Safety Course.

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Prerequisite: **D0710, D0725**

Course Name: Dental Radiology II/Radiation Safety  
Course Number: D0730  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 30 Lecture Hours / 30 Lab Hours / 17.5 Homework Hours  
Credit Units: 4

This course places the emphasis on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice techniques of film mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques reviewed include bitewing, bisecting and parallel techniques and are performed on live patients. Students process film using a fully equipped darkroom and automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Professional responsibilities regarding the state radiation safety certificate are introduced. Students learn dental terminology and spelling. This is an approved California Dental Board Radiation Safety Course. Students will receive a Radiology Certificate upon successful completion of both D0725 and D0730.

* Students will be required to provide 4 patients 18 years of age or older for X-ray certification practice during the course. See Dental Department for details.

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Prerequisite: **D0710**

Course Name: Dental Specialties  
Course Number: D0735  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 30 Lecture Hours / 30 Lab Hours / 14 Homework Hours  
Credit Units: 4.5

In this course, the student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy are continued. The course will focus on orthodontics, endodontics, pediatric dentistry, oral surgery and dental implants. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing/ligating arch wires. Theory on orthodontic assistant duties, office routine and Angle’s classifications are presented. Students also study related dental terminology and spelling.
**Prerequisite:** DO710  
**Course Name:** Chairsde Restorative Materials  
**Course Number:** D0740  
**Course Length:** 3 Weeks / 60 Total Hours  
**Course Breakdown:** 20 Lecture Hours / 40 Lab Hours / 11 Homework Hours  
**Credit Units** 4  
This course is designed to provide students with entry-level knowledge of chairside assisting duties and techniques practiced in preventative dentistry with emphasis on four-handed dentistry. The student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy will be continued. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants are presented. Special considerations for disabled and abused patients are presented.

**Prerequisite:** DO710  
**Course Name:** Laboratory Materials & Techniques  
**Course Number:** D0745  
**Course Length:** 3 Weeks / 60 Total Hours  
**Course Breakdown:** 20 Lecture Hours / 40 Lab Hours / 12.5 Homework Hours  
**Credit Units** 4  
The student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy will be continued. Students receive hands-on training in taking impressions and constructing student and master casts. Students are exposed to a variety of impression and gypsum materials and procedures. The cast are then used to practice dental procedures such as the fabrication of custom trays. Prosthodontics, as a specialty is presented with instruction in crown and bridge, and full and partial denture impression techniques. Students are introduced to dental implants and the various types of mouth guards such as night guards, sports guards and bleaching trays. Laboratory safety and infection control are presented.

**Prerequisite:** DO720  
**Course Name:** Advanced Chairside Functions / Coronal Polishing  
**Course Number:** D0750  
**Course Length:** 3 Weeks / 60 Total Hours  
**Course Breakdown:** 20 Lecture Hours / 40 Lab Hours / 8 Homework Hours  
**Credit Units** 4  
In this course, students will practice dental office simulations including charting, chairside assisting, bleaching trays, and theory pit and fissure sealants. Students will also practice theory and practical Tofflemire matrix placement, temporaries, acrylic and metal ion crowns as well as theory and practical periodontics/periodontal dressing. The student will cover the mechanical skills in general RDA procedures to include coronal polish theory and procedures. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. Students will also review related dental terminology, policies and procedures applicable to dental assisting. Students also study related dental terminology and spelling.* Students will be required to provide 2 patients 18 years of age or older for coronal polishing certification practice during the course. See Dental Department for details.
Course Name: Dental Office Management
Course Number: D0755
Course Length: 3 Weeks / 60 Total Hours
Course Breakdown: 40 Lecture Hours / 20 Lab Hours / 17 Homework Hours
Credit Units: 5
This course focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Emphasis will be placed on the topic of psychology and communication in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, and inventory control and telephone communication are included. Students become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. Students also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Students also study related dental terminology and spelling. Students will have an opportunity to be BLS certified upon successful completion of the CPR course.

Course Name: Career Development
Course Number: CD0110
Course Length: 2 Weeks / 40 Total Hours
Course Breakdown: 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours
Credit Units: 3
This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Course Name: Externship
Course Number: D0700
Course Length: 4 Weeks / 60 Total Hours
Extern Hours: 160 4 weeks (40 Hours per week)
Credit Units: 5
Prerequisite: All Previous Courses
Upon successful completion of classroom training, Dental Assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records.

Book List
- Modern Dental Assisting
- Business Administration for Dental Asst.
- BLS For Health Care Providers-Student Manual
- 100% Job Success

Cost

<table>
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<tr>
<th>Tuition</th>
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<th>Uniforms /Equipment*</th>
<th>Insurance*</th>
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Dental Continuing Education Classes

Continuing Education Classes are courses offered throughout the year:

Coronal Polishing Certificate

Course Name: Coronal Polishing Certificate
Course Number: CP650
Course Length: 2 Days / 16 Total Hours
Course Breakdown: 8 Lecture Hours / 8 Lab Hours / 0 Homework hours
Credit Units: .5

This Certification module is designed to provide Dental Assistants the course needed to receive or to recertify in Coronal Polishing. In this stand alone module, the student will learn the legal requirements for coronal polishing, goals, indications and contraindications of coronal polishing. The student will learn the principles of plaque and stain formation, the clinical description of teeth that have been properly polished and are free of stain, and tooth morphology and anatomy of the oral cavity as they relate to polishing techniques and to retention of plaque and stain. The student will learn the different polishing agents, abrasive materials and disclosing agents that can be used. The armamentaria and principals of tooth polishing are taught and will be applied to the pre-clinical and clinical patients. Infection control protocols will be taught and applied during the pre-clinical and clinical procedures. A coronal polishing certificate will be given upon successful completion of this course.

Book: None  Cost §94909(a)(9)

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Radiation Safety Certificate

Course Name: Radiation Safety Certificate
Course Number: RS670
Course Length: 2 Days / 16 Total Hours
Course Breakdown: 8 Lecture Hours / 8 Lab Hours / 0 Homework hours
Credit Units: 1

This Certification module is designed to provide Dental Assistants the course needed to receive or to recertify in Radiation Safety (X-ray). In this stand alone module, the student will understand the importance of dental radiographs as a diagnostic tool and the fundamentals of radiation physics (ionizing radiation). The student will learn about the hazards of exposure, including tissue damage, biologic effects and the critical organs affected by radiation. Radiation safety for both patients and dental personnel will be covered. The students will learn about dental film and processing radiographs as well as the types of film holders and devices. Students will have the opportunity to describe the composition of dental x-ray film and the care and maintenance of processing solutions, equipment, and equipment accessories used in manual and automatic film processing. The component parts of an automatic film processor, common time and temperature errors, chemical contamination errors, film handling errors, and some common lighting errors during film processing will be covered.

Book: None  Cost §94909(a)(9)

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Electronic Health Record/Coding
PROGRAM CODE: EHR   CIP#51.0706

Program Objective:
The Electronic Health Records students work with simulated electronic health records and learn the ins and outs of the system, assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or obtain additional information.

Career Outcomes
This program prepares students for an industry related entry-level electronic health records position.

O*NET Codes – 31-9091

<table>
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<tr>
<th>O*Net Occupation Titles</th>
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<tr>
<td>Health Information/Medical Records Administrator.</td>
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<td>Managers of Office and Administrative Support Workers</td>
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<td>Insurance Claims and Policy Processing Clerks</td>
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<td>Medical and Health Services Managers</td>
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<td>Medical Secretaries</td>
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Program Information
Type of Award Given: Student will receive a Diploma once all requirements of completion have been satisfied.
Total Quarter Credit Hours: 57
Length of Program 860 Clock Hours / 38.5 Weeks
   (340 Lecture Hours / 340 Lab Hours / 180 Extern Hours)
Minimum Work Outside of Class: 51 Hours
Teacher/Student ratio: 1:45 Class / 1:15 Lab
Class Time: 20 Hours per week
Extern: 40 Hours per week

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:
  Lecture: 10 clock Hours equal 1 quarter credit hour
  Lab: 20 clock Hours equal 1 quarter credit hour
  Externship/Clinical: 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
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Program Outline:

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<tr>
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Module Description

Course Name: Anatomy & Physiology
Course Number: EHR0810
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours
Credit Units: 6
This course covers basic organization, structure, and function of the human body. Emphasis is placed on spelling, definitions, usage, and pronunciation of medical terminology.

Course Name: Health Records
Course Number: EHR0820
Course Length: 4 Weeks / 80 Total Hours /
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours
Credit Units: 6
This course provides instruction in the creation and management of electronic health records. Topics include HIPPA regulations, data setup, tracking, scheduling, and various clinical functions of the EHR.
Course Name: **Terminology & Pharmacology**  
Course Number: EHR0830  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
This course will emphasize the following: spelling, definitions, usage, and pronunciation of basic medical terminology, as well as basics of clinical pharmacology and the actions, indications, contraindications, adverse effects, and interactions of drug classes.

Course Name: **MS Word/MS Excel**  
Course Number: EHR0840  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
This course provides students with an introduction to basic computer terms, the hands on experience and skill development necessary to perform basic and advanced tasks in Microsoft Word and Excel.

Course Name: **Medical Billing**  
Course Number: EHR0850  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
Students will learn how to submit claims to insurance carriers, review medical records, verify patient benefits, submit a secondary claim, post payments and appeal the insurance carrier's decision.

Course Name: **Medical Coding**  
Course Number: EHR0860  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
This course provides instruction in coding diagnoses and procedures using ICD10-CM coding, sequencing and coding conventions.

Course Name: **Coding & Compliance**  
Course Number: EHR0870  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
This course provides an overview of ICD-10 implementation in an Ambulatory Physician Practice setting including specialty practice area of Dentistry and Optometry. Students will learn how to cross over ICD-9 to ICD-10 coding, how to abstract pertinent medical data and the impact on healthcare documentation, practice management systems and information technology. Students will abstract medical documents, perform case reviews and charts audits focused on compliance with CMS requirements for sufficient and accurate documentation to support diagnosis, justify treatment/procedure, document course of care including treatment/procedure results and evidence of continuity of care among health care providers.
Course Name: Computers in the Medical Office  
Course Number: EHR0880  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 6 Homework Hours  
Credit Units: 6  
Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. As students progress through Medisoft, they learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities.

Course Name: Career Development  
Course Number: CD0110  
Course Length: 2 Weeks / 40 Total Hours  
Course Breakdown: 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours  
Credit Units: 3  
This course introduces students to gaining skills and knowledge necessary to perform the functions of self preparation for job hunting skills. This course will also teach students to create an individual portfolio which showcases their cover letter, résumé, references, including their achievements. In addition, introduction on setting goals, interview techniques, and the opportunity to do targeted outside job searches and negotiations of the employment process.

Prerequisite: All Previous Courses

Course Name: Externship  
Course Number: EHR0800  
Course Length: 4.5 Weeks / 180 Total Hours  
Externship: 4 weeks (40 Hours per week)  
Credit Units: 6  
The student will work in a program related setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

Book List

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<tr>
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<tbody>
<tr>
<td>HIPAA For Allied Health Careers</td>
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<td>Computers in the Medical Office</td>
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<td>Electronic Health Records</td>
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<td>Microsoft Word Illustrated</td>
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<td>Microsoft Excel Brief</td>
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<td>100% Job Search Success</td>
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<td>Medical Terminology &amp; Anatomy For ICD</td>
<td>Evolve Elsevier</td>
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<td>Comp Health Insurance</td>
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Cost §94909(a)(9)

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Medical Assistant - Administrative and Clinical

PROGRAM CODE: MAC CIP# 51.0801

Program Objective:
The Medical Assistant - Administrative & Clinical program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

Career Outcomes
This program prepares students for an industry related entry-level medical assistant position.

O*NET Codes – 31.9092 – 43.6013

Positions: Medical Assistant, Medical Back Office, Medical Front Office

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<tr>
<th>O*Net Occupation Titles</th>
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<td>Receptionist, Patient Relations Representative(PRR), Front Office Manager, Health Unit Coordinator, Medical Office</td>
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Program Information
Type of Award Given: Student will receive a Diploma once all requirements of completion have been satisfied.

Total Quarter Credits Hours 43

Length of Program: 800 Clock Hours / 36 weeks
(260 Lecture Hours / 380 Lab Hours / 160 Extern)

Minimum Work Outside of Class: 144

Teacher/Student ratio: 1:45

Class Time: 20 hours per week

Extern: 40 hours per week

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

- Lecture: 10 clock hours equal 1 quarter credit hour
- Lab: 20 clock hours equal 1 quarter credit hour
- Externship/Clinical: 30 clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 —Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
Uniform and Supplies Information

See your enrollment package for uniforms included in the total program cost. In addition, students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make not have either natural or acrylic fingernails, which extend beyond the fingertips.

