FROM THE PRESIDENT

Welcome to Carrington College and to the start of your journey with us.

Carrington’s specialized curricula are tailored to the needs of our students. In addition to their academic preparation and skills training, students gain core competencies in critical thinking, information management, and technical literacy. Personal and professional development, communication skills, respect, and responsibility are emphasized throughout their education at Carrington.

Students, faculty, and administrative staff at Carrington College are encouraged to achieve their highest potential. We strive for excellence and quality in everything we do and are committed to keeping our curriculum, teaching methods and equipment current to meet the needs of students, faculty and the professional community.

We’re happy you’re part of our diverse and growing family.

Sincerely,

Jeffrey R. Akens, President
# TABLE OF CONTENTS

Welcome Letter ............................................................... 1
Mission/Philosophy ...................................................... 3
Locations and Hours of Operation ................................. 4
DeVry Education Group Board of Directors ............... 4
Accreditation and Approvals ........................................ 5
Holiday Calendar .......................................................... 6
College Leadership ....................................................... 7
Governing Board .......................................................... 7
Education Delivery Options .......................................... 8
Programs of Study ...................................................... 10
  Online Degree-Completion Option ......................... 11
Criminal Justice ......................................................... 12
Dental Assisting .......................................................... 17
Dental Hygiene ............................................................. 27
Health Studies ............................................................ 32
Massage Therapy ........................................................ 36
Medical Administrative Assistant .............................. 39
Medical Assisting ........................................................ 45
Medical Billing and Coding ......................................... 50
Pharmacy Technology ................................................ 56
Physical Therapist Assistant ..................................... 60
Registered Nursing LVN to RN .................................. 64
Respiratory Care ........................................................ 69
Surgical Technology .................................................... 73
Veterinary Technology .............................................. 77
Vocational Nursing ....................................................... 81
General Education Requirements ............................. 86
General Education Course Descriptions ................. 87
Program Start Dates .................................................... 90
General Student Information ..................................... 91
Admission Requirements and Procedures .... 92
Academic Policies ....................................................... 94
Graduation Requirements ........................................ 100
Tuition and Fees ......................................................... 101
Financial Assistance .................................................. 105
Cancellations and Refunds ........................................ 106
Student Services ....................................................... 108
Regulations ................................................................. 110
Administration and Faculty ...................................... 113
Supplemental Information .......................................... 120
Index ............................................................................ 122
The Mission/Philosophy of Carrington College is to provide learning opportunities to individuals in the communities it serves through postsecondary programs of study, which include general studies and professional preparation in career-focused majors.

The college achieves its mission by:

- Offering associate degree and certificate programs in health care, wellness, legal, business, and technical disciplines.
- Providing a supportive, student-centered learning environment, which enables students to meet their educational and career goals and achieve positive learning outcomes.
- Using a skills-based and outcomes-based approach to education.
- Providing excellent educational programs and services to students on-site and online that meet student, employer, and community needs.

The Carrington College philosophy centers on outcome-based learning. The College’s focus on retention, career services, and job performance results in graduates who are highly qualified and motivated employees. The communities served by the College benefit from this focus on outcome-based learning and the College’s ability to adapt to its changing needs.

Our faculty, administrators, and staff are committed to students developing specific vocational knowledge and skills, as well as core student learning outcomes in critical thinking, information management, technical literacy, personal and professional development, communication skills, respect, and responsibility throughout their experience at Carrington College.

In degree programs, a broad base of general education course offerings provide students with communication, critical thinking, mathematical, and computer skills; as well as perspectives from the sciences, humanities, and social sciences.

Carrington College encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.
LOCATIONS & HOURS OF OPERATION

Citrus Heights Campus
7301 Greenback Ln., Ste. A
Citrus Heights, CA 95621
Phone: 916 722 8200
Fax: 916 722 6883
Monday – Thursday 7:30am – 10:30pm
Friday 8:00am – 5:00pm

Pleasant Hill Campus
380 Civic Dr., Ste. 300
Pleasant Hill, CA 94523
Phone: 925 609 6650
Fax: 925 609 6666
Monday – Thursday 7:30am – 10:00pm
Friday 9:00am – 5:00pm

Pleasant Hill Auxiliary Sites
363 Civic Dr., Ste. 200
Pleasant Hill, CA 94523
395 Civic Dr., Ste. C
Pleasant Hill, CA 94523
2199 Norse Dr.
Pleasant Hill, CA 94523
360 Civic Dr., Ste. 102
Pleasant Hill, CA 94523
360 Civic Dr., Ste. 103
Pleasant Hill, CA 94523
Monday – Thursday 7:30am – 10:00pm
Friday 9:00am – 5:00pm

Sacramento Campus
8909 Folsom Blvd.
Sacramento, CA 95826
Phone: 916 361 1660
Fax: 916 361 6666
Monday – Thursday 7:00am – 10:00pm
Friday 7:00am – 5:00pm

Sacramento Auxiliary Sites
8911 Folsom Blvd.
Sacramento, CA 95826
8915 Folsom Blvd.
Sacramento, CA 95826
8925 Folsom Blvd.
Sacramento, CA 95826

San Jose Campus
5883 Rue Ferrari, Ste. 125
San Jose, CA 95138
Phone: 408 960 0162
Fax: 408 360 0848
Monday – Thursday 8:00am – 10:30pm
Friday 8:00am – 5:00pm

North San Jose Learning Center
2160 Lundy Ave., Suite 250
San Jose, CA 95131
Monday – Friday 8:30am – 5:00pm

San Leandro Campus
15555 East 14th St., Ste. 500
San Leandro, CA 94578
Phone: 510 276 3888
Fax: 510 276 3653
Monday – Thursday 8:00am – 8:00pm
Friday 8:00am – 5:00pm

Online
www.carrington.edu
Phone: 855 777 1921

Sacramento Auxiliary Sites
8925 Folsom Blvd.
Sacramento, CA 95826

Stockton Auxiliary Site
5635 Stratford Cir.
Stockton, CA 95207

Oakland Learning Center
505 14th St.
Oakland, CA 94612
Monday – Thursday 10:30am – 3:00pm
Friday Closed

Home Office
7801 Folsom Blvd., Ste. 210
Sacramento, CA 95826
Phone: 916 388 2800
888 203 9947
Fax: 916 381 1609
Monday – Friday 8:00am – 6:00pm

Administrative Offices
4742 N. 24th Street, Suite 360
Phoenix, AZ 85016
Phone: 602 324 5505
Monday – Friday 8:00am – 5:00pm

Online
www.carrington.edu
Phone: 855 777 1921

DEVRY EDUCATION GROUP
BOARD OF DIRECTORS

Christopher B. Begley
Lyle Logan
Ronald L. Taylor
David S. Brown, Esq.
Alan G. Merten, PhD
Lisa Wardell
Daniel M. Hamburger
Fernando Ruiz
James D. White
ACCREDITATION & APPROVALS

Institutional Accreditation
Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

Note: Copies of documents describing Carrington College’s accreditation are available for review from the Campus Executive Director.

Programmatic Accreditation
The Dental Hygiene program at the Sacramento and San Jose campuses is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312 440 4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is www.caahep.org.

The Medical Assisting certificate programs at the Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727 210 2350, www.caahep.org).

The Pharmacy Technology program at the Citrus Heights, Pomona, Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton campuses is accredited by the American Society of Health System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, 301 657 3000, www.ashp.org/accreditation.

The Physical Therapist Assistant program at the Pleasant Hill campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703 706 3245; email: accreditation@apta.org; website: www.capteonline.org. The Respiratory Care Associate of Science degree program at the Pleasant Hill campus (#200536) is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, 817 283 2835, www.coarc.com.

The Surgical Technology program at the Citrus Heights and San Jose campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727 210 2350, www.caahep.org).

The Veterinary Technology program at the Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton campuses is accredited by the American Veterinary Medical Association as a program for educating veterinary technicians, www.avma.org/professionaldevelopment/education/accreditation/programs/pages/default.aspx.

The most current information on accreditation and approvals can be found at carrington.edu.

Licenses, Approvals, and Required Disclosures
The Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 877 729 7789, www.dbc.ca.gov approves the Carrington College Dental Assisting programs at the Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro, and Stockton campuses.

The California Board of Registered Nursing, PO Box 944210, Sacramento, CA 94244-2100, 916 322 3350, www rn.ca.gov/index.shtml approves the Registered Nursing LVN to RN program at the Sacramento campus.

The Vocational Nursing program at the Pleasant Hill, Sacramento and San Jose campuses is approved by the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, 916 263 7800, www.bvnpt.ca.gov. The Vocational Nursing program at the Pomona campus has initial approval.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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.

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 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov/enforcement/complaint.shtml Telephone: 916 431 6924 and Fax: 916 263 1897

Carrington College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
Grievance Procedures
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916 431 6924 or by completing a complaint form, which can be obtained on the Bureau’s website, www.bppe.ca.gov/enforcement/complaint.shtml.

Student Tuition Recovery Fund
Carrington College is paying the state-imposed assessment for the Student Tuition Recovery Fund (STRF) for all of the following that applies to you.

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

- The school closed before the course of instruction was completed.
- The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Pursuant to BPPE regulations, Carrington College is required to disclose the following.

The College:
- Does not have a pending petition in bankruptcy
- Is not operating as a debtor in possession
- Has not filed a petition within the preceding five years
- Has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Carrington College displays all approval and accreditation documents at each campus. Copies are available upon request, and can be obtained from the Dean of Academic Affairs.

---

HOLIDAY CALENDAR

2016 HOLIDAY CALENDAR

**SPRING HOLIDAY**
Friday March 25

**MEMORIAL DAY**
Monday May 30

**INDEPENDENCE DAY**
Monday July 4

**LABOR DAY**
Monday September 5

**THANKSGIVING BREAK**
Thursday-Friday November 24-25

**WINTER HOLIDAY**
Varies by region, campus and program. Students should contact their local campus leadership for specific information.
## COLLEGE LEADERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degree/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey R. Akens</td>
<td>President, MBA, Keller Graduate School of Management</td>
<td></td>
</tr>
<tr>
<td>Jim Brenner</td>
<td>Vice President, Marketing, MBA, J L Kellogg School of Management</td>
<td></td>
</tr>
<tr>
<td>Danika Bowen</td>
<td>Provost/Vice President of Academic Affairs and Accreditation Liaison Officer</td>
<td>EdD, Fielding Graduate University</td>
</tr>
<tr>
<td>Mitch Charles</td>
<td>Vice President, Enrollment Services, MBA, Keller Graduate School of Management</td>
<td></td>
</tr>
<tr>
<td>Peter Daly</td>
<td>Director, Educational Research &amp; Instructional Innovation, BA, Monash University</td>
<td></td>
</tr>
<tr>
<td>Karen Evans</td>
<td>Associate Provost, PhD, University of Virginia</td>
<td></td>
</tr>
<tr>
<td>Helen Fairchild, RDA</td>
<td>National Dean, Dental Programs, MHRM, Keller Graduate School of Management</td>
<td></td>
</tr>
<tr>
<td>Vanessa Forbes, RVTg</td>
<td>National Dean, Veterinary Programs, MSHEd, Walden University</td>
<td></td>
</tr>
<tr>
<td>Karen Hurst</td>
<td>National Dean, General Education Programs, PhD, University of Virginia</td>
<td></td>
</tr>
<tr>
<td>Craig Jacob</td>
<td>Senior Director, Operations, MBA, University of Phoenix</td>
<td></td>
</tr>
<tr>
<td>Kim Kane</td>
<td>Senior Director, Student Finance, BA, California Institute of Integral Studies</td>
<td></td>
</tr>
<tr>
<td>David Kaye</td>
<td>Senior Director, Operations, MBA, Keller Graduate School of Management</td>
<td></td>
</tr>
<tr>
<td>Josee Martin</td>
<td>Director, Student Finance Compliance, MS, University of Wisconsin</td>
<td></td>
</tr>
<tr>
<td>Travis Matthews</td>
<td>National Dean, Criminal Justice, MS, DeVry University</td>
<td></td>
</tr>
<tr>
<td>Janet Melton, CMA (AAMA), RMA</td>
<td>National Dean, Medical Programs, MBA, Everest University</td>
<td></td>
</tr>
<tr>
<td>Jim Murphy</td>
<td>Senior Director, Operations, BA, National University</td>
<td></td>
</tr>
<tr>
<td>Debbie Oberlander</td>
<td>Director, Accreditation and Compliance, MA, Chapman University</td>
<td></td>
</tr>
<tr>
<td>Courtney Payton, CMT/LMT</td>
<td>National Dean, Massage and Physical Therapy Programs, MHRM, Keller Graduate School of Management</td>
<td></td>
</tr>
<tr>
<td>Beth Rogers</td>
<td>Vice President, Finance, BA, California State University</td>
<td></td>
</tr>
<tr>
<td>Scott Sand</td>
<td>Senior Director, Student Services, PhD, Capella University</td>
<td></td>
</tr>
<tr>
<td>Jonathan Sherman, RDCS</td>
<td>Director, Compliance and Licensing, MHA, University of Phoenix</td>
<td></td>
</tr>
<tr>
<td>Joy Silva</td>
<td>Associate Regional Dean, Career Services, AA, Chabot College</td>
<td></td>
</tr>
<tr>
<td>Alan Yanda</td>
<td>Senior Director, Enrollment Services, BA, University of Arkansas</td>
<td></td>
</tr>
</tbody>
</table>

## GOVERNING BOARD

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degree/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Curtis, Esq.</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Greg Nathanson</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Susan L. Groenwald</td>
<td>PhD, RN, ANEF, FAAN</td>
<td></td>
</tr>
<tr>
<td>Marc Richmond, MD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Rosenbloom, MD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Sodeika</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instruction is delivered onsite and online. Carrington College offers courses in a term format, with six weeks of education included in each term. Some courses in several programs are delivered in a semester-length format. Term-based and semester-based courses may be delivered as:

**Onsite**
Campus-based instruction includes lectures, applications, laboratories, and externships.

**Hybrid**
In hybrid programs lecture courses are online and lab courses are on ground. Other courses required in the program, such as general education courses, are delivered online and are supported by both the online instructor and campus-based tutors as needed.

**Online**
In online courses, contact hours occur when students access courses through the online delivery platform. Online courses also require substantial independent study in addition to online course access. Online courses are structured using a linear, integrated approach.

The online learning platform—accessible 24 hours a day, seven days a week—offers:

- Course syllabi and assignments, Carrington College’s virtual library and other Web-based resources.
- Email, threaded conversations and chat rooms.
- Text and course materials, available through Carrington’s online bookstore.
- Study notes or “instructor lectures” for student review.

To ensure effective delivery of course materials, and to facilitate participation from all class members, faculty teaching online complete specialized instruction to prepare them to teach via this medium. As a result, students are provided with a comprehensive learning experience that enables them to master course content.
Learning Resources
Carrington College offers appropriate learning resources to complement its online courses. Online library resources, multimedia, and other course ancillaries can be accessed through the online portal through use of a password.

Online Library Resources
Carrington College students have access to several online databases on a 24/7 basis. These databases contain current full text articles from reference journals as well as access to manuscripts and books in electronic format.

Minimum System Requirements for Online Study
Sufficient technology and Internet access are required to complete online coursework at Carrington College.

Supported Operating Systems
The minimum system requirements, hardware and software needed to complete coursework is found at the Technical Requirements link on the Carrington web site at online.carrington.edu.

Students taking online courses should have administrative rights to the computer used for college coursework. Students who do not have administrative rights to the computer used for online study (such as a library or workplace computer) may experience difficulties with needed functions, such as installing plug-ins. Students will have limited support options due to access limitations and should check with their workplace IT departments to ensure that they can access course materials from their companies’ network.

Technology Specifications
Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.
Program availability varies by location; see specific program section for details.

Carrington College offers certificate and degree programs in the following areas:

**Certificate of Achievement**
- Criminal Justice
- Dental Assisting
- Massage Therapy
- Medical Administrative Assistant
- Medical Assisting
- Medical Billing and Coding
- Pharmacy Technology
- Surgical Technology
- Vocational Nursing

**Associate of Science Degree**
- Criminal Justice
- Dental Assisting
- Dental Hygiene
- Health Studies
- Medical Administrative Assistant
- Medical Assisting
- Medical Billing & Coding
- Pharmacy Technology
- Physical Therapist Assistant
- Registered Nursing LVN to RN
- Respiratory Care
- Surgical Technology
- Veterinary Technology
- Vocational Nursing

Cheyenne P.
Dental Assisting
Carrington’s online degree-completion option enables alumni who have successfully completed one of our certificate programs to continue their education and complete an associate degree in their field of study.

By utilizing the online format, we offer the flexibility to our alumni to continue working in their field of study while attending school “anytime, anywhere”.

To ensure effective delivery of course materials, and to facilitate participation from all class members, faculty teaching online courses complete specialized instruction to prepare them to teach via this medium. As a result, students are provided with a comprehensive learning experience that enables them to master course content. Faculty and students interact in an asynchronous environment in all online classes via discussion boards. Students are encouraged to post questions to the “Ask the Instructor” discussion area in the classroom, or communicate with instructors via email or phone. Tutoring and other academic support services are available through the Student Success Center.

Carrington’s online degree-completion option affords students the opportunity to earn an Associate of Science degree in these programs of study:

- Criminal Justice
- Dental Assisting
- Health Studies
- Medical Administrative Assistant
- Medical Assisting
- Medical Billing and Coding
- Pharmacy Technology
- Surgical Technology
- Vocational Nursing
The Criminal Justice program, with an emphasis on private security/loss prevention, prepares graduates to work in a variety of public or private sector jobs in the fields of private security, private/retail loss prevention, transportation security, and community service. The curriculum covers comprehensive investigation studies, including rules of evidence, search and seizure, interrogation, chain of evidence procedures and criminal intelligence. Also covered are practical applications and techniques, including crime scene forensics, analysis of security systems and physical protection of persons and property in hospitals, industrial and retail businesses and government public safety agencies. While gaining the technology skills required for success in today’s criminal justice careers, graduates will be knowledgeable about industry standards for effective written and oral communication. The program culminates in a Certificate of Achievement or an Associate of Science degree in Criminal Justice.

Offered at
• CITRUS HEIGHTS
• PLEASANT HILL
• POMONA
• SAN JOSE
• SAN LEANDRO
• STOCKTON

For comprehensive consumer information, visit carrington.edu/cc/cj

Applicants for jobs in the criminal justice field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations and credit checks. Unsatisfactory screening results may disqualify an applicant for a position in the criminal justice field. Additional government-required training programs or years of relevant experience may be necessary to obtain employment in this field.
## Program Requirements

**Citrus Heights, Pleasant Hill, Pomona, San Jose, San Leandro and Stockton**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100 T</td>
<td>Introduction to Criminal Justice Procedure</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CJ 101 L</td>
<td>Introduction to Criminal Justice Procedure Lab</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>CJ 120 T</td>
<td>Criminal Investigation</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CJ 121 L</td>
<td>Criminal Investigation Lab</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>CJ 130 T</td>
<td>Introduction to Security Services</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CJ 131 L</td>
<td>Introduction to Security Services Lab</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>CJ 140 T</td>
<td>Homeland Security, Terrorism and Organized Crime</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CJ 141 L</td>
<td>Homeland Security, Terrorism and Organized Crime Lab</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>CJ 150 T</td>
<td>Introduction to Corrections</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>CJ 151 L</td>
<td>Introduction to Corrections Lab</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td>CJ 199</td>
<td>Capstone Project – Criminal Justice</td>
<td>54</td>
<td>0</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>* Career Development Seminar</td>
<td>30</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>384</td>
<td>225</td>
<td>33</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HIS 150</td>
<td>US Government</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>405</td>
<td>0</td>
<td>27</td>
</tr>
</tbody>
</table>

**TOTAL FROM CERTIFICATE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>384</td>
<td>225</td>
<td>33</td>
</tr>
</tbody>
</table>

**TOTAL FOR DEGREE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>789</td>
<td>225</td>
<td>60</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 72 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
# Program Requirements

**Citrus Heights, Pleasant Hill, Pomona, San Jose, San Leandro and Stockton**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100 T.H *</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 101 L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 120 T.H *</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 121 L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 130 T.H *</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 131 L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 140 T.H *</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 141 L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 150 T.H *</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 151 L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 199</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>CDV 198.2 †</td>
<td>30</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**  
384  225  33

**PROGRAM LENGTH: 36 WEEKS (NOT INCLUDING BREAKS)**

Graduates of the certificate of achievement program are eligible to complete the associate of science degree program via the **degree-completion option** shown below.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 100</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HIS 150</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES**  
405  0  27

**TOTAL FROM CERTIFICATE**  
384  225  33

**TOTAL FOR DEGREE**  
789  225  60

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 72 WEEKS (NOT INCLUDING BREAKS)**

* Online course  
† Online general education course

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES
Upon completion of the Criminal Justice program, graduates will be able to:

• Demonstrate a working knowledge of the US criminal justice system, including an understanding of investigative rules and methods.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADDITIONAL ADMISSION REQUIREMENTS
Candidates for admission must:

• Be 18 years of age or older at the start of classes.
• Not have been convicted of a felony.

COURSE DESCRIPTIONS

CJ 100 T Introduction to Criminal Justice Procedure
This course presents a historical and philosophical overview of the development of the American Justice system with an emphasis on constitutional imperatives. Also presented is an overview of procedural aspects of the legal system and administration of justice, including constitutional rights, rules of evidence, and the exclusionary rule. Students examine the functions, structure, court procedures, laws and constitutional rights that make up the American criminal justice system. 3 Credit Hours

CJ 100 T.H Introduction to Criminal Justice Procedure
This course presents a historical and philosophical overview of the development of the American Justice system with an emphasis on constitutional imperatives. Also presented is an overview of procedural aspects of the legal system and administration of justice, including constitutional rights, rules of evidence, and the exclusionary rule. Students examine the functions, structure, court procedures, laws and constitutional rights that make up the American criminal justice system. This is an online course. 3 Credit Hours

CJ 101 L Introduction to Criminal Justice Procedure Lab
This course presents hands-on experiences in criminal justice procedures. Current events guide activities when relevant. 2.5 Credit Hours

CJ 120 T Criminal Investigation
This course introduces the theory, approaches, techniques, and procedures used in criminal investigation. Also studied are fundamental concepts in physical evidence collection and examination; crime-scene search and seizure principles, photography, sketches, note taking, and investigative report writing. 3 Credit Hours

CJ 120 T.H Criminal Investigation
This course introduces the theory, approaches, techniques, and procedures used in criminal investigation. Also studied are fundamental concepts in physical evidence collection and examination; crime-scene search and seizure principles, photography, sketches, note taking, and investigative report writing. This is an online course. 3 Credit Hours

CJ 121 L Criminal Investigation Lab
In this course, students augment their knowledge of criminal investigation theory through hands-on training in fingerprint analysis, crime scene sketching, and physical-evidence recognition and collection techniques. Students strengthen their investigative-report-writing skills by completing investigative reports pertaining to crime scenes. 2.5 Credit Hours

CJ 130 T.H Introduction to Security Services
This course presents a historical overview of the development of private and public security, including its form and practice in modern society. Emphasis is placed on contemporary employment requirements in the security field, loss prevention fundamentals, and FEMA disaster response. 3 Credit Hours

CJ 130 T Introduction to Security Services
This course presents a historical overview of the development of private and public security, including its form and practice in modern society. Emphasis is placed on contemporary employment requirements in the security field, loss prevention fundamentals, and FEMA disaster response. This is an online course. 3 Credit Hours

CJ 131 L Introduction to Security Services Lab
In this lab, students gain hands-on experience with security and loss prevention technologies, security risk assessment, and report writing as it pertains to the security field. In addition, CPR/AED training is provided. 2.5 Credit Hours

CJ 140 T Homeland Security, Terrorism and Organized Crime
This course presents a historical overview of international and domestic terrorism, and organized crime as well as their effects on society. Contemporary threats are considered, as are strategies to avert them. In addition, policies against terrorist and organized crime groups are reviewed. 3 Credit Hours

CJ 140 T.H Homeland Security, Terrorism, and Organized Crime
This course presents a historical overview of international and domestic terrorism, and organized crime as well as their effects on society. Contemporary threats are considered, as are strategies to avert them. In addition, policies against terrorist and organized crime groups are reviewed. This is an online course. 3 Credit Hours
CJ 141L Homeland Security, Terrorism and Organized Crime Lab
This lab examines international and domestic terrorism, organized crime groups and the threats they pose through practical and hands on experience. Current events create a framework for activities in this lab. 2.5 Credit Hours

CJ 150 T Introduction to Corrections
This course introduces the field of corrections from its roots through its current state. Areas of study include justifications for punishment, sentencing, incarceration, and alternative sentencing. The Bill of Rights, constitutional amendments, and human rights are also studied. In addition, considerations in the corrections career field are examined. This is an online course. 3 Credit Hours

CJ 150 T.H Introduction to Corrections
This course introduces the field of corrections from its roots through its current state. Areas of study include justifications for punishment, sentencing, incarceration, and alternative sentencing. The Bill of Rights, constitutional amendments, and human rights are also studied. In addition, considerations in the corrections career field are examined. This is an online course. 3 Credit Hours

CJ 151 Introduction to Corrections Lab
This lab addresses aspects of careers in the field of corrections. Topics covered include types of searches, safety concerns, documentation, and policing strategies. 2.5 Credit Hours

CJ 199 Capstone Project – Criminal Justice
Students complete a culminating research project in this course. 3.5 Credit Hours
DENTAL ASSISTING PROGRAM

Dental assistants perform a wide range of duties in dental care facilities, from patient care to office tasks and laboratory procedures. Carrington’s Dental Assisting certificate and degree programs adhere to the guidelines of the Dental Board of California to prepare students for entry-level jobs. Each program has emphasis on demonstration and instrumentation. Students become skillful at taking X-rays and impressions as well as performing coronal polishing and assisting with restorative, oral surgery, and orthodontic procedures. The program covers patient preparation, law, ethics, administrative duties, office administrative functions. Students gain hands-on experience during lab class sessions and clinical experience.

Dental Assisting students are prepared to seek X-ray certification and coronal polish certification. Upon completing the program, graduates are able to apply for and take the State of California Dental Board examination for licensure as a Registered Dental Assistant (RDA). The program culminates in a Certificate of Achievement or an Associate of Science degree in Dental Assisting.

Offered at

• CITRUS HEIGHTS
• OAKLAND LEARNING CENTER*
• PLEASANT HILL
• POMONA
• SACRAMENTO
• SAN JOSE
• SAN LEANDRO
• STOCKTON

For comprehensive consumer information, visit carrington.edu/cc/da

* Certificate or degree is awarded from the San Leandro campus.

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
**Program Requirements**

_Citrus Heights_ (Mid-day 2), _Pleasant Hill_ (Morning, Evening), _San Jose_ (Morning, Mid-day, Afternoon, Evening) and _San Leandro_ (Evening)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 21.1 Dental Science</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 201.1 Dental Assisting Procedures 1</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 22.1 Dental Office Protocols</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 202.1 Dental Assisting Procedures 2</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 23.1 Dental Radiology</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 203.1 Dental Assisting Procedures 3</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 24.1 Preventive Dentistry 1</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 204.1 Dental Assisting Procedures 4</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 25.1 Preventive Dentistry 2</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 205.1 Dental Assisting Procedures 5</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 26.1 Dental Specialties</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>DA 206.1 Dental Assisting Procedures 6</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
</tr>
<tr>
<td>DA 502.1 Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 * Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**  
|                  | 441          | 261       | 180             | 41.4 †               |

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 42 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course  
† 882 Clock hours  

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.

General education requirements for this program’s degree options are shown on the following page.
### General Education Requirements

#### Option 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR NON-SCIENCE EMPHASIS GENERAL EDUCATION COURSES**: 360 Lecture Hours, 0 Lab Hours, 0 Practical Hours, 24 Semester Credit Hours

**TOTAL FROM CERTIFICATE** *(shown on previous page)*: 441 Lecture Hours, 261 Lab Hours, 180 Practical Hours, 41.4 Semester Credit Hours

**TOTAL FOR NON-SCIENCE EMPHASIS DEGREE**: 801 Lecture Hours, 261 Lab Hours, 180 Practical Hours, 65.4 Semester Credit Hours

**APPROXIMATE TIME TO COMPLETE NON-SCIENCE EMPHASIS DEGREE PROGRAM**: 72 WEEKS (NOT INCLUDING BREAKS)

#### Option 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 14*</td>
<td>Microbiology with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 25*</td>
<td>Human Anatomy and Physiology 1 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 26*</td>
<td>Human Anatomy and Physiology 2 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 6*</td>
<td>Inorganic Chemistry with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 8*</td>
<td>Organic Chemistry with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Intermediate College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUT 200</td>
<td>Principles of Nutrition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205</td>
<td>Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR SCIENCE EMPHASIS GENERAL EDUCATION COURSES**: 705 Lecture Hours, 150 Lab Hours, 0 Practical Hours, 47 Semester Credit Hours

**TOTAL FROM CERTIFICATE** *(shown on previous page)*: 441 Lecture Hours, 261 Lab Hours, 180 Practical Hours, 41.4 Semester Credit Hours

**TOTAL FOR SCIENCE EMPHASIS† DEGREE**: 1146 Lecture Hours, 411 Lab Hours, 180 Practical Hours, 88.4 Semester Credit Hours

**APPROXIMATE TIME TO COMPLETE SCIENCE EMPHASIS DEGREE PROGRAM**: 100 WEEKS (NOT INCLUDING BREAKS)

* Science-based general education course
† Offered at the Sacramento and San Jose campuses only. This curriculum fulfills course prerequisites for application to Carrington College’s Dental Hygiene program.

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
**Program Requirements**

**Citrus Heights** (Morning, Mid-day 1, Evening), **Pleasant Hill** (Morning, Evening), **Pomona** (Morning), **San Jose** (Afternoon), **San Leandro** (Morning and Mid-day) and **Stockton** (all sessions)

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 21.3 Dental Science</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA 22.3 Dental Office Protocols</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA 23.3 Dental Radiology</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA 24.3 Preventive Dentistry</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA 25.3 Dental Specialties</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA 201.3 Dental Assisting Procedures 1</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 202.3 Dental Assisting Procedures 2</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 203.3 Dental Assisting Procedures 3</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 204.3 Dental Assisting Procedures 4</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 205.3 Dental Assisting Procedures 5</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>CDV 198.2 † Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 502.3 Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL FOR CERTIFICATE</strong></td>
<td><strong>330</strong></td>
<td><strong>300</strong></td>
<td><strong>180</strong></td>
<td><strong>36</strong>‡</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS** (NOT INCLUDING BREAKS)

* Times at which this program is held may vary among campuses; this information can be obtained at each campus.
† Online general education course
‡ 881 Clock hours

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.

