



Catalog 2025



Miracle Vocational College

2800 Gateway Oaks, Suite 105, Sacramento, CA 95833
Phone: 213-521-5858 | www.miraclevocationalcollege.org

Table of Contents

1. Institutional Information & Mission	1
2. MVC Campus based Food bank Mission.....	1
3. Non-Discrimination Policy	1
4. Grievance and Compliance.....	2
5. Board of Directors & Ownership	2
6. Admissions Policies	3
7. Tuition and Fees (with STRF)	4
8. Academic Policies	5
9. Programs Overview	6
10. Phlebotomy Technician Program	7
11. Medical Assistant Program	9
12. Pharmacy Technician Program	13
13. Externship Requirements	18
14. Graduation Requirements	19
15. Student Services	20
16. Facilities and Equipment	21
17. Academic Calendar and Holidays	23
18. Cancellation, Withdrawal, and Refund Policy	24
19. Catalog Update and Revision Policy	25
20. BPPE Contact Information	26
21. Appendix A: Catalog Acknowledgment of Receipt Form	27
22. Director Signature Block	28

Institutional Information & Mission

Institutional Information

Miracle Vocational College (MVC) is a private nonprofit 501(c)(3) institution located in Sacramento, California. The College is governed by a Board of Directors (BOD), and the Campus President/Director reports directly to the BOD. MVC offers high-quality, affordable career education programs designed to prepare students for entry-level employment in the healthcare industry.

Mission Statement

The mission of Miracle Vocational College is to provide students with quality, affordable, and accessible career education that equips them with the knowledge, technical skills, and professional values needed to excel in allied health careers and contribute positively to their communities.

Institutional Objectives

- Provide high-quality vocational education programs that prepare students for entry-level healthcare careers.
- Offer student-centered instruction in a supportive and inclusive learning environment.
- Maintain up-to-date facilities, technology, and equipment aligned with industry standards.
- Support students in achieving their career goals through guidance, externships, and career placement assistance.
- Foster continuous institutional improvement through ongoing evaluation and assessment.

MVC Foodbank Mission

In addition to career training, MVC operates a campus-based foodbank to help address food insecurity among students and the surrounding community. The foodbank's mission is to ensure that every student has access to nutritious food resources to support their educational success and well-being.

Non-Discrimination Policy

Miracle Vocational College does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, gender, gender identity, sexual orientation, age, disability, medical condition, genetic information, veteran status, or marital status in the administration of its educational policies, admissions policies, scholarship and loan programs, or any other school-administered programs.

The College is committed to providing an inclusive and welcoming environment for all members of its community.

Grievance / Complaint Policy

Students who have a grievance or complaint should first attempt to resolve the matter informally by discussing the concern directly with their instructor or program coordinator.

If the issue is not resolved, students may submit a formal written complaint to the Campus Director within ten (10) business days. The Director will review the complaint and respond in writing within ten (10) business days.

If the complaint is still unresolved, students may contact the Bureau for Private Postsecondary Education (BPPE) at:

1747 North Market Blvd., Suite 225, Sacramento, CA 95834 — Phone: (888) 370-7589 — www.bppe.ca.gov

Board of Directors & Ownership

Miracle Vocational College is a registered nonprofit 501(c)(3) educational institution governed by a **Board of Directors**.

The **Campus President (Director)** reports directly to the Board of Directors.

The Board of Directors is responsible for:

- Providing overall governance and strategic direction
- Approving institutional policies and budgets
- Ensuring compliance with state and federal regulations
- Overseeing institutional effectiveness and accreditation readiness
- Supporting the school's mission and long-term development

As the legal governing body, the Board of Directors maintains fiduciary and policy oversight, while the Campus President manages day-to-day operations.

Current Board of Directors:

- **Yvette Hargrove Brown** — Director
- **Ram Prasad** — Director
- **Mitesh Kumar Patel** — President
- **Zarif Aminyar** — Treasurer
- **Mirla Davila** — Secretary
- **David Kyle** — Vice President

Admissions Policies

General Admissions Requirements

Applicants must be at least 18 years of age and possess a high school diploma or equivalent (GED). Applicants must submit an application form, government-issued photo ID, and proof of high school completion.

Ability to Benefit (ATB)

Applicants who do not possess a high school diploma or GED may be admitted if they pass an Ability-to-Benefit exam approved by the U.S. Department of Education.