Grading Scale

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<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
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<tr>
<td>A-</td>
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<td>C-</td>
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<td>D+</td>
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Breakdown

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Program Outline:

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Description of Modules

Course Name: OB/GYN & Pediatrics  
Course Number: MA3510.1  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 20.5 Homework Hours  
Credit Units: 3.5

This course includes an overview of medical terminology of the genitourinary system with instruction specific to the obstetric, gynecology and pediatrics patient. Students develop working knowledge of the skills necessary to assist in a pediatrician’s office and OB/GYN. Skills developed through the course include height and weight measurement, restraining techniques used for infants and children, vaccination schedules and documentation. In addition, students will practice vital checks, assist with diagnostic examination and laboratory tests, and instruct patient’s about health promotion practices for all ages. Students will gain knowledge of signs and symptoms of possible child abuse or neglect and become familiar with human growth across the life span. Students will learn to assist in pelvic examinations and breast exams. They will become familiar with the instruments needed for theses exams and the privacy procedures associated.

Course Name: Ethics & Law/The Medical Record  
Course Number: MA3510.2  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 17 Homework Hours  
Credit Units: 3.5

Students will learn legal and ethical behaviors needed for maintaining confidentiality in addition to HIPAA regulations. Student will understand the medical standard of care and how it directly affects them. Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting. This course also includes an overview of medical terminology, the types of documentation within the medical chart. Students will develop the ability to distinguish the difference between subjective symptoms and objective symptoms.

Course Name: Circulatory System / Electrocardiogram  
Course Number: MA3520.1  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 16 Homework Hours  
Credit Units: 3.5

This course examines the circulatory system including functions of the heart, along with diseases and disorders, diagnostic test and medical terminology as it pertains to the blood and blood forming organs. Hematology will be discussed along with the test used to detect pathologic conditions of the circulatory system. Students will apply knowledge of the electrical pathways of the heart muscle in preparation for applying a 12-lead (ECG). Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting including specialties such as cardiology. Students will learn specimen identification, collection, handling and transportation procedures and practices for venipuncture and routine diagnostic hematology. Students will practice how to instruct patient’s about health promotion practices for patients with heart disease.
Course Name: Microbiology/Minor Surgery Skills
Course Number: MA3520.2
Course Length: 3 Weeks /60 Total Hours
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 14 Homework Hours
Credit Units 3.5
The course introduces microbiology and laboratory procedures commonly performed in a physician’s office or medical clinic. Maintenance and care of laboratory equipment is discussed. Students will gain knowledge of minor office surgical procedures and methods used for infection control. Students will understand the procedures in setting up as well as assisting in minor surgery along with maintaining surgical asepsis. The importance of safety skills in the lab will be discussed in addition to microbiology, infection control, and agent to promote healing. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in health care setting including setting up a sterile tray and instruction on how to provide pre and post op planning for the patient.

Course Name: Musculoskeletal & Skin
Course Number: MA3530.1
Course Length: 3 Weeks /60 Total Hours
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 8 Homework Hours
Credit Units 3.5
This course includes an overview of the functions and structures of the muscular and integumentary systems along with the anatomy and physiology of the special senses including the ears and eyes. Students will learn about common disorders and medical terminology related to these systems. Emphasis is placed on front and back office hands on clinical skills to prepare the student to work in a healthcare setting. Students will learn to test patients for visual acuity, use the Ichihara chart to test for color blindness and preforming an ear lavage. Students gain knowledge in the stages of wound healing, dressing and bandaging a wound along with fitting the patients for crutches.

Course Name: Basic Pharmacology & Nutrition
Course Number: MA3530.2
Course Length: 3 Weeks /60 Total Hours
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 11.5 Homework Hours
Credit Units 3.5
This course includes an overview of the functions and structures of the endocrine system, digestive system, metabolic disorders. Students will learn about common disorders, procedures and medical terminology related to these systems. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and the effects of therapeutic drugs are discussed. Emphasis is placed on safe medication administration along with patient education on diet modification for maintenance of disease. Front and back office hands on clinical skills to prepare student to work in a healthcare setting including instruction on how to research prescribed medications using a Physician’s Desk Reference to ensure the patient is given a safe dosage and how to complete a prescription form manually and electronically.
Course Name: Vital Signs & Medical Terminology  
Course Number: MA3540.1  
Course Length: 3 Weeks /60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 18.5 Homework Hours  
Credit Units 3.5  
This course introduces students to the skills needed to build, spell, and pronounce health care terms including basic prefixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students will understand the importance of obtaining patient vitals signs and how this directly can affect the patient’s treatment. The anatomy and physiology functions of the respiratory system along with common diseases will be discusses. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in a healthcare setting including instruction for common medications and procedures used in treatment and diagnosis for the patients with asthma, and pulmonary disease. Students will learn patient education on health maintenance for the common diseases within this system.

Course Name: Medical Documentation/Emergency Procedures  
Course Number: MA3540.2  
Course Length: 3 Weeks /60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 11.5 Homework Hours  
Credit Units 3.5  
This course includes an overview of medical terminology, computer/keyboarding skills, in addition to the understanding of proper documentation. Students will receive instructions in (CPR) and the use of the automated external defibrillator is used, which allows them to respond to cardiac emergencies. Students will obtain CPR certification through the American Heart Association. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in a healthcare setting including the medical assistant’s role in emergency preparedness and assisting during and after a disaster. In addition, the functions and structures of the nervous system and basic understanding about mental and behavioral health disorders will be discussed.

Course Name: Medical Insurance/Coding  
Course Number: MA3550.1  
Course Length: 3 Weeks /60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 3.5 Homework Hours  
Credit Units 3.5  
This course includes an overview of medical terminology, basic computer/keyboarding skills. Students will gain knowledge of basic medical insurance billing, coding concepts and the use of the ICD-9, ICD-10, CPT and HCPCS coding reference books. All of the previous will be discusses in relation to processing of insurance claim submission both manually and electronically. In addition students will gain knowledge about the major medical insurances, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, Worker’s Compensation and Disability insurance. This module covers patient expectation for medical billing and collections. Students will gain the ability to manage medical records along with scheduling patient appointments electronically. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physicians practice.
Course Name: Medical Assisting as a Profession  
Course Number: MA3550.2  
Course Length: 3 Weeks / 60 Total Hours  
Course Breakdown: 24 Lecture Hours / 36 Lab Hours / 3.5 Homework Hours  
Credit Units: 3.5

This course introduces students to the medical assisting profession and the professional qualities and personal appearance required. Additionally, students study the significance of becoming a credentialed professional and employment strategies for the medical assistant. Students also study the importance of interpersonal skills and application of these skills with patients and fellow employees. Students will practice the administrative and clinical uses of an electronic medical record. Emphasis is placed on appointment scheduling, writing patient instructions, documentation of procedures electronically.

Course Name: Career Development  
Course Number: CD0110  
Course Length: 2 Weeks / 40 Total hours / 3  
Course Breakdown: 20 Lecture hours / 20 Lab Hours / 3 Homework Hours  
Credit Units: 3

This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Prerequisite: All Previous Courses

Course Name: Externship  
Course Number: MA3500  
Course Length: 4 Weeks / 160 Total hours  
Credit Units: 5

The student will work in an office setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

Book List

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<tr>
<th>TITLE</th>
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<tbody>
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<td>BLS For Healthcare Professionals Student Manual</td>
<td>American Heart Assoc.</td>
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<td>Cengage</td>
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<td>Today’s Medical Assistant &amp; Study Guide Bundle</td>
<td>Evolve Elsevier</td>
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<td>Medical Terminology &amp; Anatomy For ICD</td>
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Cost: §94909(a)(9)

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Optical Sales & Dispensing Technician

PROGRAM CODE: OS  CIP# 51.1802

Program Objective:
The Optical Dispensing Technician course objectives are to offer a comprehensive training program in optical dispensing to prepare students for employment in entry-level positions in the field of Optometry.

Career Outcomes
This program prepares students for an industry related entry-level optical sales and/or dispensing technician position.

O*NET Codes – 29-2081
Positions: Optical Sales and Dispensing Technician, Contact Lens Technician

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<tr>
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Program Information
Type of Award Given: Student will receive a Diploma once all requirements of completion have been satisfied.

Total Quarter Credits Hours: 68
Length of Program: 960 Clock Hours / 44 weeks
(420 Lecture Hours / 380 Lab Hours / 160 Extern)
Minimum Work Outside of Class: 175.5
Teacher/Student ratio: 1:45
Class Time: 20 hours per week
Extern: 40 hours per week

As defined the minimum clock hour/quarter credit hour conversion rates areas follows:
Lecture: 10 clock hours equal 1 quarter credit hour
Lab: 20 clock hours equal 1 quarter credit hour
Externship/Clinical: 30 Clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 —Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
Uniform and Supplies Information

See your enrollment package for uniforms included in the total program cost. In addition, students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students should not have either natural or acrylic fingernails, which extend beyond the fingertips.

Grading Scale

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| Test              | 25% |
| Quiz              | 15% |
| Homework          | 10% |
| Attendance        | 10% |
| Participation/Lab | 10% |
| Project           | 10% |
| Typing            | 10% |
| Professionalism   | 10% |

Program Outline:

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Description of Modules

Course Name: Anatomy of the Visual Systems
Course Number: OS410
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 23.5 Homework Hours
Credit Units: 6
This course covers the clinical anatomy of the eye, its adnexa, and the visual pathways. Focus is placed on the balance of histologic content of the microscopic anatomy with functional aspects of the eye and visual system.

Course Name: Optical Dispensing
Course Number: OS420
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 20.5 Homework Hours
Credit Units: 6
This course covers every aspect of dispensing — from basic terminology to frame selection to eyewear fitting, adjusting, and repairing. The course offers in-depth discussions of all types of lenses, including multifocal, progressive, absorptive, safety, and recreational, aspheric, and high index. It explores the “how” and “why” behind lens selections, to help the student better understand and meet the patients’ vision needs. The student will know the latest dispensing procedures and use of equipment along with detailed information on the newest types of lenses, including progressive, absorptive, aspheric, and atoric.

Course Name: Essentials of Ophthalmic Lens
Course Number: OS430
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 18.5 Homework Hours
Credit Units: 6
This course examines the lenses used in vision correction for the human eye. Components of the refractive power of the lens will be given, including the sphere, cylinder and axis, as well as reading addition. Incorporated prism in spectacle lenses will be discussed. Lens designs, materials and treatments will be included in this course.

Course Name: Soft Contact Lenses
Course Number: OS440
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 22 Homework Hours
Credit Units: 6
This course will focus on the essential knowledge necessary to fit, recommend and dispense soft contact lens. Topics covered include: soft contact lens terminology and design, applicable anatomy and physiology of the eye for fitting soft contact lens, indication and contraindications for soft contact lens, optics, diopter power, and prescription transposition. Student will gain hands on knowledge on correct insertion, removal and care of soft contact lens. Additionally, students will practice verifying soft contact lens parameters utilizing Keratometer. Customer service, patient education, patient follow-up schedule and care will be emphasized.
Course Name: **Rigid Contact Lens**  
Course Number: OS450  
Course Length: 4 Weeks / 80 Total hours  
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 22 Homework Hours  
Credit Units: 6  
This course will focus on the essential knowledge necessary to fit, recommend and dispense rigid contact lens. Topics covered include: rigid contact lens terminology and design, applicable anatomy and physiology of the eye for fitting rigid contact lens, indication and contraindications for rigid contact lens, optics, diopter power, and prescription transposition. Student will gain hands on knowledge on correct insertion, removal and care of rigid contact lens. Additionally students will practice verifying rigid contact lens parameters utilizing Keratometer. Customer service, patient education, patient follow-up schedule and care will be emphasized.

Course Name: **Office Management**  
Course Number: OS460  
Course Length: 4 Weeks / 80 Total hours  
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 3 Homework Hours  
Credit Units: 6  
This course covers basic business practices such as records management, medical communications, and scheduling skills; and describes procedures for preparing patients' charts and bills. Practice management and finances are also addressed.

Course Name: **Lens Design, Eyewear**  
Course Number: OS470  
Course Length: 4 Weeks / 80 Total hours  
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 22 Homework Hours  
Credit Units: 6  
This course will focus on the advanced lens designs and specialty lenses used to correct complex visual disorders. Topics covered will include: use of specialty lenses such as lenticular, cataract, Iseikonic lens, and Prism lenses. Students will learn how to analyze prescriptions written for these lens types and what recommendations to make to their patients. Students will also gain hands on knowledge of properly measurement and alignment of specialty lenses in the frames. Students will gain firsthand knowledge of Low vision disorders and proper patient care for low vision disorders. Customer service, patient education, and scheduled patient follow up care will be emphasized.

Course Name: **Sales Techniques**  
Course Number: OS480  
Course Length: 4 Weeks / 80 Total hours  
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 22 Homework Hours  
Credit Units: 6  
This course will examine and develop the techniques to develop and/or improve sales skills essential for Optical Dispensing. Topics will include: the sale cycle, aligning product knowledge with customer service and visual problem solving, eyewear selection aligned with customer life style and prescription requirements. Students will practice learned sales techniques through role playing activities will be emphasized.