General education requirements for this program’s degree options are shown on the following page.
### General Education Requirements

#### Non-Science Emphasis General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total for Non-Science Emphasis General Education Courses</strong></td>
<td><strong>360</strong></td>
<td>0</td>
<td>0</td>
<td><strong>24</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total from Certificate</strong></td>
<td><strong>330</strong></td>
<td>300</td>
<td>180</td>
<td><strong>36</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total for Non-Science Emphasis Degree</strong></td>
<td><strong>690</strong></td>
<td>300</td>
<td>180</td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Approximate Time to Complete Non-Science Emphasis Degree Program:</strong></td>
<td><strong>66 Weeks</strong></td>
<td>(not including breaks)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Science Emphasis General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 14</td>
<td>* Microbiology with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 25</td>
<td>* Human Anatomy and Physiology 1 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 26</td>
<td>* Human Anatomy and Physiology 2 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 6</td>
<td>* Inorganic Chemistry with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 8</td>
<td>* Organic Chemistry with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Intermediate College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUT 200</td>
<td>Principles of Nutrition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205</td>
<td>Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total for Science Emphasis General Education Courses</strong></td>
<td><strong>705</strong></td>
<td>150</td>
<td>0</td>
<td><strong>47</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total from Certificate</strong></td>
<td><strong>330</strong></td>
<td>300</td>
<td>180</td>
<td><strong>36</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total for Science Emphasis Degree</strong></td>
<td><strong>1035</strong></td>
<td>450</td>
<td>180</td>
<td><strong>83</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Approximate Time to Complete Science Emphasis Degree Program:</strong></td>
<td><strong>94 Weeks</strong></td>
<td>(not including breaks)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Science-based general education course
† Offered at the Sacramento campus only. This curriculum fulfills course prerequisites for application to Carrington College’s Dental Hygiene program.

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
## Program Requirements

### Sacramento (Morning, Afternoon)

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 21.2 * Dental Science</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>DA 22.2 * Dental Office Protocols</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>DA 23.2 * Dental Radiology</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>DA 24.2 * Preventive Dentistry 1</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>DA 25.2 * Preventive Dentistry 2</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>DA 26.2 * Dental Specialties</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>3.3</td>
</tr>
<tr>
<td>CDV 198.2 † Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA 201.2 Dental Assisting Procedures 1</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 202.2 Dental Assisting Procedures 2</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 203.2 Dental Assisting Procedures 3</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 204.2 Dental Assisting Procedures 4</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 205.2 Dental Assisting Procedures 5</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 206.2 Dental Assisting Procedures 6</td>
<td>16</td>
<td>47</td>
<td>0</td>
<td>2.62</td>
</tr>
<tr>
<td>DA 502.2 Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE** | 426 | 282 | 180 | 41.52

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 42 WEEKS (NOT INCLUDING BREAKS)**

* Online course
† Online general education course
‡ 888 Clock hours

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.
# Program Requirements

**Citrus Heights, Pleasant Hill*, Oakland Learning Center (Morning)* and Sacramento (Evening)**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA21.3.H † Dental Science</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA22.3.H † Dental Office Protocols</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA23.3.H † Dental Radiology</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA24.3.H † Preventive Dentistry</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA25.3.H † Dental Specialties</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DA201.3 Dental Assisting Procedures 1</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA202.3 Dental Assisting Procedures 2</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA203.3 Dental Assisting Procedures 3</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA204.3 Dental Assisting Procedures 4</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA205.3 Dental Assisting Procedures 5</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DA502.3 Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV198.2 ‡ Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td>300</td>
<td>180</td>
<td>36</td>
</tr>
</tbody>
</table>

**PROGRAM LENGTH: 36 WEEKS (NOT INCLUDING BREAKS)**

Graduates of the certificate of achievement program are eligible to complete the non-science emphasis associate of science degree program via the [online degree-completion option](#) shown below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR NON-SCIENCE EMPHASIS GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>360</td>
<td>0</td>
<td>0</td>
<td>24</td>
</tr>
</tbody>
</table>

**TOTAL FROM CERTIFICATE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td>300</td>
<td>180</td>
<td>36</td>
</tr>
</tbody>
</table>

**TOTAL FOR NON-SCIENCE EMPHASIS DEGREE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>690</td>
<td>300</td>
<td>180</td>
<td>60</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE NON-SCIENCE EMPHASIS DEGREE PROGRAM: 72 WEEKS (NOT INCLUDING BREAKS)**

* Available May 2, 2016.
† Online course
‡ Online general education course

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Dental Assisting program, graduates will be able to:

• Perform all dental assisting and Registered Dental Assisting chairside duties.
• Perform coronal polish on patients.
• Take radiographs (X-rays) on clinical patients.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

COURSE DESCRIPTIONS

DA 21.1 Dental Science
Anatomy of the head and neck, tooth morphology, oral examinations and charting, and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory and dental restorative procedures are also covered. 3.5 Credit Hours

DA 21.2 Dental Science
Anatomy of the head and neck, tooth morphology, oral examinations and charting, and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory and dental restorative procedures are also covered. This is an online course. 3.3 Credit Hours

DA 21.3 Dental Science
Anatomy of the head and neck, tooth morphology, oral examinations and charting, and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory and dental restorative procedures are also covered. 4 Credit Hours

DA 21.3.H Dental Science
Anatomy of the head and neck, tooth morphology, oral examinations and charting, and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory and dental restorative procedures are also covered. This is an online course. 4 Credit Hours

DA 22.1 Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information, and the handling of controlled substances are examined in this course. Patient records, ethics, jurisprudence, and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is an online course. 3.3 Credit Hours

DA 22.2 Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information, and the handling of controlled substances are examined in this course. Patient records, ethics, jurisprudence, and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is an online course. 3.5 Credit Hours

DA 22.3 Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information, and the handling of controlled substances are examined in this course. Patient records, ethics, jurisprudence, and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is an online course. 4 Credit Hours

DA 23.1 Dental Radiology
This course presents the fundamentals of dental radiology and its terminology, safety, precautions, characteristics and effects of exposure, and protection and monitoring. Students learn digital and inter- and extra-oral X-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. Students are certified to perform dental X-rays when written and performance competencies are met. 3.5 Credit Hours

DA 23.2 Dental Radiology
This course presents the fundamentals of dental radiology and its terminology, safety, precautions, characteristics and effects of exposure, and protection and monitoring. Students learn digital and inter- and extra-oral X-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. Students are certified to perform dental x-rays when written and performance competencies are met. This is an online course. 3.3 Credit Hours
**DA 23.3 Dental Radiology**  
This course presents the fundamentals of dental radiology and its terminology, safety, precautions, characteristics and effects of exposure, and protection and monitoring. Students learn digital and inter- and extra-oral X-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. Students are certified to perform dental X-rays when written and performance competencies are met. This is an online course. 4 Credit Hours

**DA 23.3.H Dental Radiology**  
This course presents the fundamentals of dental radiology and its terminology, safety, precautions, characteristics and effects of exposure, and protection and monitoring. Students learn digital and inter- and extra-oral X-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. Students are certified to perform dental X-rays when written and performance competencies are met. This is an online course. 4 Credit Hours

**DA 24.1 Preventive Dentistry 1**  
Principles and practices of preventing and controlling dental disease are presented, with emphasis on nutrition and plaque control. Coronal polishing theory and procedures are introduced, and students are prepared for the State Certification examination in coronal polishing. Periodontics theory and practice are addressed in this course. 3.5 Credit Hours

**DA 24.2 Preventive Dentistry**  
Principles and practices of preventing and controlling dental disease are presented, with emphasis on nutrition and plaque control. Coronal polishing theory and procedures are introduced, and students are prepared for the State Certification examination in coronal polishing. Periodontics theory and practice are addressed in this course. This is an online course. 3.3 Credit Hours

**DA 24.3 Preventive Dentistry**  
Principles and practices of preventing and controlling dental disease are presented, with emphasis on nutrition and plaque control. Coronal polishing theory and procedures are introduced, and students are prepared for the State Certification examination in coronal polishing. Periodontics theory and practice are addressed in this course. This is an online course. 4 Credit Hours

**DA 24.3.H Preventive Dentistry**  
Principles and practices of preventing and controlling dental disease are presented, with emphasis on nutrition and plaque control. Coronal polishing theory and procedures are introduced, and students are prepared for the State Certification examination in coronal polishing. Periodontics theory and practice are addressed in this course. This is an online course. 3.3 Credit Hours

**DA 25.1 Preventive Dentistry 2**  
This course provides further study of preventive dental disease processes. Pit and fissure sealant procedures are the focus, as are in-office bleaching and dental impressions. 3.5 Credit Hours

**DA 25.2 Preventive Dentistry 2**  
This course provides further study of preventive dental disease processes. Pit and fissure sealant procedures are the focus, as are in-office bleaching and dental impressions. This is an online course. 3.3 Credit Hours

**DA 25.3 Dental Specialties**  
This course provides further study of preventive dental disease processes. Pit and fissure sealant procedures are the focus, as are in-office bleaching and dental impressions. This is an online course. 4 Credit Hours

**DA 25.3.H Dental Specialties**  
This course provides further study of preventive dental disease processes. Pit and fissure sealant procedures are the focus, as are in-office bleaching and dental impressions. This is an online course. 4 Credit Hours

**DA 26.1 Dental Specialties**  
This course introduces the practice and procedures of dental specialties and registered dental assistant (RDA) duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, and the associated dental assistant (DA) and RDA duties are explored. 3.5 Credit Hours

**DA 26.2 Dental Specialties**  
This course introduces the practice and procedures of dental specialties and registered dental assistant (RDA) duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, and the associated dental assistant (DA) and RDA duties are explored. This is an online course. 3.3 Credit Hours

**DA 201.1 Dental Assisting Procedures 1**  
This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operatory. 2.4 Credit Hours

**DA 201.2 Dental Assisting Procedures 1**  
This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operatory. 2.62 Credit Hours
**DA 201.3 Dental Assisting Procedures 1**
This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operatory. 2 Credit Hours

**DA 202.1 Dental Assisting Procedures 2**
This course focuses on infection control and laboratory procedures, temporary restorations, and other lab procedures. 2.4 Credit Hours

**DA 202.2 Dental Assisting Procedures 2**
This course focuses on infection control and laboratory procedures, temporary restorations, and other lab procedures. 2.62 Credit Hours

**DA 202.3 Dental Assisting Procedures 2**
This course focuses on infection control and laboratory procedures, temporary restorations, and other lab procedures. 2 Credit Hours

**DA 203.1 Dental Assisting Procedures 3**
Dental radiography (X-ray) techniques, including safety practices and darkroom procedures are the emphasis of this course. Students learn about exposing, processing, mounting, and evaluating dental films and practice specialized techniques used in dental practices. 2.4 Credit Hours

**DA 203.2 Dental Assisting Procedures 3**
Dental radiography (X-ray) techniques, including safety practices and darkroom procedures are the emphasis of this course. Students learn about exposing, processing, mounting, and evaluating dental films and practice specialized techniques used in dental practices. 2.62 Credit Hours

**DA 203.3 Dental Assisting Procedures 3**
Dental radiography (X-ray) techniques, including safety practices and darkroom procedures are the emphasis of this course. Students learn about exposing, processing, mounting, and evaluating dental films and practice specialized techniques used in dental practices. 2 Credit Hours

**DA 204.1 Dental Assisting Procedures 4**
The emphasis of this class is the practice of coronal polishing techniques on manikins and human patients. 2.4 Credit Hours

**DA 204.2 Dental Assisting Procedures 4**
The emphasis of this class is the practice of coronal polishing techniques on manikins and human patients. 2.62 Credit Hours

**DA 204.3 Dental Assisting Procedures 4**
The emphasis of this class is the practice of coronal polishing techniques on manikins and human patients. 2 Credit Hours

**DA 205.1 Dental Assisting Procedures 5**
This class provides lab and clinical practice in pit and fissure sealant procedure techniques on manikins and human patients. Other laboratory and clinical skills presented include dental impressions and in-office bleaching techniques. 2.4 Credit Hours

**DA 205.2 Dental Assisting Procedures 5**
This class provides lab and clinical practice in pit and fissure sealant procedure techniques on manikins and human patients. Other laboratory and clinical skills presented include dental impressions and in-office bleaching techniques. 2.62 Credit Hours

**DA 205.3 Dental Assisting Procedures 5**
This class provides lab and clinical practice in pit and fissure sealant procedure techniques on manikins and human patients. Other laboratory and clinical skills presented include dental impressions and in-office bleaching techniques. 2 Credit Hours

**DA 206.1 Dental Assisting Procedures 6**
Dental specialty procedures performed by DAs and RDAs are practiced in this class. 2.4 Credit Hours

**DA 206.2 Dental Assisting Procedures 6**
Dental specialty procedures performed by DAs and RDAs are practiced in this class. 2.62 Credit Hours

**DA 502.1 Externship**
Students gain experience in a dental office or clinic under direct supervision of a dentist, professional office manager, or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations. This is a credit/no credit course. 4 Credit Hours

**DA 502.2 Externship**
Students gain experience in a dental office or clinic under direct supervision of a dentist, professional office manager, or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations. This is a credit/no credit course. 4 Credit Hours

**DA 502.3 Externship**
Students gain experience in a dental office or clinic under direct supervision of a dentist, professional office manager, or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations. This is a credit/no credit course. 4 Credit Hours

---

The Dental Assisting program is approved by the Dental Board of California, 2005 Evergreen Street, Suite 1050, Sacramento, CA 95815.
DENTAL HYGIENE PROGRAM

Dental hygienists are licensed dental health specialists who provide preventive, educational, and therapeutic services for the promotion of oral health and control of oral disease. They observe and record abnormalities and problems in patients’ mouths, take oral X-rays and apply fluoride and fissure sealants. Other tasks include providing periodontal therapies like root planing and removal of plaque, calculus, and stains from teeth. The framework for devising and delivering patients’ personalized oral care programs is known as the dental hygiene (DH) process of care.

Students in the Dental Hygiene program gain the skills and knowledge to provide comprehensive dental hygiene care. Instruction helps students develop professional communication skills with patients, colleagues, and the public as well as knowledge of ethical standards and professional behavior. Students learn to analyze and apply advances in research to dental hygiene care and are encouraged to participate in and provide leadership in community activities that promote optimal oral health. The program culminates in an Associate of Science degree in Dental Hygiene. Graduates of the program are prepared to take the Dental Hygiene National Board and state licensing examinations.

Offered at
- SACRAMENTO
- SAN JOSE

Accreditation information for the Dental Hygiene program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/dh

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
# Program Requirements

## Sacramento and San Jose

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DH 10</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 100.1</td>
<td>0</td>
<td>120</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 11</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 110</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DH 12</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 13</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 14.1</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 15</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 20.1</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 200</td>
<td>0</td>
<td>120</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 21.1</td>
<td>30</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 22</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 23</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 24</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 25</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DH 30</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 300</td>
<td>0</td>
<td>0</td>
<td>240</td>
<td>4</td>
</tr>
<tr>
<td>DH 31</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DH 310</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DH 32</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 33</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 34</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 40</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 400</td>
<td>0</td>
<td>0</td>
<td>300</td>
<td>5</td>
</tr>
<tr>
<td>DH 41 .1</td>
<td>15</td>
<td>36</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DH 42</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DH 43</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DH 44</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL FOR DEGREE</strong></td>
<td><strong>660</strong></td>
<td><strong>291</strong></td>
<td><strong>660</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 64 WEEKS (NOT INCLUDING BREAKS)**

Note: Technical course descriptions for this program are found on the pages that follow.
STUDENT LEARNING OUTCOMES

Upon completion of the Dental Hygiene program, graduates will be able to:

• Deliver comprehensive dental hygiene care to patients in a variety of professional settings via the DH process of care.

• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADMISSION REQUIREMENTS

In addition to meeting the College’s standard admission requirements, candidates must:

• Pass the college entrance exam
• Obtain health care provider CPR certification
• Complete a dental hygiene observation
• Provide verification of information seminar attendance
• Complete the following prerequisite courses at an accredited college or university, with a minimum grade of C and an overall GPA of 2.75 or higher:

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>SCIENCE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech/Oral Communication</td>
<td>Inorganic Chemistry with Lab *</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>Microbiology with Lab *</td>
</tr>
<tr>
<td>English/Writing and Composition</td>
<td>Human Anatomy with Lab *</td>
</tr>
<tr>
<td>General Psychology</td>
<td>Physiology with Lab *</td>
</tr>
<tr>
<td></td>
<td>Organic Chemistry with Lab *</td>
</tr>
<tr>
<td></td>
<td>General Nutrition *</td>
</tr>
</tbody>
</table>

*Science courses must have been completed within the previous five years.

Students meeting all of the program requirements will be selected using points earned from the following criteria:

• GPA on all prerequisite courses
• Dental related work experience (RDA and/or DA only)
• Supplemental education

Post Admission Requirements

Admitted students must provide documentation of the following information prior to starting the program:

• Proof of immunization status for communicable diseases
• Proof of TB clearance
• Physician clearance for working in dental hygiene clinical environment
COURSE DESCRIPTIONS

DH 10 Introduction to Clinical Dental Hygiene
This course introduces students to the dental hygiene process of care, including the principles underlying the phases of patient assessment, problem identification, planning of dental hygiene care, implementation of preventive and therapeutic procedures, and evaluation of dental hygiene care and goal attainment. Topics include risk assessment, medical history assessment, the principles of disease transmission, infection control, examination, and charting of extraoral and intraoral conditions, prevention and management of common medical emergencies, theory of basic instrumentation procedures, and techniques of instrument sharpening, polishing, and fluoride application. 2 Credit Hours

DH 11 Oral Radiology
Fundamentals of radiology as applied to the study of teeth and surrounding structures are presented. The radiographic appearance of normal and abnormal features of the oral cavity is covered, as are contemporary alternative imaging modalities. 2 Credit Hours

DH 12 Oral Biology
This course presents the development, structure, and function of dental and periodontal tissues, with emphasis on their relationship to the clinical practice of dental hygiene care. Included is the application of oral microbiology to etiology and pathogenesis of caries and gingival and periodontal diseases. 2 Credit Hours

DH 13 Head and Neck Anatomy
Students in this course learn about the gross anatomical structures and function of the human head and neck, including the bones, muscles, nerves, glands, and vasculature of the orofacial region. Laboratory exercises and discussion relate structures to clinical practice. 3 Credit Hours

DH 14.1 Dental Morphology
This course is an in-depth study of the morphologic features of crowns and roots of individual primary and permanent dentitions, emphasizing aspects related to dental hygiene care such as root morphology. Also included are such topics as tooth and arch alignments and intercuspal relationships. 2 Credit Hours

DH 15 Preventive Dentistry
Basic concepts of prevention of oral diseases are addressed, with emphasis on mechanical and chemical methods of plaque control, the mechanism of action of chemotherapeutic agents, especially fluoride, and dietary counseling. Also covered is the application of preventive regimes to caries management. 2 Credit Hours

DH 20.1 Clinical Dental Hygiene Seminar
This course examines preventive procedures, such as the placement of sealants, tobacco cessation counseling, and nutritional assessment and counseling. In addition, it provides a forum for discussion of patient care responsibilities and clinic policies and procedures. 2 Credit Hours

DH 21.1 Local Anesthesia
In this course students learn about the anatomical, physiological, and pharmacological aspects of the administration of local anesthetics and nitrous oxide-oxygen sedation, including the prevention and management of emergencies. Laboratory and pre-clinical activities emphasize injection techniques. 3 Credit Hours

DH 22 General and Oral Pathology
The pathological processes of inflammation, wound healing, repair, regeneration, immunological responses, and neoplasia are introduced. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity, and commonly encountered diseases and disorders of the head and neck are covered, with emphasis on the recognition of deviations from normal. 3 Credit Hours

DH 23 Periodontics
This course provides in-depth study of the clinical features, etiology, pathogenesis, classification, and epidemiology of periodontal diseases and the role of genetics, tobacco use, and systemic diseases. Also covered are principles of periodontal therapy, including the biological basis and rationale of nonsurgical and surgical treatment. 3 Credit Hours

DH 24 Dental Hygiene Care for Patients with Special Needs
Methods of providing dental hygiene to patients with medical, physical, and psychological conditions are explored. Included are discussions of modifications in the areas of communication and appointment planning, as well as environmental considerations, individualized home care, and safety precautions in treatment. 2 Credit Hours

DH 25 Behavioral Foundations of Dental Hygiene Care
Students learn to apply behavioral principles to patient education at various stages of human development and within diverse cultural environments. Emphasis is placed on communication techniques, listening skills, and theories of learning and motivation. 1 Credit Hour

DH 30 Advanced Clinical Dental Hygiene Seminar
Study of advanced principles of clinical dental hygiene care is the focus of this course. Advanced instrumentation techniques, ultrasonic instrumentation, soft tissue curettage, air-power polishing, gingival irrigation, local application of antimicrobial and desensitizing agents, placement of periodontal dressings, and implant care are covered. 2 Credit Hours
**DH 31 Dental Materials**
This course introduces the physical, chemical, and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. 1 Credit Hour

**DH 32 Pharmacology**
This course provides an overview of the physical and chemical properties of drugs used in dental practice, as well as modes of administration, therapeutic/adverse effects, and drug actions/interactions. 3 Credit Hours

**DH 33 Community Oral Health**
Principles and issues in community health and their relationship to the delivery of dental care to the public sector are explored. Topics also include utilization of health care services, health care financing, government regulations, and epidemiology of oral diseases. Also examined is the role of the dental hygienist as an innovator of, and an educator in, community disease prevention and health promotion activities. 2 Credit Hours

**DH 34 Dental Specialties**
Students learn about various dental specialties such as cosmetic dentistry, endodontics, forensic dentistry, implant dentistry, oral and maxillofacial surgery, orthodontics, pediatric dentistry, prosthodontics, public health dentistry, and veterinary dentistry. Craniofacial anomalies, endodontics, oral facial pain, oral medicine, and temporomandibular disorders are also covered. Emphasis is placed on current trends in treatment. 2 Credit Hours

**DH 40 Advanced Clinical Dental Hygiene Seminar**
Analysis and discussion of patient preventive and treatment needs are presented through case studies from clinical practice. Students give class presentations and participate in discussions of patients’ specific problems. 2 Credit Hours

**DH 41.1 Community Oral Health Practicum**
Students gain practical experience in the development, implementation, and evaluation of dental health programs in a variety of community settings. 2 Credit Hours

**DH 42 Scientific Methods**
This course introduces students to the fundamental concepts and skills needed to understand, interpret, and critique professional literature. Study areas include types of research, research methods and design, and statistical analysis. 1 Credit Hour

**DH 43 Ethics, Jurisprudence, and Dental Hygiene Practice**
Ethical and legal considerations of dental hygiene practice are presented, including the factors addressed in the California State Dental Practice Act and the code of ethics of the American Dental Hygienists’ Association. Also covered are child abuse legislature, elements of practice management, employment opportunities, and strategies, and the professional organization. Students also participate in ethical decision-making exercises. 3 Credit Hours

**DH 44 Dental Hygiene Review**
This course provides a review of all material in the dental hygiene curriculum in preparation for the Dental Hygiene National Board Examination. 2 Credit Hours

**DH 100.1 Introduction to Clinical Dental Hygiene Lab**
Students apply concepts presented in DH 10 in laboratory and pre-clinical settings, with emphasis on development of basic instrumentation skills. 2 Credit Hours

**DH 200 Clinical Dental Hygiene Care**
Students engage in clinical application of the dental hygiene process for providing patient-centered care. The course provides them with an opportunity to refine skills associated with oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application, and dietary counseling. 2 Credit Hours

**DH 300 Advanced Clinical Dental Hygiene Care**
Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control, and prevention and treatment of oral diseases. 4 Credit Hours

**DH 310 Dental Materials Lab**
Students gain laboratory experience with course material presented in DH 31 by the manipulating various materials used in restorative and preventive dentistry. 1 Credit Hour

**DH 400 Advanced Clinical Dental Hygiene Care**
Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control, and prevention of oral diseases. 5 Credit Hours
Industry advances combined with an increasing awareness of the importance of preventative care and healthy lifestyles have contributed to steady growth in the health care and vocational occupations. Carrington’s Health Studies program, which culminates in an Associate of Science Degree, provides an opportunity for individuals to build on prior education to earn the educational credential that is often needed for advancement.

Offered in an online format, students in the Health Studies program enjoy the flexibility of attending school “anytime, anywhere” while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

Offered to new students online
Degree awarded from the Sacramento campus

For comprehensive consumer information, visit carrington.edu/cc/hs
### Program Requirements (Online-Degree Completion)

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 100 Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HIS 150 US Government</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210 Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUT 200 Principles of Nutrition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250 Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205 Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>COL 105 Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL FOR DEGREE-COMPLETION COURSEWORK</strong></td>
<td><strong>540</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

**TOTAL TRANSFER CREDITS** 24

**TOTAL FOR DEGREE** 540 0 0 60

**APPROXIMATE TIME TO COMPLETE DEGREE-COMPLETION PROGRAM: 42 WEEKS (NOT INCLUDING BREAKS)**

*Note: Course descriptions for this program are found on the pages that follow.*
ADMISSION REQUIREMENTS

Applicants to the Health Studies Associate of Science online-degree-completion program must meet the following requirements:

- Have successfully completed a certificate program (at an approved post-secondary institution) with a minimum of 24 credit hours applicable to a vocational program or health-related major. (See chart below for transfer semester credit hours/Carrington College semester credit hour requirements.)
- Have at least a 2.0 GPA.
- Own or have unrestricted access to a computer with reliable Internet access and an email account.

<table>
<thead>
<tr>
<th>Transfer semester credit hours</th>
<th>...must complete the following Carrington College semester credit hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFER SEMESTER CREDIT HOURS</td>
<td>CARRINGTON COLLEGE SEMESTER CREDIT HOURS</td>
</tr>
<tr>
<td>24–26</td>
<td>36</td>
</tr>
<tr>
<td>27–29</td>
<td>33</td>
</tr>
<tr>
<td>30–32</td>
<td>30</td>
</tr>
<tr>
<td>33–35</td>
<td>27</td>
</tr>
<tr>
<td>36 or more</td>
<td>24</td>
</tr>
</tbody>
</table>

Students who transfer general education coursework exceeding 36 semester-credit hours may be required to take additional general education courses not listed under program requirements. The additional general education coursework is required to fulfill the semester-credit-hour requirement to earn a degree. Additional courses that can be taken to fulfill semester-credit-hour requirements are marked with an asterisk (*) in the course descriptions on page 35.

COURSE DESCRIPTIONS

**CLT 100 Computer Literacy**
This course introduces basic concepts and principles of widely used productivity tools such as word processors, spreadsheets, E-mail, and Web browsers. Students also learn basic computer terminology and concepts. This course is equivalent to the prior version course code CL100. 3 Credit Hours

**COL 105 Critical Thinking**
This course provides instruction and practice in the areas of critical thinking, problem solving, and use of research as a problem-solving tool. Course objectives are addressed through problem-solving methodologies, critical analysis of information, cooperative learning, and research strategies. The course also assists students in identifying and articulating the skills necessary to be successful academically and professionally. Ethical and values considerations are included within the critical-thinking and problem-solving framework. This course is graded using online methodology inside eCollege course shell. 3 Credit Hours

**ENG 101 English Writing and Composition**
This course strengthens reading and writing skills of students entering the writing sequence and enrolling in other standard Carrington courses. An integrated approach links reading with writing and addresses basic matters as they arise from assignments. This course is equivalent to the prior version course code ENGL1. 3 Credit Hours

**HIS 150 US Government**
This course explores American government, with a particular focus on the institutions and processes of national government. Taught from both a historical and a social perspective, students learn the principles and problems that American government was designed to address, enabling them to better understand how our government functions and ways in which it has changed over time. 3 Credit Hours

**HUM 250 Introduction to Humanities**
This course introduces areas of the humanities such as history, philosophy, literature, and the visual and performing arts. Students analyze and evaluate cultural artifacts such as paintings, poetry, music, dance, film, and architecture and develop connections among these works and their historical and philosophical contexts. Discussions, writings, oral presentations, and group activities prepare students for more advanced inquiry in subsequent courses. 3 Credit Hours

**MAT 101 Principles of Mathematics**
This course provides students with critical elements of algebra for linear equations and polynomials. Starting with a foundation of real numbers, the course presents the addition and multiplication rules of solving linear equations. This course is equivalent to the prior version course code MATH1. 3 Credit Hours
MAT 151 College Algebra
This course provides students with the analytical skills necessary to solve a variety of basic algebra problems, focusing on factoring skills and using technology to solve problems. The course includes graphing of linear equations. Students apply their skills to a variety of problems to see the real world nature of algebra. This course is equivalent to the prior version course code MATH 10. Prerequisite: MAT 101. 3 Credit Hours

MAT 201 Intermediate College Algebra*
Students learn to solve linear equations and graph linear equations. They become familiarized with polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, identifying various functions by their graph, and various application problems. This course is equivalent to the prior version course code MAT 20. 3 Credit Hours

NUT 200 Principles of Nutrition
This course presents basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and interrelationships among nutrients in the body are examined. Contemporary nutritional controversies are evaluated. 3 Credit Hours

POL 160 Political Science*
This course explores comparative political systems, determinants of foreign policy, and the dynamics of political change. Studies of recent political history, current world affairs, and the structure of political institutions are included. 3 Credit Hours

PSY 101 Introduction to Psychology
This course provides a foundation for understanding, predicting and directing behavior. Organized within a frame-work encompassing foundations, general topics and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, dynamics of communication, conflict resolution, motivation, leadership, and group roles and processes. This course is equivalent to the prior version course code PSYC 1. 3 Credit Hours

PSY 155 Human Development Across the Lifespan*
This course focuses on the physical, cognitive, social, and emotional development of humans through all phases of life. Emphasis is placed on the practical application of developmental principles. 3 Credit Hours

SCI 210 Environmental Science
This course draws on information from biology, chemistry, botany, geology, engineering, geography, economics, and sociology to explore key aspects and controversial environmental issues. Students identify connections among all living things, particularly between human communities and other natural systems, and consider the impact of civilization’s products on the environment. 3 Credit Hours

SOC 101 Introduction to Sociology
This course explores the complexities of intercultural relationships in a diverse society. Students are given opportunities to share cultural experiences and to discuss cultural differences and commonalities. Students consider issues of self-identity, values clarification, cultural differences, and socialization practices. This course is equivalent to the prior version course code SOC 2. 3 Credit Hours

SOC 285 Cultural Diversity*
This course explores the roles of people in their social environment through a multicultural perspective. Basic premises of the social sciences are incorporated into discussions of cultural artifacts, values, beliefs, and customs. Racial, ethnic, and other multicultural issues are related to institutions and organizations. 3 Credit Hours

SPH 205 Interpersonal Communication
This course involves practical communication skills useful for communicating in personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. This course is equivalent to the prior version course code SPCH 2. 3 Credit Hours

* Courses that can be taken to fulfill semester-credit-hour requirements.
MASSAGE THERAPY PROGRAM

Massage therapists bring positive well-being to clients via therapeutic and remedial treatments. They also administer other kinds of body conditioning. Massage therapists work in an array of settings, such as spas, franchised clinics, physicians’ offices, hotels, and fitness centers. Some massage therapists also travel to clients’ homes or offices to give a massage. Others work out of their own homes. Clients view the massage experience as a positive contribution to their overall health.

