SCHOOL CATALOG 2026

EFFECTIVE January 1, 2026 – December 31, 2026

Main Campus: 6606 Pacific Blvd Suite 204
Huntington Park, CA 90255
T: 323-433-9325 F: 323-484-9701

Non-Main (Branch) Campus: 1460 E. Holt Ave Ste. 112, 120, & 184
Pomona, CA 91767
T: 909-521-8820 F: 323-484-9701

Non-Main (Branch) Campus: 16525 Sherman Way Unit C-7
Van Nuys, CA 91406
T: 818-392-8393 F: 323-484-9701

Website: www.prestigecareercollege.com

Revised 10/14/2026

PrestigeCareerCollege

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MISSION STATEMENT

To provide affordable, quality training for students to acquire technical and professional skills, fostering career readiness for employment and success.

INSTITUTIONAL OBJECTIVES

Prestige Career College is committed to:

1. Providing training and curricula that enable students to acquire skills and knowledge to expand gainful employment opportunities.
2. Employing instructional staff who are qualified professionals to teach in their respective field.
3. Promoting a productive relationship with employers, affiliates of the college, other educational institutions and professional associations to stay on the forefront of best industry practices.
4. Conducting regular evaluation of training programs to ensure they meet and/or exceed standards set by licensing agencies, the labor markets, and advancing technology.
5. Providing a healthy environment for students and employees to foster common respect and professional growth.

INSTITUTIONAL CORE VALUES

Our work culture at Prestige Career College is driven by our values:

RESPECT: We honor and value each individual as we embrace diversity and inclusiveness.

INTEGRITY: We work in accordance with the highest academic and professional standards.

POSITIVITY: We bring energy and enthusiasm into all work interactions.

PASSION: We enjoy working together as we educate our clients.

ACCOUNTABILITY: We deliver quality training and take responsibility to ensure success in our endeavors.

SERVICE TO OTHERS: We volunteer to help others achieve their professional growth and personal success.

OWNERSHIP

California Heritage Education (CHE), a California Corporation DBA Prestige Career College, is governed by a Board of Directors. The current members are Ali Bayrami, serving as Chief Executive Officer, and Ricardo Prieto serving as Corporate Secretary.

HISTORY

California Heritage Education Corporation (CHE) was founded in 2018. Prestige Career College (PCC) started to offer training programs in 2019 as an educational institution with an exempt status from the Bureau for Private Postsecondary Education (BPPE) and approvals from the California Department of Public Health (CDPH) for its Nurse Assistant and Home Health Aide programs.

In 2021, two branch locations were created to increase access to career training opportunities. On April 7, 2022, PCC obtained its full approval from the BPPE as a postsecondary institution offering certificate and diploma programs.

PCC continues to grow and strengthen its commitment to healthcare education. On December 16, 2025, it received approval from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for its Vocational Nursing program. Then, on January 30, 2026, PCC was approved by the BPPE to operate as a degree-granting institution under provisional status.

CATALOG DISCLOSURES

Prestige Career College (PCC) is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The address of the BPPE is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: (888) 370-7589. www.bppe.ca.gov.

Prestige Career College's Nurse Assistant Program instructors and clinical facilities are approved by the following:

California Department of Public Health (CDPH)
Licensing and Certification Program
P.O. Box 997377, MS 0500
Sacramento, CA 95899-7377
(916) 558-1784

Board of Vocational Nursing and Psychiatric Technician (BVNPT)
2535 Capitol Oaks Dr #205
Sacramento, CA 95833
(916) 263-7800

Proof of institutional eligibility and licenses may be reviewed in the office of the Campus President during normal business hours.

PCC is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition for bankruptcy within the preceding 5 years.

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 1747 North Market, Suite 225, Sacramento, CA. 95834. www.bppe.ca.gov Toll Free Number: (888) 370-7589 and Fax: (916) 263- 1897

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.

SCHOOL FACILITIES AND EQUIPMENT

At Prestige Career College, our campuses are designed to complement and support instruction and learning through well-equipped facilities and supportive common areas. Each location is tailored to enhance the educational experience and ensure that students have access to necessary resources.

MAIN CAMPUS: HUNTINGTON PARK

Address: 6606 Pacific Blvd, Suite 204, Huntington Park, CA 90255

Classrooms: Spacious, well-ventilated rooms equipped with modern teaching aids to support effective instruction.

Computer Laboratory/Resource Center: Provides students with access to computers and other digital resources essential for research and coursework.

Skills Lab: Equipped with the necessary tools and materials for hands-on training, allowing students to practice and refine their skills in a controlled environment.

Reception and Administrative Offices: Centrally located to assist with student inquiries and provide administrative support.

Parking: Ample parking space is available to accommodate students and staff.

Additional Classrooms/Satellite Classrooms: 6533 Seville Ave., Huntington Park, CA 90255. Located within walking distance of the main campus. A single classroom equipped with a TV monitor, whiteboard, and internet access for classroom use.

NON-MAIN (BRANCH) CAMPUS: POMONA

Address: 1460 E. Holt Ave Ste. 112, 120, & 184, Pomona, CA 91767

Classrooms: Spacious, well-ventilated rooms equipped with modern teaching aids to support effective instruction.

Computer Laboratory/Resource Center: Provides students with access to computers and other digital resources essential for research and coursework.

Skills Lab: Equipped with the necessary tools and materials for hands-on training, allowing students to practice and refine their skills in a controlled environment.

Reception and Administrative Offices: Centrally located to assist with student inquiries and provide administrative support

Parking: Ample parking space is available to accommodate students and staff.

NON-MAIN (BRANCH) CAMPUS: VAN NUYS

Address: 16525 Sherman Way, Unit C-7, Van Nuys, CA 91406

Classrooms: Spacious, well-ventilated rooms equipped with modern teaching aids to support effective instruction.

Computer Laboratory/Resource Center: Provides students with access to computers and other digital resources essential for research and coursework.

Skills Lab: Equipped with the necessary tools and materials for hands-on training, allowing students to practice and refine their skills in a controlled environment.

Reception and Administrative Offices: Centrally located to assist with student inquiries and provide administrative support.

Parking: Ample parking space is available to accommodate students and staff.

Additional Classrooms/Satellite Classrooms: 16600 Sherman Way, Suite 104, Van Nuys, CA 91406. Located within walking distance of the Van Nuys branch campus. Multiple rooms housing the Diagnostic Medical Sonography and Surgical Technology labs, and a spacious classroom also used for lab instruction.

OFFICE HOURS

Prestige Career College standard business hours are Monday through Friday, 8:00 am to 5:00 pm.

On-campus Instructional hours vary by program and may be scheduled between 8:00 am to 10:00 pm., Monday through Friday.

ACADEMIC CALENDAR

All Prestige Career College campuses are closed on the following holidays and breaks:

HOLIDAY/BREAK	DATE
New Year's Day	January 1, 2026
Martin Luther King Jr. Day	January 5, 2026
Memorial Day	May 25, 2026
Independence Day (Observed)	July 3, 2026
Labor Day	September 7, 2026
Thanksgiving Day (& day after)	November 26 & 27, 2026
Christmas Day (Students on Winter Break)	December 25, 2026
Winter Break	December 24, 2026 - January 1, 2027

ADMISSIONS INFORMATION

GENERAL ADMISSION REQUIREMENTS

The school will accept applicants for admission once they complete the entire admissions process as listed below on or before the first day of class for all programs.

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative.
    - Parents, spouses, and other family members are encouraged to attend. This is a great opportunity to tour the college and discuss any questions or concerns related to programs and career goals.

2. Applicants must be at least 18 years old, be a California resident, and provide a government-issued ID or driver's license along with a Social Security card. Applicants under 18 must be accompanied by a parent or legal guardian to complete the admissions process.

3. Applicants with a misdemeanor or felony conviction should be aware that it may affect their ability to meet licensing or certification requirements and to find employment in their field. Some convictions may also prevent students from completing their program if they cannot be placed in externships or clinical sites. Applicants are encouraged to discuss any concerns about licensing eligibility and how a criminal background may impact their goals with an Admissions Advisor and Program Director.

4. Prestige Career College does not offer the Ability to Benefit (ATB) Test and does not admit students under the ATB provision.

5. Prestige Career College does not admit nonimmigrant foreign students and does not provide visa services.

6. **DIPLOMA AND DEGREE PROGRAMS ONLY:** All applicants must provide a copy of their U.S. high school diploma, GED, state proficiency test or its equivalent.

7. **DEGREE PROGRAMS ONLY:** Applicants must pass the Scholastic Level Exam (SLE) with the minimum required score of 18.

8. Documentation of proof of completion of high school diploma or secondary education from a foreign country must be officially translated into English and show the equivalency of education in the United States; high school diploma, associate or bachelor's degree. Evaluation of foreign transcripts must be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and its members can be found at www.naces.org/members.html.

9. Sign the enrollment agreement and all other required enrollment disclosures after completing and submitting all admission requirements.

ADDITIONAL PROGRAM REQUIREMENTS

1. **NURSE ASSISTANT PROGRAM:** Applicants must provide proof of good health, including a physical examination report and TB clearance (PPD test or chest X-ray) signed by a healthcare provider. Documentation must confirm the applicant is in good health and poses no risk to students, patients, staff, or visitors. A current flu vaccination is also required.

2. **VOCATIONAL NURSING PROGRAM:** Each eligible applicant is evaluated using a standardized rubric based on four key components: academic performance, entrance examination results, interview performance, and prior healthcare experience. **Points are awarded as follows:**

DESCRIPTION	SCORES	POINTS AWARDED
High School Grade Point Average (GPA)	GPA 3.5 and above	3.0
	GPA 2.5 – 3.4	2.0
	GPA 2.4 and below	0
TEAS Entrance Examination Score*	95% and above	4.0
	85% – 94%	3.0
	75% – 84%	2.0
	74% and below	0.0
Personal Interview (conducted by DON using Likert Scale 1–5)	90% and above	3.0
	80% – 89%	2.0
	79% and below	0.0
Active Certified Nurse Assistant License	Verified and Current	2.0
	No Active License	0.0
	HIGHEST POSSIBLE SCORE	**12**

* Applicants who are unsuccessful on the first attempt may retake the TEAS exam after 48 hours; a second unsuccessful attempt will make the applicant ineligible to retake the test for the current admission cycle.

All applicants are evaluated using the standardized point system outlined above. Applicants who receive a score of 8 points or higher and meet all admission requirements are accepted into the program, based on seat availability. Applicants who receive a score between 6.0 and 7.9 points and meet all admission requirements will be placed into a lottery pool for consideration for any remaining openings within the cohort.

Additional VN Requirements:

- Submit official transcripts or an official foreign credential evaluation (if applicable)
- Submit a medical clearance and proof of required immunizations (including TB testing and COVID-19 vaccination or approved exemption)
- Disclose any criminal history.
    - Background issues may affect clinical placement and/or BVNPT licensure eligibility. Each case is reviewed individually.

3. **AAS-DIAGNOSTIC MEDICAL SONOGRAPHY AND AAS-SURGICAL TECHNOLOGY PROGRAMS:**
   After passing the Scholastic Level Exam (SLE), applicants must submit:
   - Personal essay
   - Official transcripts or an official foreign credential evaluation (if applicable)
   - Medical clearance and required immunizations, including TB testing and a physical examination
   - Disclose any criminal history.
     - Background issues may affect clinical placement and/or eligibility for licensure. Each case is reviewed individually.

TECHNOLOGY REQUIREMENTS FOR ALL PROGRAMS AND DISTANCE EDUCATION READINESS

In addition to the admission requirements, applicants to all programs, including the Vocational Nursing program, should possess basic computer skills necessary to support student learning, communication, and access to institutional resources. These skills are assessed during the admission interview through a self-assessment questionnaire and are especially important for programs with online or blended learning components.

Although the Vocational Nursing program is offered only through residential delivery, students are still required to access online resources and institutional systems.

During the pre-enrollment interview with an admissions representative, applicants will complete the required electronic questionnaire and upload identification documents as part of the admission process. Prestige Career College (PCC) verifies that all students have the following minimum computer skills:

- Basic knowledge of terms such as browser and HTML
- Ability to use a keyboard and mouse
- Managing files (saving, naming, copying, deleting, and pasting)
- Installing software and maintaining security and virus protection
- Using basic software, such as word processing programs
- Uploading, downloading, and sending/receiving attachments
- Printing documents
- Accessing and navigating the internet
- Using web browsers
- Creating, sending, and receiving emails

Admission to programs with online components also requires meeting the following hardware requirements:

- Desktop or laptop computer with Windows 10
- Webcam
- Microphone
- Speakers

Tablets and phones are not recommended, as they do not support all instructional materials.

For the Vocational Nursing program, the only required hardware is access to a desktop or laptop computer with Windows 10 to access online resources and institutional systems.

PCC provides additional orientation, computer training, and support to students in all programs, regardless of delivery method.

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education (BPPE) to offer degree programs. To continue to offer these degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, within the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs; and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

TRANSFER OF CREDIT POLICY

Students previously enrolled in an accredited institution recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may request transfer credit by submitting official academic transcripts and, when required, course descriptions, catalogs, or syllabi upon enrollment and before the start date of their selected program. PCC evaluates transfer requests on a course-by-course basis to determine whether the coursework is equivalent in content, learning outcomes, required competencies, and academic level to the corresponding PCC courses. Only courses for which the student earned a passing grade of a C or better may be considered for transfer. Remedial and refresher courses are not eligible for transfer credit.

For education completed at an institution outside the United States or its territories, students must provide an evaluation from a qualified foreign credential evaluation agency (e.g., NACES and AICE) confirming the qualitative and quantitative equivalency of the specific coursework, credits, or clock hours being considered.

Transfer credit is subject to PCC approval. To be eligible for graduation and receive a credential, students must complete at least 50% of the credits or recognized clock-hour equivalent required for program completion through coursework offered by and completed at PCC.

ADVANCED PLACEMENT OR EXPERIENTIAL LEARNING

Prestige Career College does not award academic credits for advanced placement testing or experiential learning.

SPECIAL ACCOMMODATIONS

Applicants with disabilities are held to the same admissions standards as all other students due to the nature of the programs and the requirements of practical training.

Applicants who may need accommodations are encouraged to contact the Career and Student Services Department to discuss their needs, review program requirements, and tour the facilities.

ORIENTATION

Prior to the start of classes, all admitted students will be notified of the orientation date. Orientation is held before instruction begins and provides an overview of school policies, rules and regulations, attendance and satisfactory academic progress requirements, and available student services. Orientation is conducted on campus.

During orientation, Nurse Assistant students complete required documentation for the Live Scan (fingerprint-based background check), which is needed for participation in clinical experiences.

LANGUAGE PROFICIENCY

All programs and courses offered by Prestige Career College are taught in English. Therefore, students must be able to speak, read, and write English proficiently. English proficiency is evaluated during the admissions process through the interview (for certificate programs), review of a high school diploma or GED (for diploma and degree programs), and entrance examination (for the VN program and degree programs).

NON-DISCRIMINATION CLAUSE

Prestige Career College's Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant or employee shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The school complies with the Title XI of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

ACADEMIC PROGRAMS

Course Title	Method of Delivery	Clock / Contact Hours	Weeks	Semester Credit Hours
DIPLOMA PROGRAMS				
Medical Assistant (Hybrid)	Blended	800	24/35	N/A
Sterile Processing Technician (Hybrid)	Blended	800	31	N/A
Vocational Nursing	Residential	1530	54	N/A
CERTIFICATE PROGRAM				
Nurse Assistant (Direct and Hybrid)	Residential & Blended	160	6/12	N/A
DEGREE PROGRAMS				
Associate of Applied Science in Diagnostic Medical Sonography (Provisional)	Blended	1970	91	83
Associate of Applied Science in Surgical Technology (Provisional)	Blended	1480	60	65

Programs may not be offered at all branch campus locations. For program availability, please contact the Admissions Office

PROGRAM TITLE: MEDICAL ASSISTANT

800 clock hours / 24 Weeks / 35 Weeks (SOC: 31-9092.00) (CIP: 51.0801)

Method of delivery: Blended
Credential: Diploma
Training location: Huntington Park, Pomona, Van Nuys

PROGRAM DESCRIPTION

The Medical Assistant Diploma Program consists of 800 total clock hours of training, including classroom theory, skills laboratory instruction, and 200 hours of clinical externships in an approved medical facility.

Classroom instruction is primarily delivered through both synchronous learning, with a limited number of courses delivered asynchronously, while hands-on skills training is completed in the on-campus skills laboratory.

The Medical Assistant Program is designed to provide students with the foundational knowledge and skills needed for entry-level employment as a Medical Assistant in a healthcare setting. The program covers both front-office (administrative) and back-office (clinical) functions, including patient care and clinical procedures, medical terminology, patient assessment, examination, diagnosis and treatment assistance, routine laboratory procedures, communication skills, patient scheduling, office management, coding and billing, record keeping, and basic computer skills.

SCHEDULE OPTIONS

The Medical Assistant program is offered in multiple schedule options. Students enrolled in the morning schedule (8:00 a.m. to 1:00 p.m.) or afternoon schedule (1:30 p.m. to 6:30 p.m.) complete the program in 35 weeks. An accelerated schedule (Monday through Thursday, 8:00 a.m. to 4:00 p.m.) is also available and allows students to complete the program in 24 weeks. All schedule options include the same curriculum and graduation requirements; only the schedule and pace of completion differ.