Course Name: **Optical Techniques**  
Course Number: OS490  
Course Length: 4 Weeks / 80 Total hours  
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 22 Homework Hours  
Credit Units: 6
This course introduces the student to common procedures and equipment used during an initial and follow-up office visit. Students will learn to identify and describe common eye disorders and understand various medications utilized that relate directly to the eye.

**Course Name:** Optical Procedures  
**Course Number:** OS495  
**Course Length:** 4 Weeks / 80 Total hours  
**Course Breakdown:** 40 Lecture hours / 40 Lab Hours / 22 Homework Hours  
**Credit Units:** 6

This course introduces the student to common procedures and equipment used during an initial and follow-up office visit. Students will learn to identify and describe common eye disorders and understand various medications utilized that relate directly to the eye.

**Course Name:** Career Development  
**Course Number:** CD0110  
**Course Length:** 2 Weeks / 40 Total hours / 3  
**Course Breakdown:** 20 Lecture hours / 20 Lab Hours / 3 Homework Hours  
**Credit Units:** 3

This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

**Prerequisite: All Previous Courses**

**Course Name:** Externship  
**Course Number:** OS3500  
**Course Length:** 4 Weeks / 160 Total hours  
**Credit Units:** 5

The student is required to perform 160 hours of clinical practice at an affiliated clinical training site. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. The Optical Sales and Dispensing Technician externship is supported by instructor site visits and seminars where students and instructor can review on-the-job experiences.

**Book List**

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<tr>
<td>Contact Lens Manual – Comp Study &amp; Ref Guide</td>
<td>Contact Lens Society of America</td>
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<td>System for Ophthalmic Dispensing</td>
<td>Butterworth-Heinemann</td>
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<td>100% Job Search Success</td>
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**Cost §94909(a)(9)**

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Surgical Instrument Technician

PROGRAM CODE: Si CIP# 51.0909

Program Objective:
The Surgical Instrument Technician students will learn how to assist in setting up surgical instruments and equipment in an operating room. Students will also learn to assemble both sterile and non-sterile equipment, pass instruments to surgeons or surgical assistants, prepare patients for surgery, and prepare specimens for laboratory analysis.

Career Outcomes
This program prepares students for an industry related entry-level technician position.

O*NET Codes – 29-2055.00

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<td>Inspectors, Testers, Sorters, Samplers, and Weighers</td>
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<td>Medical Equipment Preparers</td>
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Program Information
Type of Award Given: Student will receive a Diploma once all requirements of completion have been satisfied.
Total Quarter Credits Hours: 66
Length of Program: 1040 Clock Hours / 44 weeks (400 Lecture Hours / 320 Lab Hours / 320 Clinical)
Minimum Work Outside of Class: 237.5
Teacher/Student ratio: 1:15

Class Schedule

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<td>Clinical Orientation/skills 8-5</td>
<td>Lecture – 8-12</td>
<td>Clinical off site 8-5</td>
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<td>Lecture – 8-12</td>
<td>Clinical off site 8-5</td>
<td>Lecture – 8-12</td>
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<td>Lab – 1-5</td>
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NOTE: The first & last clinical will be on campus. The off site clinical days are subject to change day and time depending on what clinical site students are assigned. Students will have 2 days per week clinical and 2 days lecture/lab.

As defined the minimum clock hour/quarter credit hour conversion rates areas follows:

Lecture: 10 clock hours equal 1 quarter credit hour
Lab: 20 clock hours equal 1 quarter credit hour
Clinical: 30 clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 – Financial Aid
Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

Uniform and Supplies Information
See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make may not have either natural or acrylic fingernails, which extend beyond the fingertips.

Grading Scale

<table>
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<tr>
<th>Grade</th>
<th>Range</th>
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<th>Range</th>
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Test 25%  
Quiz 15%  
Homework 10%  
Attendance 10%  
Participation 10%  
Projects 10%  
Professionalism 10%  
Skills 10%

Program Outline:

<table>
<thead>
<tr>
<th>Number/Course Title</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/CLINICAL HOURS</th>
<th>TOTAL HOURS</th>
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<td>Hours</td>
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<td>ST2-3015 Anatomy &amp; Physiology</td>
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<td>ST2-3020 Microbiology &amp; Infection Control</td>
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<td>ST2-3041 Specialty Surgery</td>
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<td>320 16</td>
<td>320 10</td>
<td>237 1040 66</td>
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Description of Modules

Course Name: Introduction to Surgical Instrumentation
Course Number: ST2-3010
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 20 Homework Hours
Credit Units 6
This course provides an overview of the standard equipment found in a typical operating room as well as the necessity to provide safe and efficient care for the surgical patient. Students will be introduced to the various special populations and the unique physical and psychological needs that will confront the surgical technologist. Students are also introduced to the various instruments, equipment, and supplies used in the operating room. Preoperative, intraoperative, and postoperative phases of surgery are reviewed.

Course Name: Anatomy & Physiology
Course Number: ST2-3015
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 28.5 Homework Hours
Credit Units 6
This course covers the human anatomic systems and the physiology associated with each. This knowledge is applied to procedures performed in the operating room.

Course Name: Microbiology & Infection Control
Course Number: ST2-3020
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 30.5 Homework Hours
Credit Units 6
This course provides basic information essential to the understanding of microbes, including nomenclature and classification of organisms, the microscope, staining methods, and culture mediums.

Prerequisite: ST2-3010, 3015, 3020, 3035, 3045
Course Name: Clinical Instrumentation Practices
Course Number: ST2-3030
Course Length: 7 Weeks / 160 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 80 Clinical hours / 21 Homework Hours
Credit Units 8.5
This course covers the identification, assembly and quality control of specialty surgical instruments, including laparoscopes, surgical robotics and specialized instruments used in Obstetrical, Orthopedic, and Oral Surgery, Plastic Surgery procedures. Students will practice decontamination, assembly, inspection and preparation for sterilization.

Course Name: Medical Terminology
Course Number: ST2-3035
Course Length: 4 Weeks / 80 Total hours
Course Breakdown: 80 Lecture hours / 24 Homework Hours
Credit Units 8
This course is the study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word root and their combing forms by review of each body system and specialty area. It also emphasis word construction, spelling, usage and/or review of knowledge regarding anatomy, physiology, symptomatology, surgical pathology, diagnostic and interventional procedures, surgical pharmacology and medical abbreviations.

Prerequisite: ST2-3010, 3015, 3020, 3035, 3045
Course Name: General Surgery
Course Number: ST2-3040
Course Length: 7 Weeks / 160 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 80 Clinical hours / 22.5 Homework Hours
Credit Units 8.5
This course focuses on general preparations for all surgical procedures but with an emphasis on special preoperative preparation procedures related to obstetric/gynecologic procedures, ophthalmic surgery, and oral and maxillofacial surgery. The student will receive instruction via lecture/lab and clinical practice.

Prerequisite: ST2-3010, 3015, 3020, 3035, 3045
Course Name: Specialty Surgery
Course Number: ST2-3041
Course Length: 7 Weeks / 160 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 80 Clinical hours / 34.5 Homework Hours
Credit Units 8.5
During this course the student will study the anatomy and physiology of the skin and its underlying tissues. Plastic surgery, reconstructive, orthopedic and cardiothoracic surgery is discussed. The student will receive instruction via lecture/lab and clinical practice.

Course Name: Distribution
Course Number: ST2-3045
Course Length: 4 Weeks / 80 Total hours 80
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 34 Homework Hours
Credit Units 6
This course will cover the basic knowledge and concepts in inventory control and distribution of surgical and medical supplies throughout a hospital or medical facility. Topics will include: storage and space utilization, tracking implanted medical devices, medical devise recall, facility requisitions and case cart distribution systems.

Prerequisite: ST2-3010, 3015, 3020, 3035, 3045
Course Name: Central Processing
Course Number: ST2-3050
Course Length: 7 Weeks / 160 Total hours
Course Breakdown: 40 Lecture hours / 40 Lab Hours / 80 Clinical hours / 22.5 Homework Hours
Credit Units 8.5
This course is designed to prepare students for employment as an entry level, safe and competent Sterile Processing Technician in a variety of health care settings. This course will cover Central Processing topics that include surgical instrument & equipment handling, inspection, preparation, decontamination, packaging and sterilization.

Books

<table>
<thead>
<tr>
<th>TITLE</th>
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<tbody>
<tr>
<td>Surgical Technology for Surg Tech Txt</td>
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Cost §94909(a)(9)

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<th>Uniforms /Equipment*</th>
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</table>
Business/Technology

Description of Instruction:
The courses within this department are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining “hands-on” experience.

*Requirements for Completion:
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. Students are required to have 90% attendance in all courses in order for them to complete the course. Within externship course, the students must complete 100% of the specified hours. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

Department Program Chart

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Theory/LAB</th>
<th>Clinical/Externship</th>
<th>Total Clock Hours</th>
<th>Total Quarter Credit Hours</th>
<th>Homework Hours</th>
<th>Weeks of Classes</th>
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<tbody>
<tr>
<td>Payroll AP/AR &amp; Human Resources</td>
<td>PA</td>
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<td>160</td>
<td>680</td>
<td>44</td>
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</table>

Faculty
Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

Summit instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

Summit faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Summit needs and availability.

The following professionals are Allied Health Department staff and faculty members:

Faculty
        Kevin Blake  Associate of Science  COBOL: Programming,  San Joaquin Valley College

Department Advisory Board
Summit has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year and the following is a list of some of the board members:

Professional Business Solutions  Enhancing Forward Action
Steve Martinez,  Owner/Senior Accountant  Tammy Lozolla,  Executive Director
Payroll AP/AR & Human Resources
Program Code: PA    CIP#30.1601 & 52.0201

Program Objective:
The Payroll AP/AR & Human Resources program provides students with the skills and confidence necessary to perform entry-level bookkeeping and accounting work for local employers. Payroll AP/AR & Human Resources may work in small business and be responsible for all aspects of bookkeeping or work in a larger firm under the supervision of an accountant and specialize in a certain area.

Career Outcomes
This program prepares students for an industry related entry-level position in accounting, payroll and timekeeping, accounts receivables or payables.

O*NET Codes –43-3031 & 43-3051
Positions: Accounting Clerks, Bookkeepers, Payroll Clerks, Accounting Clerks / Payroll and Timekeeping clerks

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<tr>
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<tr>
<td>Billing, Cost, and Rate Clerks</td>
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<tr>
<td>Billing, Posting, and Calculating Machine Operators</td>
<td>43-3021.03</td>
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<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>43-3031.00</td>
</tr>
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<td>Payroll and Timekeeping Clerks</td>
<td>43-3051.00</td>
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<tr>
<td>Statistical Assistants</td>
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Program Information
Type of Award Given: Students will receive a Diploma once all requirements of completion have been satisfied.

Total Quarter Credit Hours: 44
Length of Program: 680 Clock Hours / 30 Weeks
(260 Lecture Hours / 260 Lab Hours / 160 Extern Hours)
Minimum Work Outside of Class: 155.5 hours
Teacher / Student Ratio: 1:45 for Theory / Labs are smaller
Class Time: 20 hours per week (Mon-Thur)
Extern: 40 Hours per week (Mon-Fri)

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:
Lecture: 10 clock hours equal 1 quarter credit hour
Lab: 20 clock hours equal 1 quarter credit hour
Externship/Clinical: 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid
Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<td>77-79</td>
<td>2.3</td>
<td>F</td>
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Grading Scale Breakdown
- Test: 25%
- Quiz: 15%
- Homework: 10%
- Attendance: 10%
- Participation: 15%
- Keyboarding: 10%
- Projects: 15%

Program Outline:

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<thead>
<tr>
<th>Course Title/Number</th>
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Module Descriptions

Course Name: Intro to Accounting / Quickbooks
Course Number: PA5510
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 27.5 Homework Hours
Credit Units: 6

This course includes instruction in basic bookkeeping, transaction analysis, and source document recognition. Students will apply knowledge gained in basic accounting and transaction analysis to making entries in Quick Books along with an introduction to the basic operations of the program. Student will use projects and simulations to facilitate their knowledge and practice setting up companies and related accounts within Quick Books.

Course Name: Computer Operations for Payroll
Course Number: PA5520
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 25 Homework Hours
Credit Units: 6

This course includes instruction in basic computer functions internal and external components and MS Windows operations. This course will also introduce students to the basic functions of word processing using MS Word, MS PowerPoint and electronic spreadsheets using MS Excel.
Course Name: Financial & Managerial Accounting  
Course Number: PA0110  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 21.5 Homework Hours  
Credit Units: 6  
This course is an introduction to financial accounting. Particular emphasis is placed on the fundamental principles and skills of the accounting profession, along with basic terminology and introduction to Excel Spreadsheets. This course will include recording of transactions, financial presentation of accounting data, and the theoretical framework of double entry accounting. This course also introduces methods for evaluating financial performance using advanced Excel Spreadsheets. This course includes cost accounting and ratio analysis. Focus is placed on budget building and analysis along with planning operations and controlling activities.