Carrington’s Massage Therapy certificate program prepares students for entry-level employment as massage therapists and/or to enter private practice. The program covers massage therapy principles and techniques for assessing and addressing clients’ problem areas and concerns. Techniques include Swedish massage, sports massage, and deep tissue applications, Shiatsu, chair massage, dry room spa techniques and a variety of site-specific treatments. Anatomy and physiology, terminology, function and structure of the body’s skeletal, muscular and internal systems, the ethical, legal and business concerns of the profession, personal care, communication skills, and practice management and success skills are woven throughout the curriculum. The Massage Therapy Program at all locations prepares students for the MBLEx. The program culminates in a Certificate of Achievement. Graduates of the certificate of achievement program are eligible to attain an associate of science degree via Carrington’s Health Studies online degree-completion option, which is described on pages 32-35 of this catalog.

Offered at

- PLEASANT HILL
- POMONA
- SACRAMENTO
- SAN JOSE
- SAN LEANDRO
- STOCKTON

For comprehensive consumer information, visit carrington.edu/cc/mt

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

CPR certification is required for licensure/certification.
## Program Requirements

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>CLOCK HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 1 Massage Therapy Theory 1</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 2 Massage Therapy Theory 2</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 3 Massage Therapy Theory 3</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 4 Massage Therapy Theory 4</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 5 Massage Therapy Theory 5</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 101 Massage Applications and Lab 1</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 102 Massage Applications and Lab 2</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 103 Massage Applications and Lab 3</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 104 Massage Applications and Lab 4</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 105 Massage Applications and Lab 5</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 502 Externship</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>CDV 198.2 Career Development Seminar</td>
<td>30</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE** 660 34†

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course  
† 660 Clock hours  

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Massage Therapy program, graduates will be able to:

• Perform massage procedures competently and safely in a professional environment.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

Massage techniques and benefits, anatomy, physiology and pathology of the human body, and the art of massage are included in each application or lab course of this program. Training in CPR is provided as required by location.

COURSE DESCRIPTIONS

**MT 1 Massage Therapy Theory 1**
The anatomy and physiology of the skeletal and muscular systems are presented, as are the bones and major muscles of the back, and pelvic and shoulder girdles. Massage theory includes Swedish massage as well as pregnancy and elderly massage principles. Professional development skills, including ethics, self-care, and practice management are also covered. **3.5 Credit Hours**

**MT 2 Massage Therapy Theory 2**
The anatomy and physiology of the respiratory, circulatory and cardiovascular systems are presented, as are the bones and major muscles of the head, face, neck, chest and abdomen. Massage theory includes trigger-point therapy, neuromuscular therapy, and myofascial-release techniques. Professional development skills, including ethics, self-care, and practice management, are also covered. **3.5 Credit Hours**

**MT 3 Massage Therapy Theory 3**
Sports theory and the anatomy and physiology of the integumentary (skin, hair and nails) and nervous systems are presented, as are the bones and major muscles of the legs and feet. Professional development skills including ethics, self-care, practice management and success skills are further covered. **3.5 Credit Hours**

**MT 4 Massage Therapy Theory 4**
Anatomy and physiology of the endocrine, lymphatic, and immune systems are presented, as are the bones and major muscles of the arms, forearms, and hands. Massage theory includes chair, reflexology, aromatherapy and dry-room spa theories and applications. Professional development skills including ethics, self-care, and practice management are explored further this course. **3.5 Credit Hours**

**MT 5 Massage Therapy Theory 5**
Shiatsu theory and the anatomy and physiology of the digestive, urinary, and reproductive systems are presented. Professional development skills, including ethics, self-care and practice management, are covered. **3.5 Credit Hours**

**MT 101 Massage Applications and Lab 1**
This course presents elements of Swedish massage as applied to the body. Techniques for special populations are also covered. Student skills are developed through participation, application, and practice of each of these techniques. **2.5 Credit Hours**

**MT 102 Massage Applications and Lab 2**
This course presents elements of deep-tissue and trigger-point techniques as applied to the body. Techniques for special populations are also covered. Student skills are developed through participation, application, and practice of each of these techniques. **2.5 Credit Hours**

**MT 103 Massage Applications and Lab 3**
Sports massage, assessment, core strengthening and movement therapies are taught in this course. Student skills are developed through participation, application, and practice of each of these techniques. **2.5 Credit Hours**

**MT 104 Massage Applications and Lab 4**
Chair massage and introductory reflexology, aromatherapy and dry-room spa techniques are presented during this course. Student skills are developed through participation, application, and practice of each of these techniques. **2.5 Credit Hours**

**MT 105 Massage Applications and Lab 5**
Shiatsu massage is taught in this course. Other eastern modalities are demonstrated and discussed. Student skills are developed through participation, application, and practice of each of these techniques. **2.5 Credit Hours**

**MT 502 Externship**
Students are assigned to a professional or clinical office that provides work experience in massage therapy. This is a credit/no credit course. **2 Credit hours**
Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments, and obtaining referrals. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

Carrington’s Medical Administrative Assistant certificate and degree programs prepare students for entry-level employment in a medical or dental office or other health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development, and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement or Associate of Science degree.

Offered to new students online and at the following campuses

- CITRUS HEIGHTS
- NORTH SAN JOSE LEARNING CENTER*
- OAKLAND LEARNING CENTER†
- SACRAMENTO
- STOCKTON

For comprehensive consumer information, visit carrington.edu/cc/maa

* Certificate or degree is awarded from the San Jose campus.
† Certificate or degree is awarded from the San Leandro campus.
### Program Requirements

#### Citrus Heights, Sacramento and Stockton

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA 1</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 2</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 3</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 4</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 5</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE:** 415 hours, 155 lab hours, 180 practical hours, 36 semester credit hours

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM:** 36 weeks (not including breaks)

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES:** 360 hours, 0 lab hours, 0 practical hours, 24 semester credit hours

**TOTAL FROM CERTIFICATE:** 415 hours, 155 lab hours, 180 practical hours, 36 semester credit hours

**TOTAL FOR DEGREE:** 775 hours, 155 lab hours, 180 practical hours, 60 semester credit hours

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM:** 66 weeks (not including breaks)

---

* Online general education course
† 750 Clock hours

**Note:** Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
## Program Requirements

**North San Jose Learning Center*, Oakland Learning Center* and Sacramento**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA 1.H † Anatomy, Physiology and Terminology</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 101 Health Care Clinical Applications</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 2.H † Computer Operations</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 102 Computer Office Applications</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 3.H † Medical and Dental Insurance</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 103 Insurance Applications</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 4.H † Health Care Office Procedures 1</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 104 Health Care Office Procedures Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 5.H † Health Care Office Procedures 2</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 105 Health Care Office Procedures Applications 2</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 501 Externship – Medical Administrative Assistant</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 ‡ Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL FOR CERTIFICATE</strong></td>
<td><strong>415</strong></td>
<td><strong>155</strong></td>
<td><strong>180</strong></td>
<td><strong>36 §</strong></td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL FOR GENERAL EDUCATION COURSES</strong></td>
<td><strong>360</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FROM CERTIFICATE**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FOR CERTIFICATE</strong></td>
<td><strong>415</strong></td>
<td><strong>155</strong></td>
<td><strong>180</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

### TOTAL FOR DEGREE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FOR DEGREE</strong></td>
<td><strong>775</strong></td>
<td><strong>155</strong></td>
<td><strong>180</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 66 WEEKS (NOT INCLUDING BREAKS)**

† Online course
‡ Online general education course
§ 750 Clock hours

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
### Program Requirements

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA 1</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 2</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 3</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 4</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 5</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 101</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 102</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 103</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 104</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 105</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 502</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FOR CERTIFICATE</td>
<td>460</td>
<td>185</td>
<td>36†</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

Graduates of the online certificate of achievement program are eligible to complete the associate of science degree program via the **online degree-completion option** shown below.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>REQUIREMENT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION ONLINE DEGREE-COMPLETION COURSES**: 360 HOURS (24 SEMESTER HOURS)

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 66 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course
† 750 Clock hours

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Medical Administrative Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical records management within the health care setting.
- Communicate with patients and other professionals and visitors in the health care setting.
- Provide patient and client information and instructions.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

COURSE DESCRIPTIONS

**MAA 1H Anatomy, Physiology, and Terminology**
The basic structure and function of the numerous systems of the human body are presented in this course. Students learn anatomy and physiology in a systems approach, along with related terminology and associated health office procedures. **3.5 Credit Hours**

**MAA 2H Computer Operations**
Students are introduced to health-care office management software. Classroom activities familiarize them with computers, word processing applications, and keyboarding techniques. **3.5 Credit Hours**

**MAA 3H Medical and Dental Insurance**
This course presents an historical overview of medical care, including discussions of current controversies and advances. Students learn about medical, surgical, and dental specialties, methods of practice, and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Health Care Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy, and charting as it pertains to insurance billing and administration. **2.5 Credit Hours**

**MAA 3H Medical and Dental Insurance**
This course presents an historical overview of medical care, including discussions of current controversies and advances. Students learn about medical, surgical, and dental specialties, methods of practice, and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Health Care Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy, and charting as it pertains to insurance billing and administration. **3.5 Credit Hours**

**MAA 4H Health Care Office Procedures 1**
This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues, and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. **3.5 Credit Hours**

**MAA 4H Health Care Office Procedures 1**
This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues, and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. **3.5 Credit Hours**

**MAA 5H Health Care Office Procedures 2**
This course introduces documentation, recordkeeping, and office communications. Emphasis is placed on accuracy, confidentiality, and concise written communication. Students create original documents, transcribe patient histories and chart notes, and gain proficiency in medical documentation. **3.5 Credit Hours**

**MAA 5H Health Care Office Procedures 2**
This course introduces documentation, recordkeeping, and office communications. Emphasis is placed on accuracy, confidentiality, and concise written communication. Students create original documents, transcribe patient histories and chart notes, and gain proficiency in medical documentation. **3.5 Credit Hours**

**MAA 101 Health Care Clinical Applications**
Students learn to take and record vital signs and study about blood-borne pathogens and precautionary techniques. Office emergencies and federal Occupational Safety and Health Administration (OSHA) regulations are presented. **2.5 Credit Hours**
**MAA 102 Computer Office Applications**
In this course students engage in workplace-related computer projects using medical management software. *2.5 Credit Hours*

**MAA 103 Insurance Applications**
In this course, students gain familiarity with various types of health insurance and billing processes. Practice on the completion and submission of typical paperwork for common types of coverage is included. *2.5 Credit Hours*

**MAA 104 Health Care Office Procedures Applications 1**
This course covers accounting practices involving the recording and analysis of financial data in the health care setting. Students participate in projects related to the daily operations of the health care office. *2.5 Credit Hours*

**MAA 105 Health Care Office Procedures Applications 2**
Students participate in projects related to the daily operations of the health care office. Written records, scheduling, billing, bookkeeping, and patient-related projects are covered. *2.5 Credit Hours*

**MAA 501 Externship**
In this course students gain field experience that provides them with an opportunity to practice their professional skills under direct supervision in the workplace. This is a credit/no credit course. *4 Credit Hours*

**MAA 502 Capstone Project – Medical Administrative Assistant**
Students complete a culminating research project in this course. *4 Credit Hours*
Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

MEDICAL ASSISTING PROGRAM

Though medical assistants’ job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties to help keep operations running smoothly and efficiently.

The Medical Assisting program at Carrington College, which comprises clinical, administrative and externship components, follows the guidelines of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students enhance word processing, keyboarding and communication skills while learning about the ethical and legal requirements of a medical practice. Graduates are prepared to function competently at an entry level in a variety of medical settings.

The program, which culminates in a Certificate of Achievement or Associate of Science degree in Medical Assisting, prepares students for national certification/credentialing exams, the most recognized of which are the Registered Medical Assistant (RMA) credential and the Certified Medical Assistant (CMA) credential. Credential preparation varies by location. Graduates of the MA program at the Pomona campus are not eligible to sit for the CMA exam.

To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

Offered at

• CITRUS HEIGHTS
• NORTH SAN JOSE LEARNING CENTER*
• OAKLAND LEARNING CENTER†
• PLEASANT HILL • POMONA
• SACRAMENTO • SAN JOSE
• SAN LEANDRO • STOCKTON

Accreditation information for the Medical Assisting program can be found in the Programmatic Accreditation section of this catalog.

* Certificate or degree is awarded from the San Jose campus.

† Certificate or degree is awarded from the San Leandro campus.

For comprehensive consumer information, visit carrington.edu/cc/ma

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
# Program Requirements

**Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 10</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 20</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 30</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 40</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 50</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE** | 415 | 155 | 180 | 36

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

Graduates of the certificate of achievement program are eligible to complete the associate of science degree program via the **degree-completion option** shown below.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION DEGREE-COMPLETION COURSES** | 360 | 0 | 0 | 24

**TOTAL FROM CERTIFICATE** | 415 | 155 | 180 | 36

**TOTAL FROM DEGREE** | 775 | 155 | 180 | 60

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 66 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course
† 750 Clock hours
‡ To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
Program Requirements

North San Jose Learning Center*, Oakland Learning Center* and Sacramento

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 10.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 20.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 30.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 40.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 50.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 ‡</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**

415 155 180 36

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM:** 36 WEEKS (NOT INCLUDING BREAKS)

Graduates of the certificate of achievement program are eligible to complete the associate of science degree program via the online degree-completion option shown below.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION DEGREE-COMPLETION COURSES**

360 0 0 24

**TOTAL FROM CERTIFICATE**

415 155 180 36

**TOTAL FOR DEGREE‡**

775 155 180 60

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM:** 66 WEEKS (NOT INCLUDING BREAKS)

* Available May 2, 2016.
† Online course.
‡ Online general education course
§ 750 Clock hours

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials and techniques within the scope of practice.
- Perform and assist with routine patient procedures and care as they relate to a medical setting.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

Program Goal

The goal of Carrington College’s Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

COURSE DESCRIPTIONS

MA 10 MA Clinical Theory 1
This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary puncture, medical asepsis, laboratory testing and safety, and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune, and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. 3.5 Credit hours

MA 10.H MA Clinical Theory 1
This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary puncture, medical asepsis, laboratory testing and safety. In addition, this course provides theory for the following body systems: nervous, senses, integumentary, lymphatic, immune, and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. This is an online course. 3.5 Credit hours

MA 20 MA Clinical Theory 2
This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries, and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders and appropriate procedures for each system. 3.5 Credit hours

MA 20.H MA Clinical Theory 2
This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries, and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders and appropriate procedures for each system. This is an online course. 3.5 Credit hours

MA 30 MA Clinical Theory 3
This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness and basic pharmacology. The course also provides theory relating to the endocrine system, and male and female reproductive systems. 3.5 Credit hours

MA 30.H MA Clinical Theory 3
This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, basic pharmacology and medication administration. The course also provides theory relating to the endocrine system, and male and female reproductive systems. This is an online course. 3.5 Credit hours

MA 40 MA Administration Theory 1
This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. 3.5 Credit hours

MA 40.H MA Administration Theory 1
This course provides theory in the following areas: history of and medical profession, creating office setting and team, oral and written communication skills, verbal and written follow-up, the medical assistant clinic and HR manager; preparing for credentials, employment strategies, and emergency and first aid procedures. This course also provides theory relating to special senses and mental health, and pharmacology covering antibiotics, immunotherapy and drug abuse medications. This is an online course. 3.5 Credit hours
MA 50 MA Administration Theory 2
This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness, and first aid. **3.5 Credit hours**

MA 50.H MA Administration Theory 2
This course covers the following areas: telecommunications, computers in the clinic setting, patient scheduling, medical record and document management, managing practice finances, accounting practices, billing and collections, health insurance, and medical coding. This course also covers the HarrisCare Tracker System. This is an online course. **3.5 Credit hours**

MA 101 MA Clinical Applications 1
This course provides concepts and entry-level skill applications for the following procedures: vitals including height and weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer, and electrocardiography. **2.5 Credit hours**

MA 102 MA Clinical Applications 2
This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system, identification of major muscles of the human body. **2.5 Credit hours**

MA 103 MA Clinical Applications 3
This course provides concepts and entry-level skill applications for the following procedures: taking vitals, including height, weight and vision screening; aseptic hand washing; venipuncture; electrocardiography; administering parenteral medications; administering oral medications; pediatric measuring; growth charts; pediatric and adult immunizations; microbiology testing, community resources; and patient care documentation. **2.5 Credit hours**

MA 104 MA Administration Applications 1
This course provides concepts and entry-level skill applications for the following procedures: taking vitals, including height, weight and vision screening; aseptic hand washing; telephone techniques; computers; medical correspondence; appointment scheduling; medical records; email; filing; office flyers; and alphabetizing; administering parenteral medications; venipuncture; and EKG. **2.5 Credit hours**

MA 105 MA Administration Applications 2
This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals, including height, weight and vision screening; aseptic hand washing; risk management; inventory control; IDC and CPT coding; claim forms; referrals and authorizations; cane, crutches and walker; bandaging; wound cleaning and suture removal; administering injections; venipuncture and EKG; bookkeeping; banking procedures; petty cash; and accounts payable. **2.5 Credit hours**

MA 501 Externship
All coursework must be successfully completed prior to beginning the externship experience. The externship is an unpaid field experience at an appropriate site. It provides an opportunity for students to practice their skills under direct supervision in an actual work environment. This is a credit/no credit course. **4 Credit Hours**
The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients’ symptoms, medical history, X-ray and laboratory test results, diagnoses, and health care-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses, and obtain supplementary information to update patients’ files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington’s Medical Billing and Coding certificate and degree-completion programs prepare students for entry-level employment in a medical or dental office, clinics, or by independent billing companies. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical, and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. The program culminates in a Certificate of Achievement or an Associate of Science degree in Medical Billing and Coding.

**MEDICAL BILLING & CODING PROGRAM**

The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients’ symptoms, medical history, X-ray and laboratory test results, diagnoses, and health care-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses, and obtain supplementary information to update patients’ files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington’s Medical Billing and Coding certificate and degree-completion programs prepare students for entry-level employment in a medical or dental office, clinics, or by independent billing companies. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical, and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. The program culminates in a Certificate of Achievement or an Associate of Science degree in Medical Billing and Coding.

**Offered to new students online and at the following campuses**

- **CITRUS HEIGHTS**
- **NORTH SAN JOSE LEARNING CENTER**
- **OAKLAND LEARNING CENTER**
- **PLEASANT HILL•POMONA**
- **SACRAMENTO•SAN JOSE**
- **SAN LEANDRO•STOCKTON**

*For comprehensive consumer information, visit carrington.edu/cc/mbc*

* Certificate or degree is awarded from the San Jose campus.
† Certificate or degree is awarded from the San Leandro campus.
## Program Requirements

**Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBC10</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC20</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC30</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC40</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC50</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV198.2</td>
<td>30</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**

415 LECTURE HOURS
155 LAB HOURS
180 PRACTICAL HOURS
36 SEMESTER CREDIT HOURS

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES**

360 LECTURE HOURS
0 LAB HOURS
0 PRACTICAL HOURS
24 SEMESTER CREDIT HOURS

**TOTAL FROM CERTIFICATE**

415 LECTURE HOURS
155 LAB HOURS
180 PRACTICAL HOURS
36 SEMESTER CREDIT HOURS

**TOTAL FOR DEGREE**

775 LECTURE HOURS
155 LAB HOURS
180 PRACTICAL HOURS
60 SEMESTER CREDIT HOURS

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 66 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course.
† 750 Clock hours

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
## Program Requirements

**Citrus Heights, North San Jose Learning Center*, Oakland Learning Center*, Pleasant Hill, Pomona and Sacramento**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBC 10.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 20.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 30.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 40.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 50.H †</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 ‡</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**: 415 LECTURE HOURS, 155 LAB HOURS, 180 PRACTICAL HOURS, 36 SEMESTER CREDIT HOURS

**PROGRAM LENGTH**: 36 WEEKS (NOT INCLUDING BREAKS)

### Online General Education Courses

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>Environmental Science</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES**: 360 LECTURE HOURS, 0 LAB HOURS, 0 PRACTICAL HOURS, 24 SEMESTER CREDIT HOURS

**TOTAL FROM CERTIFICATE**: 415 LECTURE HOURS, 155 LAB HOURS, 180 PRACTICAL HOURS, 36 SEMESTER CREDIT HOURS

**TOTAL FOR DEGREE**: 775 LECTURE HOURS, 155 LAB HOURS, 180 PRACTICAL HOURS, 60 SEMESTER CREDIT HOURS

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM**: 66 WEEKS (NOT INCLUDING BREAKS)

* Available May 2, 2016.
† Online course
‡ Online general education course
§ 750 Clock hours

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
## Program Requirements

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBC 10</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 20</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 30</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 40</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 50</td>
<td>54</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MBC 101</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 102</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 103</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 104</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 105</td>
<td>23</td>
<td>31</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 502</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 *</td>
<td>30</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**  
460  
185  
36

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

Graduates of the online certificate of achievement program are eligible to complete the associate of science degree program via the **online degree-completion option** shown below.

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 100</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR ONLINE DEGREE-COMPLETION COURSES**  
360  
0  
24

**TOTAL FROM CERTIFICATE**  
460  
185  
36

**TOTAL FOR DEGREE**  
820  
185  
60

**DEGREE-COMPLETION PROGRAM LENGTH: 30 WEEKS (NOT INCLUDING BREAKS); COMBINED PROGRAM LENGTH FOR DEGREE: 66 WEEKS (NOT INCLUDING BREAKS)**

---

* Online general education course
† 645 Clock hours

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES
Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to perform medical coding, and process medical insurance billing and claims within the health care setting.
- Perform clerical functions and communicate with other professionals, patients, and visitors in the health care setting.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

COURSE DESCRIPTIONS

**MBC 10 Medical Billing and Coding Theory 1**
This course provides an overview of medical insurance, medical ethics, confidentiality practices, and the lifecycle of an insurance claim. Anatomy, physiology and terminology units including levels of organization, anatomical positions, planes and body cavities, and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 3.5 Credit Hours

**MBC 10.H Medical Billing and Coding Theory 1**
This course provides an overview of medical insurance, medical ethics, confidentiality practices, and the lifecycle of an insurance claim. Anatomy, physiology and terminology units including levels of organization, anatomical positions, planes and body cavities, and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is an online course. 3.5 Credit Hours

**MBC 20 Medical Billing and Coding Theory 2**
This course focuses on basic medical office procedures, including telephone skills, patient scheduling, and correspondence. It also introduces word processing and medical billing software. An anatomy, physiology, and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, oncology, diagnostic and special procedures, pharmacology, and related coding and medical terminology. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 3.5 Credit Hours

**MBC 20.H Medical Billing and Coding Theory 2**
This course provides an overview of surgery guidelines, pathology and laboratory, and medicine procedures performed in the health care field. It also covers an overview of the International Disease Classification, 9th Revision (ICD) conversion to the 10th revision (ICD). Students are introduced to word processing and PowerPoint®. An anatomy, physiology, and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures, and related coding. This is an online course. 3.5 Credit Hours

**MBC 30 Medical Billing and Coding Theory 3**
This course focuses on day-to-day medical financial practices, patient statements, collection techniques, and communication skills. It addresses cultural diversity, HIV, and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary and reproductive systems. Also included is an overview of pathology, oncology, diagnostic and special procedures, pharmacology, and related coding and medical terminology. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 3.5 Credit Hours

**MBC 30.H Medical Billing and Coding Theory 3**
This course focuses on day-to-day medical financial practices, patient statements, collection techniques, and communication skills. It addresses cultural diversity, HIV, and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary and reproductive systems. Also included is an overview of pathology, oncology, diagnostic and special procedures, pharmacology, and related coding and medical terminology. This is an online course. 3.5 Credit Hours

**MBC 40 Medical Billing and Coding Theory 4**
This course provides students with an understanding of the various models of managed care, including Medicare, Medicaid/Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines, and step-by-step claim form instructions. It includes extensive ICD coding, CPT coding, and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 3.5 Credit Hours
MBC 40.H Medical Billing and Coding Theory 4
This course provides students with an understanding of the various models of managed care, including Medicare, Medicaid/MediCal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines, and step-by-step claim form instructions. It includes extensive ICD coding, CPT coding, and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is an online course. 3.5 Credit Hours

MBC 50 Medical Billing and Coding Theory 5
This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding and written communications. Other topics include disability and workers compensation programs and claims. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 3.5 Credit Hours

MBC 50.H Medical Billing and Coding Theory 5
This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding and written communications. Other topics include disability and workers compensation programs and claims. This is an online course. 3.5 Credit Hours

MBC 101 Applications 1
Application of concepts learned in MBC10 is the focus of this course. Students practice word processing and gain proficiency in completing and submitting insurance claims. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 2.5 Credit Hours

MBC 102 Applications 2
Application of content learned in MBC20 is the focus of this course. Students gain further experience with insurance claims, word processing, and related projects. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 2.5 Credit Hours

MBC 103 Applications 3
Application of concepts learned in MBC30 is the focus of this course. Students gain further experience with insurance claims, word processing, and related projects. 2.5 Credit Hours

MBC 104 Applications 4
Application of content learned in MBC40 is the focus of this course. Students gain further experience with insurance claims, word processing, and related projects. This is an on-ground course for students in the campus-based Medical Billing and Coding program as well as an online course for students in the Medical Billing and Coding online program. 2.5 Credit Hours

MBC 105 Applications 5
Application of concepts learned in MBC50 is the focus of this course. Students gain further experience with insurance claims, word processing, and related projects. 2.5 Credit Hours

MBC 501 Externship
The externship provides students with field experience in a professional setting. Students practice acquired skills under direct supervision. This is a credit/no credit course. 4 Credit Hours

MBC 502 Capstone Project – Medical Billing and Coding
Students complete a culminating research project in this course. 4 Credit Hours
PHARMACY TECHNOLOGY PROGRAM

Pharmacy technicians receive and fill prescriptions under the supervision of licensed pharmacists in settings that include hospitals, pharmacies and drug stores, grocery stores, retail stores and mail-order pharmacies. Duties related to the daily operation of the pharmacy are often part of the job, such as answering phones, creating prescription labels, maintaining patient profiles and prescription histories, completing cash register transactions, preparing insurance claim forms and inventory tasks.

The Pharmacy Technology program provides both theory and practical training, which enables technicians, upon licensure, to function as competent entry-level assistants to a licensed pharmacist. Students gain basic knowledge of pharmacy calculations, drug distribution systems, chemical and physical characteristics of drugs and preparation of sterile dosage forms as well as a thorough knowledge of pharmaceutical and medical terminology, abbreviations, and symbols used in prescribing, dispensing, and documenting medications. Standards of ethics and law as they pertain to pharmacy practice and drug distribution methods are also included in the curriculum. The program culminates in a Certificate of Achievement or an Associate of Science degree. Graduates are eligible and prepared to sit for the Certified Pharmacy Technician (CPhT) national certification exam.

To be eligible for entrance into the Associate of Science degree program in Pharmacy Technology, applicants must have earned a Certificate in Pharmacy Technology from a program accredited by the American Society of Health System Pharmacists (ASHP).

Offered at

• CITRUS HEIGHTS • PLEASANT HILL
• POMONA • SACRAMENTO • SAN JOSE
• SAN LEANDRO • STOCKTON

Accreditation information for the Pharmacy Technology program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/pt

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
# Program Requirements

**Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 111 T</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 111 L</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 112 T</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 112 L</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 113 T</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 113 L</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 114 T</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 114 L</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 115 T</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 115 L</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>CDV 198.2 *</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XTP 200</td>
<td>0</td>
<td>0</td>
<td>240</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL FOR CERTIFICATE**

|                  | 375 | 225 | 240 | 36 |

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 36 WEEKS (NOT INCLUDING BREAKS)**

**GENERAL EDUCATION COURSES**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 200</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SCI 210</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR GENERAL EDUCATION COURSES**

|                  | 360 | 0    | 0   | 24 |

**TOTAL FROM CERTIFICATE**

|                  | 375 | 225 | 240 | 36 |

**TOTAL FOR DEGREE**

|                  | 735 | 225 | 240 | 60 |

**APPROXIMATE TIME TO COMPLETE DEGREE† PROGRAM: 66 WEEKS (NOT INCLUDING BREAKS)**

* Online general education course

† To be eligible for entrance into the Associate of Science degree program in Pharmacy Technology, applicants must have earned a Certificate in Pharmacy Technology from a program accredited by the American Society of Health System Pharmacists (ASHP).

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES
Upon completion of the Pharmacy Technology program, graduates will be able to:

• Demonstrate the skills and knowledge necessary to function as a competent entry level assistant to a licensed pharmacist.

• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

COURSE DESCRIPTIONS

PHM 111 T Nervous System, Anti-Infectives and Retail Operations Theory
This course introduces students to the anatomy, physiology and pharmacological effects of medications on the nervous system and antimicrobial therapies. Emphasis is placed on diseases of the nervous system including pain management, psychopharmacology, epilepsy, Parkinson’s disease and Alzheimer’s disease and the medications used in their treatment. Over the counter medications theory and practical use are introduced. 3.5 Credit Hours

PHM 111 L Retail Operations Lab
This course provides hands-on lab experiences including reconstitutions of antibiotics, shelf stocking, ordering systems and retail operations including, pulling and filling medication orders and packaging prescriptions for verification by the pharmacists. Students participate in retail role-play and cash register operations. The student will become proficient in understanding drug labels and equipment used in dosage measurement. Hands on procedures and calculations for retail pharmacy will be practiced in simulations. 2.5 Credit Hours

PHM 112 T Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory
This course introduces students to the theory of federal pharmacy laws and regulations and provides a clear and concise method of calculating drug dosages. This course includes conversions between the Metric, US Customary and Apothecary systems of measurement as well as conversions within the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to pharmacy practice. 3.5 Credit Hours

PHM 112 L Prescription Processing and Pharmacy Calculations Lab
This course provides hands-on lab experiences that allow students to work with software used in a pharmacy setting. Students enter mock patient profiles, prescriptions, and physician information in addition to printing medication labels and filling prescriptions for verification by the pharmacists. Students also work in a group setting to research the logistics and legalities of opening a pharmacy, ranging from the type of building required to startup costs. Transcription of handwritten paper prescriptions into pharmacy-specific computer system using basic keyboarding techniques and 10-key touch typing methods is also covered. 2.5 Credit Hours

PHM 113 T Pharmacy Calculations, Body Systems and Repackaging Theory
This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. It provides an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal and endocrine systems. Students gain a working knowledge of medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced as well. 3.5 Credit Hours

PHM 113 L Pharmacy Calculations and Unit Dose Lab
This course provides hands-on lab experiences that enable students to transcribe and process prescriptions on a typical pharmacy computer system. Students practice filling unit-dose carts and crash carts as well as repacking medications in unit-dose packaging. Transcription of handwritten paper prescriptions into pharmacy-specific computer systems using basic keyboarding techniques and 10-key touch typing methods is also practiced. 2.5 Credit Hours

PHM 114 T Compounding, Pharmacy Calculations and Body Systems Theory
This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology and pharmacological effects of medications on the respiratory, digestive and renal systems. Students will gain a working knowledge of the medications used to treat common diseases in all three systems including mechanisms of action, common interactions and dosing considerations. 3.5 Credit Hours
**PHM 114 L Compounding and Pharmacy Calculations Lab**
This course provides hands-on lab experiences that allow students to transcribe prescriptions and process prescriptions on a typical pharmacy computer system. Additional hands-on training includes repackaging for long-term care, extemporaneous (non-sterile) compounding technique and law, inventory control and purchasing. 2.5 Credit Hours

**PHM 115 T Hospital Operations and Parenteral Dosage Calculations Theory**
This course introduces students to the practice of pharmacy in the hospital environment, including hospital policies and formularies. The course covers universal precautions and disease prevention, with discussions about HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and coworkers. Additionally, students are introduced to the pharmacological effects of chemotherapy. 3.5 Credit Hours

**PHM 115 L Hospital Operations and Parenteral Dosage Calculations Lab**
This course provides hands-on lab experiences that enable students to practice sterile product preparation under a laminar flow hood, including proper aseptic technique while in a Vertical, Horizontal or Biological Safety Cabinet. Pharmaceutical calculations center on parenteral dosages and intravenous drug calculations as well as chemotherapy preparation. 2.5 Credit Hours

**XTP 200 Externship**
This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Prerequisite: Completion of all coursework and a 2.0 CGPA. 4 Credit Hours
Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Physical therapist assistants work under the supervision of physical therapists to help patients whose ability to move is impaired and provide practical assistance to the elderly, injured athletes, children and countless others in hospitals, home care agencies, rehabilitation facilities, outpatient clinics, and nursing homes.

Carrington’s Physical Therapist Assistant (PTA) program prepares students to function as entry-level practitioners under supervision of a physical therapist. The program concludes with offsite clinical experiences during which students practice physical therapy interventions on patients in a variety of health care settings. Students who successfully complete the Physical Therapist Assistant program are eligible to take National Physical Therapy Examination (NPTE) for PTAs. To work as a physical therapist assistant in California, graduates must also pass the California Law Examination (CLE), which relates to the practice of physical therapy.

This program, which admits 24 students per cohort, culminates in an Associate of Science degree.

Offered at
• PLEASANT HILL

Accreditation information for the Physical Therapist Assistant program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/pta

Juanita T.  
Physical Therapist Assistant

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.
## Program Requirements
### Pleasant Hill

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP103 * Anatomy and Physiology 1 with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>AP203 * Anatomy and Physiology 2 with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CLT100 † Computer Literacy</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 † English Writing and Composition</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>KIN111 * Kinesiology with Lab</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT151 † College Algebra</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHY220 * Physics with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 † Introduction to Psychology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC101 † Introduction to Sociology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH205 † Interpersonal Communication</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA112 Fundamentals of Physical Therapist Assisting with Lab</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA224 Physical Therapy Data Collection and Documentation with Lab</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA189 Pathophysiology for the Physical Therapist Assistant</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA153 Physical Agents and Massage with Lab</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA177 Management of Orthopedic Disorders with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PTA210 Management of Neurologic Disorders with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PTA223 Advanced Concepts for the Physical Therapist Assistant with Lab</td>
<td>48</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PTA230 Clinical Applications across the Lifespan</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>PTA240 Ethics and Jurisprudence</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>PTA199 Clinical Education 1</td>
<td>0</td>
<td>0</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>PTA259 Clinical Education 2</td>
<td>0</td>
<td>0</td>
<td>280</td>
<td>6</td>
</tr>
<tr>
<td>PTA289 Clinical Education 3</td>
<td>0</td>
<td>0</td>
<td>320</td>
<td>6</td>
</tr>
<tr>
<td>PTA298 Licensure Review</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL FOR DEGREE**

834 300 690 77

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 80 WEEKS (NOT INCLUDING BREAKS)**

* Science-based general education course. These courses must be completed for progression into the technical portion of the PTA program and may be transferable from another accredited institution if completed with a grade of 2.0 or higher within the previous five years.

† Online general education course

Note: Technical course descriptions and science-based general education course descriptions for this program are found in the pages that follow; descriptions for the remaining general education courses begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

• Demonstrate the skills and knowledge to successfully provide physical therapy interventions across a broad range of clinical settings under the guidance of a physical therapist.
• Achieve adequate academic preparedness to sit for the National Physical Therapy Exam for PTAs.
• Demonstrate ability to use technology and electronic communication.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADDITIONAL ADMISSION REQUIREMENTS

Candidates for admission must:

• Successfully complete admission testing and assessment.
• Attend a mandatory information session.
• Undergo a background check and drug screening.
• Provide two professional letters of recommendation.

The following are additional requirements for this program prior to students participating in clinical education:

• Undergo a physical exam.
• Provide proof of Tuberculosis clearance, positive MMR (Measles, Mumps and Rubella) x 2, Varicella (chicken pox) or titer, Tetanus, Diphtheria, Pertussis (TDAP) and Hepatitis B x 3 vaccinations or signed waiver.
• Provide proof of CPR certification (American Heart Association Basic Life Support Health Care Provider).

Applicants meeting all program requirements will be selected using points earned from the following:

• Entrance exam score
• Work or volunteer-related experience in a health care facility.

COURSE DESCRIPTIONS

Students must earn a grade of C or higher in all prerequisite and PTA courses.

AP 103 Anatomy and Physiology 1 with Lab*
This course is the first of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. This is a science-based general education course. 4 Credit Hours

AP 203 Anatomy and Physiology 2 with Lab*
This course studies physiologic systems in the human body as they pertain to the rehabilitation specialist. Models, charts and interactive learning support lecture material. This is a science-based general education course. 4 Credit Hours

KIN 211 Kinesiology with Lab*
This course introduces the science of human movement. Students evaluate biomechanical forces on the body, as well as concepts of locomotion, forces, and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system. Lab exercises reinforce lecture material. This is a science-based general education course. 3 Credit Hours

PHY 220 Physics with Lab*
This course is conceptual survey of topics in physics. Students develop an understanding of the concepts underlying the phenomena of matter, heat, sound, buoyancy, fluid dynamics, electricity, magnetism, and light. The major aim will be to give the student an appreciation and understanding of the physical universe via conceptual instruction rather than mathematical calculation. Mathematical approaches will be used when deemed as guides to understanding; therefore only algebra experience will be required. This is a science-based general education course. 4 Credit Hours

PTA 112 Fundamentals of Physical Therapist Assisting with Lab
In this course students are introduced to the origins of physical therapy and the specific roles of physical medicine and rehabilitation professionals in the health care system. Topics covered are core values of the profession; the role of the physical therapist assistant; laws, regulations and policies; current issues; and the American Physical Therapy Association. In addition, students learn measurement skills, patient care and handling, and universal precautions. 3 Credit Hours
**PTA 153** Physical Agents and Massage with Lab
This course introduces use of evidence-based therapeutic modalities in physical therapy practice. Lectures and lab experience develop problem-solving and critical-thinking skills for use of electrical stimulation, heat, cold, ultrasound, diathermy, laser and hydrotherapy. The technique of soft tissue mobilization and massage as a therapeutic modality is also presented. 3 Credit Hours

**PTA 177** Management of Orthopedic Disorders with Lab
In this course students are introduced to the basic concepts of management of common orthopedic disorders. Lecture and lab include instruction on tissue healing, gait training, therapeutic exercise, common orthopedic injuries and management of surgical cases. 4 Credit Hours

**PTA 189** Pathophysiology for the Physical Therapist Assistant
This course presents signs, symptoms and complications of disease states of the body. It covers the essential nature of diseases and abnormalities of structure and function. The physical, clinical and laboratory presentation of disease is examined. 3 Credit Hours

**PTA 199** Clinical Education 1
In this course students receive supervised instruction in the clinic environment. Emphasis is placed on developing professional behavior and communication with the health care team. Skills practiced are dependent on the assigned clinical site. 2 Credit Hours

**PTA 210** Management of Neurologic Disorders with Lab
In this course students are introduced to neurological impairments and neuro-rehabilitation concepts. Neuroanatomy and motor development are discussed, as is management of neurological conditions in children and adults. The course addresses non-progressive spinal cord and central nervous system disorders as well as progressive disorders of the central nervous system. 4 Credit Hours

**PTA 223** Advanced Concepts for the Physical Therapist Assistant with Lab
Rehabilitation techniques for special populations such as geriatrics are studied in this course. Also presented are integumentary, cardiovascular and pulmonary conditions, and orthotics and prosthetics. 4 Credit Hours

**PTA 224** Physical Therapy Data Collection and Documentation with Lab
In this course, students are introduced to aspects of patient measurement, assessment and testing. Also introduced are confidentiality issues, medical chart review, documentation, medical terminology, and billing. 3 Credit Hours

**PTA 230** Clinical Applications across the Lifespan
Relevant clinical cases and research articles are presented for discussion. Students are encouraged to present research articles in class for further understanding of contemporary treatment options. 2 Credit Hours

**PTA 240** Ethics and Jurisprudence
Ethical and legal considerations facing physical therapist assistants are presented. Topics include ethics and values, patient advocacy, professionalism, personal and professional development, access to health care, reimbursement, quality assurance and jurisprudence. 2 Credit Hours

**PTA 259** Clinical Education 2
This course provides students with the opportunity to apply and practice skills learned in previous courses in a supervised clinical setting. Assessments, time-management and documentation skills, and interpreting and administering the supervising physical therapist's plan of care are practiced. In addition, students conduct an in-service presentation to the clinical staff. 6 Credit Hours

**PTA 289** Clinical Education 3
Students function as PTAs under the supervision of a physical therapist, using knowledge and skills developed in the program. In addition, students conduct an in-service presentation to the clinical staff. 6 Credit Hours

**PTA 298** Licensure Review
This course prepares students to take the National Physical Therapy Exam (NPTE) for Physical Therapist Assistants. Students review critical concepts and complete a full-length practice examination. 2 Credit Hours
Many health care professionals begin their careers as licensed vocational nurses (LVNs) and later complete the requirements for becoming registered nurses (RNs). LVNs provide direct care to patients, usually working under the supervision of a physician or RN. While LVNs and RNs have many overlapping tasks, RNs’ job descriptions are filled with many more complicated activities such as devising patient care plans, dispensing certain types of medications and starting IV drips - the types of things generally requiring more training and education than LVNs receive.

The Registered Nursing LVN to RN program enables licensed vocational nurses to advance their skills and knowledge to become registered nurses (RNs). LVNs build on the credit received for coursework completed during licensed practical or licensed vocational nursing training. The Registered Nursing LVN to RN program, which culminates in an Associate of Science degree in Registered Nursing, prepares nurses with a firm conceptual and technical foundation, intuitive and insightful client interactions, advanced skills and attitudes, and solid personal and professional ethics. (A 30-semester hour Certificate of Achievement option for California licensed vocational nurses is also available. See page 68 for details.) Upon completion of the California Board of Registered Nursing-approved program, the students are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Because this is a rigorous eight-month program, it is recommended that students not work more than 20-hours per week and maintain a flexible schedule to accommodate varying course and clinical time requirements.

Offered at
• SACRAMENTO

For comprehensive consumer information, visit carrington.edu/cc/lvn2rn

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
## Program Requirements

### Sacramento

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN 150 LVN to RN Transition – Theory</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RN 155 LVN to RN Transition – Lab</td>
<td>0</td>
<td>22.5</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>RN 221 Advanced Medical/Surgical Nursing 1 – Theory</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RN 225 Advanced Medical/Surgical Nursing 1 – Clinical</td>
<td>0</td>
<td>0</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>RN 210 Psychiatric and Mental Health Nursing – Theory</td>
<td>22.5</td>
<td>0</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td>RN 215 Psychiatric and Mental Health Nursing – Clinical</td>
<td>0</td>
<td>0</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>RN 202 Leadership Management 1</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RN 231 Advanced Medical/Surgical Nursing 2 – Theory</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>RN 241 Advanced Medical/Surgical Nursing: Care of the Older Adult – Theory</td>
<td>22.5</td>
<td>0</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td>RN 245 Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical</td>
<td>0</td>
<td>0</td>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>RN 250 Leadership Management 2</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RN 305 Leadership Management 3 – Preceptorship</td>
<td>0</td>
<td>0</td>
<td>135</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR DEGREE** 165 22.5 450 21.5

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 32 WEEKS (NOT INCLUDING BREAKS)**

Note: Technical course descriptions are found on the pages that follow.
STUDENT LEARNING OUTCOMES

Upon completion of the Registered Nursing LVN to RN program, graduates will be able to:

• Demonstrate the skills and knowledge to utilize the nursing process to provide care to clients in a variety of clinical settings.
• Demonstrate academic preparedness to take the NCLEX-RN examination.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADMISSION REQUIREMENTS

For admission to the degree program, applicants must:

• pass a nursing entrance exam
• have a minimum cumulative grade point average (CGPA) of 3.0
• have a minimum 3.0 GPA in the following prerequisite courses:

<table>
<thead>
<tr>
<th>COURSE/ SUBJECT AREA</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>English Writing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>Physiology with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>Psychology (Developmental/Lifespan)</td>
<td>3</td>
</tr>
<tr>
<td>Speech (Interpersonal Communication)</td>
<td>3</td>
</tr>
<tr>
<td>General Microbiology with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Cultural Diversity)</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra (or higher)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Science courses must have been completed within the previous 7 years.

• be currently licensed as a vocational nurse
• show proof of work experience as an LVN within the previous five years
• hold current Health Care Provider CPR certification
• provide an up-to-date immunization record
• undergo a physical examination
• undergo criminal background/drug screenings

COURSE DESCRIPTIONS

RN 150 LVN to RN Transition–Theory
This course introduces and familiarizes students with the philosophy and conceptual framework of the Advanced Placement LVN to RN Associate Degree Registered Nurse Program. Role expectations for the registered nurse as caregiver, teacher, and member of the health care team are discussed. Correct use of the nursing process, critical thinking, and technical skills are emphasized in caring for culturally diverse clients throughout the lifespan. Pre-requisite: Admission to the Carrington College Advanced Placement LVN to RN Associate Degree Registered Nurse Program; Co-requisite: RN155. 1 Credit Hour

RN 155 LVN to RN Transition–Lab
This course facilitates LVNs’ transition to the role and responsibilities of the RN. Emphasis is placed on knowledge and application of the nursing process, critical thinking, communication skills, problem-solving and decision-making in the RN role. Successful completion of the course requires satisfactory demonstration of specified clinical skills and competencies prior to enrolling in subsequent RN courses. Completion of this course is required for taking the RN150 final examination. Pre-requisite: Admission to the Advanced Placement LVN to RN Associate Degree Registered Nurse Program; Co-requisite: RN150. This is a credit/no credit course. 0.5 Credit Hours

RN 202 Leadership Management 1
This course prepares students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas, and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of health care settings. Pre-requisites: RN150 and RN155. 1 Credit Hour

RN 221 Advanced Medical/Surgical Nursing 1–Theory
This course further prepares students’ knowledge of comprehensive scientific principles and integration of the nursing process in treating clients with complex, high risk, or unstable medical conditions. Conceptual critical thinking and problem-solving skills at the RN level are applied through group exercises, case studies and independent study. Pre-requisites: RN150 and RN155. Co-requisite: RN225, successful completion of which is needed to take the RN221 final exam. 3 Credit Hours
**RN 225 Advanced Medical/Surgical Nursing 1 – Clinical**
This course provides clinical experience in acute care hospitals and agencies, and facilitates the application of advanced knowledge to include comprehensive scientific principles and integration of the nursing process. Students utilize the nursing process to provide nursing care, teaching, support, and rehabilitation to clients across the lifespan experiencing high risk/unstable conditions. Simulation labs foster the development of critical thinking skills. This is a credit/no credit course. Pre-requisites: RN 150 and RN 155. Co-requisite: RN 210. 2 Credit Hours

**RN 210 Psychiatric and Mental Health Nursing – Theory**
This course discusses application of the nursing process to meet the needs of clients at all stages of life with common psychiatric and mental health disorders. Theories of psychiatric and mental health are integrated with the RN role and scope of practice, citing healthy as well as maladaptive behaviors. Critical thinking and problem solving skills are utilized in individual and group exercises to demonstrate application of concepts. Pre-requisites: RN 150 and RN 155. Co-requisite: RN 215, successful completion of which is needed to take the RN 210 final exam. 1.5 Credit Hours

**RN 215 Psychiatric and Mental Health Nursing – Clinical**
Clinical objectives are met in acute and community-based psychiatric and mental health settings. The course focuses on application of the nursing process and theoretical concepts in the care of clients experiencing common psychiatric and mental health disorders across the lifespan. Pre-requisites: RN 150 and RN 155; Co-requisite: RN 210. This is a credit/no credit course. 2 Credit Hours

**RN 231 Advanced Medical/Surgical Nursing 2 – Theory**
This course presents comprehensive scientific principles and integration of the nursing process to treating clients of all ages with complex, high risk or unstable medical/surgical conditions. Conceptual critical thinking and problem solving skills at the RN level are applied through individual and group exercises and case studies. Prerequisites: Completion of all term 1 courses of the Advanced Placement LVN to RN Associate Degree Registered Nurse Program. Co-requisites: RN 241 and RN 245. 2 Credit Hours

**RN 241 Advanced Medical/Surgical Nursing: Care of the Older Adult – Theory**
This course is a holistic study of older adults undergoing the aging process and the nursing process as it relates to treatment of acute and long-term health disruptions. Critical thinking and problem solving skills are employed in group exercises and independent study within the RN scope of practice. Pre-requisites: Satisfactory completion of all term 1 courses of Carrington College’s Advanced Placement LVN to RN Associate Degree Registered Nurse Program. Co-requisites: RN 245, successful completion of which is needed to take the RN 241 final exam, and RN 231. 1.5 Credit Hours

**RN 245 Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical**
This course gives students the opportunity to apply their knowledge of comprehensive scientific principles and integration of the nursing process related to older adult in a clinical setting. Experiences are integrated with and related to the RN scope of practice. Completion of this course is required to take the final exam for RN 231 and RN 241. This is a credit/no credit course. 3 Credit Hours

**RN 250 Leadership Management 2**
This course is further preparation for students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas, and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of health care settings. The last portion of this course is concurrent with the pre-licensure RN 305 (Preceptorship). Students must pass RN 305 to take the RN 250 final exam. Pre-requisites: Completion of all term 1 courses of the Advanced Placement LVN to RN Associate Degree Registered Nurse Program; Co-requisites: RN 305. 1 Credit Hours

**RN 305 Leadership Management 3 – Preceptorship**
The pre-licensure preceptorship prepares students to function as registered nurses. Students provide nursing care to clients under the guidance of a registered nurse (the preceptor) working in the community and the supervision of a faculty liaison. Critical thinking and problem solving skills are used in the application of theoretical concepts in the RN scope of practice. Emphasis is placed on leadership/management, delegation, and cultural, spiritual, and legal/ethical issues during the pre-licensure preceptorship. Students must pass RN 305 to take the final exam for RN 250. In addition, students must pass a standardized exit exam to complete this course. This is a credit/no credit course. 3 Credit Hours
CERTIFICATE OF ACHIEVEMENT
30-SEMESTER HOUR OPTION FOR
CALIFORNIA LICENSED VOCATIONAL
NURSES ADMISSION REQUIREMENTS
LVNs seeking an RN license without
earning an associate degree must:
• Complete the following prerequisites
prior to applying:
  1. BIO130 Human Physiology with Lab
     This course provides students with a
     fundamental understanding of human
     body functions and structure as it relates
     to maintaining homeostasis. Topics include
     muscular, vascular, cell structure, digestive
     and endocrine systems. (4 Credit hours)
  2. BIO14 Microbiology with Lab
     This course introduces concepts of
     microbiology. Microbes are studied with
     emphasis on morphology, physiology,
     genetics, taxonomy, ecology, growth, and cell
     specialization. Relationships among bacteria,
     fungi, molds, protozoans, and arthropods
     are also examined in a medical context such
     as immunology and control of microbial
     growth, and their relationship to disease
     in humans and other animals. Prerequisite:
     Recommended one high school or college
     level course in chemistry. (4 Credit hours)
• If fewer than 15 students enroll in BIO130 or
  BIO14 at Carrington College, the course will
  not be offered there. See the Dean of Academic
  Affairs for alternate accredited institutions
  whose courses fulfill these requirements.
• Discuss the 30-semester hour option with the
  Program Director (by appointment) AFTER
  submission of the application package.

APPLICANTS TO THE
30-SEMESTER HOUR OPTION MUST:
• Hold an active and current California VN license
• Pass a criminal background check and drug screenings
• Provide a current immunization record and physical exam
• Hold current health care provider CPR certification

Complete the following Registered Nursing
Courses as required:

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN150</td>
<td>LVN to RN Transition-Theory</td>
<td>1</td>
</tr>
<tr>
<td>RN155</td>
<td>LVN to RN Transition-Lab</td>
<td>.5</td>
</tr>
<tr>
<td>RN221</td>
<td>Advanced Medical/Surgical Nursing 1-Theory</td>
<td>3</td>
</tr>
<tr>
<td>RN225</td>
<td>Advanced Medical/Surgical Nursing 1-Clinical</td>
<td>2</td>
</tr>
<tr>
<td>RN210</td>
<td>Psychiatric and Mental Health Nursing-Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>RN215</td>
<td>Psychiatric and Mental Health Nursing-Clinical</td>
<td>2</td>
</tr>
<tr>
<td>RN202</td>
<td>Leadership Management 1</td>
<td>1</td>
</tr>
</tbody>
</table>

TERM 1 TOTAL: 11 Credit Hours

<table>
<thead>
<tr>
<th>TERM 2</th>
<th>COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN231</td>
<td>Advanced Medical/Surgical Nursing 2-Theory</td>
<td>2</td>
</tr>
<tr>
<td>RN241</td>
<td>Advanced Medical/Surgical Nursing: Nursing Care of Older Adult-Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>RN245</td>
<td>Advanced Medical/Surgical Nursing: Nursing Care of Older Adult-Clinical</td>
<td>3</td>
</tr>
<tr>
<td>RN250</td>
<td>Leadership Management 2</td>
<td>1</td>
</tr>
<tr>
<td>RN305</td>
<td>Leadership Management 3: Preceptorship</td>
<td>3</td>
</tr>
</tbody>
</table>

TERM 2 TOTAL: 10.5 Credit Hours

TOTAL SEMESTER HOURS: 21.5 Credit Hours

Completion of the 30-semester hour option prepares LVNs to apply for licensure as a registered nurse as a non-graduate of Carrington’s Advanced Placement LVN to RN associate degree Registered Nursing program. Non-graduate status provides eligibility to take the National Council Licensure Examination (NCLEX) RN licensing exam in California only. This option will limit licensure to California without the possibility of RN licensure by endorsement in other US states and territories.

Program length: 32 weeks (not including breaks)

Admission to the 30-semester hour option in the Registered Nursing LVN to RN program is dependent on space availability.
RESPIRATORY CARE PROGRAM

Practicing under the direction of a physician, respiratory therapists perform therapeutic respiratory treatments and diagnostic procedures. They are required to exercise considerable independent clinical judgment in the care of patients with breathing or other cardiopulmonary disorders. They consult with physicians and other health care professionals to help develop and modify patient care plans.

The Associate of Science degree in Respiratory Care is a three-academic-year (96 weeks) program that prepares graduates for advanced-level respiratory care. The program covers knowledge of anatomy and physiology of cardiac and respiratory systems and biochemical and cellular functions of the human body, as well as knowledge of the general principles of pharmacology and cardiopulmonary drugs including knowledge of indications, doses, calculations, mechanisms of action, and adverse effects. Skill in patient examination, assessment, intervention and treatment planning especially in relation to the pathophysiology of cardiopulmonary diseases; knowledge, and skills in the principles and applications of emergency medicine, resuscitation equipment, intubation, airway clearance, chest tubes, and tracheostomy care. Students who successfully complete the RC program are eligible for the National Board for Respiratory Care (NBRC) credentialing exams, such as the Therapist Multiple Choice (TMC) exam and the Clinical Simulation Examination (CSE).

Offered at

• PLEASANT HILL

Accreditation information for the Respiratory Care program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/rc
## Program Requirements

### Pleasant Hill

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC 100 Anatomy and Physiology 1 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 101 Principles of Respiratory Care 1</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 110 Integrated Sciences 1 for Respiratory Care with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 200 Anatomy and Physiology 2 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 201 Principles of Respiratory Care 2 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 210 Integrated Sciences 2 for Respiratory Care with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 220 Pharmacology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 300 Cardiopulmonary Anatomy and Physiology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 301 Principles of Respiratory Care 3 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 350 Directed Hospital Practice 1</td>
<td>0</td>
<td>0</td>
<td>144</td>
<td>3</td>
</tr>
<tr>
<td>RC 401 Principles of Respiratory Care 4 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 402 Cardiopulmonary Pathology 1</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 403 Cardiopulmonary Pathology 2</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 450 Directed Hospital Practice 2</td>
<td>0</td>
<td>0</td>
<td>144</td>
<td>3</td>
</tr>
<tr>
<td>RC 511 Respiratory Diagnostics</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 501 Principles of Respiratory Care 5 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 510 Pediatric and Neonatal Pathophysiology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 521 Introduction to Ventilators</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 550 Directed Hospital Practice 3</td>
<td>0</td>
<td>0</td>
<td>144</td>
<td>3</td>
</tr>
<tr>
<td>RC 620 Sub-Acute Respiratory Care</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RC 601 Principles of Respiratory Care 6 with Lab</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RC 650 Directed Hospital Practice 4</td>
<td>0</td>
<td>0</td>
<td>288</td>
<td>6</td>
</tr>
</tbody>
</table>

### ONLINE GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Math for Health Sciences</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Ethics in Contemporary Society</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205</td>
<td>Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR DEGREE**

<table>
<thead>
<tr>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1134</td>
<td>288</td>
<td>720</td>
<td>96</td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM: 96 WEEKS (NOT INCLUDING BREAKS)**

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Respiratory Care program, graduates will be able to:

• Demonstrate skill in patient examination, assessment, treatment recommendation, and appropriate therapeutic intervention of various cardiopulmonary diseases.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADDITIONAL ADMISSION REQUIREMENTS

Candidates for admission must:

• Provide medical clearance from a physician attesting to good physical and mental health as well as vaccination evidence as follows:
  1. Negative TB test results; PPD (tuberculosis skin test) is required for admission and every six months throughout the program
  2. Measles, Mumps, Rubella (MMR): Proof of childhood immunization or Titer: Polio and DPT
  3. Hepatitis B: Vaccination or written refusal.
  4. Vaccine titers for Varicella, Hepatitis B, Hepatitis C, Rubella, Rubeola, and Mumps
• Undergo and pass a criminal background check for felonies
• Undergo and pass a drug screening urinalysis
• Provide two professional letters of recommendation

Applicants meeting all program admission requirements will be selected using points earned from the following:

• Entrance examination score
• Work or volunteer-related experience in a health care facility

COURSE DESCRIPTIONS

Students must earn a grade of C or higher in Respiratory Care program courses.

RC 100 Anatomy and Physiology 1 with Lab
This course focuses on principles of gross and microscopic anatomy. Class work is supported by models, charts, and interactive learning. Lab work provides students with hands-on experience in classroom concepts. 4 Credit Hours

RC 101 Principles of Respiratory Care 1
This course introduces students to the culture and context of respiratory care. Class discussions include hospital orientation, professionalism, confidentiality, ethics, safety, HIPAA regulations, record keeping, and isolation procedures. The history and organization of respiratory care and the role of respiratory therapists is also covered. 3 Credit Hours

RC 110 Integrated Sciences 1 for Respiratory Care with Lab
This course introduces concepts in chemistry and physics for respiratory care study. Course content emphasizes applications in respiratory medicine and includes principles of fluidics, electronics, pneumatics, and organic and inorganic chemistry. The lab portion of this course provides students with hands-on experience in classroom concepts. 4 Credit Hours

RC 200 Anatomy and Physiology 2 with Lab
This course introduces students to biochemical and cellular functions of the human body. Students learn about the functions and relationships of organs with emphasis on acid-base balance, oxygenation, and ventilation. Class work is supported by models, charts, and interactive learning. The lab portion of this course provides students with hands-on experience in classroom concepts. 4 Credit Hours

RC 201 Principles of Respiratory Care 2 with Lab
This class prepares students for their first clinical rotation. Performing physical assessments, measuring oxygenation, and assessing patients’ ventilation are covered, as are respiratory interventions such as medical gas care, humidity, aerosol care, and hyperinflation care. The simulated-lab portion of this course provides students with hands-on experience in classroom concepts. 4 Credit Hours

RC 210 Integrated Sciences 2 for Respiratory Care with Lab
This second course in integrated sciences focuses primarily on microbiology. Students apply concepts of microbiology in the prevention, control and treatment of disease. Principles of filtration, disinfection, sterilization, and infection control are studied. The lab portion of this course provides students with hands-on experience in classroom concepts. Prerequisite: RC 110 4 Credit Hours

RC 220 Pharmacology
Students learn general principles of pharmacology followed by in-depth study of cardiopulmonary drugs, including bronchodilators, steroids and antibiotics. Instruction is given on indications, doses, calculations, mechanisms of action and adverse effects. 3 Credit Hours

RC 300 Cardiopulmonary Anatomy and Physiology
In this course the anatomy and physiology of the cardiac and respiratory systems is studied in depth. Topics include oxygen transport, ventilation, control of breathing, mechanics of respiration, acid-base balance, and blood-gas analysis. Prerequisite: RC 200 3 Credit Hours

RC 301 Principles of Respiratory Care 3 with Lab
Students learn about medical gas supply equipment, physiological measurement and monitoring devices. This class furthers student knowledge in patient assessment, oxygenation, hyperinflation, secretion mobilization, humidity and aerosol care. A simulation lab is included. Prerequisite: RC 201 4 Credit Hours
**RC 350 Directed Hospital Practice 1**  
This course provides students with supervised cardiopulmonary-patient care experience in non-critical care units. Students develop their clinical skills using a competency-based model. Focus is placed on hospital orientation and procedures, professionalism, effective communication, patient assessment, oxygen and aerosol administration.  