Because externships take place in active medical offices and clinics, shifts are typically eight hours. All students complete the externship using the standard workday schedule, regardless of their didactic class schedule.

CPR CERTIFICATION REQUIREMENTS

Prior to beginning the clinical externship, students must successfully complete a nationally recognized CPR. CPR course for healthcare providers. CPR instruction is introduced in MA103 with the hands-on certification course scheduled during the same period to align with this instruction. The timing of certification ensures students are prepared before entering the clinical setting. Prestige Career College provides CPR training through a certified instructor to support students in meeting this requirement.

ADDITIONAL INFORMATION ON COURSE DELIVERY

Unless otherwise noted, courses are offered in a blended format and include synchronous didactic instruction delivered through scheduled live class sessions, together with on-campus laboratory instruction, as applicable. Certain courses are delivered by full distance education (asynchronous); these courses are identified as asynchronous in the applicable course descriptions.

LICENSURE

In the State of California, graduates of the Medical Assistant program are not required to obtain licensure for employment. However, Prestige Career College strongly encourages all students to pursue registration, certification, or licensure to enhance employment opportunities and support further education.

Upon successful completion of the program, students may be eligible to sit for certifications through the California Certifying Board for Medical Assistants (CCBMA), American Medical Certification Association (AMCA), and the National Healthcare Association (NHA).

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Demonstrate knowledge of medical terminology, including human anatomy and physiology
2. Perform administrative procedures
3. Perform medical coding and billing
4. Perform medical insurance verification
5. Perform clinical duties, including:
    a. Applying principles of aseptic technique and infection control
    b. Taking vital signs and patient histories
    c. Performing electrocardiograms (EKG/ECG)
    d. Collecting and processing specimens
    e. Preparing patients and assisting with procedures and examinations
    f. Administering medications
    g. Performing blood collection
6. Apply HIPAA regulations related to patient privacy and health information
7. Apply knowledge of local, state, and federal healthcare laws, including proper documentation and reporting requirements
8. Manage clinical facilities, equipment, and inventory
9. Demonstrate professional and ethical behavior within the scope of practice of a medical assistant.
10. Demonstrate proficiency in basic computer skills
11. Demonstrate knowledge of electronic health record (EHR) software applications
12. Perform both administrative and clinical duties of a medical assistant

PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
MA101	Medical Laws, Ethics, and Medical Terminology	40.00	40.00		80.00
MA102	Anatomy & Physiology	40.00	40.00		80.00
MA103	Clinical Assisting I/Pharmacology	40.00	40.00		80.00
MA104	Laboratory Procedures	40.00	40.00		80.00
MA105	Administrative Medical Assisting Procedures	40.00	40.00		80.00
MA106	Medical Coding and Billing	40.00	40.00		80.00
MA107	Clinical Assisting II	40.00	40.00		80.00
CD100	Professional Development and Human Relations	20.00	-		20.00
CD110	Career Development	20.00	-		20.00
MA108	Clinical Externship	-	-	200.00	200.00
	PROGRAM TOTAL:				**800.00**

COURSE DESCRIPTIONS

MA 101: MEDICAL LAWS, ETHICS, AND MEDICAL TERMINOLOGY

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course introduces the field of medical assisting and its scope of practice. Students will learn about ethical and legal issues in patient care and clinical procedures, as well as basic principles of human behavior and psychology to help them respond appropriately to different patient situations. The course also helps students understand how individual backgrounds and emotions can influence behavior in a healthcare setting. In addition, students will gain a foundational understanding of medical terminology, including word building, prefixes, suffixes, root words, spelling, definitions, and pronunciation.

Topics include legal considerations, HIPAA, fraud and abuse, medical malpractice, clinical history taking and documentation, and medical terminology.

MA 102: ANATOMY & PHYSIOLOGY

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course provides a comprehensive overview of human anatomy and physiology, with an emphasis on the structure, function, and interrelationships of the body's organ systems. Students will learn anatomical terminology, cellular functions, and how organ systems work together to maintain homeostasis. The course covers the major body systems, including their structure, function, and location within the body. Students will also explore common pathophysiological conditions, including signs, symptoms, causes, diagnostic methods,

and treatment options. Additional topics include metabolism, nutrition, and the body's response to disease and injury. This course provides students with the foundational knowledge needed to understand the clinical relevance of anatomy and physiology in medical assisting practice.

MA 103: CLINICAL ASSISTING I/PHARMACOLOGY

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course covers patient preparation, patient care, and routine clinical procedures for medical assistants. Students will learn how to take and record vital signs, including pulse rate, temperature (oral, axillary, and tympanic), respiratory rate, height, and weight. The course also includes instruction on measuring and evaluating blood pressure, assisting physicians during physical examinations, and preparing patients for procedures.

In addition, students will study medication fundamentals, including drug classifications, names, actions, and regulations governing their use. Topics include medication abuse, drug metabolism, factors that influence drug effects, dosage calculations, prescription handling, recordkeeping, storage, and drug therapy. Students are also expected to learn proper techniques for administering medications and injections. Students will also complete CPR Certification for healthcare providers as part of this course.

MA 104: LABORATORY PROCEDURES

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course is designed to introduce students to blood specimen collection, medical terminology, patient care, and the equipment and supplies used in phlebotomy. Students will learn proper procedures for collecting venous and capillary blood samples.

MA 105: ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course provides administrative training to support physicians in the care and treatment of patients in the front office. Students will develop skills in patient reception, registration, and appointment scheduling, as well as word processing, patient chart management, ordering and maintaining supplies and equipment, and preparing correspondence.

The course also introduces electronic medical records (EMR) and electronic health records (EHR), along with legal considerations in healthcare. Students will be provided with an overview of Medisoft.

MA 106: MEDICAL CODING AND BILLING

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course covers both medical coding and billing. It introduces students to the basic principles of ICD-10-CM coding and demonstrates how coding guidelines are applied through examples and exercises based on real case documents. Students will assign diagnosis codes using the ICD-10-CM system for diseases affecting different body systems, as well as procedural codes using Current Procedural Terminology (CPT-4).

The course also provides an overview of the medical billing profession. Students will study health insurance systems and managed care, and complete billing exercises using medical billing software. Additional topics include inpatient and facility billing and reimbursement methodologies.

MA 107: CLINICAL ASSISTING II

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course equips students with the skills to collect specimen samples for routine testing and assist with specialized laboratory analyses. Students will learn how to ensure patient safety, complete clinical intake procedures, respond to emergency situations, and guide patients through specific procedures.

The course also provides an overview of normal electrical conduction and common waveform variations observed in cardiac monitoring. Additionally, students will learn to perform electrocardiograms (EKGs) and breast exams, prepare instruments for minor surgical procedures, and assist physicians while gaining an understanding of pre- and post-operative care.

CD 100: PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS

(LECTURE: 20 HOURS | LAB: NONE)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides students with the knowledge and skills needed for personal and professional success, with an emphasis on self-awareness, goal setting, stress management, time management, and financial responsibility. Students will explore their values, strengths, and motivations, and learn how to set both short- and long-term goals. The course also covers strategies for managing stress and anxiety, improving emotional intelligence, and strengthening workplace effectiveness.

Additional topics include prioritization, overcoming procrastination, and developing financial literacy through budgeting and responsible borrowing. By the end of the course, students will create an individualized action plan that integrates these skills to support ongoing professional growth and effective interpersonal relationships.

CD 110: CAREER DEVELOPMENT

(LECTURE: 20 HOURS | LAB: NONE)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course is designed to prepare students for successful entry into the workforce by focusing on career readiness and job search strategies. Students will learn how to develop a professional brand through resumes, cover letters, and networking, as well as practice effective interviewing skills. The course also emphasizes strategies for securing employment, succeeding in the workplace, and supporting long-term career advancement.

MA 108: CLINICAL EXTERNSHIP

(LECTURE: NONE | LAB: NONE | EXTERNSHIP: 200 HOURS)
PREREQUISITE(S): MA101, MA102, MA103, MA104, MA105, MA106, MA107, CD100, CD110

After completing classroom lecture and lab hours, students will participate in a clinical externship where they apply the knowledge and skills gained in a real healthcare setting. Under appropriate supervision, students will perform medical assisting duties within the ethical and legal framework of the profession. The externship provides hands-on experience in patient care, clinical procedures, and administrative tasks, helping students develop confidence, professionalism, and readiness for entry-level employment.

PROGRAM TITLE: NURSE ASSISTANT

160 clock hours / 6 Weeks / 12 Weeks (SOC 31-2011) (CIP: 51.3902)

Method of delivery: Residential/Blended (Direct/Hybrid)
Credential: Certificate of Completion
Training location: Huntington Park, Pomona, Van Nuys

PROGRAM DESCRIPTION

The Nurse Assistant program is designed to prepare students with the skills and knowledge needed to perform basic nursing duties and provide quality care in acute care hospitals and long-term care facilities. Training includes taking vital signs, assisting with range of motion exercises, performing patient care procedures, and applying CPR and First Aid. Students will also develop communication skills, promote patient safety, and demonstrate professionalism in the workplace.

The program includes both classroom instruction and clinical training. Upon completion, students are prepared to take the State of California Nurse Assistant certification examination.

SCHEDULE OPTIONS

The Nurse Assistant program is offered in multiple schedule options based on delivery method. All schedule options include the same curriculum and graduation requirements; only the delivery method, schedule and pace of completion differ.

Blended Delivery: Students enrolled in the PM schedule (Theory: Tuesday and Thursday, 5:00 p.m. to 9:00 p.m.; Clinical: Saturday and Sunday, 7:00 a.m. to 3:30 p.m.) complete the program in 12 weeks. Students enrolled in the Day schedule (Theory: Monday through Friday, 8:00 a.m. to 4:00 p.m.; Clinical: Monday through Friday, 7:00 a.m. to 3:30 p.m.) complete the program in 6 weeks.

Residential (Direct) Delivery (when offered): Students enrolled in the PM schedule (Theory: Tuesday and Thursday, 3:30 p.m. to 8:00 p.m.; Clinical: Saturday and Sunday, 7:00 a.m. to 3:30 p.m.) complete the program in 12 weeks. Students enrolled in the Day schedule (Theory: Monday through Friday, 8:00 a.m. to 4:00 p.m.; Clinical: Monday through Friday, 7:00 a.m. to 3:30 p.m.) complete the program in 6 weeks. Students enrolled in the Weekend schedule (Theory: Saturday and Sunday, 8:00 a.m. to 4:00 p.m.; Clinical: Saturday and Sunday, 7:00 a.m. to 3:30 p.m.) complete the program in 12 weeks.

Because externships take place in active medical offices and clinics, shifts are typically eight hours. All students complete the externship using the standard workday schedule, regardless of their didactic class schedule.

LICENSURE

In the State of California, certification as Certified Nurse Assistant (CNA) is required for employment. Students must complete all required hours, pass a live scan background check, and submit an application to the California Department of Public Health (CDPH). Students must pass the state certification examination.

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Demonstrate professional behavior consistent with work ethics, legal responsibilities, and scope of practice as defined by the California Department of Public Health (Title 22)
2. Demonstrate effective communication skills, including proper recording and reporting, while adhering to legal and ethical standards
3. Apply safety and infection control practices in accordance with nursing assistant standards of practice
4. Demonstrate competence in patient care, including:
    a. Communication and interpersonal skills
    b. Personal care procedures
    c. Vital signs
    d. Nutrition
    e. Body mechanics
    f. Exercise and activity
    g. Emergency procedures
    h. Care for clients with special needs
    i. End-of-life care
    j. Rehabilitation
    k. Abuse prevention
5. Follow the policies and procedures of clinical sites
6. Demonstrate compliance with established standards of practice for nursing assistants
7. Demonstrate proficiency in all skills required for certification as a Certified Nurse Assistant

PROGRAM OUTLINE

Course Code	Course Title	Lecture/Lab Hours	Clinical Hours	Total Clock Hours
Module 1	Introduction	2.00	-	2.00
Module 2	Patients' Rights	3.00	1.00	4.00
Module 3	Interpersonal Skills	2.00	-	2.00
Module 4	Prevention and Management of Catastrophe and Unusual Occurrences	1.00	1.00	2.00
Module 5	Body Mechanics	2.00	4.00	6.00
Module 6	Medical And Surgical Asepsis; Infection Control	2.00	8.00	10.00
Module 7	Weights And Measures	1.00	1.00	2.00
Module 8	Patient Care Skills	14.00	40.00	54.00
Module 9	Patient Care Procedures	7.00	20.00	27.00
Module 10	Vital Signs	3.00	6.00	9.00
Module 11	Nutrition	2.00	6.00	8.00

Module 12	Emergency Procedures	2.00	1.00	3.00
Module 13	Long –Term Care Patient	5.00	4.00	9.00
Module 14	Rehabilitative Nursing	2.00	4.00	6.00
Module 15	Observation And Charting	4.00	4.00	8.00
Module 16	Death and Dying	2.00	-	2.00
Module 17	Patient/Resident Abuse	6.00	-	6.00
	PROGRAM TOTAL:			**160.00**

COURSE DESCRIPTIONS

MODULE 1: INTRODUCTION

(LECTURE/LAB: 2 HOURS | CLINICAL: NONE)
PREREQUISITE(S): NONE

This module introduces students to the California Code of Regulations, Division 5, Title 22, which governs healthcare facilities. Students will also learn the roles and responsibilities of the Nurse Assistant, including certification requirements, professionalism, ethics, and confidentiality.

MODULE 2: PATIENTS' RIGHTS

(LECTURE/LAB: 3 HOURS | CLINICAL: 1 HOUR)
PREREQUISITE(S): MODULE 1

This module introduces students to patient and resident rights. Students will learn that each patient or resident is an individual with personal, family, psychosocial, and spiritual needs that must be respected and supported in a long-term care setting. Emphasis is placed on providing care that protects these rights while promoting dignity, respect, and quality of life. Students will also learn how patient and resident rights are protected by federal and state regulations.

MODULE 3: INTERPERSONAL SKILLS

(LECTURE/LAB: 2 HOURS | CLINICAL: NONE)
PREREQUISITES(S): MODULES 1 - 2

This module introduces the concepts and skills needed for Nurse Assistants to communicate effectively and interact with patients or residents, their families and visitors, and other members of the healthcare team.

MODULE 4: PREVENTION AND MANAGEMENT OF CATASTROPHE AND UNUSUAL OCCURRENCES

(LECTURE/LAB: 1 HOUR | CLINICAL: 1 HOUR)
PREREQUISITE(S): MODULES 1 - 3

This module introduces students to the concepts and procedures related to patient and resident safety, including environmental and emergency situations. The role of the Nurse Assistant in maintaining a safe environment is emphasized.

MODULE 5: BODY MECHANICS

(LECTURE/LAB: 2 HOURS | CLINICAL: 4 HOURS)
PREREQUISITE(S): MODULES 1 - 4

This module provides students with an understanding of proper body mechanics for safely performing tasks related to the role of the Certified Nurse Assistant (CNA). Students will learn the principles of positioning and transporting patients or residents and apply these techniques when providing care.

MODULE 6: MEDICAL AND SURGICAL ASEPSIS; INFECTION CONTROL

(LECTURE/LAB: 2 HOURS | CLINICAL: 8 HOURS)
PREREQUISITE(S): MODULES 1 - 5

This module introduces asepsis and infection control. Students will learn procedures and precautions used to protect patients or residents, healthcare workers, and others from infections. Topics include standard precautions, transmission-based precautions, and biohazardous waste management.

MODULE 7: WEIGHTS AND MEASURES

(LECTURE/LAB: 1 HOUR | CLINICAL: 1 HOUR)
PREREQUISITE(S): MODULES 1 - 6

This module introduces measurement systems for weight, length, and volume used by nursing assistants in the clinical setting.

MODULE 8: PATIENT CARE SKILLS

(LECTURE/LAB: 14 HOURS | CLINICAL: 40 HOURS)
PREREQUISITE(S): MODULES 1 - 7

This module teaches students the skills needed to support or assist patients or residents with personal hygiene, activities of daily living, and elimination. Personal hygiene is generally performed independently; however, the Nurse Assistant provides assistance only when patients or residents are unable to perform these tasks on their own.

Additional topics include the use of prosthetic devices, bowel and bladder retraining, and measuring and recording patient or resident height and weight.

MODULE 9: PATIENT CARE PROCEDURES

(LECTURE/LAB: 7 HOURS | CLINICAL: 20 HOURS)
PREREQUISITE(S): MODULES 1 – 8

This module provides learning experiences that prepare the Nurse Assistant to safely perform procedures that support the patient or resident in meeting physical care needs they are unable to perform independently.

Module 10: VITAL SIGNS

(LECTURE/LAB: 3 HOURS | CLINICAL: 6 HOURS)
PREREQUISITE(S): MODULES 1 - 9

This module prepares students to understand how, when, and why vital signs are taken, as well as how to report and document these procedures. Students will learn the correct technique for measuring temperature, pulse, respiration, and blood pressure. They will also learn to recognize and report normal and abnormal findings.

MODULE 11: NUTRITION

(LECTURE/LAB: 2 HOURS | CLINICAL: 6 HOURS)
PREREQUISITE(S): MODULES 1 - 10

This module examines the body's need for food and the effects of nutrition on health. Students will study basic food groups, nutrients, and common therapeutic diets, as well as methods for assisting patients or residents in meeting their nutritional and hydration needs.