Course Name: Human Resources  
Course Number: PA0120  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 22.5 Homework Hours  
Credit Units: 6  
This course provides an overview of human resource management with an emphasis on the knowledge and skills necessary for an entry level human resources specialist. Topics will include state and federal regulations governing the employment process, recruitment, selection and hiring processes, discrimination, harassment, employee leave of absence and other benefits, workplace safety and ending employment relationships. Students will learn how to develop human resources policies and procedures consistent with applicable regulation and how to complete state mandated employment practices, forms and reports.

Course Name: Payroll Accounting  
Course Number: PA0130  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 40 Homework Hours  
Credit Units: 6  
This course will provide an overview of payroll procedures. Included are a discussion of employees and independent contractors, employer taxes, recording payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Some emphasis will be placed on computerized payroll accounting. This course introduces federal laws affecting personnel and payroll records and covers the calculation and recording of gross pay and overtime for hourly and salaried employees, federal income taxes, mandatory and voluntary withholdings, social security taxes, and federal and state unemployment taxes. Required federal tax and information returns and deposit rules are also covered. The student will also gain a general background of the elements and characteristics of business law and ethics.

Course Name: Accounts Payable & Accounts Receivable  
Course Number: PA0140  
Course Length: 4 Weeks / 80 Total Hours  
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 16 Homework Hours  
Credit Units: 6  
This course presents simplified but realistic versions of applications to real-world models, especially in business situations. Emphasis is placed on computational skills, ideas, and problem solving and some mathematical theory. The course is also designed to provide students with general knowledge that would enable them to manage their own
finances. Topics include personal risks, personal financial planning, personal insurance products and strategies, cash and debt management skills, investment strategies and main products, and tax basics.

**Course Name:** Career Development  
**Course Number:** CD0110  
**Course Length:** 2 Weeks / 40 Total Hours  
**Course Breakdown:** 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours  
**Credit Units:** 3  
This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

**Course Name:** Externship  
**Course Number:** PA 0300  
**Course Length:** 4 Weeks / 160 Total Hours  
**Credit Units:** 5  
The student will work in an office setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

**Book List**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PUBLISHER</th>
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<tbody>
<tr>
<td>100% Job Search Success</td>
<td>Cengage</td>
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<td>Payroll Accounting</td>
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<td>HR Handbook for California Employers</td>
<td>CalChambers</td>
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<td>Century 21 Accounting Advanced</td>
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<td>Computer Accounting with QuickBooks</td>
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<td>Contemporary Business Mathematics</td>
<td>Cengage</td>
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**Costs** §94909(a)(9)

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Books / Materials*</th>
<th>Insurance*</th>
<th>Registration*</th>
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<th>Non-Refundable Total*</th>
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<td>11,350.00</td>
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</tbody>
</table>
Nursing Department

Description of Instruction:
The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student’s understanding of the job duties required of them in their chosen field. Clinical hours are simulated exercises that prepare the students to assist patients upon completion of their program.

*Requirements for Completion:
Certified Nursing Students:
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 100% attendance in all courses in order for them to complete the course. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

Licensed Vocational Nursing:
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Please see LVN grading policy and graduation requirements for specifics. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

Department Program Chart

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Theory/LAB</th>
<th>Clinical</th>
<th>Total Clock Hours</th>
<th>Total Quarter Credit Hours</th>
<th>Homework Hours</th>
<th>Weeks of Classes</th>
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<td>108</td>
<td>220</td>
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<td>Licensed Vocational Nurse</td>
<td>LVN</td>
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<td>751</td>
<td>1586</td>
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<td>• IV Therapy/Blood Withdrawal</td>
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<td>23/4</td>
<td>9</td>
<td>36</td>
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<td>• CPR Card</td>
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<td>8 hours</td>
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<td>1 day</td>
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Faculty
Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

Summit instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.
Summit faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Summit needs and availability.

The following professionals are Allied Health Department staff and faculty members:

**Director**
DIRECTOR of Nursing  Dyan Sheehan RN, MSN,  

**Faculty**

CERTIFIED NURSING ASSISTANT

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaWanda Monroe</td>
<td>Vocational Nursing Diploma</td>
</tr>
<tr>
<td>Victor Obillo</td>
<td>BSN Nursing, Adelano University, University of Manila</td>
</tr>
</tbody>
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LICENSED VOCATIONAL NURSING - CLINICAL

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Program</th>
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<tbody>
<tr>
<td>Antio Ferrer</td>
<td>Bachelors of Science in Commerce, Major in International Business</td>
</tr>
<tr>
<td>Dale McCants</td>
<td>Licensed Vocational Nurse, Phlebotomy Certification</td>
</tr>
<tr>
<td>Debra McCracken</td>
<td>RN</td>
</tr>
<tr>
<td>Minerva Miranda</td>
<td>BSN, RN</td>
</tr>
<tr>
<td>Thanh Nguyen</td>
<td>Licensed Vocational Nurse</td>
</tr>
<tr>
<td>Diane Stewart</td>
<td>LVN License, 4D College</td>
</tr>
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</table>

LICENSED VOCATIONAL NURSING – CLINICAL/ THEORY

<table>
<thead>
<tr>
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<th>Degree/Program</th>
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</thead>
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<tr>
<td>Stephanie Athans</td>
<td>LVN License, Concorde Career Institute</td>
</tr>
<tr>
<td>Jodi Brooks</td>
<td>Bachelor Science, RN California State University</td>
</tr>
<tr>
<td>Puttachart Chitrathorn</td>
<td>Bachelor Science in Nursing, RN Chiengmai University/ Cal State SB</td>
</tr>
<tr>
<td>Agnes Darlo</td>
<td>BBA Business Administration/Management, LVN St Paul College, Manila, Philippines</td>
</tr>
<tr>
<td>Dwight DeGuzman</td>
<td>BS Engineering, Licensed Vocational Nurse</td>
</tr>
<tr>
<td>Walter Donato</td>
<td>Bachelor Science in Nursing, RNLas Pinas College</td>
</tr>
<tr>
<td>Sandra Duran</td>
<td>RN</td>
</tr>
<tr>
<td>Amgad Elgamal</td>
<td>RN</td>
</tr>
<tr>
<td>John Ezelgwe</td>
<td>Diploma Bachelor LVN of Medicine of Surgery, Phlebotomy Tech University of Lagos</td>
</tr>
<tr>
<td>Shari Fox</td>
<td>RN</td>
</tr>
<tr>
<td>Maria Genavia</td>
<td>Bachelor Certificate Arts, Vocational Nursing Program Assumption College, Summit College</td>
</tr>
<tr>
<td>Dawn Graves</td>
<td>BSN Nursing Loma Linda School of Nursing</td>
</tr>
<tr>
<td>Linda Hall</td>
<td>Associate AAS, RN Glendale Community College</td>
</tr>
<tr>
<td>Lisa Hobson</td>
<td>RN</td>
</tr>
<tr>
<td>Jean Hutabarat</td>
<td>BSN Nursing Loma Linda School of Nursing</td>
</tr>
<tr>
<td>Gulshan Labha</td>
<td>RN, LVN</td>
</tr>
<tr>
<td>Elizabeth Littlefield</td>
<td>BSN Nursing Marian College Emilio Agwoaldt College</td>
</tr>
<tr>
<td>Grace Mas</td>
<td>Licensed Vocational Nurse</td>
</tr>
<tr>
<td>George Montes</td>
<td>BSN RHN Nursing California State University of Long Beach</td>
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<tr>
<td>Dodi Murrill</td>
<td>RN</td>
</tr>
<tr>
<td>Tressa Newell</td>
<td>RN</td>
</tr>
<tr>
<td>Teresita Nilo</td>
<td>Bachelors Masters Nursing Psychology</td>
</tr>
<tr>
<td>Gerald O'Neil</td>
<td>BSHA, LVN University of Phoenix</td>
</tr>
<tr>
<td>Anamay Quellette</td>
<td>Certificate Degree Nursing, General Education, RN, NP, Concord Career College, Chaffey College</td>
</tr>
<tr>
<td>Elna Ramos</td>
<td>BSN Nursing, Philippines</td>
</tr>
<tr>
<td>Lenore Skinner</td>
<td>Associate Degree Nursing, MSN, Atlantic Union College</td>
</tr>
<tr>
<td>Maria Symonett</td>
<td>AS, RN, East Los Angeles College</td>
</tr>
<tr>
<td>Geneie Willis</td>
<td>RN</td>
</tr>
</tbody>
</table>
Ruins Salilila Baluyot, RN, Bachelor of Science in Nursing, Delos Santos - STI College (Philippines)
Zita Bermudez, BSN, RN, Bachelor of Science in Nursing, Bachelor of Science in Zoology, Doctor of Medicine, Family Medicine Olivarez College, University of the Philippines
Jeffrey J. Bognot, BSN Bachelor of Science in Nursing, Central Luzon Doctors hospital - Educational Institution
Rockshelle Cotecon, Licensed Vocational Nurse
Eileen Flores, LVN, Vocational Nursing Diploma, Summit Career College
Luzonia Garcia, Licensed Vocational Nurse
Joan Hughes, Licensed Vocational Nurse
Mary Khristeen Isidro, Associates Degree in Nursing, West Coast University
Jocelyn Magarin, Bachelor of Science in Nursing,
Maria Mariano, LVN
Eduardo E. Mariano, MD, Doctor of Medicine, University of the East – Philippines and Dr. Carlos Lanting School of Nursing
Michelle Moyco Penaflor, Licensed Vocational Nurse
Fe Margo Rivera, BSN, MEd, Bachelor of Science in Nursing, Masters of Education in School Nursing, University of Pangasinan, Philippines; Manila Central University, Philippines; California State University Los Angeles; Cambridge College
Rabel Santos, BSN, RN, Bachelor of Science in Nursing, Concordia College
Leontine Smith, ASN, RN, Associates Degree in Nursing, Los Angeles Southwest College
Benjamin Timbol, LVN, Vocational Nursing Diploma, Concordia Career Institute

Department Advisory Board
Summit has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year and the following is a list of some of the board members:

Heritage Gardens
Reynalda Lunt -- Director of Nursing

Linda Valley Care Center
Darrell Price -- Director of Staff Development,

People’s Care In-Home Care
LeeAnn Alanis -- Executive Director,

Park Avenue
Dulce Posa -- Director of Nursing

Waternab Nursing Center
Harry Hernandez, Director of Nursing

Redlands Healthcare Center
Anna Liptas, Director of Staff Developer
Certified Nursing Assistant

PROGRAM CODE: CNA   CIP#51.1614

**Prerequisites**

California CNA Certification

In California, CNA prerequisites include a current background check, two fingerprint cards, Photo ID, two photos (passport size). A negative TB test within the past 6 months and proof of immunizations will be required. You will also be required to show a high school diploma or GED.

**Program Objective:**

The Certified Nursing Assistant Program is designed as a pre-nursing course and gives the students the knowledge and skills for entry-level positions in a nursing career. A major goal is to help nursing assistants develop an understanding of the principles on safe and effective care of residents in long-term care. Core values stressed include empathy, caring, communications skills, and respect for residents and families. Special emphasis is placed on ensuring resident’s rights, adequate nutrition & hydration, maintenance of mobility, psychosocial interactions, & safe environment. The clinical portion prepares students to work as a Certified Nursing Assistant in a long-term care setting. Graduates of this course will qualify for the California Department of Health Services, Nursing Assistant Certification test.

**Career Outcomes**

This program prepares students for an industry related entry-level certified nursing assistant position.

**O*NET Codes –31-1014**

Positions: Certified Nursing Assistant

<table>
<thead>
<tr>
<th>O*Net Occupation Titles</th>
<th>SocCode</th>
</tr>
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<tbody>
<tr>
<td><a href="http://www.O*Netcodeconnector.org">www.O*Netcodeconnector.org</a></td>
<td>31-1014.00</td>
</tr>
</tbody>
</table>

**Program Information**

Type of Award Given: Students will receive a Diploma once all requirements of completion have been satisfied.

Total Quarter Credit Hours: 14

Length of Program: 220 Clock Hours / 6 Weeks

(92 Lecture Hours / 20 Lab Hours / 108 Clinical Hours)

Minimum Work Outside of Class: 155.5 hours

Teacher / Student Ratio: 1:15 for Theory / Labs

Class Time: 40 hours per week (Mon-Fri)

Clinical: Assigned by schedule

Certified Nursing Assistant students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenrolled into the next class if space is available. It is the responsibility of the student to call the NURSING department or CNA clerk the day they are absent. *Previously completed hours and associated tuition costs are not transferable.*
As defined the **minimum** clock hour/quarter credit hour conversion rates are as follows:

- **Lecture:** 10 clock hours equal 1 quarter credit hour
- **Lab:** 20 clock hours equal 1 quarter credit hour
- **Externship/Clinical:** 30 clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

**Requirements for Completion:**
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each module. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 100% attendance in all courses in order for them to complete the course. All modules within this program must be complete in order for the student to be eligible for a certificate of completion.