3 Credit Hours

**RC 401 Principles of Respiratory Care 4 with Lab**  
The topic for this course is airway management. Principles and applications of emergency medicine, resuscitation equipment, intubation, airway clearance, chest tubes, and tracheostomy care are covered. Advanced cardiac life support (ACLS) course work enables students to develop their emergency assessment skills and interventions. The clinical-simulation lab portion of this course provides students with hands-on experience in classroom concepts.  

Prerequisite: RC 301  
4 Credit Hours

**RC 402 Cardiopulmonary Pathology 1**  
Students receive instruction in pathophysiology of cardiopulmonary diseases, with emphasis on obstructive lung disorders. Advanced techniques in patient assessment, therapist driven protocols, appropriate intervention, and treatment planning are covered.  

Prerequisite: RC 300  
3 Credit Hours

**RC 403 Cardiopulmonary Pathology 2**  
Students receive instruction in the pathophysiology of cardiopulmonary diseases, with emphasis on restrictive lung disorders. Advanced techniques in patient assessment, intervention, and treatment are covered. Emergency respiratory medicine is also studied.  

Prerequisite: RC 300  
3 Credit Hours

**RC 450 Directed Hospital Practice 2**  
This course provides students with supervised cardiopulmonary-patient care experience in non-critical care units. Focus is placed on fundamental respiratory care and patient assessment, evaluation, intervention, and education.  

3 Credit Hours

**RC 501 Principles of Respiratory Care 5 with Lab**  
This course teaches strategies for managing acutely ill patients in the ICU. Invasive and non-invasive ventilation and monitoring techniques, physical assessment of the critically ill patients, and appropriate respiratory intervention are studied. Also presented is a multidisciplinary approach to critically ill patients that involves nutrition, clinical lab, and radiography. The clinical-simulation lab provides students with hands-on experience in classroom concepts.  

Prerequisite: RC 401  
4 Credit Hours

**RC 510 Pediatric and Neonatal Pathophysiology**  
This course introduces students to the anatomy and physiology of the fetus and newborn and covers fetal lung development, circulatory changes, and diseases of the newborn and infant. Students acquire newborn and infant assessment skills, diagnostics, and airway management, and are introduced to mechanical ventilation of the newborn.  

3 Credit Hours

**RC 511 Respiratory Diagnostics**  
This class introduces the student to the diagnostic tools of respiratory medicine such as laboratory and bedside pulmonary function testing, bronchoscopy, and clinical lab tests. Topics covered include oximetry, end-tidal CO2 monitoring, ECG interpretation, and radiography.  

3 Credit Hours

**RC 521 Introduction to Ventilators**  
This course presents basic concepts of mechanical ventilation and ways in which to setup a ventilator on a patient. It covers the need for ventilation, how ventilators work, how breaths are delivered, and how to determine initial ventilator settings.  

3 Credit Hours

**RC 550 Directed Hospital Practice 3**  
This course provides students with supervised patient care experience in both non-critical care and critical care and transitions students from non-critical care to critical care practice. Students develop their clinical skills using a competency-based model. Focus will be on fundamental respiratory care in a critical care environment.  

3 Credit Hours

**RC 601 Principles of Respiratory Care 6 with Lab**  
This is a comprehensive course that brings together and reviews all clinical knowledge and skills that students gained in the program and furthers ventilator management concepts. The course is final preparation for entry into the workforce and includes clinical skills practice and exam prep. A clinical simulation lab is included.  

Prerequisite: RC 501  
4 Credit Hours

**RC 620 Sub-Acute Respiratory Care**  
This course focuses on pulmonary rehabilitation, home care and management of patients with pulmonary illnesses such as chronic obstructive pulmonary disease (COPD) and asthma. Students learn about strategies for improving mental and physical health, nutritional stability, and exercise tolerance. In addition, they study development of care plans, assist with discharge planning, and gain familiarity with home-care equipment and providing asthma education.  

3 Credit Hours

**RC 650 Directed Hospital Practice 4**  
This course provides students with supervised cardiopulmonary-patient care experience primarily in critical care units. Students develop their clinical skills using a competency-based model. Emphasis is placed on comprehensive ventilator management of critically ill patients.  

6 Credit Hours
Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Surgical technologists assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. They are members of operating room teams, which are usually also made up of surgeons, anesthesiologists, and circulating nurses.

Prior to surgery, surgical technologists help prepare the operating room by setting up instruments, equipment, and sterile drapes. They also get patients ready by preparing incision sites and help the surgical team put on sterile gowns and gloves. During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants and help prepare specimens for laboratory analysis.

Carrington College’s Surgical Technology program includes the academic and clinical instruction necessary to perform the duties of a surgical technologist. The program comprises the study of microbiology, anatomy, physiology, pharmacology, surgical procedures, instrumentation and techniques, preoperative and postoperative routines and care of surgical patients. Students are expected to participate in a minimum of 120 surgical cases by the end of the program, which culminates in a Certificate of Achievement or Associate of Science degree in Surgical Technology.

Offered at
- CITRUS HEIGHTS
- SAN JOSE

Accreditation information for the Surgical Technology program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/st

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.
## Program Requirements

### Citrus Heights and San Jose

<table>
<thead>
<tr>
<th>Technical Courses</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 1 Surgical Technology Theory 1</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>ST 150 Surgical Technology Lab 1</td>
<td>0</td>
<td>150</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>ST 2 Surgical Technology Theory 2</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>ST 250 Surgical Technology Lab 2</td>
<td>0</td>
<td>150</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>ST 3 Surgical Technology Theory 3</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>ST 350 Surgical Technology Lab 3</td>
<td>0</td>
<td>150</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>ST 450 Clinical Rotations</td>
<td>0</td>
<td>0</td>
<td>640</td>
<td>14</td>
</tr>
</tbody>
</table>

**Total for Certificate**  
450 Lecture Hours  
450 Lab Hours  
640 Practical Hours  
59 Semester Credit Hours

**Approximate Time to Complete Certificate Program:** 64 Weeks (Not including breaks)

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Ethics in Contemporary Society</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205</td>
<td>Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total for General Education Courses**  
315 Lecture Hours  
0 Lab Hours  
0 Practical Hours  
21 Semester Credit Hours

**Total from Certificate**  
450 Lecture Hours  
450 Lab Hours  
640 Practical Hours  
59 Semester Credit Hours

**Total for Degree**  
765 Lecture Hours  
450 Lab Hours  
640 Practical Hours  
80 Semester Credit Hours

**Approximate Time to Complete Degree Program:** 82 Weeks (Not including breaks)

* 1540 Clock hours

Note: Technical course descriptions for this program are found within this section; general education course descriptions begin on page 87.
COURSE CURRICULUM

The Surgical Technology course is a 16-month program. The course is divided into four terms of 16 weeks each. Terms one through three consist of classroom instruction on theory and principles of surgical technology and lab instruction with surgical-technology skills practice. Term four is the clinical rotation component during which students practice skills and theory in a clinical-site operating room. All courses must be taken in sequence, and students progress to the next term only upon successful completion of all classes from the previous term.

TERM 1

ST 1 Surgical Technology Theory 1
ST 150 Surgical Technology Lab 1

TERM 2

ST 2 Surgical Technology Theory 2
ST 250 Surgical Technology Lab 2

TERM 3

ST 3 Surgical Technology Theory 3
ST 350 Surgical Technology Lab 3

TERM 4

ST 450 Clinical Rotations

COURSE DESCRIPTIONS

Students must earn a grade of C or higher in all Surgical Technology courses.

ST 1 Surgical Technology Theory 1
This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes and organs; the integumentary, skeletal, muscular, sensory and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary and reproductive systems. Also presented is a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. In addition the course provides an overview of the development of medicine, surgery and the field of surgical technology. Professionalism and ethical conduct are emphasized. 10 Credit Hours

ST 2 Surgical Technology Theory 2
Basic surgical procedures are studied in depth, as are instrument count protocols. Interpersonal relationships and communication skills are explored with emphasis on pediatric, geriatric, chronic, special needs, and terminally ill patients. Legal and ethical issues will be discussed, including professional responsibility, liability, and documentation. First aid and basic life support is presented; students are certified in CPR upon completion of the course. 10 Credit Hours

STUDENT LEARNING OUTCOMES

Upon completion of the Surgical Technology program, graduates will be able to:

• Demonstrate the skills and knowledge required to be a competent surgical technologist in a variety of settings, including hospitals, outpatient surgical facilities and other appropriate sites.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADDITIONAL ADMISSION REQUIREMENTS

Candidates for admission must:

• Submit a personal goal statement and meet with the Surgical Technology Program Director for a general information seminar
• Provide evidence of physical and mental health as determined by a medical exam prior to clinical rotations. Required immunizations and screening tests must be completed prior to the start of clinical rotations. These include Hepatitis B series, Rubella, Varicella, and recent tuberculosis skin test (PPD)
• Undergo and pass a criminal background check for felonies prior to the start of the program and prior to clinical
• Undergo and pass a drug screening urinalysis prior to clinical rotation
• Provide two professional letters of recommendation

Applicants meeting all program admission requirements will be selected using points earned from the following:

• Entrance examination score
• Work or volunteer-related experience in a health care facility

Program Goal

The goal of the Surgical Technology program is to provide students with the opportunity to develop the knowledge and skills necessary for employment as entry-level surgical technologists. This is accomplished by meeting the criteria of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) and the surgical technology profession, and by maintaining a curriculum that is true to the College’s student learning outcomes.

Student Work Policy

All student activities associated with clinical externship must be educational in nature. Students cannot substitute for paid personnel and will not receive any monetary benefits while at the clinical site.
ST 3 Surgical Technology Theory 3
This course provides in-depth study of each of the surgical specialties (general, gastrointestinal, obstetrics and gynecology [OB/GYN], genitourinary, ophthalmic, ear, nose and throat [ENT], and plastic/reconstructive). Step-by-step procedures are presented, as are instrumentation and anesthesia. Students take a self-assessment test in preparation for the national certification exam. Resume preparation and mock interviews are included in this course. 10 Credit Hours

ST 150 Surgical Technology Lab 1
Students gain hands-on experience applying concepts and theory studied in ST1. Lab exercises involve basic principles of aseptic techniques, aseptic hand-washing techniques, surgical sanitation, disinfection, and sterilization. Other areas of focus include surgical instrumentation preparation and sterilization, surgical hand scrub, gloving, gowning, and sterile field set-up and maintenance. 5 Credit Hours

ST 250 Surgical Technology Lab 2
Students gain hands-on experience applying concepts and theory studied in ST2. Lab exercises involve intermediate surgical procedures, surgical-patient preparation, pre- and post-operative duties, and other protocols. 5 Credit Hours

ST 350 Surgical Technology Lab 3
Students gain hands-on experience applying concepts and theory studied in ST 3. Lab exercises involve advanced application of surgical concepts and procedures, advanced mock surgical cases and emergency surgeries. 5 Credit Hours

ST 450 Clinical Rotations
In this course students participate in surgical rotations that provide comprehensive orientation to the operating room environment. Under the supervision and direction of instructors or staff, students engage in duties typical of surgical technologists, including preparation of the operating room (OR) and surgical supplies, positioning and preparation of the patient and other appropriate tasks. Students must participate in a minimum of 120 surgical cases to receive credit for ST 450; the actual number of cases in which students participate is determined by the clinical site with the approval of the Carrington clinical site coordinator. Students are given additional responsibilities and duties as required by the facility; clinical faculty assign days, hours, and location for students’ clinical experience. 14 Credit Hours
VETERINARY TECHNOLOGY PROGRAM

Veterinary technicians typically work under the supervision of a licensed veterinarian doing clinical work such as performing various medical tests and treating medical conditions and diseases in animals. They also perform laboratory tests and take blood samples, assist with dental care, prepare tissue samples, and assist veterinarians in a variety of other diagnostic tests and procedures. Veterinary technicians work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, biomedical research institutions, and the pharmaceutical and pet-care industries.

The program, which culminates in an Associate of Science degree in Veterinary Technology, prepares students with the basic knowledge and practical training necessary to function as an entry-level employee in a veterinary medical setting. The Veterinary Technology (VT) program is a balanced mix of theory and practical instruction, including clinical rotation and field experience during an externship. Fundamentals of chemistry, biology, anatomy, and physiology are emphasized. This program prepares graduates to sit for the Veterinary Technician National Examination and the California Registered Veterinary Technician State Board Examination. The VT program has a companion-animal emphasis and is not intended as a pre-veterinary program.

The mission of the Veterinary Technology program is to provide local and global veterinary communities with ethical graduates committed to lifelong learning and professional development. Graduates will have the entry level skills and knowledge required for the contemporary veterinary practice. The core program focus is companion animal practice, but all facets of veterinary medicine, including large animal medicine, biomedical research, and industry-related topics are emphasized.

Offered at
• CITRUS HEIGHTS • PLEASANT HILL
• POMONA • SACRAMENTO • SAN JOSE
• SAN LEANDRO • STOCKTON

Accreditation information for the Veterinary Technology program can be found in the Programmatic Accreditation section of this catalog.

For comprehensive consumer information, visit carrington.edu/cc/vt

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.
## Program Requirements

### Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT 5</td>
<td>55</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>VT 6</td>
<td>68</td>
<td>0</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>VT 9A</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 15A</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 99A</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 8</td>
<td>55</td>
<td>25</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>VT 9B</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 15B</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 16A</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>VT 99B</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 16B</td>
<td>83</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>VT 17</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VT 15C</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 9C</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 99C</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 16C</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VT 18</td>
<td>25</td>
<td>73</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VT 9D</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 19</td>
<td>50</td>
<td>23</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>VT 99D</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>0.5</td>
</tr>
<tr>
<td>VT 100</td>
<td>0</td>
<td>0</td>
<td>200</td>
<td>4</td>
</tr>
<tr>
<td>VT 102</td>
<td>15</td>
<td>15</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### ONLINE GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>3</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL FOR DEGREE**: 822 LECTURE HOURS, 226 LAB HOURS, 376 PRACTICAL HOURS, 63.5 SEMESTER CREDIT HOURS

**APPROXIMATE TIME TO COMPLETE DEGREE PROGRAM**: 88 WEEKS (NOT INCLUDING BREAKS)

*Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 87.*
STUDENT LEARNING OUTCOMES

Upon completion of the Veterinary Technology (VT) program, graduates will be able to:

• Perform a variety of administrative, clinical, nursing and surgical assisting procedures in a veterinary medical setting.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

Additional Admission Requirement

Students admitted to the VT program must be at least 18 years old on the first day of classes.

COURSE DESCRIPTIONS

VT 5 Introduction to the Veterinary Hospital
Students are introduced to the veterinary technician’s responsibilities and scope of practice. Veterinary technology law and ethics are discussed, as are client relations and record keeping. Students receive instruction in animal handling, behavior, zoonotic diseases, hazardous materials and occupational safety, preventive health strategies including physical exams, the human-animal bond, and breed identification along with breed traits. 3.5 Credit Hours

VT 6 Introduction to the Basic Sciences
This course provides students with a foundation in chemistry and biology. The fundamentals of matter, cellular and molecular biology, body systems taxonomy, the body plan, genetics, microbiology, and immunology are covered. 4.5 Credit Hours

VT 8 Introduction to the Applied Sciences
This course introduces radiology, histology, pathology, parasitology, clinical pathology, and pharmacology as they are applied in the field of veterinary technology. A dissection is performed to incorporate material covered throughout the term. Prerequisites: VT 5, VT 6. 3.5 Credit Hours

VT 9A Veterinary Medical Terminology 1
Students in this course learn medical vocabulary used in the veterinary setting. Introductory terminology including word derivations and formations are discussed, as are pharmaceutical abbreviations, anatomical and directional terms, and words related to the various species, basic sciences and orientation to the veterinary hospital. 0.5 Credit Hours

VT 9B Veterinary Medical Terminology 2
This course, a continuation of VT 9A, introduces terms used in radiology, histology, pathology, clinical pathology, parasitology, and pharmacology. Terms related to the skeletal, muscular, hematopoietic, cardiovascular, and respiratory systems are also studied. Prerequisite: VT 9A. 0.5 Credit Hours

VT 9C Veterinary Medical Terminology 3
This course is a continuation of VT 9B. Students learn about terms related to the urinary, nervous, gastrointestinal, and integumentary systems as well as those used in dentistry, nutrition, anesthesia, surgical assisting, sutures and suturing, fluid therapy, and wound treatment. Prerequisite: VT 9B. 0.5 Credit Hours

VT 9D Veterinary Medical Terminology 4
This course, the last in the series of terminology courses, introduces terms related to the reproductive and endocrine systems and the special senses. Terminology used in anesthesiology, surgery, equine, and ruminant medicine, avian and reptile medicine, small mammal medicine, emergency medicine, critical care, and practice management is also covered. Prerequisite: VT 9C. 0.5 Credit Hours

VT 15A Clinical Procedures Lab 1
Lab exercises provide students with theory and practice in animal handling, physical examinations, blood collection techniques, microbiological procedures, administration of oral and parenteral medication, common laboratory procedures, use of microscopes, and standard hospital protocols. 0.5 Credit Hours

VT 15B Clinical Procedures Lab 2
Lab exercises provide students with theory and practice in radiography, pharmacy, parasitology, hematology, histology, clinical pathology, electrocardiography, and anatomy of the skeletal, muscular, cardiovascular, and respiratory systems. Prerequisite: VT 15A. 0.5 Credit Hours

VT 15C Clinical Procedures Lab 3
Lab exercises provide students with theory and practice in anesthesia, surgical assisting, sutures and suturing, fluid therapy, radiography, dentistry, bandages and splints, and anatomy of the urinary and gastrointestinal systems. Prerequisite: VT 15B. 0.5 Credit Hours

VT 16A Body Systems 1
This course introduces students to the skeletal, hematopoietic, cardiovascular, and respiratory systems. These systems are discussed in terms of their microscopic and macroscopic anatomy, physiology, pathology, and pharmacology. Prerequisite: VT 6. 4 Credit Hours

VT 16B Body Systems 2
This course, a continuation of VT 16A, provides an overview of the gastrointestinal, integumentary, urinary, and nervous systems. The basics of clinical pathology, dentistry, wound management, and nutrition is also presented. Prerequisite: VT 16A. 5 Credit Hours
**VT 16C Body Systems 3**
In this third body systems course, students are introduced to the reproductive and endocrine systems and the special senses. Prerequisite: VT16B. 2 Credit Hours

**VT 17 Introduction to Anesthesia and Surgical Assisting**
This course provides an overview of roles and responsibilities of nurse anesthetists and surgical technicians. Students are given instruction in anesthetic pharmacology, principles of aseptic surgery, surgical instrumentation, and the perioperative care of the surgical patient. Prerequisite: VT16A Co-requisite: Enrollment in VT 16B. 2 Credit Hours

**VT 18 Surgical Nursing Theory and Practice**
Students receive instruction and gain practice in surgical instrumentation and instrument care; surgical pack preparation and autoclaving; surgical suite preparation; scrubbing, gowning, and gloving; placing intravenous catheters and administering parenteral fluids; inducing, monitoring, and maintaining anesthesia; dental prophylaxis; and providing perioperative patient care. Prerequisites: VT16A, VT16B, VT17. 3 Credit Hours

**VT 19 Selected Topics in Veterinary Technology**
This course introduces students to special aspects of veterinary medicine, including emergency care of the critically ill patient, large animal medicine and surgery, avian, reptile and small mammal medicine, and veterinary practice management. Prerequisites: VT5, VT7, VT16A, VT16B. 3.5 Credit Hours

**VT 99A Clinical Rotation 1**
The clinical rotation exposes students to clinical settings at which they care for animals. Documentation of clinical experiences helps improve students' written communication skills and powers of observation. 0.5 Credit Hours

**VT 99B Clinical Rotation 2**
In this continuation of VT99A students complete a program at a veterinary hospital caring for animals. Documentation of clinical experiences is aimed at enhancing their written communication skills and powers of observation. Prerequisite: VT 99A. 0.5 Credit Hours

**VT 99C Clinical Rotation 3**
This course, the third in the rotation series, places students in veterinary hospital settings to care for animals. Qualified students are assigned rotations in specialty sites such as emergency clinics, and veterinary dentistry, surgery, internal medicine, and large animal medical facilities. 0.5 Credit Hours

**VT 99D Clinical Rotation 4**
In this final rotation course, students care for animals in veterinary hospital settings. Documentation of clinical experiences is aimed at enhancing their written communication skills and powers of observation. Qualified students are assigned rotations in specialty sites such as emergency clinics, and veterinary dentistry, surgery, internal medicine, and large animal medical facilities. 0.5 Credit Hours

**VT 100 Vet Tech Externship**
The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. Prerequisite: Completion of all other courses in the program. 4 Credit Hours

**VT 102 State Board RVT Licensing Exam Review**
This course helps students prepare for state and national registered veterinary technology (RVT) credentialing exams by identifying knowledge deficits and implementing strategies for enhancing knowledge in a self-directed learning environment. The exam review course may be taken prior to, concurrently with, or after the externship. Prerequisite: Completion of all courses leading to the externship. 2 Credit Hours
VOCATIONAL NURSING PROGRAM

Vocational nurses are generalists who care for patients in many ways and work in many health care areas. They provide basic bedside care, measure and record patients’ vital signs, assist with bathing, dressing and personal hygiene, administer medications, and perform a variety of nursing skills in various health care settings. In nursing care facilities vocational nurses can help evaluate residents’ needs, assist in the development of care plans, and supervise the care provided by nursing assistants. In doctors’ offices and clinics, their range of responsibilities may include office-related duties. In the home health care setting vocational nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks.

Carrington’s Vocational Nursing degree and certificate programs prepare students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of health care settings. Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a vocational nurse. The program, which culminates in a Certificate of Achievement or Associate of Science degree in Vocational Nursing, combines academic and clinical training to prepare students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

To be eligible for entrance into the Associate of Science (non-science or science emphasis) degree program in Vocational Nursing, applicants must have earned a Certificate in Vocational Nursing from an accredited program.

Offered at

• PLEASANT HILL  • POMONA
• SACRAMENTO  • SAN JOSE

For comprehensive consumer information, visit carrington.edu/cc/vn

* In order to enroll in the Vocational Nursing Associate of Science (science emphasis) degree option, students must have graduated from the Vocational Nursing Certificate of Achievement program.

† At this time there are no approved start dates at this campus for the Certificate of Achievement program and Associate of Science (non-science) degree option.

Carrington College provides students with the knowledge and skills to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or will be certified or licensed as a result of completing the program. Completion of the Vocational Nursing Associate of Science degree requirements does not guarantee acceptance into the Carrington Registered Nursing LVN to RN program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.
## Program Requirements

**Pleasant Hill, Pomona, Sacramento and San Jose**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 101 Introduction to Anatomy and Physiology</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VN 102 Foundations of Nursing 1</td>
<td>66</td>
<td>50</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>VN 103 Foundations of Nursing 2</td>
<td>66</td>
<td>80</td>
<td>144</td>
<td>8</td>
</tr>
<tr>
<td>VN 104 Mental Health Nursing Care</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VN 201 Medical Surgical Nursing 1</td>
<td>96</td>
<td>32</td>
<td>240</td>
<td>12</td>
</tr>
<tr>
<td>VN 202 Health Data Collection</td>
<td>50</td>
<td>48</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VN 203 Concepts in Clinical Pharmacology</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VN 301 Introduction to Maternity and Pediatric Nursing</td>
<td>44</td>
<td>48</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>VN 302 Medical Surgical Nursing 2</td>
<td>113</td>
<td>80</td>
<td>144</td>
<td>11</td>
</tr>
<tr>
<td>VN 303 * NCLEX - PN Review</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL FOR CERTIFICATE</strong></td>
<td><strong>606</strong></td>
<td><strong>338</strong></td>
<td><strong>616</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

**APPROXIMATE TIME TO COMPLETE CERTIFICATE PROGRAM: 48 WEEKS (NOT INCLUDING BREAKS)**

* Graduation requirement
† 1560 Clock hours

Note: Technical course descriptions for this program are found within this section.

General education requirements for this program’s degree options are shown on the following page.
General Education Requirements

<table>
<thead>
<tr>
<th>NON-SCIENCE EMPHASIS GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HUM 250 Introduction to Humanities</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100 Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL FOR NON-SCIENCE EMPHASIS GENERAL EDUCATION COURSES</strong></td>
<td><strong>315</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**TOTAL FROM CERTIFICATE (shown on previous page)** 606 338 616 54

**TOTAL FOR NON-SCIENCE EMPHASIS DEGREE** 921 338 616 75

**APPROXIMATE TIME TO COMPLETE NON-SCIENCE EMPHASIS DEGREE PROGRAM:** 72 WEEKS (NOT INCLUDING BREAKS)

<table>
<thead>
<tr>
<th>SCIENCE EMPHASIS* GENERAL EDUCATION COURSES</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PRACTICAL HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 14 † Microbiology with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 25 † Human Anatomy and Physiology 1 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 26 † Human Anatomy and Physiology 2 with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 6 † Inorganic Chemistry with Lab</td>
<td>60</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Writing and Composition</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Principles of Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Intermediate College Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 155 Human Development across the Lifespan 1</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 205 Interpersonal Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CLT 100 Computer Literacy</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL FOR SCIENCE EMPHASIS GENERAL EDUCATION COURSES</strong></td>
<td><strong>645</strong></td>
<td><strong>120</strong></td>
<td><strong>0</strong></td>
<td><strong>43</strong></td>
</tr>
</tbody>
</table>

**TOTAL FROM CERTIFICATE (shown on previous page)** 606 338 616 54

**TOTAL FOR SCIENCE EMPHASIS* DEGREE** 1251 458 616 97

**APPROXIMATE TIME TO COMPLETE SCIENCE EMPHASIS DEGREE PROGRAM:** 112 WEEKS (NOT INCLUDING BREAKS)

* Offered at the Sacramento and San Jose campuses only. In order to enroll in the Vocational Nursing Associate of Science (science emphasis) degree option, students must have graduated from the Vocational Nursing Certificate of Achievement program. This curriculum fulfills course prerequisites for application to Carrington College’s Registered Nursing LVN to RN program.

† Science-based general education course

Note: General education course descriptions begin on page 87.
STUDENT LEARNING OUTCOMES

Upon completion of the Vocational Nursing program, graduates will be able to:

• Implement the nursing process in providing care for patients in a variety of clinical settings.
• Demonstrate academic preparedness to take the NCLEX-PN examination for licensure as a vocational nurse.
• Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

ADDITIONAL ADMISSION REQUIREMENTS

Transfer coursework must have been completed within the previous five years. In addition, candidates for admission into the Vocational Nursing Certificate of Achievement program must:

• Provide evidence of good physical and mental health as determined by a medical exam prior to enrollment.
• Provide proof of an up-to-date immunization record and negative TB skin test results or negative chest X-ray prior to the start of clinical rotations.
• Undergo a background check and pass a drug screen prior to program start.
• Pass the HESI A2 entrance exam.
• Submit two letters of recommendation from former employers or professors.
COURSE DESCRIPTIONS

VN 101 Introduction to Anatomy and Physiology
This course provides an overview of anatomical terminology, structural levels of organization and an introduction to the organ systems and their physiology. 3 Credit Hours

VN 102 Foundations of Nursing 1
This course presents professional vocational nursing concepts and the nursing process as they apply to well and infirm clients. Students learn accurate calculation of oral and parenteral drug dosages for medication administration as well as the basic nursing skills necessary to create and maintain a hygienic, comfortable, safe patient environment through the use of laboratory and clinical experiences. Prerequisite: VN 103 5 Credit Hours.

VN 103 Foundations of Nursing 2
This course introduces skills related to surgical asepsis, wound care, and intervention techniques for assisting clients in meeting basic nutrition, elimination, and oxygenation needs. Awareness of personal dignity, cultural and spiritual aspects, ethical or legal significance and required communication are integrated with each skill. Interpretation of drug labels, common medical abbreviations used in dosage calculations, and general medication administration principles prepare students to administer medications safely. Guided laboratory experience complements theory. Prerequisite: VN102 8 Credit Hours

VN 104 Mental Health Nursing Care
In this course students learn to apply the nursing process to meet the needs of clients experiencing psychiatric disorders and maladaptive behaviors. Emphasis is on the community mental health-illness continuum throughout the lifespan. 2 Credit Hours

VN 201 Medical Surgical Nursing 1
This course introduces, in theory and practice, the physical, emotional, cultural and spiritual needs of clients with common health conditions of varying severity. Also presented are a study of human physical needs, causes of disease, and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. Clinical practice in a variety of settings provides students with an opportunity to gain competence in skills and nursing care. Prerequisites: VN102 and VN103 12 Credit Hours

VN 202 Health Data Collection
Emphasis in this course is placed on a comprehensive assessment of individuals throughout the adult lifespan. Guided observations and lab practicum facilitate student learning. 3 Credit Hours

VN 203 Concepts in Clinical Pharmacology
This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related Nursing implications are discussed. 3 Credit Hours

VN 301 Introduction to Maternity and Pediatric Nursing
This course addresses nursing care of pregnant women, women in labor and during birth, and newborn care. Application of the nursing process and principles of growth and development of children is also covered. Applicable skills and theoretical concepts are applied in clinical and laboratory settings. Prerequisites: VN102, VN103 and VN201 5 Credit Hours

VN 302 Medical Surgical Nursing 2
This course, a continuation of VN 201, furthers study through theory and practice of the physical, emotional, cultural and spiritual needs of clients with common health conditions that vary in severity. Also presented are a study of human physical needs, causes of disease, and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. This course also includes concepts of leadership, supervision and basic management skills. The roles and responsibilities of a professional nurse and the legal and ethical implications of practice are discussed. Students also prepare for future employment via resume-writing and learning professional presentation techniques. Clinical practice in various settings provides students with an opportunity to gain competence in skills, nursing care and leadership. Prerequisites: VN102, VN103 and VN201 11 Credit Hours

VN 303 NCLEX-PN Review
Students in this preparatory NCLEX-PN examination course learn to identify their knowledge deficits and implement strategies for reducing them. In addition they gain computer-test-taking skills and other tools needed to effectively study for the examination. 2 Credit Hours
GENERAL EDUCATION REQUIREMENTS

CAMPUS-BASED PROGRAMS AND DEGREE-COMPLETION OPTIONS
Carrington College integrates a strong general education with a basic emphasis on specialty studies. To ensure that students benefit from both areas of learning, Carrington’s general education is oriented toward challenges and issues of the contemporary world. General education courses provide the fundamental principles and skills of their fields but freely use applications drawn from students’ career-related interests. Technical courses, in turn, reinforce general education competencies through assignments requiring applied research, teamwork, written and oral communication, and consideration of ethics. This well-rounded education prepares Carrington graduates to live full and satisfying lives and to participate meaningfully as citizens in a diverse and dynamic society.