MODULE 12: EMERGENCY PROCEDURES

(LECTURE/LAB: 2 HOURS | CLINICAL: 1 HOUR)
PREREQUISITE(S): MODULES 1 - 11

This module introduces students to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in long-term care (LTC) during emergency situations requiring immediate and temporary intervention.

MODULE 13: LONG –TERM CARE PATIENT

(LECTURE/LAB: 5 HOURS | CLINICAL: 4 HOURS)
PREREQUISITE(S): MODULES 1 - 12

This module introduces students to the basic structure of the human body and the effects of aging on body structure and function. Common physical and psychological conditions found in elderly patients are also discussed, along with approaches to care. In addition, the module covers community resources available to support the psychological, recreational, and social needs of elderly patients.

MODULE 14: REHABILITATIVE NURSING

(LECTURE/LAB: 2 HOURS | CLINICAL: 4 HOURS)
PREREQUISITE(S): MODULES 1 - 13

This module covers restorative care. Each individual is entitled to achieve their highest possible level of functioning. The Nurse Assistant assists patients or residents in developing and maintaining maximum independence through rehabilitative and restorative care techniques.

MODULE 15: OBSERVATION AND CHARTING

(LECTURE/LAB: 4 HOURS | CLINICAL: 4 HOURS)
PREREQUISITE(S): MODULES 1 – 14

This module prepares students to understand how, when, and why to use objective and subjective observation skills. Students will learn to report and record observations on appropriate documentation using correct medical terminology and abbreviations.

MODULE 16: DEATH AND DYING

(LECTURE/LAB: 2 HOURS | CLINICAL: NONE)
PREREQUISITE(S): MODULES 1 – 15

This module introduces students to the stages of the grieving process and the physical signs of approaching death. Death is presented as a normal stage of life. Students will learn to recognize the physical, psychological, and spiritual needs of patients or residents during this time in order to understand coping mechanisms and provide appropriate support to patients, residents, and their families.

MODULE 17: PATIENT/ RESIDENT ABUSE

(LECTURE/LAB: 6 HOURS | CLINICAL: NONE)
PREREQUISITE(S): MODULES 1 – 16

This module introduces students to patient and resident abuse. The module focuses on the Nurse Assistant's role in preventing, recognizing, and reporting instances of abuse.

PROGRAM TITLE: STERILE PROCESSING TECHNICIAN

800 clock hours / 31 Weeks (SOC: 31-9093.00) (CIP: 51.0910)

Method of delivery: Blended
Credential: Diploma
Training location: Huntington Park, Pomona, Van Nuys

PROGRAM DESCRIPTION

The Sterile Processing Technician Diploma Program consists of 800 clock hours of training, including classroom theory, skills laboratory instruction, and 400 hours of clinical externship in an approved facility.

Classroom instruction is primarily delivered through both synchronous learning, with a limited number of courses delivered asynchronously, while hands-on skills training is completed in the on-campus skills laboratory.

The program is designed to provide students with the foundational knowledge and skills needed for entry-level employment as a Sterile Processing Technician or Central Service Technician in a healthcare setting. The program prepares students to clean, package, sterilize, disinfect, and decontaminate medical instruments, ensuring they are safe, sterile, and ready for use.

Students also gain a comprehensive understanding of healthcare services, including familiarity with surgical instruments and medical tools, as well as procedures for storing, distributing, and tracking sterilization records, monitoring systems, ordering supplies, and managing inventory.

SCHEDULE OPTIONS

The program is offered in a Day schedule, Monday through Friday, 8:00 a.m. to 1:00 p.m., and PM schedule, Monday through Friday, 1:30 p.m. to 6:30 p.m.

Because externships take place in active medical offices and clinics, shifts are typically eight hours. All students complete the externship using the standard workday schedule.

ADDITIONAL INFORMATION ON COURSE DELIVERY

Unless otherwise noted, courses are offered in a blended format and include synchronous didactic instruction delivered through scheduled live class sessions, together with on-campus laboratory instruction, as applicable. Certain courses are delivered by full distance education (asynchronous); these courses are identified as asynchronous in the applicable course descriptions.

LICENSURE

In the State of California, graduates of the Sterile Processing Technician program are not required to obtain licensure for employment. However, PCC encourages all students to pursue certification or licensure to enhance employment opportunities.

Graduates of the program are eligible to sit for the Certified Registered Central Service Technician (CRCST) certification exam through the Healthcare Sterile Processing Association (HSPA), formerly known as the International Association of Healthcare Central Service Material Management (IAHCSMM).

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Demonstrate knowledge of medical terminology, including human anatomy and physiology
2. Apply knowledge of local, state, and federal healthcare laws, including proper documentation and reporting requirements
3. Decontaminate, process, assemble, store, and distribute medical devices and supplies
4. Inspect and clean surgical instruments and equipment prior to sterilization
5. Sterilize equipment and ensure adequate surgical supplies are available
6. Load and operate sterilization equipment, such as autoclaves
7. Maintain records related to sterilization monitoring, orders, charges, and inventory
8. Report equipment defects or malfunctions to appropriate healthcare staff
9. Ensure sterile supplies are within expiration dates and safe for use
10. Maintain a sterile environment
11. Demonstrate ethical and professional behavior consistent with standards of practice
12. Perform duties of a Sterile Processing Technician/Central Service Technician

PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
SPT101	Medical Terminology, Anatomy & Physiology and Microbiology	40.00	40.00		80.00
SPT102	SPT Regulations, Infection Control and Decontamination	40.00	40.00		80.00
SPT103	Disinfection And Instrumentation	40.00	40.00		80.00
SPT104	Sterilization	40.00	40.00		80.00
SPT105	Record Keeping and Quality Assurance	20.00	20.00		40.00
CD100	Professional Development and Human Relations	20.00	-		20.00
CD110	Career Development	20.00	-		20.00
SPT106	Externship	-	-	400.0	400.0
	PROGRAM TOTAL:				**800.00**

COURSE DESCRIPTIONS

SPT 101: MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY AND MICROBIOLOGY

(LECTURE: 40 HOURS| LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course provides students with a basic understanding of medical terminology, including word - building components such as prefixes, suffixes, root words, spelling, definitions, and pronunciation, with emphasis on terminology used in the field of surgical technology. Students will also study the structure and function of the human body systems, including related specialties, disease processes (pathogenesis), and diagnostic and treatment procedures.

The course also serves as an introduction to microbiology and its impact on human health. Topics include the study of microorganisms, their structure and physiology, biochemical characteristics, infectious diseases, and their practical applications in healthcare.

SPT 102: SPT REGULATIONS, INFECTION CONTROL AND DECONTAMINATION

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course introduces the essential functions, responsibilities, and professional standards of the Sterile Processing Department (SPD). Students will explore SPD workflow, technician responsibilities, education and training requirements, and the impact of regulatory agencies, professional organizations, standards, and guidelines on sterile processing operations. Emphasis will be placed on the technician's role in preventing healthcare-associated infections through proper instrument handling, infection control practices, personal hygiene, attire, and the appropriate use of personal protective equipment (PPE).

Students will examine the principles of environmental safety, clean and dirty area separation, bloodborne pathogen prevention, and the chain of infection, including the technician's responsibility in breaking the cycle of transmission. The course provides foundational knowledge of decontamination processes, safe handling of contaminated instruments and medical devices, and required PPE for decontamination activities. Through classroom instruction and skills laboratory practice, students will apply regulatory requirements and industry standards necessary to perform sterile processing duties safely, effectively, and professionally.

SPT 103: DISINFECTION AND INSTRUMENTATION

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course provides comprehensive training in disinfection techniques and instrumentation management for individuals pursuing a career in sterile processing. Students will gain an understanding of the principles and practices of disinfection, with an emphasis on its role in preventing healthcare-associated infections (HAIs). Topics include types of disinfectants, their modes of action, and factors that affect their effectiveness.

Students will also learn the fundamentals of medical instrument and equipment management in a sterile processing environment, including instrument identification, inspection, assembly, packaging, and preparation for sterilization.

SPT 104: STERILIZATION

(LECTURE: 40 HOURS | LAB: 40 HOURS)
PREREQUISITE(S): NONE

This course provides a comprehensive overview of sterilization techniques, methods, and best practices for sterile processing professionals. Students will explore the principles of sterilization, including microbial control, sterilization methods, and validation processes. Emphasis is placed on the characteristics of different sterilization agents and their applications in healthcare settings.

Students will also learn sterilization cycle development, monitoring, and documentation to ensure compliance with regulatory standards and guidelines.

SPT 105: RECORD KEEPING AND QUALITY ASSURANCE

(LECTURE: 20 HOURS | LAB: 20 HOURS)
PREREQUISITE(S): NONE

This course covers records creation and monitoring, ordering and allocation of medical supplies and instruments, and maintaining records related to sterilization. Students will learn to report equipment defects or issues to appropriate medical office staff, take physical inventory of equipment and supplies, and complete requisition forms, equipment logs, and stock order requests.

Topics include Protected Health Information (PHI) and an overview of computer applications and data entry. The course also introduces Material Safety Data Sheets (MSDS), work simplification, special handling procedures, and Six Sigma concepts in quality assurance. Additional topics include total quality management, safety and risk management, inventory management, information technology, and storage practices.

CD 100: PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS

(LECTURE: 20 HOURS | LAB: NONE)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides students with the knowledge and skills needed for personal and professional success, with an emphasis on self-awareness, goal setting, stress management, time management, and financial responsibility. Students will explore their values, strengths, and motivations, and learn how to set both short- and long-term goals. The course also covers strategies for managing stress and anxiety, improving emotional intelligence, and strengthening workplace effectiveness.

Additional topics include prioritization, overcoming procrastination, and developing financial literacy through budgeting and responsible borrowing. By the end of the course, students will create an individualized action plan that integrates these skills to support ongoing professional growth and effective interpersonal relationships.

CD 110: CAREER DEVELOPMENT

(LECTURE: 20 HOURS | LAB: NONE)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course is designed to prepare students for successful entry into the workforce by focusing on career readiness and job search strategies. Students will learn how to develop a professional brand through resumes, cover letters, and networking, as well as practice effective interviewing skills. The course also emphasizes strategies for securing employment, succeeding in the workplace, and supporting long-term career advancement.

SPT 106: EXTERNSHIP

(LECTURE: NONE | LAB: NONE | EXTERNSHIP: 200 HOURS)
PREREQUISITE(S): SPT101, SPT102, SPT103, SPT104, SPT105, CD100, CD110

After completing classroom lecture and lab hours, students will participate in a clinical externship where they apply the knowledge and skills gained in a real healthcare facility. Under appropriate supervision, students will perform sterile processing duties within the ethical and legal framework of the profession.

The externship provides hands-on experience in cleaning, disinfecting, assembling, sterilizing, and distributing medical instruments and supplies, as well as exposure to workflow processes, safety procedures, and quality control standards. This experience helps students develop professional competence, confidence, and readiness for entry-level employment in sterile processing.

PROGRAM TITLE: VOCATIONAL NURSING

1530 clock hours / 54 Weeks (SOC 29-2061) (CIP: 51.3901)

Method of delivery: Residential
Credential: Diploma
Training location: Huntington Park

PROGRAM DESCRIPTION

The Vocational Nursing program prepares students for entry-level practice in vocational nursing. The curriculum combines theory instruction, skills laboratory training, and supervised clinical experience in approved healthcare facilities to develop the knowledge, clinical skills, and professional behaviors necessary to provide safe, competent, and compassionate patient care.

Students receive instruction in the fundamental nursing concepts, patient care across the lifespan, pharmacology, medical-surgical nursing, maternal-child nursing, mental health nursing, and other content required by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Upon successful completion of the program, graduates are eligible to apply to the BVNPT for authorization to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

SCHEDULE OPTIONS

The program is offered in a day schedule, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Because clinical experiences take place in active medical offices and skilled nursing facilities, shifts are typically eight hours. Students may be required to complete the clinical experience any day of the week Monday – Sunday based on site and schedule availability.

LICENSURE

In the State of California, graduates of an approved Vocational Nursing program must obtain licensure through the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice as a Licensed Vocational Nurse (LVN). Licensure requirements include successful completion of the program, submission of a licensure application, Live Scan fingerprint clearance, and successful passage of the NCLEX-PN examination.

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Provide safe, competent, and ethical nursing care within the scope of practice of a Licensed Vocational Nurse
2. Apply nursing knowledge and clinical judgment in the care of patients across the lifespan
3. Administer medications and treatments safely under appropriate supervision
4. Demonstrate effective communication and collaboration with patients, families, and members of the healthcare team
5. Utilize critical thinking and problem-solving skills in clinical decision-making

6. Practice infection control and safety procedures in accordance with healthcare regulations and standards
7. Document patient care accurately and professionally
8. Demonstrate professional behavior consistent with legal, ethical, and regulatory standards
9. Meet eligibility requirements to apply for licensure through the BVNPT and attempt the NCLEX-PN examination

PROGRAM PROGRESSION

The Vocational Nursing curriculum is delivered as an integrated, term-based program. Each term incorporates the content areas and instructional hours identified in the College's BVNPT-approved curriculum plan.
Students must successfully complete each term before progressing to the next term.
To successfully complete a term and remain eligible for progression, students must:

- Earn a minimum overall term grade of 75%
- Receive a Pass (P) in the clinical component
- Successfully complete all required theory and clinical hours

Students who do not meet the requirements for successful completion of a term are not eligible to progress to the next term and will be dismissed from the Vocational Nursing Program.

PROGRAM OUTLINE

Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
VN100	Term 1: Foundations of Vocational Nursing	144	95	144	383
VN200	Term 2: Medical-Surgical Nursing I	144	30	208	382
VN300	Term 3: Medical-Surgical Nursing II	144	14	224	382
VN400	Term 4: Medical-Surgical III, Leadership, and Transition to Practice	144	15	224	383
	PROGRAM TOTAL:	576	154	800	**1530**

COURSE DESCRIPTIONS

VN100 – TERM 1: FOUNDATIONS OF VOCATIONAL NURSING

(LECTURE: 144 HOURS | LAB: 95 HOURS | CLINICAL: 144 HOURS)
PREREQUISITE(S): NONE

This course introduces students to the foundations of vocational nursing practice through classroom instruction, skills laboratory training, and supervised clinical experience. Students develop basic nursing knowledge, clinical skills, and professional behaviors while learning the principles of safe, patient-centered care.

Major content areas include:

- Anatomy and Physiology
- Nutrition
- Fundamentals of Nursing
- Nursing Process
- Communication
- Pharmacology
- Communicable Disease
- Ethics and Ethical Conduct
- Critical Thinking
- Culturally Congruent Care

Students apply foundational nursing concepts through laboratory practice and supervised clinical experiences focused on basic nursing care and skill development.

VN200 – TERM 2: MEDICAL-SURGICAL NURSING I

(LECTURE: 144 HOURS | LAB: 30 HOURS | CLINICAL: 208 HOURS)
PREREQUISITE(S): TERM 1

This course builds on the foundational knowledge and skills introduced in Term 1 by expanding students' understanding of adult health nursing. Students continue developing clinical judgment and nursing skills while providing care to patients with common medical-surgical conditions.

Major content areas include:

- Anatomy and Physiology (continued)
- Nutrition (continued)
- Nursing Process (continued)
- Patient Education
- Growth and Development
- Medical-Surgical Nursing
- Communicable Disease
- Rehabilitation Nursing
- Critical Thinking
- End-of-Life Care

Students continue supervised clinical experiences with an emphasis on applying the nursing process, medication administration, patient education, and safe nursing care in the medical-surgical setting.

VN300 – TERM 3: MEDICAL-SURGICAL NURSING II

(LECTURE: 144 HOURS | LAB: 14 HOURS | CLINICAL: 224 HOURS)
PREREQUISITE(S): TERM 1, TERM 2

This course advances students' knowledge and clinical skills in the care of patients with more complex health conditions. Emphasis is placed on advanced medical-surgical nursing concepts and the care of maternal patients through classroom instruction, laboratory activities, and supervised clinical experiences.

Major content areas include:

- Medical-Surgical Nursing (continued)
- Maternity Nursing

Students participate in advanced medical-surgical and maternal health clinical experiences that strengthen clinical judgment, patient assessment, communication, and the application of the nursing process in a variety of healthcare settings.

VN400 – TERM 4: MEDICAL-SURGICAL III, LEADERSHIP, AND TRANSITION TO PRACTICE

(LECTURE: 144 HOURS | LAB: 15 HOURS | CLINICAL: 224 HOURS)
PREREQUISITE(S): TERM 1, TERM 2, TERM 3

This course prepares students for entry-level vocational nursing practice by integrating knowledge and skills acquired throughout the program. Students refine clinical judgment, leadership abilities, and professional responsibilities while completing supervised clinical experiences and preparing for licensure.

Major content areas include:

- Psychology
- Communication with patients with psychological disorders
- Medical-Surgical Nursing (continued)
- Gerontological Nursing
- Pediatric Nursing
- Leadership and Supervision
- Ethics and Ethical Conduct (continued)
- NCLEX-PN Review

Students complete supervised clinical experiences in medical-surgical nursing, pediatrics, leadership and supervision, and mental health while demonstrating readiness for professional practice.