Transfer of Credit

MVC may accept transfer credit for coursework completed at other accredited institutions if the coursework is equivalent in content, length, and hours. Official transcripts are required.

International Students

MVC currently does not issue student visas and cannot accept international students at this time.

Reasonable Accommodation / ADA Policy

MVC complies with the Americans with Disabilities Act (ADA) and provides reasonable accommodations to qualified individuals with documented disabilities.

Re-Enrollment Policy

Students who withdraw in good standing may request re-enrollment within 180 days, subject to approval.

Tuition and Fees (with STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is a California resident or enrolled in a residency program, and prepaid tuition.

Students must pay the STRF assessment at the rate set by the BPPE (\$2.50 per \$1,000 of institutional charges). The school collects this fee from the student and remits it to the BPPE.

Students who are not California residents or not enrolled in a residency program are exempt.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

(916) 574-8900

www.bppe.ca.gov

Program-Specific

Program	Program Length	Tuition	Registration Fee
Medical Assistant	720 hours	\$10,800	\$100 (non-refundable)
Pharmacy Technician	720 hours	\$9,500	\$100 (non-refundable)
Phlebotomy	175 hours	\$2,500	\$100 (non-refundable)

Medical Assistant *Books & Supplies*: "Estimated \$500.00"

Pharmacy Technician *Books & Supplies*: "Estimated \$657.22"

Phlebotomy *Books & Supplies*: "Estimated \$160.00."

Academic Policies

Grading System

- A = 90–100%
- B = 80–89%
- C = 70–79%
- F = below 70%

Satisfactory Academic Progress (SAP)

Students must maintain a minimum GPA of 2.0 and complete at least 67% of attempted coursework to remain in good standing.

Attendance Policy

Students are expected to attend all scheduled classes. Absences exceeding 10% of scheduled hours may result in dismissal.

Leave of Absence (LOA)

Students may request an LOA in writing for up to 60 days with approval.

Code of Conduct

Students are expected to conduct themselves professionally and respectfully. Violations may result in suspension or dismissal.

Grievance Policy

Students may submit complaints in writing to the Director. If unresolved, complaints may be filed with the Bureau for Private Postsecondary Education (BPPE).

Programs Overview

Miracle Vocational College (MVC) offers three vocational training programs designed to prepare students for entry-level careers in allied health. Each program provides classroom instruction, hands-on laboratory experience, and supervised externship training to ensure students are workplace-ready.

Offered Programs

- **Phlebotomy Technician Program — 175 Clock Hours**
Provides students with the skills and knowledge to collect blood specimens for laboratory testing, ensuring patient safety, infection control, and accurate specimen handling.
- **Medical Assistant Program — 720 Clock Hours**
Prepares students to perform both administrative and clinical duties in medical offices and clinics, including patient care, office procedures, and basic laboratory techniques.
- **Pharmacy Technician Program — 720 Clock Hours**
Trains students to assist pharmacists in preparing and dispensing medications, maintaining inventory, processing insurance claims, and supporting patient care services.

Program Objectives

- Deliver focused, practical training aligned with current industry standards
- Provide hands-on learning opportunities to build technical skills
- Develop professional and ethical behaviors for employment in healthcare settings
- Prepare students for entry-level positions in their chosen field

Program Objectives

The Phlebotomy Technician program prepares students with the knowledge and clinical skills necessary to collect blood specimens for laboratory analysis, perform venipuncture and capillary puncture techniques, and adhere to infection control and safety standards.

Program Outline (175 Clock Hours)

- Classroom/Lab Instruction: 130 hours
- Clinical Externship: 45 hours
- **Total: 175 hours**

Course Descriptions Basic & Advance Phlebotomy) -Full Program

Introduction to Phlebotomy — Overview of phlebotomy, healthcare roles, ethics, and legal issues.

Infection Control and Safety — Bloodborne pathogens, PPE, sharps handling, and OSHA safety.

Anatomy and Physiology for Phlebotomy — Circulatory system, veins, arteries, and basic medical terminology.

Phlebotomy Procedures — Venipuncture and capillary puncture techniques, patient identification, specimen labeling.

Specimen Handling and Processing — Centrifuging, storage, transport, documentation.