GENERAL EDUCATION COURSEWORK
General education coursework is integral to Carrington College’s degree-granting curricula and extends the range of learning while providing a context for specialized study. To this end, communication skills, social sciences, humanities, and math and science courses are included in the Associate of Science curricula to help broaden students’ perspectives. Such courses also help develop skills and competencies that enhance students’ academic success, as well as graduates’ personal and professional potential.

Upon completion of General Education coursework, students will be able to:
• Apply critical thinking skills in a variety of situations
• Use appropriate technology to acquire, organize, analyze and communicate information
• Demonstrate computer literacy
• Define personal values and ethics
• Communicate thoughts, ideas, information and messages in written and oral formats
• Demonstrate knowledge of and sensitivity to a variety of cultural values and awareness of global issues
• Respect the rights, work, and contributions of others

Students seeking an associate degree must complete a minimum of 21 semester credit hours in general education courses selected from the areas listed below. General education requirements for an associate degree are described on program pages. General education credit hours plus program-specific credit hours must total at least 60 credit hours, the minimum required for an associate degree.

Listed below are the minimum semester credit hours required in each general education area for students seeking the associate degree.

<table>
<thead>
<tr>
<th>COURSE AREA</th>
<th>MINIMUM CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of courses required for the Surgical Technology, Respiratory Care, Veterinary Technology, and Vocational Nursing certificate programs fulfills the natural or physical science requirement. General education requirements for each curriculum are described on program requirements charts.
ALL GENERAL EDUCATION COURSES ARE DELIVERED IN THE ONLINE FORMAT, EXCEPT AS NOTED BELOW.

**BIO 14 Microbiology with Lab**
This course introduces concepts of microbiology. Microbes are studied with emphasis on morphology, physiology, genetics, taxonomy, ecology, growth, and cell specialization. Relationships among bacteria, fungi, molds, protozoans, and arthropods are also examined in a medical context such as immunology and control of microbial growth, and their relationship to disease in humans and other animals. Prerequisite: Recommended one high school or college level course in chemistry. This is a science-based general education course. 4 Credit Hours

**BIO 25 Human Anatomy and Physiology 1 with Lab**
This course is the first half of the two-semester sequence that covers the major systems of the human body. It introduces such topics as body organization, general and biochemical principles, cells and tissues, and the integumentary, skeletal, muscular, and nervous systems. This is a science-based general education course. 4 Credit Hours

**BIO 26 Human Anatomy and Physiology 2 with Lab**
This course is the second part of the two-semester sequence and covers the gross and microscopic structure and function of the cardiovascular, respiratory, renal and digestive systems. Also emphasized are integration and homeostatic control mechanisms. Prerequisite: BIO 25 with a grade of C or higher. This is a science-based general education course. 4 Credit Hours

* This is an on-ground course.
**CDV 198.2 Career Development Seminar**
In this course students assess personal strengths and identify areas of opportunity using specific self-assessment and goal-setting tools as they prepare for professional employment. In addition, they develop resume-writing skills, create cover letters, participate in mock interviews, and apply research, evaluation, and networking skills to execute job searches and enhance their general financial awareness. This course is delivered in an online format.  
*2 Credit Hours*

**CHEM 6 Inorganic Chemistry with Lab*"**
This is an introductory chemistry course. Topics include physical and chemical changes, energy, atomic structure, bonding, nomenclature, chemical calculations and reactions (including solubility, neutralization, and oxidation-reduction), gas laws, solutions, equilibrium, and nuclear chemistry. Laboratory exercises support the topics above including both qualitative and quantitative experiments, and analysis of data. Recommended: Completion of MAT 201. This is a science-based general education course.  
*4 Credit Hours*

**CHEM 8 Organic Chemistry with Lab*"**
This continuation of CHEM6 is a course in introductory organic chemistry. Topics include the structure, properties, composition, reactions, and preparation of carbon-based compounds, hydrocarbons, and their derivatives. Laboratory work involves basic techniques of preparation, separation, identification, isolation, purification and synthesis. This is a science-based general education course.  
*4 Credit Hours*

**CLT 100 Computer Literacy**
This course introduces basic concepts and principles of widely used productivity tools such as word processors, spreadsheets, E-mail, and Web browsers. Students also learn basic computer terminology and concepts. This course is equivalent to the prior version course code CL100.  
*3 Credit Hours*

**ENG 101 English Writing and Composition**
This course strengthens reading and writing skills of students entering the writing sequence and enrolling in other standard Carrington courses. An integrated approach links reading with writing and addresses basic matters as they arise from assignments. This course is equivalent to the prior version course code ENGL1.  
*3 Credit Hours*

**HIS 150 US Government**
This course explores American government, with a particular focus on the institutions and processes of national government. Taught from both a historical and a social perspective, students learn the principles and problems that American government was designed to address, enabling them to better understand how our government functions and ways in which it has changed over time.  
*3 Credit Hours*

**HUM 200 Ethics in Contemporary Society**
This course examines the problems of ethics, and the nature of ethical decisions and solutions. Emphasis is placed on the application of ethical theory and contemporary social issues. Moral issues such as abortion, euthanasia, discrimination and animal rights are addressed. Where appropriate, career-specific issues are examined. This course is equivalent to the prior version course code PHIL2.  
*3 Credit Hours*

**HUM 250 Introduction to Humanities**
This course introduces areas of the humanities such as history, philosophy, literature, and the visual and performing arts. Students analyze and evaluate cultural artifacts such as paintings, poetry, music, dance, film, and architecture and develop connections among these works and their historical and philosophical contexts. Discussions, writings, oral presentations, and group activities prepare students for more advanced inquiry in subsequent courses.  
*3 Credit Hours*

**MAT 101 Principles of Mathematics**
This course provides students with critical elements of algebra for linear equations and polynomials. Starting with a foundation of real numbers, the course presents the addition and multiplication rules of solving linear equations. This course is equivalent to the prior version course code MATH1.  
*3 Credit Hours*

**MAT 151 College Algebra**
This course provides students with the analytical skills necessary to solve a variety of basic algebra problems, focusing on factoring skills and using technology to solve problems. The course includes graphing of linear equations. Students apply their skills to a variety of problems to see the real world nature of algebra. This course is equivalent to the prior version course code MATH10. Prerequisite: MAT101.  
*3 Credit Hours*

* This is an on-ground course.
PROGRAM START DATES

Criminal Justice
Dental Assisting
Health Studies
Massage Therapy
Medical Assisting
Pharmacy Technology

- December 14, 2015
- February 8, 2016
- March 21, 2016
- May 2, 2016
- June 13, 2016

Dental Assisting
Certificate of Achievement and Associate of Science Degree (Science Emphasis)

- Sacramento
  - November 9, 2015
  - March 21, 2016
- San Jose
  - December 7, 2015
  - April 18, 2016

Dental Hygiene
- Sacramento
  - May 2, 2016
- San Jose
  - January 4, 2016

Medical Administrative Assistant
Hybrid

- March 21, 2016
- June 13, 2016
- Online
  - March 21, 2016
  - April 11, 2016
  - May 02, 2016
  - May 23, 2016
  - June 13, 2016

Medical Billing & Coding

- December 14, 2015
- January 18, 2016 (online only)
- February 8, 2016
- February 29, 2016 (online only)
- March 21, 2016
- April 11, 2016 (online only)
- May 2, 2016
- May 23, 2016 (online only)
- June 13, 2016

Physical Therapist Assistant
- September 7, 2015

Registered Nursing LVN to RN

- November 9, 2015
- March 21, 2016

Respiratory Care
- March 14, 2016

Surgical Technology
- November 30, 2015
- March 21, 2016

Veterinary Technology
Citrus Heights
  - Afternoon
    - November 9, 2015
  - Evening
    - April 4, 2016

Pleasant Hill
  - Morning
    - February 22, 2016

Pomona
Mid
  - November 30, 2015
  - March 21, 2016
  - Afternoon
    - April 8, 2016
    - June 20, 2016
  - Evening
    - April 26, 2016

Sacramento
  - Evening
    - March 14, 2016

San Jose
Afternoon
  - April 25, 2016

San Leandro
Morning
  - April 18, 2016
  - Afternoon
    - November 9, 2015
  - Evening
    - November 23, 2015

Stockton
  - Morning
    - April 14, 2016
  - Afternoon
    - November 9, 2015

Vocational Nursing
Pleasant Hill
  - March 28, 2016
Pomona
  - August 22, 2016
San Jose
  - Certificate of Achievement and Associate of Science Degree (Science Emphasis)
    - November 9, 2015
  - Associate of Science Degree (Science Emphasis)
    - December 7, 2015
    - April 18, 2016
GENERAL STUDENT INFORMATION

In this section learn more about:
• Admission Requirements and Procedures
• Academic Policies
• Graduation Requirements
• Tuition and Expenses
• Financial Assistance
• Cancellations and Refunds
• Student Services
• Regulations

HOURS AND SCHEDULE
In general, Carrington College is open for classes Monday through Thursday from 7:30 am to 10:00 pm and on Friday from 8:00 am to 5:00 pm. Program hours vary at each campus. Prospective students can obtain information and enroll whenever the school is open.

Carrington College programs are term- or semester-based. Terms vary by program and range from six to 18 weeks in length. New students can start classes at the beginning of a term or semester.

Generally, full-time students are required to attend three to six hours of instruction per day, depending upon the program schedule. Instruction includes classroom theory, practical lab experience, and computer skill training. Evening students attend four evenings per week, three to five hours per evening, as scheduled for the program. A full-time externship (fieldwork experience) is also required for many programs.

Externships, in most cases, are full-time commitments. Required externship and clinical hours may vary from the schedule of classes. Students participating in externships may be required to fulfill this commitment in the evening and/or on weekends. Students should refer to the General Information page of the student handbook for comprehensive information.

Kimberly A.
Respiratory Care
ADMISSION REQUIREMENTS & PROCEDURES

Each applicant must be at least 17 years of age on the first day of classes and must also pass an entrance test administered by Carrington College. Those who are under the age of 18 at enrollment are required to have a parent or legal guardian sign the enrollment agreement. Some programs have additional age or other program-specific requirements, which are included in program overviews.

The College admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational Development (GED) credential or Certificate of Proficiency equivalent to a high school diploma. Carrington does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only.

ALL applicants must pass an entrance test administered by the College. Any additional test requirements are noted on the program page. Applicants scoring a Wonderlic score of 10 – 12 are required to take and pass a remediation course prior to the start of their program. Any applicant achieving a score of 13 or higher may apply for the following programs without remediation:
• Criminal Justice (certificate)
• Dental Assisting (certificate, hybrid, and non-science emphasis options)
• Health Studies
• Medical Administrative Assistant
• Massage Therapy
• Medical Assisting
• Medical Billing and Coding
• Pharmacy Technology
A minimum Wonderlic score of 15 is required for admission to the following programs; remediation is not an option for any applicant testing for the programs below:
• Criminal Justice Degree
• Dental Assisting Degree (science emphasis option)
• Dental Hygiene
• Physical Therapist Assistant
• Respiratory Care
• Surgical Technology
• Veterinary Technology
• Vocational Nursing

Some programs have additional age or other program-specific requirements that are found in program overviews.

The admission process includes an interview with an enrollment services representative. During the interview, the enrollment services representative discusses available programs in relation to the applicant’s career objectives, training needs, and motivations. Applicants must provide a written statement about why they want to enter their chosen career. An interview with department faculty may be required in some programs. Candidates should be in good health. Carrington College’s Enrollment Review Board evaluates applications and applicants are promptly notified of the Board’s decision.

Each student must submit official proof of high school graduation or attainment of a GED credential. Documentation is due upon enrollment or no later than six weeks from the start of classes. If the student has not submitted proof of graduation by the end of the sixth week of class, the enrollment will be cancelled.

Online Conditional Admission
In addition to the institution and any program specific admission requirements, all online students must successfully complete their first term to be fully admitted. During the first term, students are conditionally admitted and can cancel their enrollment at any time. Students who successfully complete their first term (2.0 grade point average) are fully admitted, automatically progress into their second term, and have through week 1 of their second term to cancel their enrollment. Cancellation requests should be addressed to the Online Registrar or Executive Director. Students who choose to cancel their enrollment do not earn credit for the first term despite successful completion.

Students who are not successful in their first term will have their enrollment cancelled and are not eligible for future enrollment in a Carrington online program.

Conditionally admitted students are not eligible for Title IV, HEA funds until they are fully admitted. Once fully admitted, regular students are eligible for Title IV, HEA program funds dating back to the beginning of the payment or loan period, as applicable, including the conditional period. Students who decide not to continue or do not meet the requirements of the condition, their enrollment will be cancelled with no financial obligation.
Students who withdraw after the conditional period and do not continue enrollment prior to the disbursement of Title IV program funds may not be eligible to receive funds for the period of enrollment. Students completing the conditional period and beyond are financially responsible for all associated program costs. For more details please see your Student Finance Advisor.

Carrington College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Exception Process for Official Proof of High School Graduation
High schools may be closed during the summer months (June through August); therefore, if the Registrar attempts to secure verbal confirmation from a high school that is closed, the Registrar will annotate the date the high school will reopen on the High School Certification Form. The Registrar will recontact the high school on the first possible date. In the event the student did not graduate from the high school, the student’s enrollment will be canceled.

ADDITIONAL REQUIREMENTS FOR APPLICANTS WITH FOREIGN EDUCATIONAL CREDENTIALS
Diplomas and transcripts must be translated into English and evaluated for equivalency by a NACES-approved evaluation agency at the applicant’s expense. The official transcript evaluation must be submitted within six weeks of the beginning of the first term.

Legal status documentation is not an admission requirement. All applicants who meet admission requirements are welcome to enroll. However, applicants should note that several programs offered by Carrington require an externship at a third-party site. These third parties usually require a full background check, and standard forms of identification are typically a required component. Students who are unable to complete the background check process may be unable to complete the externship and thus will be unable to complete the program at Carrington.

TRANSFER CREDIT
Credit earned at another accredited postsecondary institution may be evaluated for transfer to a Carrington program if a grade of C or better was earned and the coursework was completed within the previous 10 years. Carrington may accept up to 30 credit hours in transfer. Students must complete at least 50 percent of the program requirements at Carrington to earn a certificate or degree.

Carrington evaluates transfer credit on an hour-by-hour basis for acceptance toward Carrington program requirements. Transfer credit is not granted for senior projects, career development or capstone courses. In most cases, Carrington does not accept prior credit in transfer to programs delivered in a modular format. Exceptional circumstances may be evaluated on an individual basis.

Official transcripts documenting coursework must be provided prior to the start of classes for which transfer credit is requested. If official transcripts are not provided prior to the start of classes, students must complete the required course(s). Carrington may require further documentation, such as course descriptions and program outlines, to complete the transfer credit evaluation. Students and sponsoring agencies will be notified of the transfer credit evaluation outcome. The College maintains a record of all transfer credit evaluations and keeps transcripts received for evaluation in the student’s record. These transcripts become the property of Carrington College and are not copied or forwarded to other institutions.

Articulation Agreements
Carrington College has established articulation agreements with other academic institutions. The list of institutions is available from the Dean of Academic Affairs at each location.

Veterans
Transcripts of all prior education and training completed by veterans and eligible persons must be submitted for evaluation to determine credits earned toward the elected objective. If credit is granted, the program may be shortened. Both the student and the Veterans Administration will be notified of all changes to a veteran student’s program as they occur.

Experiential Learning
Carrington does not grant credit for life experience unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination, Carrington will comply with such regulations. Additional information may be obtained from the campus Enrollment Services Department or Dean of Academic Affairs.
ACADEMIC POLICIES

CREDIT HOURS AND TYPES OF INSTRUCTION
Instruction is delivered on-site and online. Campus-based instruction includes lectures, applications, laboratories, and externships. In online courses, contact hours occur when students access courses through the online delivery platform. Online courses also require substantial independent study in addition to meeting online course interaction requirements.

Carrington College delivers courses in a term or semester format. Credit hours listed in this catalog are semester hours as defined by the National Center for Education Statistics. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or externship. The formula for calculating semester credit hours is:

\[
\text{Total Semester Credit Hours} = \frac{\text{Lecture hours}}{15} + \frac{\text{Laboratory hours}}{30} + \frac{\text{Practicum or externship hours}}{45}
\]

A class hour consists of 50 minutes of instruction, lab, applications, clinical experience, or externship. There is a 10-minute break for every 50-minute class.

Many courses include a combination of lecture and laboratory hours as well as modalities. Each course syllabus details the lecture, laboratory and practicum or externship hours and out-of-class learning activities required to successfully complete the course. Students should expect to complete an average of six hours of out-of-class work for each semester credit hour of every course. Out-of-class learning activities may include, but are not limited to, required reading assignments, preparation for class activities, conducting research associated with homework assignments, completion of homework assignments, examination study and preparation activities, classroom presentation preparation, and any other activities related to preparation for instructional engagement. Carrington College reviews and assesses curricula quality and appropriateness on an ongoing basis. Utilizing faculty and subject matter experts paired with student input and Advisory Board review, this process determines the viability of the program and its applicability in the modern workplace.

CLASS SIZE
To maintain the College’s high educational standards, an effort is made to keep instructor/student ratios at levels most appropriate for effective education and to comply with state and accreditation standards.

The average class size for online study varies by course. The average student to teacher ratio in the majority of general education courses is less than 30:1. Technical courses typically have a student to teacher ratio of less than 25:1.

DRESS CODE
Students must wear the uniform designated by the College, which is typical of the apparel required in the career for which the student is training. Students must dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or dismissal. Students should refer to the Dress Code section in the student handbook for comprehensive information.

GRADES AND DESIGNATORS
Students are evaluated on an ongoing basis and are regularly apprised of their progress toward successful course completion and graduation. Final grades are calculated to the second decimal and are rounded up to the nearest whole number after .5. Grades for nursing program coursework are not rounded up when final grades are calculated.

Grading Scale
A four-point scale is used to determine academic standing.

<table>
<thead>
<tr>
<th>GRADE Designator</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (C or better)</td>
</tr>
<tr>
<td>EC</td>
<td>Exam Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (below C)</td>
</tr>
<tr>
<td>R</td>
<td>Repeated course</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawal attempted</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal not attempted</td>
</tr>
</tbody>
</table>

Note: Final grades are calculated to the second decimal and are rounded up to the nearest whole number after .5.
**Extra Credit**
Carrington College takes academic integrity very seriously. Thus, no extra credit in any format, including bonus questions, is given to students.

**Other Designators**

**I (Incomplete)**
Required coursework was not completed during the term or semester of enrollment. An “I” can be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the program director.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

All required work must be completed by the established deadline and submitted to the instructor or the grade will be converted to an F.

**TC (Transfer Credit)**
When students have properly applied for and have been granted transfer credits prior to enrollment. The grade of TC is counted as credit hours earned, but does not count as credit hours attempted and is not included in the GPA calculation.

**WN and WA (Withdrawal Not Attempted and Withdrawal Attempted)**
Courses dropped prior to the 10% point of the course result in the designator WN (Withdrawal Not Attempted). The course does not count as credit hours attempted and is not included in the CGPA. For non-term programs, classes started but not completed due to an authorized leave of absence (LOA), will be assigned a designator of WN. In both cases, the designator WN will appear on the transcript. Tuition is reversed and Title IV funds are returned to the lender.

The designator of WA (Withdrawal Attempted) appears on the transcript of students who officially withdraw from a course after 10% of the course and up through 59% of the course is completed. The course counts as credit hours attempted but is not calculated in the CGPA. Tuition for courses with this grade will be reduced to 50% when the student repeats the course.

**EC (Exam Credit)**
Credits awarded for passing a DANTES, CLEP or AP exam, or through ACE military course evaluation, are noted by a designator of EC on the transcript. The designator of EC is counted as credit hours earned, but does not count as credit hours attempted. The EC designator is not included in GPA calculations.

**R (Repeated course)**
For non-term programs, an R signifies that an earned grade was not counted in the GPA. Repeated courses may impact students who are receiving certain forms of financial assistance. Students who plan to retake a previously passed course should contact Student Finance to determine if their financial aid will be affected prior to registering for the course.

**AU**
The designator of AU has no grade point value and, therefore, is not included in GPA calculations. This designator is used only to track successful completion of an audited course.

**AUDIT POLICY**
An audited course is one in which the attendee does not earn credit toward a Carrington College degree or certificate. Audit credits do not count toward graduation or full-time status, and audited courses are not used in the determination of continuous enrollment. Auditing a course can help individuals refresh knowledge and skills in their career fields or prepare students to demonstrate knowledge and competencies that are required for re-entry or re-enrollment in Carrington College. Enrolled students who need to repeat a course may elect to audit its pre-requisite courses. And, on a limited basis, prospective students can audit a course to explore career education offered by Carrington College. Course audits are subject to seat availability at the time of the request.

To obtain approval to audit a course, a detailed written request must be provided to the Campus Executive Director. Upon receipt of that approval, the student must obtain written approval from the campus Dean and the Program Director before enrolling. An Audit Student Success Plan (ASSP) will be created by the instructor of the class being audited and the student, and the plan must be approved by the Program Director prior to the start of class. The ASSP includes written standards for demonstrating competencies for both didactic and clinical skills and specifies professionalism and/or behavior issues that must be addressed.

A signed waiver is required from audit students prior to their participation in any lab or clinical instruction involving hands-on or invasive procedures. (Hands-on procedures include, but may not be limited to, massage, palpation or other physical contact with faculty, student or patients. Invasive procedures are defined as medical procedures that enter the body, usually by cutting or puncturing the skin or by inserting instruments into an anatomical opening.)

A signed waiver is required from all regularly enrolled students prior to participating in any lab or clinical instruction involving invasive or hands-on procedures with an audit student. Students should refer to the Auditing a Course section in the student handbook for comprehensive information.

**ACADEMIC AND EMPLOYABILITY PROBATION**
Students must meet academic requirements and employability standards defined for their program of study. When Carrington determines that a student has failed to meet academic standards, maintain satisfactory academic progress, or meet employability performance standards, the student will be placed on probation and notified in writing of the terms of the probation. Carrington is committed to supporting students to improve their performance. Failure to meet the terms of probation may result in dismissal.
SATISFACTORY ACADEMIC PROGRESS

All students must demonstrate satisfactory academic progress (SAP) toward completing their program of study by meeting Carrington’s established standards. Satisfactory academic progress is a measure of students’ qualitative and quantitative progress as defined below. Evaluation takes place at the end of each payment period. For the Massage Therapy program evaluation takes place at the end of each term. A payment period can be between 4 and 20 weeks in length depending on the structure of the program. If a student falls below the quantitative and/or qualitative requirements at any review point during their enrollment, the defined steps below will be needed to be followed in order to meet the requirements of graduation.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA).

Quantitative Evaluation: Students are expected to complete their program in 150 percent of the timeframe established for completion. Therefore, at each evaluation period the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

• End of the first payment period – all students are required to successfully complete a minimum of 50% of all credits attempted in the first payment period.

• End of all subsequent payment periods – all students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each subsequent payment period.

Satisfactory Academic Progress Requirements

<table>
<thead>
<tr>
<th>CHECKPOINT</th>
<th>QUALITATIVE</th>
<th>QUANTITATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Payment Period/Term*</td>
<td>2.0 CGPA</td>
<td>Earned 50% of all credits attempted</td>
</tr>
<tr>
<td>End of all Subsequent Payment Periods/Terms</td>
<td>2.0 CGPA</td>
<td>Earned 66.7% of all credits attempted</td>
</tr>
</tbody>
</table>

Note: The term is the payment period for all programs except Massage Therapy.

*Students utilizing Veterans education benefits should be aware that benefit payments will not extend beyond 100% of the program length. Please see your Student Finance Representative for additional information.
Step 1 – Academic/Financial Aid Warning Status: The first time a student fails to meet the quantitative and/or qualitative requirement at the end of a payment period, the student will be placed on “Academic/Financial Aid Warning” status until the next evaluation point. Students remain eligible for financial aid during this period. If, at the next review point, the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet the quantitative and/or qualitative requirement, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. An appeal can be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, the student will be withdrawn from school.

Step 2 – Academic/Financial Aid Probation Status: In order to remain in school, the student will need to complete an appeal. If the appeal is approved, an individualized academic improvement plan will be created. Once the student agrees to meet the requirements of the plan, the student will be placed in an “Academic/Financial Aid Probation” status. Students remain eligible for financial aid during this period. If at the next review the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet the requirements of the academic improvement plan, the student will be withdrawn from school and placed on financial aid suspension.

Maximum Coursework Allowed
Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

Satisfactory Academic Progress
Determination Appeals
Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Dean of Academic Affairs within 10 days of notification. If the appeal is considered justified, the student’s status will be re-evaluated by an Academic Appeals Board. Students will receive an appeal determination in writing within 15 business days.

Incompletes and Satisfactory Academic Progress
A designator of “I” signifies that required coursework was not completed during the standard length of the course. The designator of “I” does not count as credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director or Dean of Academic Affairs.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

For on-site courses, all required work must be completed and submitted to the instructor by Friday of the first week of the subsequent term or semester, unless the instructor requests an extension and the Dean of Academic Affairs grants that extension. The “I” must be converted to a letter grade by Wednesday of the second week of the term or semester. If course requirements are not satisfied by the deadline, the “I” must be converted to a grade of “F”. Once the final grade has been awarded, the course is counted as credit hours attempted and calculated into the CGPA. At this point the grade applies toward SAP.

In an online course, when students receive an “I” or incomplete, the course is not counted as credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director or Dean of Academic Affairs.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

All required work must be completed and submitted to the instructor by Friday of the second week of the subsequent term or semester to receive a final grade, unless the instructor requests an extension and that extension is approved by the Academic Dean of the home campus. The “I” must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required timeframe the “I” is converted to an “F”. Once the final grade has been awarded, the course is counted as credit hours attempted and the grade is calculated into the CGPA. At this point the grade applies toward SAP.

Course Repeats and Satisfactory Academic Progress
Students who earn a “D” or “F” in a course in their program major, or an “F” in a general education course, must repeat the course. Students who receive a “D” or “F” in two technical courses may be dismissed. The grade of “D” is considered passing in COL105 and CDV198.2. In general education courses a grade of “D” is considered minimal passing, and students may repeat the course. A cumulative grade point average (CGPA) of 2.0 must be achieved. When a course is repeated the original grade remains on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation.

Repeated coursework may affect students’ eligibility for Title IV funding. Students requiring repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length, and academic progress.
Non-Credit Courses and Satisfactory Academic Progress
Carrington College does not offer non-credit coursework.

Transfer Credit and Satisfactory Academic Progress
Carrington College evaluates transfer credit on an hour-by-hour basis for acceptance toward Carrington College program requirements. Credit earned at another accredited postsecondary institution may be evaluated for transfer to a Carrington College program if the student achieved a grade of “C” or better.

- Coursework must have been completed within 10 years of the time of enrollment at Carrington College
- Science-related general education courses must have been completed within five or seven years, depending on the program, prior to enrollment at Carrington College

Transfer courses are assigned a “T” designation and are not calculated in the CGPA; however, they are counted as credits attempted for purposes of SAP calculations.

Veterans Benefits and Satisfactory Academic Progress
Carrington College notifies the Department of Veterans Affairs (VA) when students are placed on “Academic/Financial Aid Warning” status. Students remain eligible to receive veterans educational benefits while on warning status. If at the end of the warning period, students have not returned to good standing, they must submit an appeal to prevent dismissal. If the appeal is approved, students are placed on “Academic/Financial Aid Probation” and remain eligible to receive benefits during the probation period. If after the end of the probation period the students’ academic progress remains below graduation requirements, veterans’ educational benefits shall be terminated. Students should refer to the Veterans Benefits and SAP section in the student handbook for comprehensive information.

Appeals for Reinstatement
Students who are dismissed due to failure to meet Satisfactory Academic Progress standards may reapply after six months from the last day of attendance. Previous SAP standing will be taken into account as the application is reviewed.

Appeals for Reinstatement must be made in writing. Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of the College, additional materials may be required to support the appeal. The Academic Appeals Board will review the request and supporting materials. Students will be notified of the Board’s decision in person and/or in writing. All decisions made by the Appeals Board are final.

Students readmitted after being withdrawn from school because of failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on probation for one term during which no financial aid will be disbursed. Students who fail a course during this probation period are dismissed with no further right to appeal.

Carrington College may readmit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Academic Dean and may be able to resume studies and regain financial aid eligibility.

ADD/DROP PERIOD
Students may drop courses at any time. For courses dropped prior to the 10 percent point of the term, the designator WN (withdrawal not attempted) appears on the transcript. Tuition is reversed and Title IV funds are returned to the lender.

The designator WA (withdrawal attempted) appears on the transcript of students who officially withdraw from a course after 10 percent and up through the 59 percent point of the term. These students are charged 50 percent of the course tuition for the dropped course. Carrington issues refunds to students who completely withdraw from all courses in this time frame.

Students who withdraw after completing 59 percent of the course receive a grade of F and are charged full tuition for the course.

COURSE WITHDRAWALS
The designator WA (withdrawal-attempted) appears on the transcript of students who withdraw after attending more than 10 percent of a course. Credits count as credit hours attempted and 0 grade points are computed in the CGPA. If a student withdraws from a course not started, or has attempted less than 10 percent of the course, the designator WN (withdrawal not attempted) is recorded. No grade points are awarded and the course is not calculated in the GPA.

DETERMINATION OF OFFICIAL WITHDRAWAL
Students are expected to return to school at the beginning of each term of their enrollment. Failure to return to school results in dismissal.

LEAVES OF ABSENCE
Students may request a leave of absence (LOA) in emergency situations only, and only for a limited amount of time. A leave will be considered only if a student is in good standing academically and has completed at least the first six weeks of school. All on-campus LOAs must be approved by the Program Director and Dean of Academic Affairs. All LOAs for online students must be approved by the Dean of Online Academics. An LOA may be denied if the student is on probationary status or if rescheduling missed courses is not possible. Students should refer to the Leaves of Absence section in the student handbook for additional information.
ATTENDANCE POLICY

All programs except Massage Therapy
Regular attendance is essential to academic success. Students in campus-based courses must attend two-thirds of each class session to receive credit for attendance. Absences may not exceed 15% of the total hours that a course meets. Students who miss 15% of the total hours may be required to meet with the Program Director responsible for the particular course and are notified of the possible consequences of additional absences, up to and including dismissal. One additional absence above the 15% threshold may result in the student’s grade dropping by one letter grade. A second absence that exceeds the 15% threshold may result in the student earning a grade of F for the course.