PROGRAM TITLE: ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (PROVISIONAL)

83 Semester Credit hours / 1970 Contact hours / 91 Weeks (SOC 29-2032) (CIP: 51.0910)

Method of delivery: Hybrid/Blended
Credential: Associate of Applied Science
Training location: Huntington Park, Pomona, Van Nuys

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography program prepares students for entry-level positions as diagnostic medical sonographers. The program provides training in the theory and application of ultrasound imaging techniques to produce two-dimensional images of internal organs for use by physicians in diagnosing diseases and abnormalities, while building a comprehensive understanding of the fundamental principles and best practices of medical sonography.

This hybrid program delivers classroom instruction through both synchronous and asynchronous learning, with hands-on skills taught through on-site instruction. Students also complete a supervised clinical externship in approved healthcare facilities to apply their knowledge and develop practical skills.

SCHEDULE OPTIONS

The program is offered in a day schedule, Monday through Friday, 8:00 a.m. to 1:00 p.m.

Because clinical experiences take place in active medical offices and imaging facilities, shifts are typically eight hours. Students may be required to complete the clinical experience any day of the week Monday – Sunday based on site and schedule availability.

ADDITIONAL INFORMATION ON COURSE DELIVERY

Unless otherwise noted, core courses are offered in a blended format and include synchronous didactic instruction delivered through scheduled live class sessions, together with on-campus laboratory instruction, as applicable. Certain general education courses are delivered by full distance education (asynchronous); these courses are identified as asynchronous in the applicable course descriptions.

LICENSURE

In the State of California, diagnostic medical sonographers are not required to obtain licensure for employment. However, most employers require national certification, and the College strongly encourages students to pursue certification to enhance employment opportunities and support career advancement. Graduates of the program may be eligible to sit for the Sonography Principles and Instrumentation (SPI) examination through the American Registry for Diagnostic Medical Sonography (ARDMS).

Certification eligibility requirements are established by the credentialing organization and may include verification of clinical experience and successful completion of required examinations. Although certification is

not required for entry-level employment in California, students who meet additional academic and clinical requirements may pursue further ARDMS certification.

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Demonstrate proficiency in medical terminology, anatomy, and physiology as they relate to diagnostic medical sonography
2. Apply HIPAA regulations to ensure patient privacy and confidentiality
3. Apply knowledge of local, state, and federal healthcare laws, including proper documentation and reporting requirements
4. Manage the clinical environment, equipment, and inventory, including cleaning and maintaining imaging equipment to ensure proper operation
5. Perform as an entry-level sonographer in abdominal, OB-GYN, and vascular sonography.
6. Demonstrate skills in patient care and patient services
7. Perform ultrasound imaging procedures, including capturing images, observing findings, and documenting results in patient records
8. Demonstrate professionalism, ethical behavior, and adherence to the scope of practice in diagnostic medical sonography

PROGRAM OUTLINE

	Course Code	Course Title	Lecture Credits	Lab Credits	Externship Credits	Semester Credits
TERM 1						
	MA100	Medical Terminology	3.0	0.0	0.0	3.0
	MA110	Anatomy and Physiology	6.0	1.0	0.0	7.0
	CPU1	Basic Word Processing	3.0	0	0.0	3.0
TERM 1 TOTAL						**13.0**
TERM 2						
	DMS101	Introduction to Sonography and Patient Care	1.33	0.67	0.0	2.0
	MATH100	College Math	3.0	0.0	0.0	3.0
	PHY1	General Physics	3.0	0.0	0.0	3.0
	ENG100	Oral and Written Communication	3.0	0	0.0	3.0
	PSY101	Introduction to Psychology	3.0	0.0	0.0	3.0
TERM 2 TOTAL						**14.0**
TERM 3						
	DMS102	Ultrasound Physics and Instrumentation	10.6	.67	0.0	11.0
TERM 3 TOTAL						**11.0**

TERM 4						
	DMS103	Abdomen and Small Parts	6.0	3.0	0.0	9.0
TERM 4 TOTAL						**9.0**
TERM 5						
	DMS104	Vascular Ultrasound	5.33	2.67	0.0	8.0
	CD100	Professional Development and Human Relations	1.33	0.0	0.0	1.0
TERM 5 TOTAL						**9.0**
TERM 6						
	DMS105	OB & Gynecology Ultrasound	6.0	3.0	0.0	9.0
	CD110	Career Development	1.33	0.0	0.0	1.0
TERM 6 TOTAL						**10.0**
TERM 7						
	DMS106A	Clinical Externship I	0.0	0.0	3.33	3
	DMS106B	Clinical Externship II	0.0	0.0	3.33	3
	DMS106C	Clinical Externship III	0	0	11.11	11
TERM 7 TOTAL						**17.0**
TOTAL SEMESTER CREDITS						**83.0**

COURSE DESCRIPTIONS

MA 100: MEDICAL TERMINOLOGY

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE

This course helps students build essential skills in word analysis, pronunciation, and interpretation of medical terms through an engaging, interactive digital learning environment. Emphasis is placed on understanding word roots, prefixes, suffixes, and basic anatomical vocabulary, enabling students to apply terminology in real-world healthcare scenarios. This general education course strengthens communication skills, reading comprehension, and critical thinking.

MA 110: ANATOMY AND PHYSIOLOGY

(7 SEMESTER CREDITS)
PREREQUISITE(S): MA100

This course introduces students to the fundamental structure and function of the human body. Students will explore how cells, tissues, organs, and systems work together to sustain life. Emphasis is placed on scientific literacy, critical thinking, and understanding human anatomy and physiology concepts that apply to everyday life, helping students build a practical and engaging understanding of human biology.

This course fulfills a general education natural science requirement.

CPU 1: BASIC WORD PROCESSING

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

The course provides students with essential digital literacy skills needed for academic success, workplace readiness, and effective participation in today's technology-driven world. Students will build foundational competencies in computer operation, file management, internet navigation, online safety, productivity software, and introductory cloud-based tools. Emphasis is placed on practical skills development, critical thinking, and confidence in using technology across various personal and professional settings. By the end of the course, students will have a strong understanding of core computer concepts and the ability to apply digital tools effectively and responsibly.

DMS 101: INTRODUCTION TO SONOGRAPHY AND PATIENT CARE

(2 SEMESTER CREDITS)
PREREQUISITE(S): NONE

This course provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This course also prepares the student in various clinical settings, continuing education, sonography specialties, and career options. Students will also be provided with the basic concepts and skills of patient care including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

MATH 100: COLLEGE MATH

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides a comprehensive foundation in mathematical concepts essential for various fields of study. Topics include algebra, geometry, probability, statistics, and mathematical reasoning. Students will be equipped with the essential mathematical skills required in healthcare settings. Students will engage in practical, real-world scenarios to develop critical thinking and problem-solving abilities.

PHY 1: GENERAL PHYSICS

(3 SEMESTER CREDITS)
PREREQUISITE(S): MATH 100
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course aims to equip students with the ability to apply basic physics concepts to understand and solve problems related to human physiology, movement, and health science applications. Emphasis is on topics with applications in measurement, motion, forces, energy, fluids, thermodynamics, waves, electricity, magnetism, optics, and relativity.

ENG 100: ORAL AND WRITTEN COMMUNICATION

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course explores the importance of communication in personal, professional, and social contexts. Students will gain essential skills, insights, and knowledge to effectively interact with diverse individuals, enhancing their understanding of the richness and complexity of human experiences. The course covers the dynamics of social groups, their unique lived experiences, and how communication shapes interactions across various settings. Through a blend of theory and practical application, students will learn how to foster meaningful relationships with coworkers, clients, patients, and customers, while building strong organizational communication practices. By the end of the course, students will be equipped to navigate and contribute to a culturally diverse world with confidence and competence.

PSY 101: INTRODUCTION TO PSYCHOLOGY

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides an essential introduction to the scientific study of behavior and mental processes. It covers fundamental psychological concepts, exploring the structure and function of the nervous system, sensory and perceptual processes, learning, memory, and cognitive functions. Students will examine human development and personality theories, identify common psychological disorders, and compare therapeutic approaches. By applying psychological principles to real-world scenarios, students will understand social interactions, stress management, workplace behavior, and overall mental well-being.

DMS 102: ULTRASOUND PHYSICS AND INSTRUMENTATION

(11 SEMESTER CREDITS)
PREREQUISITE(S): DMS 101, MATH 110, PHY 1

This course covers the fundamental principles of ultrasound physics and instrumentation. Students will develop a comprehensive understanding of sound wave properties, the interaction of ultrasound within the human body, and the appropriate application of ultrasound technology in clinical practice. Emphasis is placed on ultrasound theory, system components and controls, transducer construction and function, and Doppler principles

DMS 103: ABDOMEN AND SMALL PARTS

(9 SEMESTER CREDITS)
PREREQUISITE(S): DMS 101, DMS 102

This course presents the gross anatomy, sectional anatomy, physiology, pathology, and pathophysiology, as well as the sonographic appearances of normal and abnormal structures of the liver, gallbladder and biliary tree, pancreas, and urinary tract, including the urinary bladder. This course also includes cross-sectional ultrasound imaging instruction, with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine, as well as protocols of the abdomen and related systems.

DMS 104: VASCULAR ULTRASOUND

(8 SEMESTER CREDITS)
PREREQUISITE(S): DMS101, DMS102

This course is divided into two modules. Module I focuses on the head and neck vasculature, while Module II addresses the thoracic and abdominal vasculature. Students explore the anatomy, physiology, and pathophysiology of arteries and veins; venous and abdominal hemodynamics; hydrostatic and transmural pressures; and exercise- or pre/postprandial-induced vascular changes. The course emphasizes the vascular sonographer's role and provides clinical experience through observation, pre- and post-procedural activities, and supervised performance of basic vascular examinations.

CD 100: PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS

(1 SEMESTER CREDIT)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides students with the knowledge and skills needed for personal and professional success, with an emphasis on self-awareness, goal setting, stress management, time management, and financial

responsibility. Students will explore their values, strengths, and motivations, and learn how to set both short- and long-term goals. The course also covers strategies for managing stress and anxiety, improving emotional intelligence, and strengthening workplace effectiveness.

Additional topics include prioritization, overcoming procrastination, and developing financial literacy through budgeting and responsible borrowing. By the end of the course, students will create an individualized action plan that integrates these skills to support ongoing professional growth and effective interpersonal relationships.

DMS 105: OB & GYNECOLOGY ULTRASOUND

(9 SEMESTER CREDITS)
PREREQUISITE(S): DMS 101, DMS 102

This course presents the gross anatomy, sectional anatomy, physiology, pathology, pathophysiology, and sonographic appearances of normal and abnormal structures of the female reproductive system, including the first trimester of the intrauterine fetal development and diseases of the female pelvis. Scanning lab continues with transabdominal scanning of the female pelvis and pregnant uterus, including ectopic pregnancy, fetal development and growth, fetal measurements, and normal and abnormal fetal anatomy.

CD 110: CAREER DEVELOPMENT

(1 SEMESTER CREDIT)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course is designed to prepare students for successful entry into the workforce by focusing on career readiness and job search strategies. Students will learn how to develop a professional brand through resumes, cover letters, and networking, as well as practice effective interviewing skills. The course also emphasizes strategies for securing employment, succeeding in the workplace, and supporting long-term career advancement.

DMS 106A: CINICAL EXTERNSHIP I

(3 SEMESTER CREDITS)
PREREQUISITE(S): TERM 1, 2 , 3, 4, 5, 6

After completing classroom lecture and lab hours, students will begin their first clinical externship, where they apply the knowledge and skills gained in a clinical setting. This externship provides an introduction to the clinical environment of diagnostic medical sonography.

Students will perform assigned duties under appropriate supervision while practicing within the ethical and legal framework of the profession. Emphasis is placed on accountability, professionalism, and responsibility for their actions in the clinical setting.

DMS 106B: CINICAL EXTERNSHIP II

(3 SEMESTER CREDITS)
PREREQUISITE(S): TERM 1, 2, 3, 4, 5, 6, DMS 106A

After completing classroom lecture and lab hours and the first clinical externship, students will continue applying their knowledge and skills in a clinical setting while building on their initial clinical experience. This externship provides additional experience through assisting with and performing basic diagnostic ultrasound procedures.

Students will perform assigned duties under appropriate supervision while practicing within the ethical and legal framework of the profession. Emphasis is placed on accountability, professionalism, and responsibility for their actions in the clinical setting.

DMS 106C: CINICAL EXTERNSHIP III

(11 SEMESTER CREDITS)
PREREQUISITE(S): TERM 1, 2, 3, 4, 5,6, DMS 106A, DMS 106B

After completing classroom lecture and lab hours and two clinical externships, students will continue applying their knowledge and skills in a clinical setting while completing their training in diagnostic medical sonography. This externship focuses on performing required skills competencies and developing advanced sonography skills within the program.

Students will perform assigned duties under appropriate supervision while practicing within the ethical and legal framework of the profession. Emphasis is placed on accountability, professionalism, and responsibility for their actions in the clinical setting.

PROGRAM TITLE: ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY (PROVISIONAL)

65 Semester Credit hours / 1480 Contact hours / 60 Weeks (SOC 29-2055) (CIP: 51.0909)

Method of delivery: Hybrid/Blended
Credential: Associate of Applied Science
Training location: Huntington Park, Van Nuys

PROGRAM DESCRIPTION

The AAS in Surgical Technology program prepares students for entry-level positions as competent, ethical, and skilled surgical technologists who function effectively as members of the surgical team. The curriculum integrates didactic instruction, laboratory practice, and supervised clinical experience in approved healthcare facilities to reinforce and apply theoretical knowledge.

This hybrid/blended program delivers classroom theory through both synchronous online sessions and on-site instruction for hands-on skills development. Upon successful completion of all didactic and laboratory components, students are required to complete a supervised clinical externship in real-world surgical environments to apply learned skills and meet industry competencies.

The program is structured in accordance with the Association of Surgical Technologists (AST) Core Curriculum for Surgical Technology, 7th Edition, and provides comprehensive training in surgical technology principles and practices. Areas of emphasis include infection control standards, sterile techniques, operating room protocols, surgical procedures, and skills laboratory instruction.

SCHEDULE OPTIONS

This program is offered in a day schedule, Monday through Friday, 8:00 a.m. and 2:00 p.m.

Because externship takes place in active medical offices and clinics, shifts are typically eight hours. All students complete the externship using the standard workday schedule.

ADDITIONAL INFORMATION ON COURSE DELIVERY

Unless otherwise noted, core courses are offered in a blended format and include synchronous didactic instruction delivered through scheduled live class sessions, together with on-campus laboratory instruction, as applicable. Certain general education courses are delivered by full distance education (asynchronous); these courses are identified as asynchronous in the applicable course descriptions.

LICENSURE

While the State of California does not currently require licensure for Surgical Technologists, certification is typically required or preferred by employers in the field. However, as part of the Prestige Career College Associate of Applied Science in Surgical Technology program requirements, students are required to participate in the National Center for Competency Testing (NCCT) Tech in Surgery – Certified (TS-C) examination. Participation in the NCCT examination is mandatory for program completion; however, passing the examination is not required for graduation.

The exam assesses students' knowledge, technical skills, and professional competencies in alignment with the Association of Surgical Technologists (AST) Core Curriculum for Surgical Technology, 7th Edition. Examination eligibility is determined upon completion of all required didactic and clinical coursework, and testing is administered in accordance with NCCT requirements.

Graduates may also be eligible to apply for additional national certification examinations through the National Board of Surgical Technology and Surgical Assisting (NBSTSA), subject to the requirements of the respective credentialing organizations.

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to:

1. Demonstrate proficiency in medical terminology, anatomy, and pathophysiology within the surgical environment
2. Apply proper sterilization, disinfection, and aseptic techniques to maintain a sterile surgical environment and prevent contamination
3. Apply knowledge of local, state, and federal healthcare laws, including HIPAA regulations, proper documentation, and patient confidentiality requirements
4. Demonstrate skills in handling surgical instruments and equipment for various surgical procedures
5. Assist in surgical procedures and patient preparation
6. Demonstrate critical thinking and problem-solving skills
7. Ensure medication safety in surgical procedures
8. Demonstrate professionalism, ethical decision-making, and adherence to patient rights, confidentiality, and the responsibilities of a surgical technician within the healthcare system

PROGRAM OUTLINE

	Course Code	Course Title	Lecture Credits	Lab Credits	Externship Credits	Semester Credits
TERM 1						
	MA100	Medical Terminology	3.0	0.0	0.0	3.0
	MA110	Anatomy and Physiology	6.0	1.0	0.0	7.0
	ST101	Surgical Technology Theory 1	4.0	0.0	0.0	4.0
TERM 1 TOTAL						**14.0**

TERM 2						
	ST105	Microbiology for Surgical Technologists	2.0	0.0	0.0	2.0
	ST110	Pharmacology for Surgical Technologists	2.0	0.0	0.0	2.0
	ST200	Surgical Technology Theory 2	4.0	0.0	0.0	4.0
	ST210	Introduction to Surgical Laboratory	1.0	2.0	0.0	3.0
	PSY101	Introduction to Psychology	3.0	0.0	0.0	3.0
TERM 2 TOTAL						**14.0**
TERM 3						
	ENG100	Oral and Written Communication	3.0	0.0	0.0	3.0
	CD100	Professional Development and Human Relations	1.0	0.0	0.0	1.0
	ST300	Surgical Lab Procedures 1	5.0	0.0	0.0	5.0
	ST310	Surgical Lab 1	1.0	2.0	0.0	3.0
TERM 3 TOTAL						**12.0**
TERM 4						
	MATH100	College Math	3.0	0.0	0.0	3.0
	CD110	Career Development	1.0	0.0	0.0	1.0
	ST400	Surgical Lab Procedures 2	5.0	0.0	0.0	5.0
	ST410	Surgical Lab 2	1.0	2.0	0.0	3.0
TERM 4 TOTAL						**12.0**
TERM 5						
	ST500	Clinical Externship 1	0.0	0.0	6.0	6.0
TERM 5 TOTAL						**6.0**
TERM 6						
	ST510	Clinical Externship 2	0.0	0.0	6.0	6.0
	ST520	Certification Review	0.0	0.0	0.0	1.0
TERM 6 TOTAL						**7.0**
TOTAL SEMESTER CREDITS						**65.0**

COURSE DESCRIPTIONS

MA 100: MEDICAL TERMINOLOGY

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE

This course helps students build essential skills in word analysis, pronunciation, and interpretation of medical terms through an engaging, interactive digital learning environment. Emphasis is placed on understanding word roots, prefixes, suffixes, and basic anatomical vocabulary, enabling students to apply terminology in real-world healthcare scenarios. This general education course strengthens communication skills, reading comprehension, and critical thinking.