**Certification Facts**
"Certified nurse assistant" means any person who holds himself or herself out as a certified nurse assistant and who, for compensation, performs basic patient care services directed at the safety, comfort, personal hygiene, and protection of patients, and is certified as having completed the requirements of this article. These services shall not include any services which may only be performed by a licensed person and otherwise shall be performed under the supervision of a registered nurse, as defined in Section 2725 of the Business and Professions Code, or a licensed vocational nurse, as defined in Section 2859 of the Business and Professions Code.

**Uniform and Supplies Information**
See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make may not have either natural or acrylic fingernails, which extend beyond the fingertips.

**Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
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**Breakdown**

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<th>Percentage</th>
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<tr>
<td>Quiz</td>
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<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Participation</td>
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<td>Professionalism</td>
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### Program Outline:

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>CLINICAL HOURS</th>
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<td>Clock /30</td>
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<td>9</td>
<td>20</td>
<td>1</td>
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### Description of Module

**Prerequisite**  
CPR Course

**Course Name:** Essentials of the CNA & Clinical Training  
**Course Number:** CO0100 & CO0130  
**Course Length:** 6 Weeks / 220 Total Hours  
**Course Breakdown:** 92 Lecture Hours / 20 Lab Hours / 108 Clinical Hours  
**Credit Units:** 6

This entry-level course prepares students for the State Nurse Assistant certification examination. This course includes classroom instruction and clinical practicum in long term care facilities. Interpersonal skills, communication, safety, asepsis, weights and measurements, resident care skills, nutrition, rehabilitative nursing, vital signs, assessment data collection and emergency procedures are integrated throughout the program. Content preparation promotes a successful transition from classroom to community while providing comprehensive professional development that is of such scope, size and quality to bring about improvement in the quality of care for our increasing geriatric population.

CNA may not perform any nursing functions that must be performed by a Licensed health care professional. CNA cannot perform invasive procedures, suctioning, pass or administer medications of any kind. This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth or genitourinary tract. Perform ostomy care or apply wafer to skin, insert, irrigate, or replace catheters. Perform sterile procedures (dressing changes, debridement, tracheostomy care, administer gastrostomy or nasogastric feedings, administer oxygen.

(This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth, or genitourinary tract.) Perform ostomy care or apply wafer to skin, Insert, irrigate, or replace catheters  
Perform sterile procedures (dressing changes, debridement, tracheostomy care, administer gastrostomy or nasogastric feedings, Administer oxygen.

**Books**  
Mosby's Textbook for Nursing Assistants;

**Cost**  
§94909(a)(9)

<table>
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<tr>
<th>Tuition /Equipment*</th>
<th>Insurance*</th>
<th>Registration*</th>
<th>Administrative Fee*</th>
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<td>State Exam Fee*</td>
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</table>
Cardiopulmonary Resuscitation (CPR)
PROGRAM CODE: CPR  CPR BLS for HealthCare providers CERTIFICATE

Prerequisite
- Have a copy of the BLS for Healthcare Providers Course manual before class.
- Read the manual before class & bring their manual with them and follow along during class.
- Use the manual as a reference after class.
- If recertifying must possess current BLS card for Healthcare partners.

Program Objective & Career Outcomes:
The Cardiopulmonary Resuscitation (CPR) Certification is a stand alone course which is designed to provide healthcare personal the course needed to receive or to recertify in Cardiopulmonary resuscitation (CPR card). This course provides initial CPR certification or re-certification for healthcare professionals. The courses within this program are taught by lecture. Lecture hours include faculty instruction, classroom activities, assessments, etc. The American Heart Association designed the BLS for Healthcare Providers Course to prepare a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED and relieve choking in a safe, timely, and effective manner. The course includes adult, child and infant rescue skills in both the out-of-hospital and in-hospital settings.

Program Information
Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.
Total Quarter Credit Hours: .5
Teacher/Student ratio: 1:9
Length of Program: 8 hours for full course / 4 hours for renewal
Class Time: Offer throughout the year see an Admissions Representative

*Requirements for Completion:
Students must complete this course through demonstrating a satisfactory knowledge of the learning objectives for each course. Students are required to have 100% attendance. Student will receive a CPR card at the end of course.

Program Outline:

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE Hours</th>
<th>LABORATORY Hours</th>
<th>EXTERNSHIOP/Hours</th>
<th>TOTAL Hours</th>
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<td></td>
<td>Clock Hours</td>
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<tr>
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<td>Clock/10</td>
<td>Clock/20</td>
<td>Clock/30</td>
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<td>credit</td>
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<td>.5</td>
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</tr>
<tr>
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<td></td>
<td>.5</td>
</tr>
</tbody>
</table>

Cost §94909(a)(9)

<table>
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<tr>
<th></th>
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<th>Books / Materials*</th>
<th>CPR Fee*</th>
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</tbody>
</table>
Licensed Vocational Nurse

PROGRAM CODE: LVN   CIP#51.1613

Program Objective:
The LICENSED VOCATIONAL NURSING program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Licensed Vocational Nurse (DOT code: 079.347-014) in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes four consecutive quarters of 13 weeks (days) or 21 weeks (evening). The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy & physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.

Career Outcomes
This program prepares students for an industry related entry-level vocational nursing position. Upon successful completion of all state tests and protocols, students will qualify to become licensed vocational nurses.

O*NET Codes – 29-2061
Positions: Licensed Vocational Nurse

<table>
<thead>
<tr>
<th>O*Net Occupation Titles</th>
<th>SocCode</th>
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<tbody>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses: Licensed Practical Nurse (LPN), Charge Nurse, LVN, Clinic Licensed Practical Nurse (CLINICLPN), Pediatric Licensed Practical Nurse (PEDIATRIC LPN), Clinic Nurse, Office Nurse Private Duty Nurse, Triage Licensed Practical Nurse (TRIAGE LPN) Paralegals and Legal Assistants</td>
<td>29-2061.00</td>
</tr>
</tbody>
</table>

Program Information
Type of Award Given: Students will receive a Diploma once all requirements of completion have been satisfied.
Total Quarter Credit Hours: 95.5
Length of Program: 1586 Clock Hours / 52 Weeks for Full Time / 84 for Part Time
(632 Lecture Hours / 203 Lab Hours / 751 Clinical Hours)

Minimum Work Outside of Class: 208 hours
Teacher / Student Ratio: 1:45 for Theory / 1:15 Clinical
Class Time: Full Time - *Days 8:30am – 3:30 pm / Part Time *Evenings 4:00 pm -10:00 pm
(May include Sat & Sun)

This program is presented in a standard term, quarter credit format over four consecutive quarters.
*Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census. A basic schedule information page is available from the Admissions Department.

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:
Lecture: 10 clock hours equal 1 quarter credit hour
Lab: 20 clock hours equal 1 quarter credit hour
Clinical: 30 Clock Hours equal 1 quarter credit hour
In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 —Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

**BVNPT Disclosure Statement**

Unresolved complaints for the Licensed Vocational Nursing Program may be sent to:

Board of Vocational Nursing and Psychiatric Technicians,
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.
Phone: (916)-263-7800. Email: bvnpt@dca.ca.gov

**NCLEX Test Prep Flow**

At the beginning of Term IV, Student Services will meet with you to handle any conviction issues and assist with apology letters.

Summit College will meet with Term IV students 30 days prior to graduation to review the application process assisting with Live Scan and 2 x 2 photos. The cost for the application and fingerprinting is included in the Board Application Fees. Please bring $8 for passport photo processing during this Term IV session.

Once a student completes all graduation requirements a required mandatory NCLEX Review is scheduled. 100% attendance and class participation is required. Applications to sit for the state exam will be mailed along with required fees. Should a student not participate in the required review the institution will not pay for any associated costs. Allow 4-8 weeks for BVNPT processing time.

Students will receive Authorization to Test (ATT) by mail and should contact the NCLEX Success Office directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.

The NCLEX Success Office will receive an e-mail as a result of the ATT and arrange a test date with the student. Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.

**TEST DAY!**

Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the NCLEX Success Office to expedite Licensure fee payment. The college will then issue the required fee to the BVNPT on behalf of the student so the license can be issued.

**All Summit College Licensed Vocational Nursing graduates are required to successfully pass the NCLEX review course to qualify for payment of application & testing fees.**

**Licensure Eligibility Requirements**

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The LICENSED VOCATIONAL NURSING program at Summit College has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the LICENSED VOCATIONAL NURSING Program at Summit College, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the NCLEX Coordinator.
Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest/Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case by case basis.

First time NCLEX fees will be paid by Summit College once a student fulfills all program obligations.

**Notice Regarding LVN Licensure Delays**

This notice is to provide the Licensed Vocational Nursing (LVN) Students at Summit College with information relating to testing and licensure after graduation. Unfortunately, budget and staffing cuts within the State of California have resulted in delays in processing time for testing as well as receipt of licenses following successful passing of the NCLEX test. For example, the current average time between passing NCLEX-PN and receiving a license is upwards of 2 to 3 months. Furthermore, in order for a LVN to be employed as a nurse, they must have their LVN license - employers will not consider graduates without a physical license even if they’ve passed the NCLEX-PN. The entire licensing process may take as long as eight (8) months from submission of paperwork to receipt of license.

While these challenges are beyond our control, Summit College will do everything possible to assist LVN students throughout this process. We strongly encourage our graduates to schedule testing immediately upon completion of their training in order to get into the cycle at the earliest possible date.

**NCLEX Board Testing - License Application Process**

As a benefit to our graduates, the college will pay for a graduate's actual fees to sit for the NCLEX examination and the cost of the actual vocational nurse license once the NCLEX review program has been completed. In order to accommodate the payment of these fees, students need to be in contact with the college after graduation. An explanation of the licensure process and fee payment is outlined below.

All graduates are required to successfully pass the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the LICENSED VOCATIONAL NURSING program, the following steps will need to be taken to apply for licensure.

1. **Step 1.** *The college will* submit the graduate’s BVNPT application for licensure along with the applicant’s background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application.

2. **Step 2.** When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college and the college will pay the testing center on behalf of the graduate so that the test can be scheduled. The college will pay for the first attempt at the examination only upon completion of an NCLEX review. Should the institution determine the student is not ready to sit for the exam; the student will be strongly encouraged to continue with a prescribed course of remediation.

3. **Step 3.** Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college. The college will then issue the proper license fee to the BVNPT on behalf of the student so that the license can be issued.
Note: Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application & testing fees.

Uniform and Supplies Information
See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the following items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST $100.00. Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students may not have either natural or acrylic fingernails, which extend beyond the fingertips.

Required Uniform
(2) Royal Blue Scrub Set (Top & Pants) (2) White Scrub Set (Top & Pants)
(4) School Patches (1) ID Badge
(1) Gait Belt (1) Stethoscope
(1) Pen Light (1) Bandage Scissors
(1) CPR face shield
(Included in Total Program Cost):

Required Items Not Included in Program Cost
In addition to the program cost, students will be required to provide the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate Cost</th>
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<tr>
<td>Physical Examination</td>
<td>$85 - $150</td>
</tr>
<tr>
<td>White Uniform Shoes</td>
<td>$35 - $85</td>
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<tr>
<td>Wrist watch</td>
<td>$15 - $25</td>
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<tr>
<td>Ball point pen</td>
<td>$ .50</td>
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</table>

Required Physical Examination / Lab Tests
All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning class. The physical examination and lab tests are not included in the total program cost. The physical examination must include the following elements:

→ Basic Physical Exam
→ Height & Weight
→ Blood Pressure, Pulse and Respiration

Tetanus vaccination booster, RPR, PPD or chest x-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.
**Required Clinical Background Check (Included in Total Program Cost)**

Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. The college will conduct a limited background check on all students in accordance with its clinical facility contracts. The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program.

**IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY.**

Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
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<tbody>
<tr>
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<td>96-100</td>
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<td>3.3</td>
<td>D+</td>
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<td>D</td>
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</table>

The student must achieve a clinical passing grade in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will result in a final grade of “fail”.

### Rating Scale

**Theory**
- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

**Clinical: Pass or Fail**
- Clinical performance
- Attendance/participation

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The
number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Each of the four required terms is made up of multiple modules/or courses of instruction. All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed under the “Grading” section of this catalog.

**LVN Clinical**

Licensed Vocational Nursing students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on a Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical pass is based on satisfactory achievement of all clinical objectives.