Regular attendance/participation is essential in online courses as well. Student attendance is tracked and recorded on a course-by-course basis, and defined by logging in and completing a minimum of one academically related event per week. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial, or participating in computer-assisted instruction. Student grades, however, are dependent on the completion of, and points earned for, each assignment, academically related event and final exam.

Students will be withdrawn from individual courses or the College for excessive absence. Students will be automatically withdrawn if there is no attendance during a maximum period of 14 consecutive calendar days. Both on-ground and online students are responsible for tracking their absences. Students should refer to the Attendance Standards section in the student handbook for additional information.

Massage Therapy Program
Regular attendance is essential to academic success. Students in the Massage Therapy program must attend each class session to receive full credit for attendance. Absences may not exceed 10% of the total hours that a course meets. Students who miss 10% of the total hours will be required to meet with the Massage Therapy Program Director and are notified of the possible consequences of additional absences, up to and including dismissal.

Students will be withdrawn from individual courses or the College for excessive absence. Students will be automatically withdrawn if there is no attendance during a maximum period of 14 consecutive calendar days. Both on-ground and online students are responsible for tracking their absences.

TARDINESS

All programs except Massage Therapy
On-site students arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break or who are unprepared to begin class are considered tardy. Four tardies in a course is equal to one absence and will be added to accrued absences as specified in the attendance policy.

Massage Therapy Program
Massage Therapy students arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break or who are unprepared to begin class are considered tardy. All tardies contribute to the 10% threshold of total allowable hours missed per course as specified in the Massage Therapy program attendance policy.

EXCUSED/UNEXCUSED ABSENCE AND MAKE UP POLICY

Massage Therapy Program
Absences, excused or unexcused, that are not made up and total more than 10% of the course hours, or more than 10% of the total program hours, may result in immediate dismissal from the program. Excused absences may consist of military service, hospitalization, illness, and family emergencies. Documentation may be required to support an excused absence. Students may be allowed to make up missed work for excused absences. At the discretion of the instructor and/or Program Director, students may be allowed to make up coursework for unexcused absences. Excused remain on the student’s academic record.

CODE OF CONDUCT

Carrington College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. Students are required to follow rules and standards similar to those practiced in an office or hospital environment. Violation of the code of conduct, which can be found in its entirety in the student handbook, may lead to probation or dismissal from school. Carrington reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Students must comply with all College policies including, but not limited to those related to, tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress and payment. Students who fail to comply with College policies may be withdrawn from their program. Tuition will be refunded in accordance with the College’s refund policy. Students should refer to the Code of Conduct, Sanctions, Hearing Panel, Interim Suspension and Appeals sections in the student handbook for comprehensive information.
GRADUATION REQUIREMENTS

GRADUATION
Students must meet each of their program competencies and complete their program major classes with a minimum grade of C in each class to be eligible for graduation. Some programs require that students pass a comprehensive final examination to graduate. A CGPA of 2.0 must be achieved for all general education courses taken. Students must satisfactorily fulfill all financial obligations to the College to graduate. Diplomas are not issued until all financial obligations to Carrington College are fulfilled.

Additional Online Requirements
In addition to completing the graduation requirements above, students must submit completed Career Services forms at the end of the program to receive their diploma.

Ceremonies
Graduation ceremonies take place annually. Students who have completed graduation requirements within that one-year period are eligible to participate. All graduates are encouraged to participate in official Carrington College ceremonies. Online students may attend a graduation ceremony at the campus of their choice. Carrington does not reimburse any expenses students incur to attend the graduation ceremony. Students receive graduation eligibility notices by mail and should maintain current name-and-address records.

ACADEMIC CONFERRALS

Certificate of Achievement
Some programs culminate in a Certificate of Achievement that is awarded upon successful completion of all required coursework, fieldwork, and/or clinical rotations. At least 50 percent of the total required credits must be earned at Carrington.

Associate of Science Degree
All Carrington College programs except Massage Therapy can culminate in an Associate of Science degree that is awarded upon successful completion of all required course work, fieldwork, and/or clinical rotations. (Graduates of the Massage Therapy program can earn an Associate of Science degree by satisfying the Health Studies online degree-completion program requirements. These students will be awarded a degree in Health Studies.) At least 50 percent of the total required credits must be earned at Carrington to qualify for an associate degree.

TRANSFERS TO OTHER EDUCATIONAL INSTITUTIONS

Notice concerning transferability of credits and credentials earned at our institution:
Acceptance of credit earned at Carrington College is always at the sole discretion of the receiving school and generally depends on comparability of curricula, comparability of accreditation, and other academic policies. The College makes no representation concerning the transferability of credit earned at Carrington to any other institution. Students must contact the receiving institution to determine what credits, if any, will be accepted.
Tuition and fees vary by program and between technical and general education courses; see tuition table. Details are provided on tuition addenda provided to each student upon enrollment. Tuition is due in full prior to the start of classes unless deferral arrangements have been made. Fixed Tuition Promise is available for Carrington College students who remain active and in good standing for the duration of their program. Students who withdraw or are withdrawn from school and are not reinstated within 180 calendar days from the last date of attendance are subject to a tuition increase. The tuition rate for active duty military personnel is $250 per credit hour. Students requiring repeat work will be charged additional tuition at the prevailing tuition rate; repeated coursework will extend the program length and total cost. Textbooks may be purchased from another source, but they must be those required by Carrington and in the student’s possession for use on the first day of classes.

Registration fee – A $100 fee is due upon notification of acceptance. (This fee is waived for Carrington graduates who re-enroll for associate degree completion.)

Student-services fee – A one-time non-refundable fee, to cover expenses such as those associated with library enhancements; computer hardware and software upgrades; use of, and enhancements to, labs and printers; student activities and services; and graduation. The $75 or $150 fee is program-dependent and is specified in the tuition chart that follows.

Technical fee – This $80 per-online-course fee is non-refundable once the student starts the online course. The fee covers electronic resources included in the eCollege online course shell, which provides access to the electronic textbook and may also include tutorials, simulations, study guides and other interactive study materials. (Applicable to online courses only.)

Electronic book (eBook) fee – A per eBook fee of $60 is attached to the course in which it is first required. There is no refund for the eBook once the student starts the course.

Bundled electronic book (eBook) fee – A onetime fee charged for the access key provided in order to download all eBooks required for the program. This bundled fee is calculated at $60 per eBook. This bundled eBook fee, determined by program, is refundable per Schedule 1 or 2 as listed in the cancellations and refunds section of this catalog.

Electronic equipment fee – This fee covers an electronic tablet assigned by Carrington College as required by program.

Background Check and Drug Screening – For programs requiring such screenings, the cost ranges between $106 and $331 and is dependent on the program.

Uniforms – A $40 fee is charged for uniforms; requirements vary by program.

Transportation, meals, health care and personal expenses to off-campus clinical facilities are not included in the calculation of annual student costs. These expenses will vary according to individual student needs.
OTHER COSTS
These costs pertain to all programs unless otherwise noted.

Print-on-demand—For students who want printed textbooks as well as eBooks, black and white, soft-cover printed versions of certain program eBooks are available for an additional charge.

Nonsufficient Funds—A $25 fee is charged for each check returned for any reason.

Official Transcripts—A $5 fee is charged for each official transcript request.

Duplicate Diploma—A $15 fee is charged for duplicate diplomas.

Physical Exam—A physical examination is required for some programs; the cost for physical examination services provided through Carrington will not exceed $1,696.
## Tuition & Fees

Effective March 4, 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate</td>
<td>$427 $4866 $1,235 $15,444.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Certificate–Hybrid</td>
<td>$427 $371 $4866 $1,955 $26,181.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Degree</td>
<td>$427 $371 $4866 $1,955 $26,181.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Certificate (42-week version)</td>
<td>$465 $4866 $875 $20,168.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Certificate–Hybrid (42-week version)</td>
<td>$453 $4436 $875 $19,551.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Certificate (36-week version)</td>
<td>$525 $4866 $875 $19,697.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Certificate–Hybrid (36-week version)</td>
<td>$525 $4866 $875 $19,697.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Degree–Non-Science Emphasis</td>
<td>$465 $371 $4866 $1,515 $29,712.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Degree–Non-Science Emphasis</td>
<td>$525 $371 $4866 $1,515 $29,241.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Degree–Science Emphasis (San Jose)</td>
<td>$465 $371 $4866 $6797 $2,430 $45,320.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Degree–Science Emphasis (Sacramento)</td>
<td>$525 $371 $4866 $6797 $2,430 $44,849.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Hygiene Degree</td>
<td>$894 $4,444 $59,872.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Studies (online degree completion)</td>
<td>$371 $1,060 $14,416.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>$302 $4866 $1,450 $12,086.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Certificate</td>
<td>$491 $4866 $1,115 $18,781.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Certificate–Hybrid</td>
<td>$491 $486 $1,115 $18,781.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Certificate–Online</td>
<td>$377 $4866 $1,135 $14,925.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Degree</td>
<td>$491 $371 $4866 $1,755 $28,325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Degree–Online</td>
<td>$377 $371 $4866 $1,775 $24,469.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Includes registration and applicable student-services, bundled electronic book, electronic book and electronic equipment fees; tuition, textbooks, required program supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use tax.

2 This program has a $75 student-services fee.

3 This program has a $150 student-services fee.

4 Includes background check and drug screen fee

5 Does not include physical exam fee

6 Includes BVNPT License Application Fee, BVNPT Live Scan fee, Live Scan processing fee

7 General education tuition rate for science-based courses

8 General education tuition rate for CDV 198.2

9 This program has differing per credit hour costs for online and on-ground courses.

continued on next page
**Tuition & Fees** Effective March 4, 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical</th>
<th>General Education</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting Certificate</td>
<td>$484</td>
<td>$486</td>
<td>$935</td>
<td>$18,363.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate–Hybrid</td>
<td>$484</td>
<td>$371</td>
<td>$1,575</td>
<td>$27,907.00</td>
</tr>
<tr>
<td>Medical Assisting Degree</td>
<td>$484</td>
<td>$371</td>
<td>$1,575</td>
<td>$27,907.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$497</td>
<td>$486</td>
<td>$1,175</td>
<td>$19,045.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate–Hybrid</td>
<td>$497</td>
<td>$486</td>
<td>$1,175</td>
<td>$19,045.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate–Online</td>
<td>$377</td>
<td>$486</td>
<td>$1,135</td>
<td>$14,925.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Degree</td>
<td>$497</td>
<td>$371</td>
<td>$1,815</td>
<td>$28,589.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Degree–Online</td>
<td>$377</td>
<td>$371</td>
<td>$1,775</td>
<td>$24,469.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$485</td>
<td>$486</td>
<td>$995</td>
<td>$18,457.00</td>
</tr>
<tr>
<td>Pharmacy Technology Degree</td>
<td>$485</td>
<td>$371</td>
<td>$1,635</td>
<td>$28,001.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant Degree</td>
<td>$624</td>
<td>$371</td>
<td>$2,721</td>
<td>$46,725.00</td>
</tr>
<tr>
<td>Registered Nursing LVN to RN Certificate</td>
<td>$1,684</td>
<td>$1,435</td>
<td>$37,641</td>
<td></td>
</tr>
<tr>
<td>Registered Nursing LVN to RN Degree</td>
<td>$1,684</td>
<td>$1,435</td>
<td>$37,641</td>
<td></td>
</tr>
<tr>
<td>Respiratory Care Degree</td>
<td>$555</td>
<td>$371</td>
<td>$3,346</td>
<td>$53,314.00</td>
</tr>
<tr>
<td>Surgical Technology Certificate</td>
<td>$603</td>
<td>$371</td>
<td>$1,453</td>
<td>$37,030.00</td>
</tr>
<tr>
<td>Surgical Technology Degree</td>
<td>$603</td>
<td>$371</td>
<td>$2,013</td>
<td>$45,381.00</td>
</tr>
<tr>
<td>Veterinary Technology Degree</td>
<td>$570</td>
<td>$371</td>
<td>$2,150</td>
<td>$34,166.00</td>
</tr>
<tr>
<td>Vocational Nursing Certificate</td>
<td>$634</td>
<td>$371</td>
<td>$1,903</td>
<td>$36,139.00</td>
</tr>
<tr>
<td>Vocational Nursing Degree–Non-Science Emphasis</td>
<td>$634</td>
<td>$371</td>
<td>$2,463</td>
<td>$44,490.00</td>
</tr>
<tr>
<td>Vocational Nursing Degree–Science Emphasis</td>
<td>$634</td>
<td>$371</td>
<td>$3,783</td>
<td>$58,918.00</td>
</tr>
</tbody>
</table>

1 Includes registration and applicable student-services, bundled electronic book, electronic book and electronic equipment fees; tuition, textbooks, required program supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use tax.

2 This program has a $75 student-services fee.

3 This program has a $150 student-services fee.

4 Includes background check and drug screen fee

5 Does not include physical exam fee

6 Includes BVNPT License Application Fee, BVNPT Live Scan fee, Live Scan processing fee

7 General education tuition rate for science-based courses

8 General education tuition rate for CDV 198.2
Scholarships

Carrington High School Scholarship
Graduating high school seniors or those who have graduated high school during the most recent academic year may be eligible for the Carrington High School Scholarship of $1,000 to apply toward tuition. Scholarship applicants must meet the following criteria to qualify:

- Satisfy Carrington admission requirements
- Submit high school transcripts evidencing a CGPA of 2.0 or better on a 4.0 scale
- Maintain a CGPA of 2.0 or better on a 4.0 scale for continued eligibility
- Begin classes by December 31
- Submit the following by the published deadline:
  - completed scholarship application
  - a 50-150 word essay about why the student is interested in a career in the chosen field
  - two letters of recommendation

Scholarship awards may not exceed tuition charges and will be applied directly to those charges. In the event that a student's tuition charges are less than the scheduled scholarship award, the scholarship will be reduced to the amount of the tuition charge. In the event of early withdrawal, the scholarship award will be limited to the same percentage of tuition earned in accordance with the college's refund policy. The deadline for submission of scholarship applications and accompanying materials is September 30 of the graduation year.

Imagine America Scholarship
Carrington participates in the Imagine America Scholarship Program. Each year, thousands of students are awarded $1,000 scholarships to attend one of the more than 500 participating career colleges across the country. Information about the Imagine America Scholarship Program is available from high school guidance offices and Carrington Student Finance offices.

Financial Responsibility
Students who obtain loans are responsible for full repayment of those loans. The loans must be repaid even if students do not complete the educational program or are not employed after completing the program. Students who fail to repay a loan are considered to be in default. Default on a student loan may result in the loan becoming immediately due and payable, withholding of federal and state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and reporting of the default to a national credit bureau.
Applicants not accepted for admission to Carrington College are entitled to a refund of all monies paid. Applicants may cancel their enrollment without penalty at any time prior to midnight of the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session. Cancellation requests must be addressed to the Registrar, Executive Director or Academic Dean. The notice need not take a particular form but must be signed and dated, show that the applicant no longer wishes to enroll and include the student’s contact information (name, address, phone number, email address).

Cancellation requests may be hand delivered or submitted by US Mail, email, or fax. If submitted by US Mail, the cancellation is effective on the date postmarked.

Subject to certain limitations, payments made by the student will be refunded within 30 days following receipt of the notice of cancellation. However, students will be charged for textbooks, uniforms, supplies and electronic equipment unless they are returned in unused condition. Students who cancel their enrollment during the cancellation period receive a refund for their bundled electronic book fee. Electronic equipment provided to the student must also be returned in its original unopened packaging within the cancellation period. Students returning opened electronic equipment in working condition with the Find My Phone function disabled will receive a 30% refund of their electronic equipment fee if the return is made by the end of the students’ first term. See Student iPad mini™ User Agreement for specific requirements for electronic equipment. To withdraw from school after attending classes, students must notify the Registrar or Executive Director. Withdrawal is complete when the student has notified the designated official. Students who withdraw are responsible for all outstanding financial obligations. In addition, those receiving federal student loans must complete an exit interview prior to withdrawing.

Carrington Refund Policy

Tuition charges for the enrollment period are based on the student’s last day of attendance and the resulting percentage of the enrollment period completed. (Enrollment period is defined as a semester, quarter, term or other period in which charges are assessed.) Students completing more than 60% of the enrollment period will be charged 100% of the tuition for the enrollment period. Tuition earned by Carrington is determined by dividing the number of calendar days elapsed from the start date to the last day of attendance by the number of calendar days in the enrollment period. The refund shall be the amount the student paid in excess of the tuition earned by Carrington less additional charges for registration fees, student services fee, textbooks, bundled electronic book fee, supplies, and electronic equipment fees. If the student fails to return textbooks, uniforms, supplies or electronic equipment, the college may retain a portion of any payment made by the student to cover the cost of any unreturned items. Refund amounts for the bundled electronic book fee after the cancellation period are shown on the refund schedules on the next page.
Refund calculation examples are available from the Student Finance office upon request. When state refund policies differ from Carrington's refund policy, the student receives the more favorable refund. All refunds are calculated according to the last documented date of attendance and issued within 30 days of the withdrawal notification date (15 days for Nevada students); the date Carrington determines the student is no longer enrolled (whichever is earlier); or as otherwise required by applicable state and/or federal regulations. For a student who fails to return from an authorized leave of absence, the withdrawal date is the student’s last date of attendance.

In the instance where a student authorized the institution and has a credit balance that is not owed to Federal Title IV funds, the institution will refund the excess funds in the order that most benefits the student.

Federal Return of Funds Policy
According to federal regulations, a federal refund calculation must be performed if a student receiving financial aid withdraws completely from all classes after the start of the enrollment period.

Length of enrollment is equal to the number of calendar days, including weekends and holidays, in the periods in which the student was registered. Breaks of five days or more are excluded.

The withdrawal date is the date the student begins the official withdrawal process – electronically, in writing, in person or by telephone, whichever is earlier – or otherwise officially notifies the institution of his/her intent to withdraw. For students who withdraw without notification, the school may use either the last date of academic attendance or the midpoint of the enrollment period as the withdrawal date. Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

Return of funds is calculated as follows:

- If the student’s percentage of enrollment period completed is greater than 60 percent, the student has earned – and must repay – 100 percent of the federal aid received.
- If the student’s percentage of enrollment period completed is 60 percent or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.

Federal aid refunds are distributed in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Perkins Loan*
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants, and/or private or other institutional aid
9. To the student

* Carrington College may not make Federal Perkins Loans to new borrowers after September 30, 2015. Please see Student Finance for questions and details about the Federal Perkins Loan.
Admission and Testing
Applicants must demonstrate that they can benefit from Carrington academic programs by passing an entrance examination or demonstrating academic ability from previous degree completion. Admission representatives work closely with prospective students to help them select an appropriate course of study and to determine if they are reasonably motivated to succeed. Financial aid availability, transportation, childcare, and other relevant personal factors are also addressed.

Orientation
Each Carrington student attends a two-part orientation. During the first portion, students are introduced to the College’s philosophy, policies, operational procedures, and academic and student services’ resources. During the second part, students meet with the Program Director and faculty to become acquainted with the specific policies, procedures, and personnel in their chosen program.

Student Advising
Carrington faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Instructors, program directors, and the Dean of Academic Affairs or Executive Director are available to consult with students who are having difficulty with their studies. Students are urged to take advantage of this valuable extra assistance. In addition, referral to outside support agencies is provided to students who have personal or family problems.

Housing
Carrington does not provide student housing. There are rental apartment complexes within a 10-mile radius of all campus locations.
Student Success Center
Carrington College’s Library Services and Tutoring Services have merged to form the new Student Success Center (SSC). This new environment has all previous resources and new benefits focused around student needs. The SSC aligns with the mission of the school, providing new and exciting learning opportunities to students. Included are all library services combined with tutoring, student services, and specialized support to accommodate student needs at each campus. In addition, referral to outside support agencies is provided to students who have personal or family problems. Students should refer to the Student Success Center section in the student handbook for comprehensive information.

Online/Internet Policy
Internet access may only be used for lawful purposes. Transmission is prohibited of any material that is disruptive or is in violation of federal or state regulations. Carrington College also prohibits the transmission of any material containing ethnic slurs, racial epithets or anything that may be viewed as harassment of the others based on race, national origin, gender, age, disability or religion. Students may not download personal information or files onto Carrington College computers. Internet access is not to include the following activities: gambling, shopping, chatting online, spamming, advertising, playing games or downloading software or files not related to school assignments.

Any use of email services that interferes with the college mission, activities and function or does not respect the image and reputation of the college is improper and thereby prohibited. Email users are required to comply with state and federal law, college policies, and normal standards of professional and personal courtesy and conduct. Access to email service is a privilege that may be partially or wholly restricted by the college without prior notice and without consent of the affected email user. Making statement or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene or invasive of another’s privacy is strictly prohibited. Computer technology resources may not be used to transmit junk email, SPAM, pyramid schemes of any kind or chain letters.

Tutorial Assistance
Faculty members are available to provide academic assistance to students on a short-term basis. Should longer-term assistance be required, student peers who are doing well in a given program are sought to provide additional help.

Study Groups
The College designates campus locations for student interaction. Instructors often suggest formation of study groups for peer-to-peer tutorial and study sessions.

Student Records
All students’ educational records are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act (FERPA) of 1974, the school will not release educational records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent or legal guardian. The Registrar maintains student records and schedules and provides students with end of term grade reports, transcripts (on written request), and verification of college status letters. During a student’s enrollment, Carrington maintains records that include admission and attendance information, academic transcripts and other relevant data. This information is kept two years (three years for veterans’ affairs records) after the student is no longer enrolled. Students have the right to review their academic records, including grades and attendance. Students who wish to review their files must submit a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. Copies may be provided to the student at the student’s expense. Permanent student records include admission information and academic transcripts. Transcripts of academic records are maintained electronically and are retained permanently.

Transcripts
Official transcript requests must be submitted to the Registrar in writing with the accompanying fee. Processing can take up to 30 days. Official transcripts are not issued until all financial obligations to Carrington are fulfilled.

Externships, Clinical Rotations, and Fieldwork
All health programs require an externship, clinical rotation, and/or fieldwork experience in a program-appropriate work location. Students will not receive compensation for clinical or externship experience. See specific program descriptions for externship or clinical experience policies.

Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours for their externship, clinical rotation, and/or fieldwork experience. Carrington does not work with third-parties that discriminate based on gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability for externships or graduate employment. Students should refer to the Externship and/or Clinical Rotation section in the student handbook for comprehensive information.

Career Services
Carrington works with every student on job-search strategies, job-market orientation, resume writing, and interviewing techniques. Career Services are available to all active students and graduates without charge. Success in securing employment depends on the graduate’s efforts and motivation, as well as on educational performance. Carrington College does not guarantee employment, nor does it guarantee employment within specific salary ranges or in specific areas. Students should refer to the Career Services section in the student handbook for comprehensive information.
Family Educational Rights and Privacy Act (FERPA)
Carrington complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act protects the privacy of students’ education records, establishes students’ rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading information through informal and formal hearings.

Carrington’s policy on releasing student-related information explains school procedures for complying with the Act’s provisions. Copies of the policy are distributed annually, are available in the student handbook, and may be requested from campus administration.

Nondiscrimination Policy
Carrington College is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available. Carrington College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. The Office of Student Disability Services - which can be reached by email at ADACarrington@carrington.edu, or at 866 933 8661, option 3 - can provide additional information about this policy and assistance with accommodation requests during the admission process or after enrollment. Students should refer to the Americans with Disabilities Act, Policy against Harassment and Discrimination and General Information sections in the student handbook for comprehensive information.

Title IX Compliance
Carrington College’s Title IX coordinator is responsible for the school’s overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. The Title IX Coordinator’s contact information is listed below; questions about the application of Title IX and the school’s compliance with it should be directed to this individual. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in this catalog.

Ms. Mikhel Kushner
Associate Title IX Coordinator
Devry Education Group
630 515 5440
mkushner@devrygroup.com

Mark Ewald
Title IX Coordinator
Senior Director, Ethics and Compliance Services
Devry Education Group
630 353 1437
mewald@devrygroup.com

Background Check
Students may be required to undergo a criminal background check when required by the state in which they attend school and/or when required by a Carrington clinical affiliate where the student is training.

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to background checks.

Registration for select Carrington College programs is dependent on successful completion of a background check, because individuals convicted of a crime may be unable to obtain certification, licensure or employment. Similarly, participation in externships and clinical experience may require successful completion of a background check. Students who falsify background information may be withdrawn from their program by the College. These students, as well as those not permitted to register due to unfavorable background-check results, are entitled to tuition refunds as determined by the Cancellation and Refund Policy on page 106.

Commitment to Drug-Free Schools
Carrington complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on school property. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and school disciplinary action. The College is committed to providing a productive and safe learning environment for all students.

In accordance with this goal the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, breath and/or urine samples, upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any) and any representative or agent of a clinic, laboratory and/or hospital involved in sample collection, testing, evaluation, reporting and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers and appropriate governmental agencies. Refusal to comply with an investigation or a positive test result may be grounds for disciplinary action, which may result in dismissal.

Some Carrington College programs require students to undergo a preadmission drug screen urinalysis. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months. Candidates whose test comes back
positive for prescription medications may present to the screening agency a copy of the prescription to ensure that findings are consistent with the prescribed dosage. In such cases, applicants may pursue admission.

In addition, Carrington College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct, or because of drug screen requirements of Carrington’s clinical affiliates.

Student Health Information
Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections. (See program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and are required to take standard precautions at all times to minimize risk of exposure to communicable diseases such as hepatitis, tuberculosis and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another. When such classroom practices are a required part of the curriculum, students are required to participate in the activities in order to graduate from the program.

Campus Safety and Security
Carrington complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year. Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school.

The security of all school members is a priority. Each year Carrington publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. This report is available at each campus.

Students with ideas, concerns or suggestions for improved safety are encouraged to share them, without fear of reprimand, with a faculty member or bring them to the attention of the Dean of Academic Affairs or Executive Director. Carrington strives to provide a safe and healthy school environment. Students who have medical conditions that would prevent them from engaging in course activities such as working with radiography or certain chemicals, should contact the accommodation coordinator.

Graduation Rates
Carrington complies with the Student Right to Know Act and annually reports the graduation rate of its certificate and degree-seeking full-time students who have graduated by the end of the 12-month period ending August 31, during which 150 percent of the normal time for graduation from their program has elapsed. This information is available from the Carrington enrollment services staff or the Campus Executive Director.

Media Release
By signing the Enrollment Agreement, all students give Carrington the absolute right and permission to use photographic portraits, pictures, or video of them in character or form, for advertising, art trade, or any other lawful purpose whatsoever.

Plagiarism Prevention
As part of our commitment to academic integrity, Carrington subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

Carrington College Social Media Statement
The social media sites represented on the Carrington College home page (Facebook, YouTube, Twitter, etc.) are produced and maintained by Carrington College. Links to content or other Internet sites should not be construed as an endorsement of the organizations, entities, views or content contained therein. Carrington College is not responsible for the content of those external web sites.

While Carrington College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial or promotion of organizations or programs not related to or affiliated with the college, or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Carrington College’s social media sites.

By submitting content to any of Carrington College’s social media sites, users understand and acknowledge that this information is available to the public, and that Carrington College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Carrington College. Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted, should not post on the social media sites.

Disciplinary Action
Students who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation.

The designated official will report to the student the results of the investigation. The student may respond to the report in writing or orally. After reviewing the student’s response, the administrator
may dismiss the case, give an official warning, or process a formal probation, suspension or expulsion action. Disciplinary action varies by violation.

**Academic Freedom Policy**
Educational institutions exist to transmit knowledge, to contribute to the development of students and to advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Carrington College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Carrington College, above all, seeks to be effective teachers. Although they observe the stated regulations of the institution and design their lectures, labs and other class presentation to conform to institutionally approved curricula, they are given flexibility in presenting the subject matter of their course in a manner which will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to question and seek changes to improve the quality of education.

**Grievance Procedure**
Non-academic complaints should be addressed to the administrator of the department at which the complaint is directed, and/or campus administration.

Academic complaints should first be addressed to the faculty. Academic problems remaining unresolved should then be addressed with the Program Director. If the student is not satisfied with these efforts, the student may pursue a formal review by following the procedure outlined below:

1. Submit a signed, written complaint to the Dean of Academic Affairs or the Dean’s designee describing the basis of the complaint in sufficient detail to allow the Dean to begin an investigation.
2. The Dean or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Dean or designee will confirm completion of the investigation with a written report mailed to the student within five working days of the discussion with the student.
4. If the student is not satisfied with the disposition of the complaint, the student may appeal in writing to the Campus Executive Director within 10 working days of receipt. The appeal letter must include a copy of the written disposition and an explanation why the student is not satisfied with that outcome.
5. The Campus Executive Director will review the report and the student’s appeal and conduct any further investigation necessary, including requesting additional information from the student, Dean or designee.

6. The Campus Executive Director will provide both the student and the Dean or designee a written appeal finding, which will be sent within 10 working days of receipt of the appeal letter. This written decision is the final disposition of the complaint.

Students will not be subject to adverse action as a result of filing a complaint or initiating the grievance process.

Students not satisfied with the final disposition of the grievance may contact the Director, Accreditation and Compliance (who serves as an impartial Carrington representative), DeVry Education Group Complaint Resolution Coordinator, state licensing authority, the College’s accreditor, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at carrington.edu/ccc/student-consumer-info.

For information on procedures for filing grievances with institutional and regulatory agencies, please refer to pages 5-6 of this catalog or on the web at docs.carrington.edu/forms/documents/ComplaintProcessInformation.pdf.

**Licensure and Certification**
Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.
The following pages list Carrington College administrators and faculty by campus.