MA 110: ANATOMY AND PHYSIOLOGY

(7 SEMESTER CREDITS)
PREREQUISITE(S): MA 100

This course introduces students to the fundamental structure and function of the human body. Students will explore how cells, tissues, organs, and systems work together to sustain life. Emphasis is placed on scientific literacy, critical thinking, and understanding human anatomy and physiology concepts that apply to everyday life, helping students build a practical and engaging understanding of human biology.

This course fulfills a general education natural science requirement.

ST 101: SURGICAL TECHNOLOGY THEORY 1

(4 SEMESTER CREDITS)
PREREQUISITE(S): NONE

This course introduces students to the foundational principles of surgical technology, focusing on patient care, operating room safety, and essential technical skills. Students will learn to assess the physical, psychological, and spiritual needs of surgical patients, including special populations such as geriatric, pediatric, pregnant, immunocompromised, trauma, and diabetic patients. The course covers the operating room environment, emphasizing safety precautions, aseptic principles, and sterile techniques. Students will explore the role of surgical technologists in emergency and all-hazards events. The course introduces fundamental technology concepts, including computer applications, lasers, surgical robotics, and principles of electricity. Students will also develop word processing skills and gain hands-on experience with decontamination, disinfection, and sterilization procedures essential for maintaining a safe surgical setting.

ST 105: MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS

(2 SEMESTER CREDITS)
PREREQUISITE(S): MA 100, MA 110

This course introduces the principles of microbiology with an emphasis on infection control, pathogen identification, and aseptic techniques in the surgical environment. Students will explore microbial structure, transmission, and surgical site infections, focusing on practices essential for patient and staff safety.

ST 110: PHARMACOLOGY FOR SURGICAL TECHNOLOGISTS

(2 SEMESTER CREDITS)
PREREQUISITE(S): ST 101, ST 105

This course provides surgical technologists with an understanding of pharmacological principles, medication safety, and perioperative surgical drugs. Students will explore drug classifications, calculate dosages, prepare medications, and learn administration techniques adhering to sterile field protocols.

ST 200: SURGICAL TECHNOLOGY THEORY 2

(4 SEMESTER CREDITS)
PREREQUISITE(S): ST 101

This course focuses on the relationship between surgical instrumentation, equipment, and supplies. Students will develop hands-on skills in identifying, handling, and using various surgical instruments, learning their classifications, common names, and functions. Students will also gain proficiency in key surgical preparation techniques, including patient transferring, transporting, positioning, draping, and catheterization for both male and female patients.

The course introduces case management across the three surgical phases: preoperative, intraoperative, and postoperative. Emphasis is placed on preparing a sterile field, gathering and passing instruments, anticipating the needs of the surgical team, and maintaining effective intraoperative communication. The course also covers surgical wound classifications and introduces commonly used sutures and stapling devices, along with their applications in various procedures.

ST 210: INTRODUCTION TO SURGICAL LABORATORY

(3 SEMESTER CREDITS)
PREREQUISITE(S): ST 200

This hands-on lab provides students with an introduction to basic surgical techniques such as aseptic techniques, scrubbing, gowning and gloving, establishing and maintaining a sterile field. Students will also apply their knowledge of surgical anatomy, pathology, procedural steps, instrumentation, patient positioning, and specialty-specific considerations.

PSY 101: INTRODUCTION TO PSYCHOLOGY

(3 SEMESTER CREDITS)
PREREQUISITE(S):NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides an essential introduction to the scientific study of behavior and mental processes. It covers fundamental psychological concepts, exploring the structure and function of the nervous system, sensory and perceptual processes, learning, memory, and cognitive functions. Students will examine human development and personality theories, identify common psychological disorders, and compare therapeutic approaches. By applying psychological principles to real-world scenarios, students will understand social interactions, stress management, workplace behavior, and overall mental well-being.

ENG 100: ORAL AND WRITTEN COMMUNICATION

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course explores the importance of communication in personal, professional, and social contexts. Students will gain essential skills, insights, and knowledge to effectively interact with diverse individuals, enhancing their understanding of the richness and complexity of human experiences. The course covers the dynamics of social groups, their unique lived experiences, and how communication shapes interactions across various settings. Through a blend of theory and practical application, students will learn how to foster meaningful relationships with coworkers, clients, patients, and customers, while building strong organizational communication practices. By the end of the course, students will be equipped to navigate and contribute to a culturally diverse world with confidence and competence.

CD 100: PROFESSIONAL DEVELOPMENT AND HUMAN RELATIONS

(1 SEMESTER CREDIT)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides students with the knowledge and skills needed for personal and professional success, with an emphasis on self-awareness, goal setting, stress management, time management, and financial responsibility. Students will explore their values, strengths, and motivations, and learn how to set both short- and long-term goals. The course also covers strategies for managing stress and anxiety, improving emotional intelligence, and strengthening workplace effectiveness.

Additional topics include prioritization, overcoming procrastination, and developing financial literacy through budgeting and responsible borrowing. By the end of the course, students will create an individualized action plan that integrates these skills to support ongoing professional growth and effective interpersonal relationships.

ST 300: SURGICAL LABORATORY PROCEDURES 1

(5 SEMESTER CREDITS)
PREREQUISITE(S): ST 210

This course provides an in-depth introduction to fundamental and specialty surgical procedures, focusing on general surgery; gynecologic, obstetric, ophthalmic, otorhinolaryngologic (ENT), oral/maxillofacial; and plastic/reconstructive procedures. Students will develop a strong foundation in surgical anatomy, pathology, procedural steps, instrumentation, and patient positioning for each specialty. Emphasis is placed on the role of the surgical technologist in preoperative, intraoperative, and postoperative patient care.

Students will learn to identify and handle surgical instruments, supplies, and equipment while ensuring proper aseptic techniques. The course also covers patient safety considerations, wound classification, surgical

complications, and variations in procedural approaches. Through case studies and scenario-based learning, students will enhance their ability to anticipate the needs of the surgical team, maintain a sterile field, and support efficient workflow in the operating room.

ST 310: SURGICAL LAB 1

(3 SEMESTER CREDITS)

PREREQUISITE(S): ST 300

This course provides instruction in decontamination, disinfection, and sterilization techniques, ensuring proper application in surgical settings. Students will gain proficiency in these techniques, with an emphasis on maintaining aseptic techniques and adhering to sterile principles to prevent infections. The course also covers fundamental diagnostic procedures, including vital sign assessment and documentation. Through hands-on practice, students will develop the technical and critical thinking skills necessary for success in the operating room.

MATH 100: COLLEGE MATH

(3 SEMESTER CREDITS)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course provides a comprehensive foundation in mathematical concepts essential for various fields of study. Topics include algebra, geometry, probability, statistics, and mathematical reasoning. Students will be equipped with the essential mathematical skills required in healthcare settings. Students will engage in practical, real-world scenarios to develop critical thinking and problem-solving abilities.

CD 110: CAREER DEVELOPMENT

(1 SEMESTER CREDIT)
PREREQUISITE(S): NONE
DELIVERED BY FULL DISTANCE EDUCATION (ASYNCHRONOUS)

This course is designed to prepare students for successful entry into the workforce by focusing on career readiness and job search strategies. Students will learn how to develop a professional brand through resumes, cover letters, and networking, as well as practice effective interviewing skills. The course also emphasizes strategies for securing employment, succeeding in the workplace, and supporting long-term career advancement.

ST 400: SURGICAL PROCEDURES 2

(5 SEMESTER CREDITS)
PREREQUISITE(S): ST 300, ST 310

This course expands students' knowledge of advanced surgical specialties, focusing on orthopedic, cardiovascular, thoracic, neurosurgical, and other specialized procedures. Students will gain a comprehensive understanding of surgical techniques, patient positioning, instrumentation, procedural steps, and postoperative considerations unique to these complex surgeries. Emphasis is placed on the role of the surgical technologist in maintaining aseptic technique, managing surgical equipment, and anticipating the needs of the surgical team during high-risk procedures.

Students will explore topics such as tissue grafting, implant placement, hemostasis management, and the use of advanced surgical technologies, including microsurgery, minimally invasive techniques, and robotics. Through case studies, scenario-based learning, and hands-on practice, students will refine their critical thinking and technical skills, ensuring preparedness for real-world surgical environments. The course also highlights patient safety, emergency response protocols, and interdisciplinary collaboration in specialized surgical settings.

ST 410: SURGICAL LAB 2

(3 SEMESTER CREDITS)
PREREQUISITE(S): ST 400

This course further develops students' technical skills and clinical proficiency in assisting in surgical procedures. Through guided practice, students will refine their ability to assist in general surgery, gynecologic, obstetric, ophthalmic, otorhinolaryngologic (ENT), oral/maxillofacial, and plastic/reconstructive procedures. Emphasis is placed on advanced instrument handling, maintaining strict sterile technique, and executing procedural steps with precision. Students will deepen their understanding of surgical team dynamics, patient safety, and intraoperative decision-making while reinforcing their ability to anticipate the needs of the surgeon and respond effectively in the operating room.

ST 500: CLINICAL EXTERNSHIP 1

(6 SEMESTER CREDITS)
PREREQUISITE(S): ST 101, ST 105, ST 110, ST 200, ST 210, ST 300, ST 310, ST 400, ST 410

After completing classroom lecture and lab hours, students will begin their first clinical externship, where they apply the knowledge and skills gained in a clinical setting. This externship provides an introduction to the clinical environment of surgical technology.

Students will perform assigned duties under appropriate supervision while practicing within the ethical and legal framework of the profession. Emphasis is placed on accountability, professionalism, and responsibility for their actions in the clinical setting.

ST 510: CLINICAL EXTERNSHIP 2

(6 SEMESTER CREDITS)

PREREQUISITE(S): ST 101, ST 105, ST 110, ST 200, ST 210, ST 300, ST 310, ST 400, ST 410, ST 500

After completing classroom lecture and lab hours and the first clinical externship, students will continue applying their knowledge and skills in a clinical setting while building on their training in surgical technology. This externship focuses on completing required skills competencies and developing advanced skills within the program.

Students will perform assigned duties under appropriate supervision while practicing within the ethical and legal framework of the profession. Emphasis is placed on accountability, professionalism, and responsibility for their actions in the clinical setting.

ST 520: CERTIFICATION REVIEW

(1 SEMESTER CREDIT)

PREREQUISITE(S): ST 101, ST 105, ST 110, ST 200, ST 210, ST 300, ST 310, ST 400, ST 410, ST 500, ST 510

This intensive one-week review course is designed to prepare surgical technician students for their certification exam by reinforcing key concepts, skills, and test-taking strategies. The course covers surgical procedures, instrumentation, sterilization, patient care, professional ethics, and legal regulations. Students will engage in interactive discussions, practice tests, and hands-on skill reinforcement to build confidence and readiness for the exam.

Upon completion of the review, students are required to sit for the NCCT Tech in Surgery – Certified (TS-C) certification examination. Participation in the exam is required for graduation; however, a passing score is not.

Prestige Career College does not exceed the following student-to-teacher ratios:

STUDENT / TEACHER RATIO

PROGRAM	DIDACTIC*	LABORATORY	CLINICAL
AAS- Diagnostic Medical Sonography	25:1	20:1 10:1 (active scanning)	1:1
AAS-Surgical Technology	25:1	10:1	1:1
Medical Assistant	25:1	20:1	20:1
Nurse Assistant	25:1	15:1	5:1
Sterile Processing Technician	25:1	20:1	20:1
Vocational Nursing	25:1	15:1	15:1

**Didactic instruction for all programs, except Vocational Nursing, is delivered via distance education*

Deviations from these ratios are assessed on a case-by-case basis based on their effectiveness.

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is required for all students to remain enrolled and to qualify for graduation. The institution establishes, publishes, and consistently applies SAP standards that are reasonable, measurable, and aligned with program objectives and regulatory requirements. SAP standards apply to all students in all programs, regardless of delivery method, and are used to evaluate students' progress toward successful program completion.

In addition to meeting SAP standards, students must successfully complete all required components of their program of study, including all courses, required clock or credit hours, and any required competencies, externships, or clinical experiences, to be eligible for graduation.

MAXIMUM TIME FRAME

The maximum time frame is the maximum period allowed for a student to complete their program of study and may not exceed 150% of the published program length, measured in clock or credit hours.

Students who do not complete the program within the maximum time frame are no longer eligible for graduation. If applicable, the institution may provide documentation acknowledging completion of required instructional hours.

ACADEMIC PROGRESS STANDARDS

Students must meet both **quantitative** (attendance or pace of completion) and **qualitative** (academic performance) standards at each evaluation point.

Certificate Program (Nurse Assistant)

Due to state regulatory requirements:

- **Quantitative (Attendance):** Students must complete 100% of required theory and clinical hours. Students may have up to two (2) theory absences and one (1) clinical absence, all of which must be made up. Any missed required hours must be made up in accordance with program policies.
- **Qualitative (Academic Performance):** Students must maintain a minimum cumulative grade point average (CGPA) of 70% (2.0 GPA equivalent).

Diploma Programs

- **Quantitative (Attendance):** Students must maintain a minimum of 80% attendance.
- **Qualitative (Academic Performance):** Students must maintain a minimum cumulative grade point average (CGPA) of 70%.

Vocational Nursing Program

- **Quantitative (Attendance):** Students must complete 100% of required theory and clinical hours. Due to program-specific requirements, students are limited to a maximum of two (2) theory absences and one (1) clinical day absence per term. Any missed required theory or clinical hours must be made up in accordance with program policies.
- **Qualitative (Academic Performance):** In addition to meeting the institution's Satisfactory Academic Progress (SAP) requirements, Vocational Nursing students must earn a minimum overall grade of 75% at the conclusion of each term to remain in good academic standing and progress through and complete the program.

Degree Programs

- **Quantitative (Pace of Completion):** Students must successfully complete at least 67% of attempted credit hours.
- **Qualitative (Academic Performance):** Students must maintain a minimum cumulative grade point average (CGPA) of 75%.

EVALUATION PERIODS

SAP is evaluated at regular intervals to monitor student progress. Evaluation periods do not exceed one academic year or one-half the program length, whichever is shorter.

- **Certificate Programs**
  - **Nurse Assistant:** At 60 clock hours and 160 clock hours
- **Diploma Programs:**
  - Medical Assistant & Sterile Processing Technician: At 50% of program completion
  - **Vocational Nursing Program:** at
    - 383 clock hours (End of Term 1)
    - 765 clock hours (End of Term 2)
    - 1,147 clock hours (End of Term 3)
    - 1, 530 clock hours (End of Term 4)
- **Degree Programs:** at the end of each term
  - Associate of Applied Science in Diagnostic Medical Sonography: Terms 1 through 7
  - Associate of Applied Science in Surgical Technology: Terms 1 through 6

Students are notified of their SAP status following each evaluation period.

SAP STATUS DESIGNATIONS

The institution assigns SAP statuses as follows:

- **Satisfactory:** The student is meeting all SAP requirements.
- **Warning:** Students who do not meet SAP standards at an evaluation point are placed on Warning for one evaluation period. Students may continue enrollment during this period. Warning status is assigned automatically and is not subject to appeal.
- **Probation:** Students who do not meet SAP standards at the end of the Warning period will be placed on Probation for the next evaluation period. Students must comply with the terms of an academic plan, if applicable.
- **Reinstatement:** Students who meet SAP standards after a period of Warning or Probation are returned to Satisfactory status.
- **Dismissal (Termination):** Students who do not meet SAP standards and/or fail to comply with the conditions of Probation will be dismissed from the program.

ADDITIONAL SAP CONSIDERATIONS

The following factors are considered in the evaluation of satisfactory academic progress, as applicable:

Withdrawals: Courses from which a student withdraws are included in the evaluation of satisfactory academic progress, including pace of completion and maximum time frame, as applicable.

Incomplete grades: Incomplete grades must be resolved within the timeframe established by the institution and will affect SAP status until a final grade is assigned.

Retake Courses: Retake courses are included in the evaluation of both quantitative (pace of completion) and qualitative (academic performance) standards, as applicable.

- **Vocational Nursing Program:** Because the Vocational Nursing curriculum is delivered as an integrated, term-based program, individual terms are not repeatable. Students who do not successfully complete a term may be eligible for a final examination retake and/or clinical make-up opportunity, as permitted by program policy. These opportunities do not alter the evaluation of satisfactory academic progress or the program's progression requirements.