**Performance Rating Scale- LVN Clinical**

The clinical evaluation has five categories:

- Knowledge Base
- Implementation of Nursing Care
- Communication and Documentation
- Professional Growth and Development
- Interpersonal Relations

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

**AMENDMENT – effective 3/21/11**

Remediation has been established to assist the student in improving theoretical knowledge while compensating for a failed module. The student will be provided with three remedial opportunities each term at predetermined intervals. Remediation consists of self-study, tutorial, and testing and will be offered to students when the cumulative GPA is below the term minimum. For fulltime classes this will occur on week 8 of each term, for evening classes on week 16 of each term. During Term 1 students will be allowed to remediate once with the lowest grade on Fundamentals, Anatomy and Physiology, and Pharmacology. For the remaining Terms 2, 3 & 4 students may remediate the lowest module during this time. The student must complete remediation within 10 calendar days. If the student has completed the process but does not achieve a passing score equal to the term score (i.e. 75%, 78%, 80%) the higher of the two scores will be used. The maximum allowed points for remediation are the overall score achieved less 10% or the term passing score whichever is greater.
Philosophy of the Nursing Program

Summit College believes that nursing is caring and that caring is a nursing virtue. Orem’s nursing framework guides the education of our vocational nursing students based on the nursing paradigm that includes the person, health, environment and the nursing systems. The framework emphasizes the interrelationships between the self-care agency and the nursing systems.

Central to Orem’s theory, limitations or loss of self-care results in dependence to the nursing systems. It is the goal of the nurse to assist the individual from having self-care deficit to autonomous self-care, and to promote the well-being of every individual with health care needs.

We believe that it is only through nursing education that a person’s worldview of caring becomes meaningful. Nursing education is a continuous learning process which encourages active participation, self-awareness, and self-direction in a rapidly changing society. Embracing Orem’s framework in our nursing education program allows the student to develop a deeper appreciation of the core of nursing; the person, the environment, and the person’s health.

Vocational nursing is an integral, interacting part of the health care structure. The Vocational Practice Act, states that Vocational nursing incorporates the nursing process in patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines.

Our faculty and staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

Program Outline:

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE</th>
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<th>CLINICAL/</th>
<th>Home Work</th>
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<td>LV-1701</td>
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Description of Modules

Course Name: Term 1 --Fundamentals of Nursing/Anatomy & Physiology –
Course Number: LV1701
Course Length: Days 13 Weeks Evening 21 Weeks
Course Breakdown: 384 Total hours

186 Lecture hours / 144 Lab hours / 54 Clinical & Skills / 52 Homework Hours
Credit Units 27

This term is broken down into three components to introduces the nursing student to the evolution of nursing science, the development of licensed vocational nursing, the licensed vocational nurse’s role, legal and ethical aspects of licensed vocational nurses, basic nursing skills, nursing concepts based on human needs, Orem’s Self Care Deficit Nursing theory, basic nutrition, human growth and development across the life span, medical terminology, patient safety, critical thinking, and the nursing process applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. The course also introduces the nursing student to basic arithmetic and basic pharmacology to ensure patient safety when administering medications.

LV-1701a - Fundamentals of Nursing, 132 Lecture Hours
LV1701b Clinical and Skills Practice. 198 hours
LV-1701BIO Anatomy and Physiology 27 Lecture Hours 27 Lab Hours

This course introduces the normal anatomy and physiology, the interrelationships between structure and functions of human cells, tissues, and systems, and the effects of disease on body systems.

Prerequisite: LV-1701 – Fundamentals
Course Name: Term 2 -- Med Surg I
Course Number: LV1702
Course Length: Days 13 Weeks / Evening 21 Weeks
Course Breakdown: 389 Total hours

173 Lecture hours / 35 Lab hours / 181 Clinical/Skills / 52 Homework Hours 52
Credit Units 24.5

This term has two components, 1702a - lecture and 1702b-clinical skills. The lecture component 1701a introduces the licensed vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the integumentary, musculoskeletal, gastrointestinal, blood and lymphatic, cardiovascular, respiratory, and urinary disorders. The vocational nursing student will learn to apply the nursing process and Orem’s Self Care Deficit Nursing Theory in caring for adult patients with these health beliefs. The course also introduces the vocational nursing student to the nursing care and special needs of gerontology patients, patients undergoing a surgical procedure, and patients requiring rehabilitation and home health.

LV-1702a - Lecture, 173 Lecture Hours
LV-1702a Lab 35 Lab Hours
LV1702b Clinical and Skills Practice. 181 hours
**Prerequisite:** Med Surg I

**Course Name:** Term 3 -- Med Surg II  
**Course Number:** LV1703  
**Course Length:** Days 13 Weeks / Evening 21 Weeks  
**Course Breakdown:** 420 Total hours  
144 Lecture hours / 16 Lab hours / 260 Clinical/Skills / 52 Homework Hours

**Credit Units:** 23  

This term has two components, 1703a lecture and 1703b clinical skills. 1703a introduces the licensed vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the endocrine, reproductive, sensory, neurological, and immunology disorders. The vocational nursing student will learn to apply the nursing process and Orem’s Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the medical and surgical clinical setting and with respect to their cultural backgrounds and health beliefs. The course also introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, and patient teaching of psychiatric disorders.

**Prerequisite:** Med-Surg II/OB

**Course Name:** Term 4 -- Pediatric/Leadership  
**Course Number:** LV1704  
**Course Length:** Days 13 Weeks / Evening 21 Weeks  
**Course Breakdown:** Total hours 393  
129 Lecture hours / 8 Lab hours / 256 Clinical & Skills / 52 Homework Hours

**Credit Units:** 21  

This term has two components, 1704a lecture and 1704b clinical skills. 1704a introduces the licensed vocational nursing student to the nursing care and assessment of obstetric women, the stages of normal pregnancy, labor and delivery, childbearing practices of families from various cultures and settings, new born assessment, high risk pregnancy and complications, and patient education. The student will utilize the nursing process and the Orem’s conceptual framework in the care plan for the obstetric patients and families.

This term explains the nursing care and assessment of pediatric patients and the acute and chronic physical, cognitive, and mental disorders affecting children. The course explains the family centered care approach when caring for children. The student will utilize the nursing process and the Orem’s conceptual framework in the care plan for the pediatric patients and families.

The vocational nursing student will learn the basic management and leadership theoretical knowledge and skills for decision-making, problem-solving, and critical thinking in planning the patient care, organizing time and work, delegating, and supervising the patient care. In addition, it introduces the vocational nursing student to the VN Nursing Practice Act, laws, and advocacy in the health care arena to guide the VN student into her/his professional role.

**NOTE TO STUDENTS:** Due to the sanitary and health considerations of returning and reuse of the uniforms and equipment purchased as part of the Uniform Package from the college’s Bookstore, these items are NOT RETURNABLE and the cost of the Uniform Package is NONREFUNDABLE once the student has received the items. Items of the Uniform Package may not be substituted or credited to the student’s account.
Books

- **Book Title**
  - Foundation and Adult Health Nursing, and Study Guide
  - Calculate with Confidence
  - Introduction to Clinical Pharmacology
  - Mosby’s Drug guide for Nursing Students
  - The Human Body in Health and Illness and Study Guide
  - Nursing Care Plans -
  - Saunders Comprehensive NCLEX PN
  - Exam Cram
  - HESI Romp Review for NCLEX PN
  - BLS for Health Care Providers-Student Manual

Cost §94909(a)(9)

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<th>Days</th>
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<th>Administrative Fee</th>
<th>Background Check</th>
<th>CPR</th>
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<tr>
<td><strong>Current Period</strong></td>
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IV Therapy
PROGRAM CODE: IV     CIP#51.1001

Program Objective:
The IV Therapy/Blood withdraw Certification course is designed to prepare LVN’s the necessary skills to provide IV Therapy and Blood Withdrawal on Patients. This is a 36 hour course which includes 27 hours of theory, consisting of 20 hours lecture, 4 hours Lab Application, 3 hours Evaluation and 9 hours of Clinical practice. In addition to the clinical practice, under individually supervised instruction, the student must successfully complete 3 venipunctures on live subjects for IV fluid administration, plus 3 blood withdrawals.

Career Outcomes:
This program prepares LVNs with the ability to expand their industry offerings by providing IV therapy and blood withdrawals.

Program Information
Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.
Total Quarter Credit Hours: .5
Teacher/Student ratio: 1:15
Length of Program: 36 clock hours / 2 Weeks (23 Lecture Hours / 4 Lab Hours / 9 Clinical Hours)
Class Time: Offer throughout the year – see an Admissions Representative

*Requirements for Completion:
Attend instructional lectures for a total of 23 hours, as scheduled, student must attend full sessions, tardiness nor will absences not be allowed, this includes audio-visual and practical instruction. Pass written examination with at least 80%. Pass practicum examination. Perform at least 3 successfully supervised venipuncture’s (IV) and 3 successfully supervised skin punctures (blood draws) on live subjects. Submit requirements to IV Therapy instructor including LVN license to qualify for certification issued by the Board of Vocational Nursing. Participant will receive a certificate after completion of all requirements of 90% or above, a copy of certification will be sent to the Board of Vocational Nursing.

Program Outline:

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>CLINICAL/ HOURS</th>
<th>TOTAL HOURS</th>
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<td>IV-LA</td>
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<td>0</td>
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<td>IV-E</td>
<td>Evaluation</td>
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<td>0</td>
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<tr>
<td>IV-CP</td>
<td>Clinical Practice</td>
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Cost §94909(a)(9)

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Technical/Trade Programs

Description of Instruction:
The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student’s understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining “hands-on” experience.

*Requirements for Completion:
Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student’s cumulative GPA and is also monitored through their attendance. Students are required to have 90% attendance in all courses in order for them to complete the course. Within externship course, the students must complete 100% of the specified hours. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

Department Program Chart
Definition of clock hour to credit hour conversion

<table>
<thead>
<tr>
<th>One Quarter Credit Hour =</th>
<th>10 classroom/lecture hours; or</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 lab/shop hours; or</td>
</tr>
<tr>
<td></td>
<td>30 externship/internship hours</td>
</tr>
</tbody>
</table>

Programs within this department are listed below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Theory/Lab</th>
<th>Work Based</th>
<th>Total Clock Hours</th>
<th>Total Quarter Credit Hours</th>
<th>Homework Hours</th>
<th>Weeks of Classes</th>
</tr>
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<tbody>
<tr>
<td>HVAC/R - Heating, Air Conditioning, and Refrigeration Technician</td>
<td>HVAC</td>
<td>280/280</td>
<td>160</td>
<td>720</td>
<td>47</td>
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<td>36</td>
</tr>
<tr>
<td>Welding</td>
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<td>1220</td>
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<td>36</td>
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<tr>
<td>Welding –Basic</td>
<td>WB</td>
<td>120/600</td>
<td>0</td>
<td>720</td>
<td>42</td>
<td>72</td>
<td>36</td>
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</table>

Faculty
Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise.

Summit instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

Summit faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Summit needs and availability.

The following professionals are Allied Health Department staff and faculty members:
Faculty

David Dayton  Welding Inspector Certification
Mtanous Kasouha  NATE HVACR Certification, EPA Universal Certification, HVAC Certificate, San Bernardino Valley
Jimmy Lavorico  American Welding Certified,
Oscar Ortiz  American Welding Certified, GRAW, SMAW, GMAW & FCAW, Vocational Teaching Credential UCLA
Mauricio Reyes  American Welding Certified Inspector, American Welding Certified, GRAW, SMAW, GMAW & FCAW, Welding Certificate, Tri Community Adult
Jose Antonio Robles  AWS Certified, GTAW, SMAW, FCAW-S, FCAW-G, Welding Certificate, Hacienda, LA Puente Adult School
Alfred Uranga  NATE HVACR Certification, EPA Universal Certification, HVAC Certificate

Department Advisory Board

Summit has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year and the following is a list of some of the board members:

Matheson Gas  Dispatch Transportation  Industrial Pipe Steel
Neal Lembke — Sales Representative  Michael Ramos — Senior Welder  Rudy Rosa — Sales Representative
HVAC
PROGRAM CODE: HVAC  CIP#47.0201

Program Objective:
The HVAC Program is a basic HVAC education program encompassing heating, ventilation, air conditioning and refrigeration. The content in each course focuses on learning objective that have been identified by HVAC industry groups (such as AHRI, NATE) as key knowledge for an HVAC technician. It is specially structured to prepare technicians to be eligible for the EPA 608 Universal Certification and the initial NATE Core Certification. Upon successful completion of this program, students will understand the operations, maintenance and repair of residential and commercial heating and air conditioning systems and prepare for entry level positions in the HVAC industry.

Career Outcomes
This program prepares students for an industry related entry-level heating, air conditioning and refrigeration positions.

O*NET Codes -49-9021.0
Positions: Heating, Air Conditioning and Refrigeration Technology/Technician

<table>
<thead>
<tr>
<th>O*Net Occupation Titles</th>
<th>SocCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating, Air Conditioning and Refrigeration Technology/Technician</td>
<td>15.0501</td>
</tr>
</tbody>
</table>

Program Information
Quarter Credits: 54
Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.
Length of Program: 720 Clock Hours0/ 36 weeks
(360 Lecture Hours / 360 Lab Hours)
Minimum Work Outside of Class: 108
Teacher/Student ratio: 1:35 Lecture / 1:20 Lab
Class Time: 20 hours per week

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Conversion Rate</th>
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</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>10 clock Hours equal 1 quarter credit hour</td>
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<tr>
<td>Lab</td>
<td>20 clock Hours equal 1 quarter credit hour</td>
</tr>
<tr>
<td>Externship/Clinical</td>
<td>30 Clock Hours equal 1 quarter credit hour</td>
</tr>
</tbody>
</table>

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
**Description of Instruction:**
The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a students understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining “hands-on” experience.