Professionalism and Communication — Interpersonal skills, cultural competency, and patient interaction.

Phlebotomy Externship — Supervised clinical experience performing 50 venipunctures, 10 dermal punctures and specimen collection in an approved healthcare setting.

Basic portion of Full program:

This program gives the student(s) introduction and general information needed for working in a laboratory facility. The program covers basics needed to become a phlebotomist (CPT1), from medical terminology to basic anatomy and physiology with special emphasis on the circulatory system. The program features various methods of specimen collection, including venipuncture, dermal puncture, as well as site selection and preparation of skin puncture site and universal precautions. Students will learn blood collection, appropriate disposal of sharps, needles, and waste. Order of draw and special procedures as well as post puncture care. Course Outcomes: Upon the successful completion of the basic portion of the program, students will have an understanding of outline listed below. Advance portion of Full program: This course gives the student(s) advanced knowledge of infectious disease and biohazards as well as safety and advanced infection disease control, anti-coagulation theory, equipment and specimen collection, sources of error in specimen collection, transport & processing and storage, anatomical site selection and patient preparation, risk factors and complications they may occur from phlebotomy, as well as corrective actions and problems with requisitions, specimen transport and processing. Students will have knowledge of communication and communication skills, interpersonal relations, stress management, professional behavior, ethics, and legal implications. Students will have knowledge necessary to provide accurate and reliable laboratory test results with the understanding of quality assurance.

Advance portion of Full program:

This course gives the student(s) advanced knowledge of infectious disease and biohazards as well as safety and advanced infection disease control, anti-coagulation theory, equipment and specimen collection, sources of error in specimen collection, transport & processing and storage, anatomical site selection and patient preparation, risk factors and complications they may occur from phlebotomy, as well as corrective actions and problems with requisitions, specimen transport and processing. Students will have knowledge of communication and communication skills, interpersonal relations, stress management, professional behavior, ethics, and legal implications. Students will have knowledge necessary to provide accurate and reliable laboratory test results with the understanding of quality assurance.

Program Equipment

Students are trained using the following industry-standard equipment:

- Phlebotomy arms and practice kits
- Blood collection tubes and needles
- Tourniquets, alcohol pads, gauze, and bandages
- Personal protective equipment (gloves, masks, gowns)
- Sharps containers
- Biohazard disposal units
- Centrifuges (for demonstration)
- Clinical lab simulation tools

Medical Assistant Diploma Program

Program Objectives

The Medical Assistant program trains students to perform both administrative and clinical duties in medical offices and clinics, including patient care, medical office procedures, and laboratory techniques.

Program Outline (720 Clock Hours)

- Classroom/Lab Instruction: 600 hours
- Clinical Externship: 120 hours
- **Total: 720 hours**

Course Descriptions

CP2800 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an email account.

KB2800 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" using MS Office applications

MS2801 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The course includes the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

MS2802 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. This course also covers more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

MTAP01 Medical Terminology, Anatomy and Physiology I (4 semester credit hours, no prerequisite)

This module Medical Terminology, Anatomy and Physiology I instructs students in basic knowledge of the human body (Anatomy), its functions (Physiology), and the terms (Medical Terminology) related to the human body in health and disease. Students are taught to develop a medical vocabulary including areas such as pronunciation, plurals, spelling, origin and construction that are associated with the following body systems: Nervous, Special Senses, Skeletal, Muscular, Integumentary, and Respiratory. The course focuses on the recognition, definition, spelling, and pronunciation of related medical terms and at the same time learning the

structures and functions of the body systems. Through lecture and the textbook/workbook assignments students acquire full understanding of important areas of Medical Terminology, Human Anatomy and Physiology. **MTAPII Medical Terminology, Anatomy and Physiology II (4 semester credit hours, no prerequisite)**

The class in Medical Terminology, Anatomy and Physiology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Cardiovascular, Lymphatic, Immune, Digestive, Urinary, Endocrine, and Reproductive Systems. The course focuses on the recognition, definition, spelling, and pronunciation of the medical terms (anatomical, physiological, diagnostic and pathology terms) and at the same time learning the structures and functions of the body systems.