Transfer Credits: Accepted transfer credits are counted toward the maximum time frame for program completion but are not included in the calculation of the cumulative grade point average (CGPA).

Pass/Fail and Satisfactory/Unsatisfactory: Courses graded on a pass/fail or satisfactory/unsatisfactory basis are included in the evaluation of pace of completion but are not calculated in the cumulative grade point average (CGPA).

WARNING, PROBATION, SUSPENSION, DISMISSAL, AND APPEAL POLICY

PCC maintains a progressive disciplinary and academic intervention policy to support student success and ensure satisfactory academic progress. Students who fail to meet cumulative grade point average (CGPA) or attendance requirements at established evaluation points will be subject to the following:

WARNING

Students who do not meet satisfactory academic progress (SAP) standards, including quantitative (attendance or pace) and qualitative (academic performance) requirements, will be placed on Warning for one evaluation period. Warning status is assigned automatically and is not subject to appeal. Written notification is provided.

If, at the end of the Warning period, the student meets both the quantitative and qualitative requirements, the student will return to satisfactory academic standing. If the student does not meet these requirements, the student will be placed on Probation for the next evaluation period.

PROBATION

If the deficiency is not corrected, the student will be placed on probation.

- Academic deficiencies: Probation remains in effect until the next evaluation point, at which time the student's progress will be reassessed.
- Attendance deficiencies:
    - Students enrolled in Diploma programs (excluding the Vocational Nursing program) will be placed on attendance for thirty (30) days and must demonstrate compliance with attendance requirements during that period.
    - Student enrolled in the Vocational Nursing and degree programs will be placed on attendance probation for the following term and must demonstrate compliance with attendance requirements during that time.

To return to good academic standing, students must achieve a minimum CGPA of 2.0 (70%) and meet attendance requirements.

Students enrolled in Vocational Nursing and degree programs are required to maintain a minimum CGPA of 75% to remain in good academic standing. Failure to meet probationary requirements may result in dismissal from the program.

Additional Program-Specific Requirements:

- **Nurse Assistant program:** Students may be subject to warning, probation, suspension, and/or dismissal upon exceeding the maximum allowable absences.
- **Vocational Nursing program:** Students may be subject to warning, probation, suspension, and/or dismissal for exceeding permitted theory absences per term or for incurring more than one clinical absence per term.

SUSPENSION

Students who violate institutional policies on student conduct will be subject to suspension and may be temporarily prohibited from entering school premises. Students will be notified of the terms of suspension and the date of return, if applicable. Suspension is not subject to appeal.

DISMISSAL (TERMINATION)

Students who fail to meet SAP standards, do not comply with the terms of probation, or violate institutional policies may be dismissed from the program.

APPEAL PROCESS AND READMISSION

Students dismissed for failure to maintain satisfactory academic progress, including failure to meet probationary requirements, may submit a written appeal and, where applicable, request readmission.

- Appeals and/or requests for readmission must be submitted in writing to the Appeals Committee within fifteen (15) days of notification of Probation or dismissal.
- The appeal must include documentation demonstrating that the conditions resulting in the student's status have been resolved or improved.
- Readmission is not guaranteed, and the decision of the Appeals Committee is final.
- The student will be notified in writing of the Committee's decision within fifteen (15) days of receipt of the appeal or request for readmission.

Vocational Nursing Program

Due to the integrated, term-based structure of the Vocational Nursing Program and the program's progression requirements, the institutional Warning, Probation, and Appeal provisions of this Satisfactory Academic Progress (SAP) policy do not apply to academic progression in the Vocational Nursing Program. Students are evaluated for satisfactory academic progress and program progression at the conclusion of each term. Students who do not successfully complete a term may be eligible for a final examination retake and/or clinical make-up opportunity in accordance with program policy. Students who do not successfully satisfy the program's progression requirements are not eligible to progress to the next term and will be dismissed from the Vocational Nursing Program.

RETAKE POLICY

Students may be required to retake a course due to academic or other reasons, as determined by Prestige Career College. Course repetition is subject to approval by the Vice President of Academic Affairs.

All attempted courses will be recorded on the student's transcript. When a course is retaken, only the final grade earned will be included in the calculation of the cumulative grade point average (CGPA). All prior attempts will remain on the transcript and will be designated as repeated ("RT").

Students who fail a required course three (3) times will be terminated from the program.

Retaking a course may impact Satisfactory Academic Progress (SAP), including both qualitative (CGPA) and quantitative (pace of completion) standards.

Students may retake one course at no additional charge. Any additional retaken courses will be charged at the current cost per credit hour or clock hour and will be added to the student's total tuition.

Vocational Nursing Program

Due to the integrated, term-based structure of the Vocational Nursing Program, the institutional Course Retake Policy does not apply. Individual terms may not be repeated. Students who do not successfully complete a term may be eligible for a final examination retake and/or clinical make-up opportunity in accordance with program policy. Students who do not successfully satisfy the program's progression requirements are not eligible to progress to the next term and will be dismissed from the Vocational Nursing Program.

STATE LICENSURE DETERMINATION

Direct Notice Policy for Programs leading to Licensure or Certification.

Prestige Career College (PCC) has determined whether its programs meet the educational requirements for licensure or certification required for employment in the state of California. PCC operates in the state of California and enrolls only students physically located within California. For each program, PCC discloses that the program curriculum meets the educational requirements for applicable licensure or certification in the state of California.

As PCC does not enroll students located outside of California, determinations for other states are not applicable at the time of enrollment.

PCC determines each student's physical location during the admissions process. Applicants provide their address on the Interview Application, which is verified through a government-issued ID collected as part of the admissions process. Students located outside of California are not eligible for admission.

PCC provides direct notice via email regarding licensure or certification requirements, as applicable. Students may update their personal information, including their address, through the Career and Student Services Department. Students must notify the institution if they plan to relocate outside of California, as the institution is only approved to operate within the state. Relocating out of state may adversely impact a student's ability to complete the program. Students must submit a Change of Address Form to the campus prior to relocation.

Students are encouraged to speak with PCC staff prior to relocation to discuss available options, including continuing training or withdrawing from the program. If a student relocates outside of California, or if PCC's determination regarding licensure requirements changes, PCC will provide direct notice via email within 14 days of identifying the change.

WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in the student's separation from the program and termination of enrollment. Withdrawal may also impact a student's satisfactory academic progress (SAP), including pace of completion and/or maximum time frame.

Students who do not complete the course requirements by the last scheduled day of the course will receive a grade of Incomplete ("I"), which will not be calculated in the cumulative grade point average (CGPA) until a final grade is assigned. The incomplete grade must be resolved within ten (10) calendar days of the last scheduled day of instruction. If the requirements are not completed within the timeframe, the grade will be converted to an "F," which will be included in the CGPA.

RE-ADMISSION REQUIREMENTS

Any student who has voluntarily withdrawn may apply for automatic readmission. Students who were dismissed from their program for academic performance issues, attendance issues, or school policy violations may also apply for readmission and are subject to approval by the Re-Admission Committee, comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department.

A student who withdrew or was dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered 'reenter' status. Any student who withdrew or was dismissed from a program and seeks readmission more than 180 days after their last date of attendance is considered 'reenroll' status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or more must restart the program and meet all requirements satisfactorily. Previous credit earned within the five-year period may be denied if major curriculum changes have occurred.

Readmission is subject to demonstration that the conditions leading to the dismissal or withdrawal have been rectified. A student seeking readmission may not be eligible for readmission for up to six (6) months, depending on the circumstance surrounding the withdrawal or dismissal, and is reviewed on a case-by-case basis.

Any student returning to the program will be evaluated for skill level to determine if credit for previous courses will be granted. Students submitting a re-enrollment request to the Re-Admission Committee will be notified in writing of the Committee's decision within 15 days of receipt of the request. The decision of the Committee is final. Readmission is permitted on a "space available" basis only.

GRADING SYSTEM

FOR CERTIFICATE AND DIPLOMA PROGRAMS

Percentage	Letter Grade	GPA
90% - 100%	A	4.0
80%-89%	B	3.0
70% - 79%	C	2.0
60% - 69%	D	1.0
59% - Below	F	N/A
Retake	RT	N/A
Incomplete	I	N/A
Withdraw	W	N/A
Transfer of Credit	TC	N/A

Rating	Description
Pass/Fail	These grades are given for Externship and are not counted in the CGPA.
Satisfactory/Unsatisfactory	These grades are given for Clinical Experience and are not counted in the CGPA.

FOR VOCATIONAL NURSING PROGRAM

Percentage	Letter Grade	GPA
90% - 100%	A	4.0
89% - 80%	B	3.0
79.9% - 75%	C	2.0
74% - Below	F	N/A
Retake	RT	N/A
Incomplete	I	N/A
Withdraw	W	N/A

Rating	Description
Pass (P) /Fail (F)	These grades are given for Clinical Experience and are not counted in the CGPA.

FOR DEGREE GRANTING PROGRAMS

Percentage	Letter Grade	GPA
90% - 100%	A	4.0
89% - 80%	B	3.0
79% - 75%	C	2.0
74% - Below	F	1.0
Retake	RT	N/A
Incomplete	I	N/A
Withdraw	W	N/A
Transfer of Credit	TC	N/A

Rating	Description
Pass(P)/Fail (F)	These grades are given for Clinical Externship and are not counted in the CGPA.

GRADUATION REQUIREMENTS

To graduate from a program, students must complete all curriculum requirements, required clock hours or credit hours, and achieve a minimum cumulative grade point average (CGPA) and attendance rate as outlined below:

- **Degree programs:** Minimum CGPA of 75%
- **Vocational Nursing Program:** Successful completion of all required terms, a minimum overall term grade of 75% for each term, successful completion of all required theory and clinical hours, and a Pass(P) in the clinical component of each term.
- **All other programs:** Minimum CGPA of 70%

Students must maintain a minimum of 80% attendance, unless otherwise required by program-specific attendance policies.

Non-degree programs: Students who successfully complete their programs will receive either a diploma or certificate of completion.

Degree programs: Students who successfully complete their program will receive an Associate of Applied Science.

ATTENDANCE POLICY

The school expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction.

Maintaining excellent classroom attendance enables students to develop the skills required by employers. To meet attendance requirements and successfully graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. If a student expects to be absent or late, they must notify the College in advance by contacting the instructor or the Registrar. Attendance is monitored during every class period. A student who fails to attend for fourteen (14) consecutive calendar days will be terminated from the program. This policy applies to both residential and online classes.

Nurse Assistant program: Students must maintain 100% attendance for all scheduled theory hours and clinical hours. A maximum of two (2) absences for theory and one (1) absence for clinical is permitted for documented emergency situations. Students who exceed the allowable number of absences may be subject to warning, probation, or termination from the program.

Vocational Nursing program: Students must maintain 100% attendance for all scheduled theory and clinical hours. A maximum of two (2) absences for theory per term are permitted for documented emergency situations only. Students may not miss more than one (1) full clinical day per term. A second clinical absence may result in probation or dismissal, with the option to petition for reinstatement.

TARDINESS

The institution places the same expectations on its students as an employer would on its employees. Students are expected to be on time for each class session. A student is considered tardy if they arrive more than 15 minutes after the scheduled start of class. Excessive tardiness may result in disciplinary action, including but not limited to probation, suspension, or dismissal.

EARLY DEPARTURE

The institution places the same expectations on its students as an employer would on its employees. Students are expected to remain in class for the entire session. Leaving class earlier than 15 minutes before the end of the session is considered an early departure and will be documented. Excessive early departures may result in disciplinary action, including probation, suspension, or dismissal.

EXTERNSHIP AND CLINICAL EXPERIENCE

Students enrolled in programs with externship and clinical experience must complete all required hours to successfully complete the program. The school's attendance policy applies to students on externship and clinical experiences.

MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet program objectives. Make-up work for classroom objectives will be completed in accordance with the Program Instructor. Arrangements to take any missed tests or assignments due to absence or tardiness must be made immediately upon return to class. Make-up work should be completed within one week of the missed lesson.

In addition to testing, instructors may assign outside work as make-up for each absence or tardiness. This may include term or research papers, reading assignments with outlines, essays, or other related coursework covering missed subject matter. Missed clinical skills must be made up through additional laboratory hours only. Practical skills and computer work will be made up through additional instructor-assigned projects.

Students completing make-up tests or projects may not receive more than 90% of the maximum possible score for that work.

Vocational Nursing Program: Make-up exams are capped at a maximum score of 75%. Students are responsible for contacting the instructor immediately upon returning to school to arrange any missed exams or other required make-up work. Make-up exams and assignments must be completed within the timeframe established by the instructor. Students who fail to do so will receive a grade of zero (0) for the missed exam or assignment and will not be eligible for make-up work.

Students are required to complete all required theory and clinical hours. Make-up hours are intended to satisfy required instructional hours and do not restore or improve the student's attendance percentage. Clinical make-up hours must be completed at an approved clinical site or in the Skills Laboratory, as determined by the instructor. Make-up hours must be completed outside of the student's regularly scheduled

program hours. Students may not exceed make-up hours totaling more than 50% of the length of the program.

Additional program-specific requirements and procedures are outlined in the applicable Vocational Nursing Program syllabi.

ONLINE LEARNING

Prestige Career College's Blended/Hybrid courses use Zoom for live online classes, where instructors deliver lectures and engage with students in real time. During these sessions, students and instructors use Canvas as the learning platform to access course materials and instructional resources. All hands-on skills are completed in person on campus in the school's skills laboratory.

Credit hours for asynchronous instruction vary by program. During asynchronous learning days, students complete coursework through Canvas. Instructors are available for support during scheduled office hours and may also be contacted by email, text, telephone, or discussion boards when applicable.

LEAVE OF ABSENCE

There may be times when a student needs to temporarily stop training due to reasons such as extended illness, illness of a close family member, or military service. In these situations, and with approved documentation, a student may request a Leave of Absence (LOA).

A Leave of Absence is a temporary break in attendance. During this time, the student is still considered continuously enrolled in the program.

To be approved for a Leave of Absence, the following conditions apply:

- The Leave of Absence is limited to 180 calendar days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple leaves may be approved as long as the total does not exceed this limit.
- The leave must be requested in writing before the start date whenever possible. If circumstances prevent this, the request may be made by phone or submitted by a relative or legal guardian.
- If the student does not request a Leave of Absence within the 14-day consecutive absence policy timeframe, the student will be withdrawn.
- The request must be signed and dated by the student, include the reason for the leave, provide supporting documentation if needed, and include a planned return date. The student must also acknowledge understanding the consequences of not returning on the approved date.
- The Leave of Absence must be approved and signed by the Campus President.
- Failure to return on the approved return date will result in termination from the program.

Prestige Career College will document all Leave of Absence requests and decisions in the student's file. No additional charges will be assessed during an approved Leave of Absence.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

The transferability of clock hours/credits you earn at Prestige Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate, Diploma, or Degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate, diploma, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your program work at that institution. For this reason, you should make certain that your attendance at Prestige Career College will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Prestige Career College to determine if your Certificate, Diploma, or Degree clock hours/credits will transfer.

RE-ENROLLMENT AND TRANSFERABILITY OF CREDITS POLICY

Any student who re-enrolls in the same program after 180 days (based on the prior enrollment's last day of attendance), enrolls in a new program, or transfers in must sign a new enrollment agreement at current tuition rates. The student re-enrolling will be credited for any tuition, books, and/or supplies previously paid to the Prestige Career College (PCC). If an updated textbook is required, the student will incur the cost of the new textbook. A credit memo will be completed and documented in the new student file.

Re-enrolling students will only be charged for any increase in tuition that may have occurred in the interim. Any increase in the cost of books and/or supplies will be included in the new enrollment agreement. Transfer students must provide an official transcript of their studies. Credits earned at another institution may or may not be accepted by PCC.

Re-enrollment and transfer credits will be evaluated in accordance with the institution's Satisfactory Academic Progress (SAP) policy. Accepted transfer credits are counted toward the maximum time frame for program completion but are not included in the calculation of the cumulative grade point average (CGPA). Re-enrolling students will be evaluated for satisfactory academic progress (SAP) based on both prior and current academic performance, as applicable.

ARTICULATION AGREEMENT

Prestige Career College has not entered into any articulation agreement with any college or university.

POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. Prestige Career College (PCC) reserves the right to make changes in organizational structure, policies, and procedures as circumstances dictate. PCC further reserves the right to make changes in equipment and materials and to modify the curriculum, as deemed necessary.

CLOCK HOUR DEFINITION

A clock hour is defined as a 50- to 60-minute period of instruction within a 60-minute time frame and may include a class, lecture, or recitation. It may also consist of a 50- to 60-minute faculty-supervised laboratory, training, or internship within a 60-minute period. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

CREDIT HOUR DEFINITION

A semester credit hour is the equivalent of a minimum of fifteen (15) class hours of instruction, including appropriate homework and study. Laboratory courses include both practical work and classroom instruction; therefore, these courses require thirty (30) hours of instruction for one semester credit.

Externship/Clinical Experience courses require a minimum of forty-five (45) hours for one semester credit.