As a requirement of the US Environmental Protection Agency, HVAC/R technicians practicing in refrigerants must pass the EPA 608 Certifications within the type of equipment being worked on. Our program prepares the students to be eligible to test for the EPA 608 Universal Certification which encompasses (EPA 608 Certification Type I, II, and III).

**Requirements for Completion:**
All courses within this program must be complete in order for the student to be eligible for a Diploma. The Universal EPA exam for Certification must be passed before a student will receive a Diploma.

**Licensure**
The U.S Environmental Protection Agency, or EPA, requires HVAC certification, (EPA Section 608), to anyone who performs maintenance, service, repair and disposal of refrigerants that releases the chemicals inside the appliance to the atmosphere.

The EPA Section 608 consists of four types of HVAC Technician certifications. These certifications are required before you can start to professionally perform repair, service, maintenance or chemical disposal. The types of required certifications are listed below for your reference. This program teaches multiple attributes for your final exam and are requirement for completion by Universal Certifications:

- **Type I Certification**
  HVAC technicians, whose primary job is to service small appliances such as vending machines, window air conditioners, and domestic refrigerators, may take the Type I certification.

- **Type II Certification**
  HVAC technicians whose primary job is servicing and disposal of equipment with high pressure refrigerant such as residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration, are required to have a Type II certification.

- **Type III Certification**
  HVAC technicians whose primary job is to service and dispose of equipment with low pressure refrigerant, like chillers, may get the type III certification.

- **Universal Certification**
  HVAC technicians who want to service all types of equipment must possess the Universal Certification.

**The EPA Universal Certification Exam contains:**
- Items of multiple-choice questions
  - 25 items of core questions,
  - 25 items each of Type I, Type II, Type III questions
In order to pass the exam, you need to get a score of 72% on each section. Meaning you need to have 18 correct answers out of the 25 questions to acquire a certification for each section.

However, if the prospective HVAC technician fails to pass all the given sets of questions but passes one type of exam, he or she will still be given a certification on the type of exams passed. However, the requirement for the Summit College completion is for the student to pass the EPA Universal Exam.

**Uniform and Supplies Information**

See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the some items at their own expense: Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make may not have either natural or acrylic fingernails, which extend beyond the fingertips.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
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<td>D+</td>
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<td>Quiz</td>
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<td>Homework</td>
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<td>Laboratory</td>
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<td>Participation</td>
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**Program Outline:**

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/HOURS</th>
<th>Hours Work</th>
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<tr>
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<td>40</td>
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<tr>
<td>HV520 Electrical Systems &amp; Components</td>
<td>40</td>
<td>4</td>
<td>40</td>
<td>2</td>
<td>12</td>
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<tr>
<td>HV525 HVAC Brazing Techniques</td>
<td>40</td>
<td>4</td>
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<td>HV530 Commercial Environmental Systems</td>
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<tr>
<td>HV560 Residential &amp; Commercial</td>
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Description of Modules

Course Name: **Principles of Heat, Energy, and Pressure**
Course Number: HV510
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units 6

This course provides the student with knowledge on the theory of refrigeration by learning the underlying principles of heat, energy, temperatures and pressures and the common tools, materials and supplies used in working with HVAC/R systems. The student will gain hands-on experience in calculating and measuring pressures, trouble shooting and simulated service calls on refrigeration systems with emphasis placed on industry safety standards.

Course Name: **Electrical Systems and Components**
Course Number: HV520
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units 6

This course provides the student with knowledge of basic electrical theory such as Ohms Law, circuit schematics symbols, circuit characteristics used in the HVAC/R industry. The student will earn the most common types of motor, starting components, protection devices, as well as troubleshooting strategies. The student will demonstrate a working knowledge of basic electrical safety including “Lock Out” and “Tag Out” procedures and practices.

Course Name: **HVAC Brazing Techniques**
Course Number: HV525
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units 6

This course provides the student a thorough understanding of HVAC/R pipe and tubing materials including service valves, gauges and joints. The student will learn Oxyacetylene welding, flame cutting, brazing and soldering techniques with emphasis placed on industry safety standards. The student will gain hands-on experience fitting HVAC/R pipe and tubing utilizing welding, soldering and brazing techniques while monitoring and maintaining line pressure and joints seals.

**Prerequisite** HV-510/520/525
Course Name: **Commercial Environmental Systems**
Course Number: HV530
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units 6

This course provides the student with understanding of systems that control heating, ventilation and air conditioning equipment in commercial and industrial buildings. Types of equipment include cooling towers, water chiller systems, hydronic heating systems and boilers. The student will learn the various processes used to preserve and store perishable food. The student will have hands-on experience adjusting belt drives, performing routine maintenance on cooling towers, water circulating pumps and system blowers.
Prerequisite: HV-510/520/525

Course Name: Commercial Refrigeration
Course Number: HV540
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units: 6

This course will provide the student with the understanding of refrigeration systems such as refrigerators, ice machines, coolers and freezers in residential and commercial environments. Students will learn to locate, troubleshoot, service, and install all components of the HVAC/R system.

Prerequisite: HV-510/520/525

Course Name: HVAC System Design
Course Number: HV550
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units: 6

This course provides the student with the knowledge necessary to identify techniques and procedures used in the residential construction industry to determine proper sizing of HVAC equipment and ducts to meet the requirements for a high-quality, comfortable climate in terms of heating, cooling, humidifying, dehumidifying, ventilation and air cleaning or filtering.

Prerequisite: HV-510/520/525

Course Name: Residential Commercial Systems
Course Number: HV560
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units: 6

This course provides specific knowledge and hands-on training experience in the installation, service, and maintenance of furnaces, heat pumps, and air conditioning systems. Students will study the electrical and mechanical components of cooling and heating systems, proper use of tools and service equipment, as well as various methods and techniques of troubleshooting.

Prerequisite: HV-510/520/525

Course Name: Refrigerants and Refrigeration Systems
Course Number: HV570
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units: 6

This course covers refrigeration system components, performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to identify system components and understand their functions, properly recover/recycle refrigerants, and demonstrate service procedures which comply with the non-venting laws.
Prerequisite: HV-510/520/525
Course Name: Green Job Training
Course Number: HV575
Course Length: 4 Weeks / 80 Total Hours
Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 12 Homework Hours
Credit Units: 6

This course will provide the student with the basic understanding of the latest information on green mechanical technology. Emphasis is placed on the use of green concepts, comfort cooling combination systems, HVAC/R electrical and plumbing. Upon completion, students should be able to identify system components and understand their functions, properly demonstrate knowledge in energy efficiency and energy management.

Books

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PUBLISHER</th>
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<tbody>
<tr>
<td>Fundamentals of HVAC/R</td>
<td>Pearson</td>
</tr>
<tr>
<td>Fundamentals of HVAC/R Lab Manual</td>
<td>Pearson</td>
</tr>
<tr>
<td>Electricity for Refrigeration &amp; Air Conditioning</td>
<td>Cengage</td>
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<tr>
<td>Electricity for Refrigeration Lab Manual</td>
<td>Cengage</td>
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<tr>
<td>Green Awareness: Energy Efficiency</td>
<td>ESCO Press</td>
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<tr>
<td>MyHVACLab Access Card for Fundamentals of HVAC/R</td>
<td>Pearson</td>
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Cost  §94909(a)(9)

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<th>Uniforms / Equipment</th>
<th>Insurance</th>
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</table>
Welding Basic

PROGRAM CODE: WB   CIP#48.0508

Program Objective:
The Basic Welding program is designed to provide the student with the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various welding processes. Basic Welding includes training in metal cutting and brazing utilizing the Oxyacetylene torch and welding employing 4 welding processes, (Shielded Metal Arch Welding, Gas Metal Arch Welding, Gas Tungsten Arch Welding and Flux Cored Arch Welding). The program includes knowledge in welding safety; fabrication lay out, symbols and blue print reading for Welders. Graduates are eligible to take a welding qualification test from the American Welding Society (AWS) as well as the LA City qualification test, as used in the industry.

Career Outcomes
This program prepares students for an industry related welding technician position.

O*NET Codes – 51.9198 --- 51.4121.00/.06/.07
Positions: Production Workers Welders, Cutters, Solderers, and Brazers Welders, Cutters, and Welder Fitters, Solderers and Brazers

<table>
<thead>
<tr>
<th>O*Net Occupation Titles</th>
<th>SocCode</th>
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</thead>
<tbody>
<tr>
<td>Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders</td>
<td>51-4122.00</td>
</tr>
<tr>
<td>Welders, Cutters, and Welder</td>
<td>51-4121.06</td>
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</table>

Program Information
Total Quarter Credits: 42
Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.
Length of Program: 720 Clock Hours / 36 weeks
(120 Lecture Hours / 600 Lab Hours)
Minimum Work Outside of Class: 84 Hours
Teacher/Student ratio: 1:30 Lecture/ Lab 1:20
Class Time: 20 hours per week

As defined the minimum clock hour/quarter credit hour conversion rates areas follows:
Lecture: 10 clock hours equal 1quarter credit hour
Lab: 20 clock hours equal 1 quarter credit hour
Externship/Clinical 30 Clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 —Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.
Uniform and Supplies Information

See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the some items at their own expense: Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make not have either natural or acrylic fingernails, which extend beyond the fingertips.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
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<td>C</td>
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<td>2.0</td>
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<tr>
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<td>90-95</td>
<td>3.7</td>
<td>C-</td>
<td>70-72</td>
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<td>B+</td>
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Program Outline:

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Description of Modules

Course Name: Gas Metal Arc Welding – Basic
Course Number: WB110
Course Length: 120 Hours / 6 Weeks
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours
Credit Units: 7

This course provides the student with a thorough technical understanding of Gas Metal Arc Welding. There are 19 Skill modules, 5 modules dealing with essential theory. Two Modules (topics 14 and 16) are devoted to performing AWS standard bend testing. There are also two Modules at the end of the course, (topics 25 and 26), that are intended to serve as practice sessions for the AWS entry level qualification tests on short circuiting transfer and spray transfer. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary skills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10.
Course Name: **Oxyacetylene Welding & Cutting**  
Course Number: WB120  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7  
This course provides the student with a thorough technical understanding of oxyacetylene welding, flame cutting and brazing fundamentals and welding safety. It provides training to develop the manual skills necessary to produce high quality 11 gage mild steel filet and square groove welds, 3/16” mild steel vee groove welds and schedule 40 carbon steel pipe welds, in all positions. Skill is developed in the area of flame cutting plate and brazing mild steel, cast iron and copper, related information is included on weld quality and applications of fuel gases, not used in this course.

Course Name: **Shielded Metal Arc Welding**  
Course Number: WB130  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7  
This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding. There are 29 Skill modules, 8 modules dealing with essential theory and a course overview. Two modules (topics 11 and 24) are devoted to performing AWS standard bend testing. Topics 36 and 37 are intended to serve as practice sessions for the AWS entry level SMAW 2G and 3G qualification tests. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary skills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10.

**Prerequisite:** WB110, 120, 130  
Course Name: **Flux Cored Arc Welding/Symbols for Welding**  
Course Number: WB140  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7  
This course provides the student with a thorough technical understanding of Flux Cored Arc Welding. Flux-cored arc welding is defined as an arc welding process that uses an arc between a continuous filler metal electrode and the weld pool. The process is used with shielding gas from a flux contained within the tubular electrode, with or without additional shielding from an externally supplied gas, and without the application of pressure. There are 13 Skill modules, and 4 modules dealing with essential theory. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary skills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10. A second topic covered in this course is **Symbols used in Welding**

**Prerequisite:** WB110, 120, 130  
Course Name: **Gas Tungsten Arc Welding/Blueprint Reading**  
Course Number: WB150  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7  
This course provides the student with a thorough technical understanding of Gas Tungsten Arc Welding. There are 23 Skill modules, 9 modules dealing with essential theory and 1 course overview. Each module of the course is designed to move the student from a position of relative inexperience with gas tungsten are welding, to a point where they have
mastered the essential skills and knowledge necessary to be qualified as an entry-level GTAW welder as defined in AWS EG2.0 and QC10. Students will spend close to 80% of the course in the Welding Lab where they will be able to sharpen their skills in the GTAW. The second topic covered in this course is **Blue Print Reading for welders and fitters.** The student will acquire an understanding of the principles, systems of views, lines and symbols and dimensional data for fit-up and welding, as provided on engineering drawings or blueprints.

**Prerequisite:** WB110, 120, 130  
**Course Name:** Shielded Metal Arc Welding – Structural  
**Course Number:** WB160  
**Course Length:** 120 Hours / 6 Weeks  
**Course Breakdown:** 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
**Credit Units** 7

This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding, Structural. There are 9 Skill modules, and 9 modules dealing with essential theory. Topics to be covered are: Safety and Health of Welders.; Weld Size and Profile; Procedure and Welder Qualification; Destructive Testing; Nondestructive testing; Air Carbon Arc Cutting and Gouging; Metals Identification for Welding and Welding Cast Iron and Hard Surfacing welds.