MB2800 Medical Billing (5 semester credit hours, no prerequisite)

This course will provide the students with basic knowledge of the health care insurance carriers, diagnosis codes (ICD-10) and procedure codes (CPT) using the different coding references and computer software to minimize errors in submitting claims to different insurance companies. CMS-1500 claim form will be introduced. This will give the students the understanding of difference between manual and computerized generation of claim forms for reimbursement. Also, students will be given an introduction to a computerized job-simulated billing exercise using MediSoft that will provide the student with a complete learning package in this course.

MADP0I Medical Assistant I (4 semester credit hours, Prerequisite: MTAP0I, & MTAPII)

This course provides an overview and understanding of the medical health care roles and responsibilities in the office. The importance of verbal and non-verbal skills, behavior towards patients and their families prepare the student for these important front office tasks and medical secretarial duties. The student is trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and records management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records is emphasized.

MADPII Medical Assistant II (3 Semester Credit Hours, Prerequisite: MTAP0I, MTAPII & MADP0I)

This course provides an advanced clinical component in working in the medical environment. The student is taught to assist in many of the medical procedures performed in the doctor's office. Students learn universal precautions required for each of the diagnostic procedures. The clinical portion of the course is designed to acquaint the student with the use of diagnostic instruments used for new and established patients. The importance of charting the vital signs, the use of the sphygmomanometer, holter monitor, stethoscope and other diagnostic aids are covered in the course. Hands-on instruction is given in connection with the use and purpose of the electrocardiogram, taking of vital signs and weight of the patient. Finally, the importance of interviewing for medical history and diagnostic accuracy prepare the student for these important back office tasks.

EP2800 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

MAX100 Medical Assistant Externship (2 semester credit hours, prerequisites: all core courses listed above)

The student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor are assigned to a hospital and/or doctor's office or clinic. With 'real world' experience, the student can hone skills already learned and develop important relationship with patients, doctors and other medical personnel.

AG2800 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

Miracle Vocational College

Medical Assistant (Diploma Program)

PROGRAM LENGTH

This program may be offered in morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 28-semester credit hour program with 720 classroom hours.

Course Number

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP2800	Operating Systems	1	25
KB2800	Keyboarding & Typing	1	25
MS2801	MS Office I	1	25
MS2802	MS Office II	1	25
MTAP01	Medical Terminology, Anatomy and Physiology I	4	97
MTAPII	Medical Terminology, Anatomy and Physiology II	4	97
MB2800	Medical Billing	5	97
MADP01	Medical Assistant I	4	97
MADPII	Medical Assistant II	3	97
AGD2800	American Government	1	15
EP2800	Employment Preparation	1	20
MAX100	Medical Assistant Externship	2	100
Total:		28	720

Program Equipment

The program utilizes industry-standard equipment including:

- Examination tables
- Autoclaves
- EKG machines
- Stethoscopes and sphygmomanometers
- Phlebotomy training kits and supplies

- Personal protective equipment (PPE)
- Clinical diagnostic tools and software
- Computers and medical billing software for administrative training

Pharmacy Technician Diploma Program

Program Objectives

The Pharmacy Technician program prepares students to assist pharmacists in preparing and dispensing medications, managing inventory, and supporting patient care in various pharmacy settings.

Program Outline (720 Clock Hours)

- Classroom/Lab Instruction: 620 hours
- Clinical Externship: 100 hours
- **Total: 720 hours**

Course Descriptions

CP2800 Operating Systems (1 lecture semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an e-mail account.

KB2800 Keyboarding & Typing (1 lecture semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" using MS Office applications

MS2801 MS Office I (1 lecture semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The course includes the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

MS2802 MS Office II (1 lecture semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. This

course also covers more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OP2800 Orientation to Pharmacy Practice (5 semester credit hours, no prerequisite)

This course provides an introduction to basic pharmacology. It also describes the properties of drugs, their sources, how drugs produce effects, and drug nomenclature. This course offers an introduction to issues in pharmacy law and ethics, with emphasis on the ways in which law shapes the rights, duties and obligations of pharmacists and clients. Case law and relevant aspects of state and federal law will be discussed as they relate to pharmacy practice and licensure.

MT2800 Medical Terminology (5 semester credit hours, no prerequisite)

This course instructs students in basic knowledge of the human body (Anatomy), its functions (Physiology), and diseases. Students are taught to develop a medical vocabulary including areas such as pronunciation, plurals, spelling, origin and construction.