TUITION AND FEES

Program Name	Total Charges for the Current Period of Attendance	Registration (due at enrollment)*	STRF*	Estimated Total Tuition Cost	Estimated Total Fees***	Estimated Total for Books, Supplies, LMS	Estimated Total Charges for the Entire Educational Program
AAS - Diagnostic Medical Sonography	$6,193	$75	$0	$23,400	$1,010	$2,515	$27,000
AAS - Surgical Technology	$7,522	$75	$0	$24,150	$1,010	$1,900	$27,000
Medical Assistant	$3,130	$75	$0	$6,780	$75	$570	$7,500
Nurse Assistant	$3,500**	$75	$0	$2,550	$345	$530	$3,500**
Sterile Processing Technician	$3,130	$75	$0	$6,780	$75	$570	$7,500
Vocational Nursing	$7,740	$75	$0	$23,430	$1,010	$2,620	$27,000

**Non-refundable*

***The Nurse Assistant is a short program and completed in one period of attendance, therefore, the current charges are equal to the total program cost.*

**** Estimated total fees may include additional costs such as licensing/ certification, Live Scan, physical examination, and CPR certification. Additional fees may apply for the TEAS and SLE examinations. NCLEX and SPI application fees are paid directly to the applicable licensing or testing agency, if required.*

FINANCIAL AID DISCLOSURE

Prestige Career College is not an accredited institution and does not participate in federal financial aid programs. There are different financing options available to students such as in-house installment payment or third-party financing companies. Some of PCC Programs are eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA).

Students who have made financial arrangements with the school must pay according to the contract schedules.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Tuition Discount for Full Payment

Students who choose to pay their full program fees upfront will automatically receive a 25% discount on the total tuition cost. This discount is applied at the time of payment. The discount applies solely to

tuition and does not cover registration, textbooks, uniforms, or certification exams if applicable. This offer is available to all students enrolled in the program and is non-transferable.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven (7) days from date when the enrollment agreement was signed), whichever is later.

To cancel the enrollment agreement, the student must submit a written notice of their intent to cancel or withdraw to Prestige Career College. The notice must be directed to the campus where the student enrolled and may be submitted using any of the following methods:

By mail (to the campus of enrollment):

- 6606 Pacific Blvd, Suite 204, Huntington Park, CA 90255
- 1460 E. Holt Ave, Suite 112, Pomona, CA 91765
- 16525 Sherman Way, Unit C-7, Van Nuys, CA 91406

By email: registrar@prestigecareercollge.com
In person: At the Registrar's Office of the campus of enrollment

If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, provided it is properly addressed with sufficient postage. If emailed, it is deemed effective as of the date the email was electronically delivered. Canceling by phone, by other verbal means, or by way of not attending classes will not be considered a cancellation; these actions will be considered a withdrawal, and withdrawal procedures will apply. PCC may require that notice of termination or cancellation be made by the purchaser (Parent/Guardian) if a student is under legal age.

If the school provides the student with any books and supplies, the student must return them within seven (7) days following the notice of cancellation. The following applies to the refund of books and supplies: 1) If the student does not return the books and supplies within the seven (7) day period, the cost of the books and supplies will not be refunded. The books and supplies will become the property of the student, and the student will have no further financial obligation for them. 2) If the student returns the books and supplies within the seven (7) day period and in good condition, the school may retain an amount equal to the documented cost of the books and supplies to the institution. "Good condition" means the items are not marked or damaged. If the items were originally packaged and sealed, the seal must not be broken. 3) The cost of books and supplies does not include the cost of the two sets of uniforms provided to the student by the school. The cost of these uniforms is included in the tuition.

Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the College cancels prior to the start of scheduled classes or never attends class (no-show), the College will refund all monies paid.

NOTICE OF PROGRAM CANCELLATION

Prestige Career College reserves the right to cancel any program prior to the start date due to force majeure, including unforeseeable events such as natural disasters, pandemics, or other significant disruptions beyond the College's control. Additionally, if circumstances arise that make it impractical or impossible to conduct classes as scheduled, or if the number of enrolled students drops below the minimum threshold within the first five days of the scheduled class period, the College may cancel the classes. In such instances, students will receive a full refund.

REFUND POLICY / WITHDRAWL FROM THE PROGRAM

Students may withdraw from Prestige Career College (PCC) at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period through the last day of attendance. The refund will be issued within 45 days of withdrawal, less a registration fee not to exceed $75.00 and any deduction for equipment not returned in good condition.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and no refund will be issued. If the amount owed exceeds the amount paid by the student, the student remains responsible for the balance due.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the College of withdrawal, or the date of withdrawal is otherwise determined by PCC, whichever is later.
2. PCC terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum allowed by the institution; and/or failure to meet financial obligations to the College.
3. The student has failed to attend class for fourteen (14) consecutive school days without notifying the College of their intent to continue.
4. The student fails to return from an approved Leave of Absence.

For the purpose of determining the amount of the refund, the date of withdrawal shall be deemed the last date of recorded attendance. The amount owed is calculated as the daily charge for the program (total institutional charges, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, any applicable refund will be issued to the lender or third party, as appropriate. If the College has collected money from a student for transmittal to a third party and the funds have not been transmitted at the time of withdrawal, those funds will be refunded to the student within 45 days of withdrawal.

COLLECTION OF DELINQUENT TUITION / FEE ACCOUNTS

Prestige Career College (PCC) reserves the right to collect delinquent tuition owed by students. Tuitions not paid within 15 days of the due date are considered delinquent. Failure to meet financial obligations to the College may result in termination or dismissal. Prestige Career College will not provide progress reports or attendance reports to students whose tuition is considered delinquent.

PCC will not provide job placement assistance, subsequent enrollment, or other student services until the student's account balance is current. A Student Financial Ledger will be provided upon request, regardless of the student's account balance history. PCC reserves the right to withhold a graduate's diploma, certificate, or degree until the student's account balance is current, in accordance with the terms of the signed enrollment agreement. Students will not be permitted to attend the PCC graduation ceremony until all delinquent tuition payments are paid in full.

STUDENT TUITION RECOVERY FUND (STRF)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PRIVACY RIGHTS

Prestige Career College is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of "tax dependent" students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of "tax dependent" students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) government agency requirement.

GRIEVANCE PROCEDURE

The Student Grievance Process at Prestige Career College (PCC) is designed to address and resolve concerns or complaints related to academic or administrative issues. This process ensures that students have a fair and transparent mechanism to voice their grievances and seek resolution.

INITIAL COMPLAINT SUBMISSION

Students must complete and submit a written Grievance. The grievance should be submitted to the Career Service Office or Campus Director, either in person, by email, or by certified mail.

REVIEW AND INVESTIGATION

Upon receipt of the grievance, the Student Services Office or Campus Director will acknowledge receipt within two (2) business days. The grievance will be reviewed and investigated by the Grievance Committee, which may include faculty members, administrative staff, and/or student representatives. The investigation will include reviewing relevant documents, interviewing involved parties, and gathering additional information as needed.

RESOLUTION

The Grievance Committee will make a decision regarding the grievance within seven (7) business days of completing the investigation. The decision will be communicated to the student in writing. If the student is dissatisfied with the resolution, they may appeal the decision. The appeal must be submitted in writing to the Grievance Committee Chair within ten (10) business days of receiving the initial decision. The appeal must include a clear explanation of why the student believes the decision should be reconsidered.

APPEAL REVIEW

The Grievance Committee Chair will review the appeal and may schedule a meeting with the student to discuss the appeal. A final decision will be made within seven (7) business days of receiving the appeal. The final decision will be communicated to the student in writing. This decision is final, and no further appeals will be considered.

BPPE COMPLAINT INFORMATION

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website at www.bppe.ca.gov.

POLICY ON PERSONAL PROPERTY

All personal property is the sole responsibility of the student. Prestige Career College assumes no liability for any loss or damage. Clothing and other items should be clearly marked with the student's name and address. Vehicles should always be locked to prevent theft.

DRESS CODE POLICY

Proper dress attire and good hygiene are required of all students at all times during their training, both on campus and online, including at skills lab facilities and externship sites. Students enrolled in healthcare programs must wear a clean, neat, and properly fitted uniform, along with comfortable, skid-resistant shoes, at all times while attending the program. Prestige Career College reserves the right to send a student home to change attire if it is deemed unacceptable under the Dress Code policy.

STUDENT CONDUCT

Students are expected to conduct themselves professionally, in a courteous, conscientious, and businesslike manner while on campus. Students are advised that disruptive behavior in the classroom or on school premises, including behavior affecting other students, classes, faculty, or staff, will not be tolerated. Conduct unbecoming includes, but is not limited to the following:

- Nonconformity with school regulations
- Plagiarism
- Unsatisfactory academic progress
- Cheating
- Falsifying school records
- Breach of school records
- Failure to pay charges when due
- Lying, stealing, use of profanity, or offensive conduct towards others
- Excessive absences or tardiness
- Destruction of school property
- Possession, use,-distribution, or gifting of illegal drugs or alcoholic beverage on school premises
- Possession of firearms, explosives, or other items considered weapons or harmful to the health and safety of others
- Discourteous behavior toward instructors, staff, or fellow students
- Solicitations of any kind on school premises, including raffles, sales, or promotion of products or activities unrelated to school functions
- Smoking, eating, or drinking in the classrooms

- Unauthorized use of electronic equipment, including radios, recorders, headsets, cell phones, or similar devices

The above list is not all-inclusive and is intended as a guideline for student behavior. Any of the behaviors listed above may result in disciplinary action, including a warning, probation suspension, or termination.

ONLINE ETIQUETTE

Students are expected to communicate respectfully and professionally in all online learning environments, including discussion boards, chat features, email, and other online communication tools. Students should contact their instructor privately with any questions or concerns.

The following guidelines are intended to help create a positive and productive learning experience:

- Be kind and professional
- Do not misuse the chat box
- Run a spelling and grammar check before posting
- Take time to read and understand all communication before responding
- Think before you type
- Use appropriate and respectful language
- Be mindful of strong language, excessive capitalization, and overuse of exclamation points
- Recognize and respect diversity.
- Avoid sarcasm and dark humor, which may be misinterpreted
- Take your posts seriously
- Be respectful. Do not say anything online that you would not say to someone in person
- Do not use discussion boards as a platform for complaints
- Don’t post or share inappropriate material, including through private messages

FRATERNIZATION POLICY

Prestige Career College (PCC) employees are prohibited, under any circumstances, from dating or engaging in any form of fraternization with students, regardless of the student’s age or consent. Employees are prohibited from entertaining or socializing with students outside of the College environment.

Any action or comment by an employee that invites or suggests a sexual or romantic relationship with a student is considered unethical, in violation of College policy, and may result in disciplinary action. Inappropriate behavior between employees and students includes, but is not limited to, the following: flirting; dating; making suggestive comments; requesting sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, email, letters, text messages, or social media unrelated to program work or official College matters; providing or accepting rides; providing or offering housing; selling or buying items, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact or sexual relations. This list is not all-inclusive.

If a student witnesses or becomes aware of a PCC employee's involvement in an inappropriate relationship with a student, the incident should be reported immediately to the Campus Director and/or President.

HEALTH/ MEDICAL CARE

Students are expected to take proper care of their health so they can perform at their best in school. This includes getting adequate sleep, regular exercise, and proper nutrition. Students who become seriously ill or contract a communicable disease must notify the College immediately and should remain home and recover.

All medical and dental appointments should be scheduled outside of school hours whenever possible. The College is not responsible for providing medical care but will respond appropriately in the event of a medical emergency. Students may contact Career Services for referral information to appropriate facilities or services.

RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties, except to regulatory or accrediting agencies and as otherwise referenced under Student Privacy Rights.

Students have the right to inspect their records by submitting a request to the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be present at all times during the review student records.

Student records are retained by the institution for a minimum of five years, as required by law, from the date the student graduates, withdraws, or otherwise ceases enrollment. Transcripts are maintained permanently and are available upon request for all enrolled and graduated students.

STUDENT AND CAREER SERVICES

Prestige Career College provides a range of career and student support services designed to promote academic success, professional development, and overall student well-being.

RESOURCE CENTER

Prestige Career College provides on-campus learning resources, including computers, printers, reference materials, periodicals, and copies of textbooks for all approved programs.

Students are provided with access to online resources through a login ID and password issued during orientation. Online resources, include OpenLibrary.org which may be accessed at any time on or off campus.

Students enrolled in Associate of Applied Science programs also have access to required textbooks and course materials through Cengage, which may be accessed at any time on or off campus.

To use on-campus resources, such as computers, printers, textbooks, and reference materials, students must present their student ID badge to the Career Services Department for access.

The on-campus Resource Center at all campuses is available to students Monday, Tuesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m., Wednesday from 8:00 a.m. to 7:00 p.m., and Saturday from 8:00 a.m. to 1:00 p.m.

TUTORING

Students experiencing academic challenges may access tutoring services designed to reinforce course material and promote academic success.

PLACEMENT SERVICES

Prestige Career College (PCC) provides job placement assistance to support students in preparing for employment opportunities. While PCC does not guarantee employment, students receive guidance and support throughout the job search process. Placement services include:

a) Preparation of resumes and letters of introduction, which are important steps in a well- planned job search

b) Interviewing techniques, including practicing proper conduct and procedures for interviews

c) Assistance in locating job openings and scheduling interviews with prospective employers

STUDENT ADVISING

Student Services provides academic advising to support student success throughout the program. Students may seek guidance on course progress, program requirements, academic performance, and strategies for improvement. Advising also includes assistance with understanding program expectations, maintaining

satisfactory academic progress, and addressing academic concerns. Students are encouraged to meet with Student Services as needed to stay on track and successfully complete their program.

COUNSELING REFERRALS

Prestige Career College does not offer on-campus professional counseling services. However, students in need of additional support may be referred to licensed counselors or appropriate external agencies. Students are encouraged to utilize these resources as needed.

CHILDCARE RESOURCES

While on-campus childcare is not available, students may be provided with information about local, low-cost childcare options offered through community and non-profit organizations.

CAREER PREPAREDNESS

Students have access to career preparation services through the CareerEdge platform. Through this resource, students learn how to develop a professional brand through resume and cover letter preparation, networking, interviewing skills, job search strategies, professional attire guidance, and workplace professionalism.

The CareerEdge platform is introduced in the CD100 and CD110 courses. PCC provides students with login information, instructions on how to use the platform, and additional career guidance and resume assistance as needed.

Employers may also post job opportunities through the platform and may contact students based on their profiles and participation within the system.

TECHNICAL SUPPORT

Prestige Career College ensures that students have easy access to technical support when they need it. A dedicated telephone number and email addresses are provided, and these resources are available during class hours. For the convenience of students, support is extended beyond regular class hours. In case students encounter technical issues or have questions related to CANVAS or software, they can access staff information to call, text, or email for assistance.

Patty Anais: panais@prestigecareercollege.com (323) 342-7873

COMMUNICATION AND RESPONSE TIME

Students enrolled in Hybrid/Blended programs may communicate with instructors through Canvas, Prestige Career College's learning management system, as well as by email or telephone.

Additionally, students may contact the Student Services Department by phone, email, or in person during regular business hours. The College strives to respond to all student inquiries in a timely and professional manner. Students can generally expect a response within 24 to 48 hours during regular business days. Response times may vary depending on the nature and complexity of the request.

INSTITUTIONAL POLICIES AND RESOURCES

COPYRIGHT INFRINGEMENT AND NETWORK/COMPUTER USE POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

Students are expected to comply with all applicable copyright laws when using Prestige Career College resources, including computers and network systems. Unauthorized use or distribution of copyrighted materials may result in disciplinary action and may also carry civil and criminal penalties under federal law.

CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

The unlawful manufacture, distribution, possession, or use of controlled substances or alcohol on Prestige Career College premises is prohibited. Students who violate this policy are subject to disciplinary action, up to and including termination.

EMERGENCY PREPAREDNESS PLAN

The Prestige Career College (PCC) Emergency Preparedness Plan is available to all students and can be accessed on the PCC website at prestigecareercollege.com. Students are encouraged to review the plan regularly to become familiar with the procedures to follow in the event of an emergency and to help promote a safe and well-prepared campus environment.