**Books**

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<th>BASIC WELDING Textbook Name</th>
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<td>Gas Metal Arc Welding Basic EW379 GMAWB</td>
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<td>Gas Metal Arc Welding Technical Guide</td>
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<td>Oxyacetylene Welding, Cutting &amp; Brazing Welding Guide</td>
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<td>Flux Cored Arc Welding</td>
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<td>Shielded Metal Arc Welding Structural EW369 SMAWA-1</td>
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Welding
PROGRAM CODE: WD  CIP#48.0508

Program Objective:
In Welding the student will complete both the basic and advanced portions of the welding programs.

The Basic section is designed to provide the student with the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various welding processes. Basic Welding includes training in metal cutting and brazing utilizing the Oxyacetylene torch and welding employing 4 welding processes, (Shielded Metal Arch Welding, Gas Metal Arch Welding, Gas Tungsten Arc Welding and Flux Cored Arch Welding). The program includes knowledge in welding safety; fabrication lay out, symbols and blue print reading for Welders. Graduates are eligible to take a welding qualification test from the American Welding Society (AWS) as well as the LA City qualification test, as used in the industry.

The Advanced section is designed to provide the student with the skills and knowledge necessary to successfully perform the functions of an advanced level Welder in various shops specifically in formats concerning pipe and tubing. This includes Shielded Metal Arc Welding Pre-Pipe & Pipe, Gas Metal Arc Welding Advanced Pipe, Gas Tungsten Arc Welding Pipe & Tubing I-II, and Pipe Fitting & Layout. Advanced welding skills are emphasized along with advanced training in welding protocols, procedures and concepts. Additional training is also provided in welding procedures commonly used in shop formats. The program is offered in both lectures and “hands-on” practical lab formats using “stand alone” courses of instruction.

Career Outcomes
This program prepares students for an industry related welding technician position.

O*NET Codes – 51.9198 --- 51.4121.00/.06/.07

Positions: Production Workers Welders, Cutters, Solderers, and Brazers Welders, Cutters, and Welder Fitters, Solderers and Brazers

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<td>Welders, Cutters, and Welder</td>
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Program Information
Total Quarter Credits: 72
Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.
Length of Program: 1220 Clock Hours / 55 weeks (220 Lecture Hours / 1000 Lab Hours)
Minimum Work Outside of Class: 144 Hours
Teacher/Student ratio: 1:15 Lecture/ Lab
Class Time: If the course is 100 hours in length the students attends classes 4 hours per day, if the course is 120 hours than the student will attend for 5 hours per Day, 5 days a week

As defined the minimum clock hour/quarter credit hour conversion rates areas follows:
- Lecture: 10 clock hours equal 1 quarter credit hour
- Lab: 20 clock hours equal 1 quarter credit hour
- Externship/Clinical: 30 Clock hours equal 1 quarter credit hour
In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 —Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

**Uniform and Supplies Information**

See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the some items at their own expense: Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies. Students make may not have either natural or acrylic fingernails, which extend beyond the fingertips.

### Grading Scale

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### Program Outline:

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Description of Modules

**Course Name:** Gas Metal Arc Welding  
**Course Number:** WD110  
**Course Length:** 100 Hours / 4 Weeks  
**Course Breakdown:** 20 Lecture hours / 80 Lab Hours / 12 Homework Hours  
**Credit Units:** 6

This course provides the student with a thorough technical understanding of Gas Metal Arc Welding. There are 19 Skill modules, 5 modules dealing with essential theory. Two Modules (topics 14 and 16) are devoted to performing AWS standard bend testing. There are also two Modules at the end of the course, (topics 25 and 26), that are intended to serve as practice sessions for the AWS entry level qualification tests on short circuiting transfer and spray transfer. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary skills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10.

**Course Name:** Oxyacetylene & Blue Print Reading  
**Course Number:** WD120  
**Course Length:** 100 Hours / 4 Weeks  
**Course Breakdown:** 20 Lecture hours / 80 Lab Hours / 12 Homework Hours  
**Credit Units:** 6

This course provides the student with a thorough technical understanding of oxyacetylene welding, flame cutting and brazing fundamentals and welding safety. It provides training to develop the manual skills necessary to produce high quality 11 gage mild steel fillet and square groove welds, 3/16” mild steel vee groove welds and schedule 40 carbon steel pipe welds, in all positions. Skill is developed in the area of flame cutting plate and brazing mild steel, cast iron and copper, related information is included on weld quality and applications of fuel gases, not used in this course.

**Course Name:** Shielded Metal Arc Welding  
**Course Number:** WD130  
**Course Length:** 100 Hours / 4 Weeks  
**Course Breakdown:** 20 Lecture hours / 80 Lab Hours / 12 Homework Hours  
**Credit Units:** 6

This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding. There are 29 Skill modules, 8 modules dealing with essential theory and a course overview. Two modules (topics 11 and 24) are devoted to performing AWS standard bend testing. Topics 36 and 37 are intended to serve as practice sessions for the AWS entry level SMAW 2G and 3G qualification tests. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary skills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10.

**Prerequisite:** WD110, 120, 130

**Course Name:** Shielded Metal Arc Welding Advanced- Structural  
**Course Number:** WD160  
**Course Length:** 100 Hours / 4 Weeks  
**Course Breakdown:** 20 Lecture hours / 80 Lab Hours / 12 Homework Hours  
**Credit Units:** 6

This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding, Structural. There are 9 Skill modules, and 9 modules dealing with essential theory. Topics to be covered are: Safety and Health of...
Welders.; Weld Size and Profile; Procedure and Welder Qualification; Destructive Testing; Nondestructive testing; Air Carbon Arc Cutting and Gouging; Metals Identification for Welding and Welding Cast Iron and Hard Surfacing welds.

Course Name: Shielded Metal Arc Welding-Pre-Pipe  
Course Number: WD210  
Course Length: 100 Hours / 4 Weeks  
Course Breakdown: 20 Lecture hours / 80 Lab Hours / 12 Homework Hours  
Credit Units: 6

This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding, Pre-Pipe. There are 9 Skill modules, 9 modules dealing with essential theory. The student will be able to produce quality open root single V-groove welds on 3/8” and 1” mild steel plate in horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. In addition, welding related information is included about procedure and welder qualification on destructive and nondestructive testing methods.

Prerequisite: WD110, 120, 130

Course Name: Flux Cored Arc Welding/Symbols for Welding  
Course Number: WD140  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7

This course provides the student with a thorough technical understanding of Flux Cored Arc Welding. Flux-cored arc welding is defined as an arc welding process that uses an arc between a continuous filler metal electrode and the weld pool. The process is used with shielding gas from a flux contained within the tubular electrode, with or without additional shielding from an externally supplied gas, and without the application of pressure. There are 13 Skill modules, and 4 modules dealing with essential theory. Each module works toward developing the individual student from a position of relative inexperience to a point where they have the necessary kills to be qualified as an entry-level welder as defined in AWS EG2.0 and QC10. A second topic covered in this course is Symbols used in Welding.

Prerequisite: WD110, 120, 130

Course Name: Gas Tungsten Arc Welding/Blueprint Reading  
Course Number: WD150  
Course Length: 120 Hours / 6 Weeks  
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours  
Credit Units: 7

This course provides the student with a thorough technical understanding of Gas Tungsten Arc Welding. There are 23 Skill modules, 9 modules dealing with essential theory and 1 course overview. Each module of the course is designed to move the student from a position of relative inexperience with gas tungsten are welding, to a point where they have mastered the essential skills and knowledge necessary to be qualified as an entry-level GTAW welder as defied in AWS EG2.0 and QC10. Students will spend close to 80% of the course in the Welding Lab where they will be able to sharpen their skills in the GTAW. The second topic covered in this course is Blue Print Reading for welders and fitters. The student will acquire an understanding of the principles, systems of views, lines and symbols and dimensional data for fit-up and welding, as provided on engineering drawings or blueprints.
Prerequisite: WD110, 120, 130
Course Name: Pipe Fitting and Layout
Course Number: WD260
Course Length: 120 Hours / 6 Weeks
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours
Credit Units 7

This course introduces pipe layout, pipe fitting and pipe welding. The material will review the: basic shapes and pipefitter terminology, basic math calculations including decimals and geometric calculations, angels and angular layout, welding offsets, welding offsets other than 45º & 90º, rolling offsets, two piece parallel offsets, offsets around obstructions and multiple turn layouts. In addition, the course will provide the students with the technical understanding of fabrication tees, lateral tees, circumferential sleeves, pipe blanking, elliptical holes and blind flanges, and the fabrication of brackets.

Course Name: Shielded Metal Arc Welding-Pipe
Course Number: WD230
Course Length: 120 Hours / 6 Weeks
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours
Credit Units 7

This course provides the student with a thorough technical understanding of Downhill pipe welding procedures, and weld quality. It provides training to develop the manual skills necessary to produce high quality welds on open root mild steel pipe in the 5G and 6G positions, using cellulosic (EXX10) electrode and downhill travel. This course develops skill for the service and transmission piping industry.

Prerequisite: WD110, 120, 130
Course Name: Gas Tungsten Arc Welding-Pipe and Tubing I
Course Number: WD240
Course Length: 120 Hours / 6 Weeks
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours
Credit Units 7

This course provides the student with a thorough technical understanding of gas tungsten arc welding preparation for welding pipe. It develops the skills necessary to produce quality groove welds on 2" schedule 80 steel pipe in the 2G, 5G, and 6G positions.

Prerequisite: WD110, 120, 130
Course Name: Gas Tungsten Arc Welding-Pipe and Tubing II
Course Number: WD250
Course Length: 120 Hours / 6 Weeks
Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours
Credit Units 7

This course provides the student with a thorough technical understanding of joint designs, programmable gas tungsten arc welding equipment, and methods of welding carbon steel and stainless steel pipe. It provides training to develop welding skills to make welds on open root, 6" diameter schedule 80 steel pipe in the 2G, 5G, and 6G positions. It uses the gas tungsten arc welding process with stainless steel filler material to deposit the root and second pass, and the shielded metal arc process to complete the weld.
Books

<table>
<thead>
<tr>
<th>Basic Welding Textbook Name</th>
<th>Publisher</th>
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<tbody>
<tr>
<td>Gas Metal Arc Welding Basic EW379 GMAWB</td>
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<tr>
<td>Gas Metal Arc Welding Technical Guide</td>
<td>HOBART INSTITUTE</td>
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<td>Oxyacetylene Welding, Cutting &amp; Brazing</td>
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</tr>
<tr>
<td>Blue Print Reading for Welders, 7E</td>
<td>CENGAGE</td>
</tr>
</tbody>
</table>

Cost §94909(a)(9)

This program has not been started yet, pricing will be posted when enrollment begins.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Books / Materials</th>
<th>Uniforms /Equipment</th>
<th>Insurance</th>
<th>Registration</th>
<th>Total</th>
<th>Non-Refundable Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,002.40</td>
<td>308.89</td>
<td>373.84</td>
<td>111.87</td>
<td>25.00</td>
<td>12,822.40</td>
<td>819.60</td>
</tr>
</tbody>
</table>

*Note: Non-refundable fees include Tuition, Books, Materials, Uniforms, and Equipment. Other fees may be subject to change.
STUDENT PERFORMANCE FACT SHEET

TERM DESCRIPTIONS

- **Completion Rates** means the number of students who complete a program within 100 percent of the published program length.

- **Job Placement Rates** are calculated by dividing the number of graduates employed in the field by the number of graduates available for each program.

- **Salaries and Wages** are listed in increments of $5000.00 annually.

- **License Examination Passage Rates** for the immediately preceding year for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time. At this time, Licensed Vocational Nurse as the only educational program requiring professional licensure.

- You may obtain a list of employment positions for each discipline offered from any Admissions representative.

- You may obtain a list of the source(s) used to determine annual earnings from any Admissions representative.

See Performance Fact Sheet Addendums

NOT ALL PROGRAM OFFERED AT ALL CAMPUSES

- CERTIFIED NURSING ASSISTANT
- DENTAL ASSISTANT ** Colton Campus Only
- ELECTRONIC HEALTH RECORD/CODING
- HVAC
- IV Therapy (short course – no placement records)
- LICENSED VOCATIONAL NURSING— See Addendum
- MEDICAL ASSISTANT – ADMINISTRATIVE and CLINICAL – See Addendum
- OPTICAL SALES and DISPENSING TECHNICIAN
- PAYROLL, AP/AR & HUMAN RESOURCES— See Addendum  ** Colton Campus Only
- SURGICAL INSTRUMENT TECHNICIAN
- WELDING-Basic
- WELDING* **(includes both Basic and Advanced)

These fact statements are filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818
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Santa Ana, CA 92807
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