PF2800 Pharmacology (4 semester credit hours, prerequisite: OP2800)

This is a general course in clinical pharmacology designed to provide the student with a fundamental understanding of the rationale for pharmacological intervention for selected drugs; the use of drug information sources; proper interaction with the patient and prescriber; recognition of adverse drug reactions and drug abuse; and the basic principles of pharmacology and toxicology in humans. Course outline material will be covered through a general lecture format including classroom presentations, discussions, and case studies.

PC2800 Pharmacy Calculations (4 semester credit hours, prerequisite: MT2800)

This course provides an introduction to the metric, *avoirdupois*, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PA2800 Pharmacy Administration (4 semester credit hours, no prerequisite)

Pharmacy administration programs prepare people to organize pharmacy services. Students learn to manage budgets, people, and supplies. They learn to estimate costs and advertise for customers. In addition, they learn about drug research, development, and policy analysis.

EP2800 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

PTX2800 Pharmacy Externship (2 semester credit hours, prerequisites- All core classes must be completed before student begins their externship) the purpose of this externship is to introduce the student to pharmacy practice in a real world setting. Activities involving direct patient interaction, physician consultation, and interdisciplinary working relationships form a major component of the internal medicine rotation. Externship locations may include in-patient, out-patient, or retail settings.

AG2800 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

Miracle Vocational College

Pharmacy Technician (Diploma Program)

PROGRAM LENGTH

This program may be offered in morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 30-semester credit hour program with 720 classroom hours.

Course Number

<i>Course Title</i>	<i>Semester Credit Hours</i>	<i>Clock Hours</i>
CP2800 Operating Systems	1	25
KB2800 Keyboarding & Typing	1	25
MS2801 MS Office I	1	25
MS2802 MS Office II	1	25
OP2800 Orientation to Pharmacy Practice	5	97
MT2800 Medical Terminology	5	97
PF2800 Pharmacology	4	97
PC2800 Pharmacy Calculations	4	97
PA2800 Pharmacy Administration	4	97
AG2800 American Government	1	15
EP2800 Employment Preparation	1	20
PTX2800 Pharmacy Externship	2	100
Total:	30	720

Program Equipment

The program utilizes specialized pharmacy-related equipment including:

- Prescription counters and tablet splitters
- Label printers and pill bottles
- Laminar airflow hoods
- Compounding equipment

- Mortar and pestle sets
- Balances and scales
- Pharmacy management software systems
- PPE including gloves, masks, and lab coats

Externship Requirements

Students must complete all required coursework before beginning externships. Externships provide supervised real-world experience in clinical and pharmacy settings.

- Phlebotomy students complete 45 hours of supervised clinical experience performing venipuncture and specimen collection.
- Medical Assistant students complete 100 hours of supervised hands-on experience in a medical office or clinic.
- Pharmacy Technician students complete 100 hours of supervised practice in an approved pharmacy setting.

All externship sites are approved by the school and provide students with opportunities to apply the knowledge and skills learned in the classroom and laboratory.

Graduation Requirements

To be eligible for graduation from Miracle Vocational College, students must:

- Successfully complete **all required coursework** for their enrolled program
- Successfully complete **all required externship hours**
- Maintain **satisfactory academic progress (SAP)**, including a minimum GPA of 2.0 and required attendance
- Fulfill **all financial obligations** to the school
- Return all **school property, books, or equipment** issued to them

Upon meeting these requirements, students will be awarded a **Certificate or Diploma of Completion** for their program.

Student Services

Miracle Vocational College is committed to supporting students throughout their training and preparing them for successful careers.

Student services include:

- Academic advising and progress monitoring
- Tutoring and academic support as needed
- Career guidance and job placement assistance
- Resume preparation and interview coaching
- Access to computers and internet for educational use
- Referrals to community resources as needed

In addition, MVC operates an **on-campus foodbank** to help address food insecurity among students and the surrounding community. The foodbank's mission is to ensure that every student has access to nutritious food resources to support their educational success and well-being.

Facilities and Equipment

Campus Facilities

Miracle Vocational College is located at **2800 Gateway Oaks, Suite #105, Sacramento, California 95833.**

The campus includes **five classrooms** equipped with computers, digital instructional technology, and modern furnishings to support a professional learning environment.