ADMINISTRATION, FACULTY, AND PROGRAM SCHEDULES

ADMINISTRATION

- CEO – Ali Bayrami
- President – Rick Prieto
- Vice President of Academic Affairs – Jennifer Germany
- Director of IT – Bijan Bayrami
- Director of Compliance – Bessie Paragas-Valmores
- Director of Nursing (NA – All Campuses & VN – Main Campus) – Luis Corrales
- DMS Program Director (all campuses) – Ali Amini
- Regional Director of Student and Career Services – Alice Hernandez
- Data Manager / Marketing Representative – Patty Anais
- Registrar – Robert Plasencia
- Business Office Administrator – Giselle Taylor

Huntington Park (Main) Campus

- Campus Director – Mackenzie Andrian
- Director of Admissions – Eva Vivas
- Student and Career Services Representative – Adriana Guel
- Student Services Representative – Shantel Green
- Administrative Assistant – Daliala Vasquez
- Administrative Assistant – Ben Carrillo

Van Nuys (Branch/Non-Main) Campus

- Campus Director – Shariff Hunt
- Director of Admissions – Andrew Martinez
- Student and Career Services Representative – Summer Holliday
- Career Services Representative – Yvette Guerrero
- Administrative Assistant – Elizabeth Montes

Pomona (Branch/Non-Main) Campus

- Campus Director – Javier Lopez
- Director of Admissions – Marty Aghejian
- Director of Career Services – Ingrid Mejia
- Student and Career Services Representative – Llanain Maldonado

FACULTY

Faculty Name	Status	Degrees and Conferring Institution(s)	Related Teaching/ Professional Experience	Program(s) Taught	Campus(es)
Tiffany Adams, LVN, DSD	Full-Time	Vocational Nursing Diploma from Angeles Institute, Artesia	Licensed California Vocational Nurse since 2022 with 3+ years of experience in post-acute and long-term care, including Director of Staff and Charge Nurse roles responsible for CNA training and supervision, new-nurse training, training records, and regulatory compliance. Certified Director of Staff Development (DSD); IV Therapy and Blood Withdrawal certified	Nurse Assistant	Huntington Park
Ali Amini, MD, RDMS	Full-Time	Doctor of Medicine from the Medical University of Sofia (Bulgaria) Post Doctorate in Diagnostic Imaging from the Medical University of Sofia (Bulgaria)	20+ years of radiology and ultrasound experience, including 14 years of academic instruction in healthcare disciplines	Diagnostic Medical Sonography	All Campuses
Elaheh Amini, MD, RDMS, RVT	Full-Time	Doctor of Medicine from Tehran University of Medical Sciences (Tehran, Iran) Associate of Science in Diagnostic Medical Sonography from Platt College, Riverside	Approximately 8 years of diagnostic medical sonography experience in vascular, OB/GYN, abdominal, and small parts ultrasound, and 2 years of instruction in ultrasound physics, pathology, and vascular lab. University faculty in pediatrics and neonatology at Tehran University of Medical Sciences. Registered Vascular Technologist (RVT) and Registered Diagnostic Medical Sonographer, OB/GYN (RDMS) through ARDMS	Diagnostic Medical Sonography	Online All Campuses

Faculty Name	Status	Degrees and Conferring Institution(s)	Related Teaching/ Professional Experience	Program(s) Taught	Campus(es)
Tijuana Capers, LVN	Full-Time	Vocational Nursing Diploma from Job Corps – Los Angeles	30+ years of nursing experience, including experience as a VN Clinical Instructor and CNA training instructor	Nurse Assistant	Huntington Park Van Nuys
Christopher Castillo, LVN, DSD	Full-Time	Vocational Nursing Diploma from American Career College	5 years of teaching and training experience at Prestige Career College, 5 years LVN experience in outpatient and long-term care settings. Vent/Trache certified. Experience with electronic health records, including EPIC, PowerChart, and TouchWorks. Certified CPR Instructor	Nurse Assistant	Huntington Park
Luis J. Corrales, MSN, RN	Full-Time	Holds a Master of Science in Nursing with a specialization in Nursing/Health Care Education from the University of Phoenix Bachelor of Arts in Psychology from California State University, Long Beach	Over 20 years of professional experience in leadership, management, education, and clinical practice. Served as Associate Director and Director of Nursing at multiple nursing programs in California	Nurse Assistant Vocational Nursing	NA: All Campuses VN: Huntington Park
Julissa Forte, BSN, RN	Full-Time	Bachelor of Science in Nursing from Mount Saint Mary's University, Los Angeles	Licensed California Registered Nurse since 2001, with over 20 years of continuous professional nursing experience. Completed 30 contact hours in Teaching for Adult Learners at High Desert Medical College	Vocational Nursing	Huntington Park
Maria Hobbs, LVN, DSD	Full-Time	Vocational Nursing Diploma from Casa Loma School of Nursing	20+ years of clinical nursing and instructional experience in postsecondary programs. Certified CPR Instructor	Nurse Assistant	Van Nuys

Faculty Name	Status	Degrees and Conferring Institution(s)	Related Teaching/ Professional Experience	Program(s) Taught	Campus(es)
Jenny Park Jones, Psy.D.	Part-Time	Doctor of Psychology from California Southern University Master of Arts in English from California State Polytechnic University, Pomona Bachelor of Arts in English from Mount St. Mary's College, Los Angeles	10+ years of instructional experience, including ESL instruction at Los Angeles City College and secondary English instruction. Registered Psychological Associate; holds California Clear Teaching Credentials in Multiple Subjects and English	General Education	Online All Campuses
Chydelle Mokuahi, CMA	Full-Time	Associate of Applied Science: Clinical Medical Assistant from Remington College	15+ years of Medical Assistant clinical and instructional experience	Medical Assistant	Huntington Park
Paloma Ornelas, CRCST	Full-Time	Sterile Processing Technician Diploma from Concorde Career College	9 years of Sterile Processing Technician clinical and instructional experience	Sterile Processing Technician	Huntington Park Van Nuys
Toni Portillo, LVN, DSD	Full-Time	Vocational Nursing Diploma from North Orange County ROP	15 years of LVN experience in home health care and 2+ years of teaching experience at Prestige Career College	Nurse Assistant	Huntington Park
Keyana Sanchez, CMA	Full-Time	Bachelor of Science in Human Resources from California State University, Fullerton Associate of Science in Business Administration from Ventura College Medical Assistant Certificate from Oxnard Charter College	10 years of Medical Assistant clinical and instructional experience, including front and back office administration, EKG, specimen collection, medication and immunization administration, and patient care. National Certified Medical Assistant (NCCT)	Medical Assistant	Pomona
Oscar Sirit Silva, RDMS	Part-Time	Associate of Science Degree in Diagnostic Medical Sonography from West Coast Ultrasound Institute, School of Medical Imagine and Nursing in Los Angeles	Over 28 years of practice and study in ultrasound diagnostics in OB/GYN settings all over the world. 3 years of teaching experience at various colleges in California	Diagnostic Medical Sonography	Huntington Park

Faculty Name	Status	Degrees and Conferring Institution(s)	Related Teaching/ Professional Experience	Program(s) Taught	Campus(es)
Lauren Stevens, LVN, DSD	Full-Time	Vocational Nursing Diploma from Career Development Institute, Los Angeles	Licensed California Vocational Nurse since 2024 with clinical experience in geriatrics, psychiatric and mental health, wound care, G-tube and tracheostomy care, medication administration, and patient assessment across long-term care, post-acute, and home health settings. Experience training and precepting LVNs. Completed 24 contact hours in Director of Staff Development coursework covering teaching strategies, curriculum development, implementation, and evaluation. Certified in Basic Life Support (CPR/AED) and Infection Control	Nurse Assistant	Huntington Park
David Tirado, CST, TS-C	*Full-Time*	Associate of Science in Surgical Technology from Concorde Career College, North Hollywood General education coursework at Los Angeles Pierce College	20+ years of surgical and sterile processing experience, including Lead Surgical Technologist and OR Team Leader roles covering decontamination, inspection, assembly, and sterilization to AAMI/AORN/CDC standards. 3 years of didactic, laboratory, and clinical instruction in surgical technology. Certified Surgical Technologist (NBSTSA); Tech in Surgery — Certified (NCCT)	Sterile Processing Technician	Pomona
Elizabeth Torres, LVN	Full-Time	Vocational Nursing Diploma from Trinity College	3 years of teaching experience at Prestige Career College and 10+ years of clinical nursing experience in sub-acute and long-term care settings	Nurse Assistant	Huntington Park
Tiffany Towfighi, CMA	Full-Time	Associate Degree in Biology from Moorpark College Medical Assistant Diploma from UEI College	Certified Medical Assistant with 9 years of practical experience, including 5 years of teaching experience at various institutions	Medical Assistant	Van Nuys

Faculty Name	Status	Degrees and Conferring Institution(s)	Related Teaching/ Professional Experience	Program(s) Taught	Campus(es)
Maria Valenzuela, LVN, DSD	Full-Time	Vocational Nursing Diploma from Summit Career College	15+ years of nursing experience, including acute care, foster care, home health, and long-term care	Nurse Assistant	Pomona

PROGRAM SCHEDULES

AAS - DIAGNOSTIC MEDICAL SONOGRAPHY (83 SEMESTER CREDIT HOURS / 1970 CONTACT HOURS / 91 WEEKS)

Huntington Park, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 1:00 p.m.	6/15/2026	9/17/2027
Day: 8:00 a.m. to 1:00 p.m.	11/2/2026	2/4/2027

MEDICAL ASSISTANT (800 CLOCK HOURS / 24 WEEKS / 35 WEEKS)

Huntington Park, CA		
Time	**Start Date**	**End Date**
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	8/11/2025	4/10/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	9/8/2025	5/8/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	1/26/2026	9/25/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	2/23/2026	10/23/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	3/23/2026	11/20/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	4/20/2026	12/18/2026
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	5/18/2026	1/15/2027
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	6/15/2026	2/12/2027
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	7/13/2026	3/12/2027
Morning: 8:00 a.m. to 1:00 p.m. Afternoon: 1:30 p.m. to 6:30 p.m.	8/10/2026	4/9/2027
Morning: 8:00 a.m. to 1:00 p.m.	9/7/2026	5/7/2027
Morning: 8:00 a.m. to 1:00 p.m.	10/5/2026	6/4/2027

Van Nuys, CA		
Time	**Start Date**	**End Date**
Accelerated: 8:00 a.m. to 4:00 p.m.	1/6/2026	6/26/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	2/10/2026	7/31/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	3/17/2026	9/4/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	4/21/2026	10/9/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	5/26/2026	11/13/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	6/30/2026	12/18/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	8/4/2026	1/22/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	9/8/2026	2/26/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	10/13/2026	4/2/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	11/17/2026	5/7/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	12/22/2026	6/11/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	1/26/2027	7/16/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	1/12/2026	8/28/2026
Afternoon: 1:30 p.m. to 6:30 p.m.	2/9/2026	9/25/2026
Afternoon: 1:30 p.m. to 6:30 p.m.	3/9/2026	10/23/2026
Afternoon: 1:30 p.m. to 6:30 p.m.	4/6/2026	11/20/2026
Afternoon: 1:30 p.m. to 6:30 p.m.	5/4/2026	12/18/2026
Afternoon: 1:30 p.m. to 6:30 p.m.	6/1/2026	1/15/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	6/29/2026	2/12/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	7/27/2026	3/12/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	8/24/2026	4/9/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	9/21/2026	5/7/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	10/19/2026	6/4/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	11/16/2026	7/2/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	12/14/2026	7/30/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	1/11/2027	8/27/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	3/8/2027	10/22/2027
Afternoon: 1:30 p.m. to 6:30 p.m.	2/8/2027	9/24/2027

Pomona, CA		
Time	**Start Date**	**End Date**
Accelerated: 8:00 a.m. to 4:00 p.m.	1/6/2026	6/26/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	2/10/2026	7/31/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	3/17/2026	9/4/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	4/21/2026	10/9/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	5/26/2026	11/13/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	6/30/2026	12/18/2026
Accelerated: 8:00 a.m. to 4:00 p.m.	8/4/2026	1/22/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	9/8/2026	2/26/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	10/13/2026	4/2/2027

Accelerated: 8:00 a.m. to 4:00 p.m.	12/22/2026	6/11/2027
Accelerated: 8:00 a.m. to 4:00 p.m.	1/26/2027	7/16/2027

NURSE ASSISTANT (160 CLOCK HOURS / 6 WEEKS / 12 WEEKS)

Huntington Park, CA		
Time*	**Start Date**	**End Date**
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/9/2026	3/13/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/23/2026	3/27/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/16/2026	4/17/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/30/2026	5/1/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	4/20/2026	5/22/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/4/2026	6/5/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/26/2026	6/26/2026
Van Nuys, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/9/2026	3/13/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/23/2026	3/27/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/16/2026	4/17/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/30/2026	5/1/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	4/20/2026	5/22/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/4/2026	6/5/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/26/2026	6/26/2026
Pomona, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/9/2026	3/13/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	2/23/2026	3/27/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/16/2026	4/17/2026

Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	3/30/2026	5/1/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	4/20/2026	5/22/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/4/2026	6/5/2026
Day: 8:00 a.m. to 4:00 p.m. PM: 5:00 p.m. to 9:00 p.m.	5/26/2026	6/26/2026

*Listed times reflect theory schedules. Clinical hours are scheduled separately and may follow different days and times.

STERILE PROCESSING TECHNICIAN (800 CLOCK HOURS / 31 WEEKS)

Huntington Park, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 1:00 p.m.	1/26/2026	9/4/2026
Day: 8:00 a.m. to 1:00 p.m.	2/23/2026	10/2/2026
Day: 8:00 a.m. to 1:00 p.m.	3/23/2026	10/30/2026
Day: 8:00 a.m. to 1:00 p.m.	4/20/2026	11/27/2026
Day: 8:00 a.m. to 1:00 p.m.	5/18/2026	12/25/2026
Day: 8:00 a.m. to 1:00 p.m.	6/15/2026	1/22/2027
Day: 8:00 a.m. to 1:00 p.m.	7/13/2026	2/19/2027
Day: 8:00 a.m. to 1:00 p.m.	8/10/2026	3/19/2027
Day: 8:00 a.m. to 1:00 p.m.	9/7/2026	4/16/2027
Day: 8:00 a.m. to 1:00 p.m.	10/5/2026	5/14/2027
Day: 8:00 a.m. to 1:00 p.m.	11/2/2026	6/11/2027
Day: 8:00 a.m. to 1:00 p.m.	11/30/2026	7/9/2027
Day: 8:00 a.m. to 1:00 p.m.	12/28/2026	8/6/2027
Day: 8:00 a.m. to 1:00 p.m.	1/25/2027	9/3/2027
Day: 8:00 a.m. to 1:00 p.m.	2/22/2027	10/1/2027
Day: 8:00 a.m. to 1:00 p.m.	3/22/2027	10/29/2027
Day: 8:00 a.m. to 1:00 p.m.	4/19/2027	11/26/2027
Day: 8:00 a.m. to 1:00 p.m.	5/17/2027	12/24/2027
Day: 8:00 a.m. to 1:00 p.m.	6/14/2027	1/21/2028
Day: 8:00 a.m. to 1:00 p.m.	7/12/2027	2/18/2028
Day: 8:00 a.m. to 1:00 p.m.	8/9/2027	3/17/2028
Day: 8:00 a.m. to 1:00 p.m.	9/6/2027	4/14/2028
Day: 8:00 a.m. to 1:00 p.m.	10/4/2027	5/12/2028
Day: 8:00 a.m. to 1:00 p.m.	11/1/2027	6/9/2028
Day: 8:00 a.m. to 1:00 p.m.	11/29/2027	7/7/2028
Day: 8:00 a.m. to 1:00 p.m.	12/27/2027	8/4/2028
Van Nuys, CA		
Time	**Start Date**	**End Date**
PM: 1:30 p.m. to 6:30 p.m.	1/26/2026	8/21/2026

STERILE PROCESSING TECHNICIAN (800 CLOCK HOURS / 31 WEEKS) (CONTINUED)

Van Nuys, CA		
Time	**Start Date**	**End Date**
PM: 1:30 p.m. to 6:30 p.m.	2/23/2026	9/18/2026
PM: 1:30 p.m. to 6:30 p.m.	3/23/2026	10/16/2026
PM: 1:30 p.m. to 6:30 p.m.	4/20/2026	11/13/2026
PM: 1:30 p.m. to 6:30 p.m.	5/18/2026	12/11/2026
PM: 1:30 p.m. to 6:30 p.m.	6/15/2026	1/8/2027
PM: 1:30 p.m. to 6:30 p.m.	7/13/2026	2/5/2027
PM: 1:30 p.m. to 6:30 p.m.	8/10/2026	3/5/2027
PM: 1:30 p.m. to 6:30 p.m.	9/7/2026	4/2/2027
PM: 1:30 p.m. to 6:30 p.m.	10/5/2026	4/30/2027
PM: 1:30 p.m. to 6:30 p.m.	11/2/2026	5/28/2027
PM: 1:30 p.m. to 6:30 p.m.	11/30/2026	6/25/2027
PM: 1:30 p.m. to 6:30 p.m.	12/28/2026	7/23/2027
PM: 1:30 p.m. to 6:30 p.m.	1/25/2027	8/20/2027
PM: 1:30 p.m. to 6:30 p.m.	2/22/2027	9/17/2027
PM: 1:30 p.m. to 6:30 p.m.	3/22/2027	10/15/2027
PM: 1:30 p.m. to 6:30 p.m.	4/19/2027	11/12/2027
PM: 1:30 p.m. to 6:30 p.m.	5/17/2027	12/10/2027
PM: 1:30 p.m. to 6:30 p.m.	6/14/2027	1/7/2028
PM: 1:30 p.m. to 6:30 p.m.	7/12/2027	2/4/2028
PM: 1:30 p.m. to 6:30 p.m.	8/9/2027	3/3/2028
PM: 1:30 p.m. to 6:30 p.m.	9/6/2027	3/31/2028
PM: 1:30 p.m. to 6:30 p.m.	10/4/2027	4/28/2028
PM: 1:30 p.m. to 6:30 p.m.	11/1/2027	5/26/2028
PM: 1:30 p.m. to 6:30 p.m.	11/29/2027	6/23/2028
PM: 1:30 p.m. to 6:30 p.m.	12/27/2027	7/21/2028

AAS - SURGICAL TECHNOLOGY (65 SEMESTER CREDIT HOURS / 1480 CONTACT HOURS / 60 WEEKS)

Huntington Park and Van Nuys, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 2:00 p.m.	11/9/2026	1/14/2028

VOCATIONAL NURSING (1530 CLOCK HOURS / 54 WEEKS)

Huntington Park, CA		
Time	**Start Date**	**End Date**
Day: 8:00 a.m. to 4:00 p.m.	8/24/2026	9/17/2027


PRESTIGE
CAREER COLLEGE
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2026