Each classroom is equipped for lecture, hands-on lab activities, and multimedia presentations. Students have access to restrooms, a student lounge, Vending machines, and staff offices.

Medical Assistant Program Equipment

The Medical Assistant program utilizes industry-standard equipment including:

- Examination tables
 - Autoclaves
 - EKG machines
 - Stethoscopes and sphygmomanometers
 - Phlebotomy training kits and supplies
 - Personal protective equipment (PPE)
 - Clinical diagnostic tools and software
 - Computers and medical billing software for administrative training
-

Phlebotomy Technician Program Equipment

Students are trained using the following industry-standard equipment:

- Phlebotomy arms and practice kits
 - Blood collection tubes and needles
 - Tourniquets, alcohol pads, gauze, and bandages
 - Personal protective equipment (gloves, masks, gowns)
 - Sharps containers
 - Biohazard disposal units
 - Centrifuges (for demonstration)
 - Clinical lab simulation tools
-

Pharmacy Technician Program Equipment

The Pharmacy Technician program utilizes specialized pharmacy-related equipment including:

- Prescription counters and tablet splitters
- Label printers and pill bottles
- Laminar airflow hoods
- Compounding equipment
- Mortar and pestle sets
- Balances and scales
- Pharmacy management software systems
- PPE including gloves, masks, and lab coats

Academic Calendar & Holidays

Academic Calendar

Miracle Vocational College operates on a **year-round schedule** with **rolling admissions**. Classes begin regularly throughout the year based on enrollment demand.

Program start dates and schedules are provided to students upon enrollment and are also available from the Admissions Office.

Observed Holidays

The school observes the following holidays and will be closed on these days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a weekend, MVC may observe the holiday on the nearest weekday.

Missed class time due to holidays is not counted as an absence and is not required to be made up.

Cancellation, Withdrawal, and Refund Policy

Student's Right to Cancel

A student has the right to cancel their enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh (7th) calendar day after enrollment, whichever is later.

Cancellation must be made in writing and submitted to the Campus Director.

Withdrawal from the Program

A student may withdraw from a program at any time by submitting a written notice to the school. The date of withdrawal is the date the written notice is received by the school.

Refund Policy

If a student withdraws after the period allowed for cancellation, the school will provide a prorated refund of tuition based on the number of hours completed compared to the total program hours.

Refunds will be issued within 45 days of the student's withdrawal date.

Registration fees and any non-refundable charges are not refundable after the cancellation period.

Dismissal

The school reserves the right to dismiss a student for unsatisfactory academic progress, excessive absences, or conduct violations.

Refunds will be calculated according to the same prorated schedule

Catalog Update and Revision Policy

This catalog is the official publication of Miracle Vocational College and contains current information about the institution, its policies, and its programs.

The catalog is reviewed and updated annually or more frequently if needed to reflect changes in:

- Institutional policies or procedures
- Tuition and fees
- Program content or requirements
- Faculty or administrative staff
- School calendar or holidays
- Other information required by regulatory agencies

Any revisions made before the next scheduled catalog update will be issued as official addenda. Students will be notified in writing of all substantive changes, and copies of revised pages or addenda will be provided.

It is the responsibility of each student to read and understand the contents of the most current catalog and any subsequent updates or addenda.

BPPE Contact Information

Students and prospective students may contact the **Bureau for Private Postsecondary Education (BPPE)** for information regarding the school's approval, to review the catalog, or to file a complaint.

Bureau for Private Postsecondary Education (BPPE)

1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Phone: (888) 370-7589

Fax: (916) 263-1897

Website: www.bppe.ca.gov

Email: bppe@dca.ca.gov

Complaints may also be made online using the BPPE complaint form available on their website.

Appendix A: Catalog Acknowledgment of Receipt Form

I acknowledge that I have received a copy of the Miracle Vocational College Catalog 2025 and understand it is my responsibility to read and adhere to all policies, procedures, and regulations contained within it.

I understand that this catalog contains important information regarding the school's programs, tuition and fees, academic and attendance policies, code of conduct, and student rights and responsibilities.

I have been given the opportunity to ask questions about the catalog and have received satisfactory answers.

Student Name: _____

Signature: _____

Date: _____

Director Signature Block

Approved By: _____

Campus Director / School President

Date: _____