Magaly T.
Veterinary Technology
CITRUS HEIGHTS 
CAMPUS

Administration

Michelle A Kreuzer-Moore 
Executive Director 
MBA, National University

Brittney Adkins 
Dean of Academic Affairs 
MBA, Keller Graduate 
School of Management

Vanessa Forbes, RVTg 
Veterinary Technology 
Interim Program Director 
MSHeD, Walden University

Kathleen Shanel, DDS 
Gregory Allen, CST 
S MSET

Rachel A 
C 
S 
MBA 
S 
S

Kaysie Markwardt 
Registrar 
AA, Empire Business College

Joanna Klasier 
Career Services Director 
BA, California State University

Amy Mower 
Assistant Enrollment 
Services Director 
MBA, Keller Graduate 
School of Management

Manuel Ramos 
Student Success 
Center Manager 
MA, University of Phoenix

Kathleen Tobin 
Medical Administrative 
Assistant and Medical Billing and Coding Program Director 
BA, Humboldt State University

Rachel Twerner 
Medical Assisting 
Program Director 
Diploma, Coventry University

Catherine Wells, RPhT, CPhT 
Pharmacy Technology 
Program Director 
BS, University of the Pacific

Jackie Long 
Criminal Justice 
Program Director 
MSET, Keller Graduate 
School of Management

Gregory Allen, CST 
Surgical Technology 
Program Director 
MBA, University of Phoenix

Kathleen Shanel, DDS 
Dental Assisting 
Program Director 
PhD, California Institute of Integral Sciences

Faculty

Jennifer Eisberry, RVT 
AS, Western Career College

Albert Fox 
MA, Chapman University

Phoebe Gill, DVM 
University of California

Sonny Lipari, RVT 
AA, Carrington College

Marjorie Mccliss, CCMA 
AA, Cosumnes River College

Cynthia Murphy, CCMA 
BS, California State University

Randy Pach, RDA 
AA, Carrington College

Danielle Randall, RVTg 
AS, Carrington College

Ashley Read, RVT 
BS, California State University

Kimberly Saeger, CST 
Diploma, Premier 
Career College

Daniel Sales, CST 
Chad Sandry 
MA, Lubbock Christian University

Nikkole St. Mary, RPh 
AA, Brooks College

Pauline Stuckey, RDA 
AA, Carrington College

Erik Thomas, RDA 
BA, California State University

Christina Weaver, CCMA 
AA, Cosumnes River College

Tina Apter 
MA, DePaul University

Pamela Audette 
MBA, Western University

Nadine Ayoub 
MS, University Dearborn

Maxwell Banor 
MA, Youngstown University

Jack Bartlett 
MBA, Santa University

Sally Becker 
MA, Iowa University

Suzi Brass 
MS, Purdue University

Michael Briere 
MA, CSU Hills

Christine Bronsten 
MBA, University Phoenix

Holly Callender 
MA, American University

Rachel Carbonell 
MA, New University

Stacey Trushenski Carlson 
PhD, South Dakota State University

Damiana Chiavolini 
PhD, University of Siena

Pam Collins 
MA, Fayetteville University

Ryan Cornell 
MAED, University Phoenix

Christopher Cozzolino 
MA, Indiana University of Pennsylvania

Nitsa Dimitrakos 
MA, Saint California

Charles Drinnon 
MFA, National University

Kathaleen Emery 
MS, DeVry University

Angelique Foster 
MBA, University Phoenix

Christina Fusch 
MA, Gonzaga University

Jacqueline (Jackie) Gadinis 
MS, Nova University

Niyah Glover 
MA, University Rockies

Richard Goble 
MBA, American University

Gwendolyn Godard 
MS, North University

Abby Godfrey 
JD, Widener University

Chris Holman 
MS, Illinois Technology

Joy Holster 
MA, East University

Cary Jim 
MAT, University of Texas

Ann Jones 
MA, Webster University

Tameica Jones 
MED, National University

Cortney Kelley 
MS, North University

Nicholas Kusina 
MS, University Toledo

Celia Ladson 
MAEd, The Citadel

Laura Lo 
MS, Santa University

Nicole MacCallum 
MA, Texas A&M University

Jolanta Macek 
MA, American University

Lynd Macias 
MS, National University

Glen Madden 
MA, Tiffin University

Christopher McBride 
PhD, The Claremont Graduate University

Janet McDowell 
MS, California State University

Amy Mendoza 
MED, California State University

Kerry Mildon 
PhD, University Iowa

Chanin Monestero 
MS, Texas A&M University

Millard Lee Moore 
MS, University Oklahoma

Myra Navarro Perez 
JD, St. Mary’s University

Curtis Ogland 
MS, University of Texas

PattiAnn (Pat) Orazio 
EdD, St John’s University

Jayne Overgard 
MS, Texas A&M University

Ann Peterson 
DEd, University Cities

Emily Place 
PhD, University Connecticut
PLEASANT HILL CAMPUS

Administration

Tiffany Clinghoffer
Executive Director
Director and Interim Dean of Academic Affairs
MBA, Keller Graduate School of Management

Jennifer Aanestad
Director, Clinical Education
MPT, University of California

Claudia Martinez
Career Services Director
MBA, Keller Graduate School of Management

Austin Delacruz, RRT, RCP
Director of Clinical Education
BA, University of Santo Tomas

Rebecca Dolberg
Physical Therapist Assistant Program Director
MPT, DSc, University of California

Jeremy Eaton
Veterinary Technology Program Director
AS, Carrington College

Steve Gillespie
Criminal Justice Program Director
BS, St. Mary’s College

Jennifer Humphreys
Assistant Enrollment Services Director
MBA, Keller Graduate School of Management

Elizabeth Kogut, RN
Assistant Vocational Nursing Program Director
BSN, California State University

April Chittum, CPhT
Pharmacy Technology Program Director
AA, Diablo Valley College

Kimberly Martinez, CMA
Medical Assisting Program Director
AS, Western Career College

Donna Nardi, RDA
Dental Assisting Program Director
AS, College of Marin

Cynthia Nunes
Registrar

Ghaleb Okla, DHC, RRT, RCP
Respiratory Care Program Director
MBA, Western International University

Jessica Pangilinan
Massage Therapy Program Director
AS, Western Career College

Adam Riner, RN
Vocational Nursing Program Director
MBA, Western Governors University

Cheryl Zekis
Student Success Center Manager
MBA, University of Phoenix

TBD
Medical Billing and Coding Program Director

Faculty

Andrea Atkins
DVM, University of California

Catherine Bautista, RN
BA, San Francisco State University

Amy Callan, RN
BSN, University of Washington

April Chittum, CPhT
Pharmacy Technology Program Director
AA, Diablo Valley College

Jeff Crump
MA, California State University

Kevin Daly
MPT, Rutgers University

Heidi Donald
DM, Southwestern University

Sue Dong, RMA
AA, Skyline College

Douglas B. Eden, RRT, RCP
MEd, University of Phoenix

Lisa Fisher, RVT
BM, University of Nevada

Rita Goodman,
RRT, NPS, RCP
BA, St. Mary’s College

Elisa La Fleur, RVT
AS, Carrington College

Kristie Maloney, RVT
BS, University of California

Sandra E. Martin Jackson
AS, Carrington College

Mark Mitchell, RVT
AS, Carrington College

POMONA CAMPUS

Administration

Colleen Tytula
Executive Director and Dean of Academic Affairs
BA, National University

Stephanie Ayo-Akinseyi, LVN
Vocational Nursing Program Director
MSN, University of Phoenix

Anna Cosio
Director, Student Finance
BS, University of Redlands

Susan Funston, RVT
Veterinary Technology Program Director
MS, California State Polytechnic University

Christopher Posey
MIS, University of Phoenix

Stephanie Probst
AS, Western Career College

Allison Reyes
MS, University of Central Florida

Thomas Roka
MA, University of Toledo

Ryan Rucker
EdD, Valdosta University

Tanya Schamaun
MS, University of Phoenix

Tony Schellenberger
PsyD, Nova Southeastern University

Tracy Schorle
MA, Governors State University

Amit Shukla
MBA, University of Minnesota

Nathalie Smalls
MS, Georgia State University

Leticia Sotelo
MA, Sonoma State University

Katherine Stelmach
MA, Trinity University

Michael Storper
MS, Nova Southwestern University

Stacey Trushenski Carlson
PHD, South Dakota State University

Jacqueline Vick
MS, University of Arkansas

Brandy Walker
MSW, California State University

Stephanie Wallace
MA, University of Phoenix

CJ Wolf
MEd, University of Texas MD, University of Illinois

Susan Yocum
MEd, Northwestern State University

Ramona Zup
MA, Cuza University

Pamela Morgan, RN
BSN, San Francisco State University

John O’Hara
BA, St. Mary’s College

Sarah Quijada, RDA
AS, Western Career College

Sandra Rhone-Chubbs, LVN
AS, Regents College

Beverly Richardson
MSN, Frontier Nursing University

Donna Schaefer,
RRT, NPS, RCP
BA, Ottawa University

Ben Sigel, RVT
AS, Carrington College

Leslie Silket, RN
BSN, San Francisco State University

Debra Silva, RDA

Krista Smith, RRT, RCP
AS, Carrington College

Jeannine Tanner, PTA
AS, Sonoma College

Marion Upton, RN
BSN, University of Tennessee

Shivani Verma, RDA

Farzana Wali, RDA
AA, Diablo Valley College

Tina Wright, RN
ASN, Ohlone College

Laurie Yip, RVT
AS, Carrington College
Yolanda Puente-Benson, RDA
AA, Los Angeles Community College

Frantz Reyes
ED, Grand Canyon University

Chris Roberts, CMT
BS, Everest University

Hannah Sanders, RVT
BS, California State Polytechnic University

Jaclyn Smith, RVTg
BS, California State Polytechnic University

Tammy Swigart, RVT
BS, California State Polytechnic University

Daniel Taber, RVT
BS, California State Polytechnic University

Julie Tootell, RVT
AS, Carrington College

James White
DVM, Ohio State University

SACRAMENTO CAMPUS

Administration

Sue A. Smith
Executive Director
MED, University of La Verne

John Roth
Dean of Academic Affairs
MBA, California State University

Veneece Awad
Pharmacy Technology Program Director
MSET, DeVry University

KellyRae Brown, CMP
Massage Therapy Program Director
PhD, Sedona University

Carmen Dardar
Enrollment Services Director
BA, California State University

Louella Dietrich
Career Services Director

Heather Dunlap, RMA
Medical Assisting Program Director
BS, DeVry University

Becky Cardwell
Student Success Manager
MA, National University

Janelle Emmett
Veterinary Technology Program Director
DVM, University of Wisconsin

Loleater Casey-Evans, RN
Registered Nursing LVN to RN Program Director and Vocational Nursing Program Director
EdD, Walden University

Ryenne Green-Quarles
Registrar

Dan Krebs
Director, Student Finance

Brenda Kunz, RDH
Dental Hygiene Program Director
MSET, DeVry University

Jason Patterson
Vocational Nursing Degree and Dental Assisting Degree Program Director
DC, Southern California UHS

Tracie Ramage, RDA
Dental Assisting Program Director
BS, California State University

Edson Smith-Bozek
Medical Billing and Coding and Medical Administrative Assistant Program Director

Faculty

Celia Acido, CMA (AMMA), LVN
BA, Columbia College

Mohamed Aly
MD, University of Cairo

Trina Aziz, RDA, RDAEF
DDS, University of the Pacific

Patricia Barclay, RDA

Nancy Beverage, RNCNE
MSN, California State University

Jamila Boyd
AA, Bryan College

Rosette Bravo

Victoria Bravo, RN
BSN, Virgen De Los Remedios College

Rochelle Brumley, FNP
DPN, Chamberlain College of Nursing

Jeanine Cardeli

Nathan Carpio, RN
BSN, Walden University

Janice Carver, RDH
MHS, Trident University

Denise Cebrian, RN
MSN, California State University

Neelam Chanda, RN
PhD, University of California

Daniel Cheng

Katie Conklin, RDH
MS, University of California, San Francisco

Santino Dal Porto
BS, University of California, Davis

Eileen De Dios

Joseph De Ocampo, CPhT
BA, California State University

Angelica Anne Dollesin

Debra Dominguez, RN
MSN, Walden University

Caroline Dornbush, RDHAP
BS, University of Southern California

Annette Estafan
PharmD, University of the Pacific

Megan Fahey, RDH
BA, California State University

Saideh Farahmandnia

Michelle Fischer-Katzkian, RDH
BS, University of Southern California

Janice Fleming, RDH
BS, California State University

Ida Romelle Flores

Amy Floyd, CPhT
BS, Virginia Tech

Elena Francisco, RDHAP
MSDH, Idaho State University

Christine Garrett

Marlene Evelyn Graf, RN
BSN, California State University

Maritza Granado, RVT
BS, University of California, Davis

Maureen Halderson, RN
MA, Argosy University

Kerry Hanson
DDS, University of the Pacific

Monica Huizar, RDA
AA, American River College

Gina James, RN
BSN, California State University
Crystal Jaurequi, CMA (AAMA)
AS, Carrington College

Victoria Jester, RDH
BS, University of Michigan

Erin Johnson

Michelle Katzakian, RDH
BS, University of Southern California

Clare Knightly, RVT, VTS
MA, University of California

Kendall Lawler-Scollard, RDH
BS, University of the Pacific

Melissa Lemus, RMA
AS, Carrington College

Cindy Listoe, RDH
MEd, Simpson College

Mannie Mangaron, RN
DNP, Grand Canyon University

Reece Martell, RN
BSN, University of Phoenix

Jennifer McGrath, RVT
AS, Western Career College

Carolyn Miller, RVT
AS, Foothill College

Marie Miranda, RDH
MBA, Keller Graduate School of Management

Maritza Mendez, DMD
MBA, Keller Graduate School of Management

Maureen Mobley, RVT
BS, University of California

Stephanie Mozell, RDH
AS, Sacramento City College

Emily Neumann, CMA
AS, Heald College

Charles Newens
DDS, University of the Pacific

Chukwuka Okekenta, RN, PHN
DNP, Chamberlain College of Nursing

Brian Partido, RDH
MS, University of Texas Health Sciences Center at San Antonio

Karen Purdy, RVT
BA, University of California

Renee Rambo
BA, California State University

Lashondra Randle-Gooch

Jan Resler, RDH
MPA, University of Colorado

LaNette Rivera, RDH
BA, University of California

Mitchel Ruffman
DMD, University of Pennsylvania

Aldorey Sanchez
MS, Pharmacy Centro Escolar University

Leanne Salmeron, RN
BSN, Illinois Wesleyan College

Jagdeep Sandhu
DDS, University of the Pacific

Carol Schulz
PharmD, University of the Pacific

Gurinder Singh
PhD, Punjab Agricultural University

Richard Smith
DVM, University of California

Suzanner Spence, RN, FPN
MSN/HNHP, University of Phoenix

Sharyl Sturdevant, RN
BSN, Humboldt State University

Christine Vourakis, RN
DNS, University of California

Mariko Wall, RN
AS, Solano Community College

Ann Wallis, RDH
MSET, DeVry University

Rebecca Wooden

Kelly Wray, RVT
BS, University of California

Liz Wrotinski, RDA
AA, American River College

SAN JOSE CAMPUS

Administration

Frederick Holland
Executive Director
MBA, University of Redlands

Melissa Gear
Dean of Academic Affairs
MEd, Northern Arizona University

Nichole Blair
Pharmacy Technology Program Director
AA, College of Alameda

Tammy Brockett
Dental Assisting Program Director
AA, Foothill College

Sally Castro
Career Services Director
AA, Heald College

Deborah Cleghorn
Surgical Technology Program Director
BS, University of Phoenix

Sherry Heaney
Dental Hygiene Program Director
MEd, Regis University

Greg Henneman
Enrollment Services Director
BA, California State University

Davina Hernandez
Student Success Center Manager
Vocational Nursing Degree and Dental Assisting Degree Program Director
MEd, DeVry University

Felix Levy
Vocational Nursing Program Director
BSN, University of San Francisco

Leo Murillo
Criminal Justice Program Director
BA, San Jose State University

David Bindi
Medical Billing and Coding Program Director
DPM, California College of Podiatric Medicine

Candace Morton
Veterinary Technology Program Director
AS, Western Career College

Marie Navarro
Student Finance Director

Joanne Paladino
Dental Hygiene Administrative Coordinator

Beatrice Pina-Torres
Registrar
BA, University of California

Carlos Sanchez
Medical Assisting Program Director
BS, DeVry University

Michael Wolnick
Massage Therapy Program Director
MBA, Keller Graduate School of Management

Monica Velasco
Dental Hygiene Clinic Manager
BS, National Hispanic University

Faculty

Laura Bellinghausen
DVM, University of Illinois

Lisa Bennett-Garza, LVN
MA, Western Seminary

Wendy Black, RDH
BA, University of California

Tammy Brockett, RDA
AS, Foothill College

Michelle Bundros
BS, University of Arizona

Benjamin Bunting
MS, Rutgers University

Terrak (Dennis) Calvert
DDS, University of the Pacific

Zach Calvert, RDH
BA, University of California

Diane Casey
DDS, Creighton University

Diana Chenault, RVT
AS, Carrington College

Kimberlee Clark
MEd, Regis University

Linda Cordova
AA, DeAnza College

Abel Corona, RDH
BS, California State University

Dorothea Daley, RN
MSN, St. Xavier University

Kathryn Derby
DDS, University of Southern California

Tiana Dias, RVT
AS, Hartnell College

Sandra Drab, RDAEF
BS, Le Moyne College

Gorkem Ermut
MS, Istanbul University

Carmina Estores, RDH
AS, Western Career College

Andrew Fan, RDH
AS, San Joaquin Valley College

Stan Fan, RDH
BS, California Polytechnic State University

Sheila Farahani
DVS, University of Washington

Andrea Gibb, RDH
AS, Cabrillo College
Richard Guiffrida
DDS, University of Detroit

Merralinda Goddard, RDA
AS, San Jose City College

Janet Irvin, RDH
AS, Cabrillo College

Marilyn Jespersen
DDS, University of the Pacific

J’Marc Javelosa, RN
MSN, University of Phoenix

Kimberly Jungermann
DVM, Oklahoma State University

Connie La
MS, San Jose State University

Leena Ladd, CMA
BS, Kaplan University

Laressa Lum
AAS, Parkland College

Imelda Macababayao, LVN
AS, Mission College

Marilyn McMahon, RDH
AS, Cabrillo College

Aminata Morton
ADN, Evergreen Community College

Medeia O’Neal, RN
BSN, Felician College

Cecilia Pacoma, RN
BSN, Far Eastern University

Dana Parthasarathi, RN
BSN, Kennesaw University

Margarita Perez, CMA

Rosa Picazo, RMA
AS, University of Phoenix

Titilola Randolph, LVN
BA, Obafemi Awolowo University

Wayne Robinson, CST
Naval School of Health Sciences

Nastassia Rubinava
MS, Purdue University

Tammy Ryan, CST
MA, Loyola University

Elizabeth Segura, RDH
BS, San Jose State

Sean Senechal
MA, University of California

Jurell Snyder
MS, University of California

Stacey Steffens, RDH
AS, Cabrillo College

Michelle Stringer, RN
BSN, San Jose State University

Maricar Telmo, RN
MSN, University of San Francisco

Tina Torossian
DDS, University of the Pacific

John Uniat
DDS, Loma Linda University

Natalie Vanoli, RDHAP
BS, High-Tech Institute

Jacqueline Vargas, LVN
BS, DeVry University

SAN LEANDRO CAMPUS

Administration

Matthew Raistin
Executive Director
MHRM, DeVry University

TBD
Dean of Academic Affairs

Myette Anderson
Student Finance Director
BS, California State University

Tammy Arnold, CMA (AAMA)
Medical Assisting Program Director
AA, Chabot College

Michael Borges
Registrar
BS, DeVry University

Shannie Eubanks, CPhT, RPhT
Pharmacy Technology Program Director
BA, California State University

Julie Forseth, RVT
Veterinary Technology Program Director
BS, California State University

Hossai Kochai, RDA
Dental Assisting Program Director
BS, California State University

Kerry Matthews
Massage Therapy Program Director
AS, Carrington College

William Purnama
Student Success Center Manager
MEd, University of Washington

Yvette Williams-Fisher
Career Services Director
BS, DeVry University

TBD
Criminal Justice Program Director

TBD
Medical Billing and Coding Program Director

Faculty

Nanette Abbott, CPC, CPC-H
Angelica Barrett
AS, Carrington College

Nicole Bloodworth, RVT
BA, North Carolina State University

Edna Dolatre, RDA
BA, Centro Escolar University

Doris Allen, CMA (AAMA)
BS, DeVry University

Debbie Hansen, RVT
AS, Chico State University

Paul Josslin, RVT
AS, Cosumnes River College

Nazi Mohseni, RDA
BS, University of Kabul

Paul Neal, RDA
MBA, Everest University

Misty Patton, CPTI
AS, Carrington College
Al Picache, RDA
AS, Sacramento City College

Regina Pirrie, RVT
AS, Carrington College

Andrea Powell, RDA
MBA, University of Phoenix

Nancilee Rider, RVT
AS, Western Career College

Shaelyn St. Onge-Cole, RVT
AS, Western Career College

Lila Sterling
DC, Palmer College of Chiropractic

James S. Stewart
DVM, University of Florida

Jaime Torres
MS, San Jose State University

Leticia Torres, RDA
AA, Chabot College

Melody Valente, CPhT, RPhT
BA, San Jose State University

Susan Yeaman
BA, University of California

STOCKTON CAMPUS

Administration

Tu Nguyen
Executive Director
MBA, Keller Graduate School of Management

Jamie Larson
Dean of Academic Affairs
MBA, Keller Graduate School of Management

Donna Bega, RDAEF, CDA, OMSA
Dental Assisting Program Director
BS, DeVry University

Karine Cha, CPhT
Pharmacy Technology Program Director
BS, DeVry University

Brenda Crossley, RVT
Veterinary Technology Program Director
BS, DeVry University

Taryn Herrera, CAEP
Student Success Center Manager
MHA, University of Phoenix

Rosemary Rodriguez
Student Finance Director

Jessica Quezada
Career Services Director
BS, DeVry University

Carla Jewett, RMA
Medical Assisting Program Director
BS, DeVry University

Amber Mather
Registrar

Anna Meli-Sandoval
Enrollment Services Director
BS, DeVry University

Cynthia Torres, CTMP
Massage Therapy Program Director
MS, DeVry University

Jodi Yong
Medical Administrative Assistant and Medical Billing and Coding Program Director
BS, DeVry University

TBD
Criminal Justice Program Director
Faculty

Jennifer Bridmead, CCMA
BS, California State University East Bay

Kenneth Brown
MA, Capella University

Naquiela Buckner, CMA
BS, University of Phoenix

Marcy Burks, RVT
AS, Carrington College

Ron Carter
MA, University of Phoenix

Marie Chevalier, CCMA
AS, Carrington College

Lisa Coble, RVT
AS, Cosumnes River College

Karen Kavorkian
AS, San Joaquin Delta College

Lance Matsumoto, CPhT
AS, San Joaquin Delta College

Kim Mejias, RVT
AA, Modesto Junior College

Jason Quarles, RMA
BS, DeVry University

Jennifer Reed, RVT
BS, California Polytechnic State University

Bernadette Romero-Spencer, RDA
AS, Carrington College

Marilyn Sohm, RDA
BS, University of Phoenix

Laura Summers
DVM, University of California
March 18, 2016

Since the release of the Carrington College 2015-2016 Academic Catalog for California campuses, the following significant changes have been implemented and are incorporated into this publication. Entries in red indicate changes to this edition.

<table>
<thead>
<tr>
<th>VOLUME NUMBER</th>
<th>PAGES ON WHICH CHANGES APPEAR</th>
<th>CHANGE/UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI.X</td>
<td>18, 20</td>
<td>Times at which the Dental Assisting program is offered at various campuses were amended.</td>
</tr>
<tr>
<td>VI.X</td>
<td>21</td>
<td>Totals-from-certificate figures and non-science-emphasis and science-emphasis degree totals were corrected.</td>
</tr>
<tr>
<td>VI.X</td>
<td>23</td>
<td>Pleasant Hill was added to the program requirements chart. In addition, the totals-from-certificate figures and non-science-emphasis degree totals were corrected.</td>
</tr>
<tr>
<td>VI.X</td>
<td>41, 52</td>
<td>Clock hours were added.</td>
</tr>
<tr>
<td>VI.X</td>
<td>57</td>
<td>Information on eligibility for entrance into the associate-degree program was inserted.</td>
</tr>
<tr>
<td>VI.X</td>
<td>4</td>
<td>Information about learning centers in North San Jose and Oakland was inserted.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>17</td>
<td>The Oakland Learning Center was added to the list of sites offering the Dental Assisting program.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>23</td>
<td>The Oakland Learning Center was added to the program requirements chart, as was a requirements chart for non-science degree emphasis online degree completion.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>39</td>
<td>The North San Jose and Oakland Learning Centers were added to the list of sites offering the Medical Administrative Assistant program.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>41</td>
<td>The North San Jose and Oakland Learning Centers were added to the program requirements chart.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>47</td>
<td>A program requirements chart was inserted for a Medical Assisting (Hybrid) curriculum, as were corresponding course descriptions in the ensuing pages.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>50</td>
<td>The North San Jose and Oakland Learning Centers were added to the list of sites offering the Medical Billing and Coding program.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>52</td>
<td>The North San Jose and Oakland Learning Centers were added to the program requirements chart.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>90</td>
<td>A Medical Administrative Assistant start date was added, as were Vocational Nursing start dates. In addition, several start dates were inserted for the Medical Administrative Assistant online program.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>96</td>
<td>Medical Administrative Assistant (Hybrid) and Medical Billing and Coding Certificate (Hybrid) were added to the chart.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>104</td>
<td>Tuition information was inserted for newly introduced programs.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>109</td>
<td>The Student Success Center, Student Records and Career Services sections were updated.</td>
</tr>
<tr>
<td>VI.IX</td>
<td>112</td>
<td>Information about procedures for grievances requiring institutional and regulatory-agency involvement has been inserted.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>19</td>
<td>The science-emphasis program length has been changed.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>20</td>
<td>Pleasant Hill, San Jose, San Leandro and Stockton have been added to the program requirements chart.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>23</td>
<td>Citrus Heights has been added to the program requirements chart.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>28, 30-31</td>
<td>This program has been slightly reconfigured, resulting in several course numbers being revised, as were their respective lecture or lab hours. In addition, the program length has been shortened.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>36</td>
<td>Information about an associate-degree completion option has been inserted.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>41-43</td>
<td>A hybrid option and corresponding course descriptions for the Medical Administrative Assistant program have been inserted.</td>
</tr>
</tbody>
</table>

continued on next page
<table>
<thead>
<tr>
<th>VOLUME NUMBER</th>
<th>PAGES ON WHICH CHANGES APPEAR</th>
<th>CHANGE/UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI.VII</td>
<td>95</td>
<td>Several entries in the term lengths chart were removed or consolidated. In addition, the Medical Administrative Assistant hybrid option and Registered Nursing LVN to RN certificate option were added, and the weeks-in-program portion of the Dental Hygiene and Science-Emphasis Dental Assisting degree entries were amended.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>97</td>
<td>The Non-Credit Courses and Satisfactory Academic Progress and Appeals for Reinstatement sections were revised.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>102-103</td>
<td>Several entries in the tuition chart were removed or consolidated, and tuition information for the Medical Administrative Assistant hybrid option and Registered Nursing LVN to RN certificate option was inserted. The Pharmacy Technology technical per-credit-hour tuition figure was amended, affecting the total cost for the certificate program only. The books, supplies and fees figure for the Pharmacy Technology degree was also amended; however, these corrections did not change the total program cost.</td>
</tr>
<tr>
<td>VI.VII</td>
<td>109</td>
<td>The Title IX Compliance section has been updated.</td>
</tr>
<tr>
<td>VI.VI</td>
<td>5</td>
<td>Minnesota Office of Higher Education registration information has been inserted.</td>
</tr>
<tr>
<td>VI.VI</td>
<td>40</td>
<td>A degree-completion course number and name has been amended.</td>
</tr>
<tr>
<td>VI.VI</td>
<td>86</td>
<td>A start date has been inserted for the Vocational Nursing program at San Jose.</td>
</tr>
<tr>
<td>VI.V</td>
<td>20</td>
<td>A new campus-based Dental Assisting offering has been added.</td>
</tr>
<tr>
<td>VI.V</td>
<td>21</td>
<td>A new hybrid Dental Assisting offering has been added.</td>
</tr>
<tr>
<td>VI.V</td>
<td>23-25</td>
<td>Course descriptions for the offerings mentioned above have been inserted.</td>
</tr>
<tr>
<td>VI.V</td>
<td>48</td>
<td>A new hybrid Medical Billing and Coding offering has been added.</td>
</tr>
<tr>
<td>VI.V</td>
<td>50-51</td>
<td>Course descriptions for the Medical Billing and Coding offering mentioned above has been inserted.</td>
</tr>
<tr>
<td>VI.V</td>
<td>86</td>
<td>Program start dates have been added.</td>
</tr>
<tr>
<td>VI.V</td>
<td>88</td>
<td>The Criminal Justice certificate offering was inserted into the entrance exam chart.</td>
</tr>
<tr>
<td>VI.V</td>
<td>99-100</td>
<td>Tuition information has been inserted for new offerings.</td>
</tr>
<tr>
<td>VI.V</td>
<td>103</td>
<td>The Physical Therapist Assistant program was inserted into Refund Schedule 2.</td>
</tr>
<tr>
<td>VI.IV</td>
<td>5</td>
<td>The Respiratory Care programmatic accreditation statement has been amended.</td>
</tr>
<tr>
<td>VI.III</td>
<td>79</td>
<td>A program start date has been added for Sacramento’s Vocational Nursing program.</td>
</tr>
<tr>
<td>VI.III</td>
<td>81</td>
<td>Criminal Justice and Pharmacy Technology have been inserted into the list of programs for which remediation is needed based on Wonderlic test results.</td>
</tr>
<tr>
<td>VI.II</td>
<td>5</td>
<td>Pomona has been added to the accreditation information for the Pharmacy Technology program and to the licensing information for the Vocational Nursing program.</td>
</tr>
<tr>
<td>VI.II</td>
<td>10</td>
<td>Criminal Justice and Pharmacy Technology have been added to the Certificate of Achievement list.</td>
</tr>
<tr>
<td>VI.II</td>
<td>11</td>
<td>Criminal Justice and Pharmacy Technology have been added to the degree-completion option list.</td>
</tr>
<tr>
<td>VI.II</td>
<td>13</td>
<td>A Certificate of Achievement curriculum has been added, and new course names and descriptions have been inserted. Additionally, the approximate time to complete the degree program has been amended.</td>
</tr>
<tr>
<td>VI.II</td>
<td>46-48</td>
<td>A Certificate of Achievement curriculum has been added, and new course names and descriptions have been inserted.</td>
</tr>
<tr>
<td>VI.II</td>
<td>85</td>
<td>Certificate of Achievement options for Criminal Justice and Pharmacy Technology have been incorporated into the chart, and the Criminal Justice degree program length has been adjusted.</td>
</tr>
<tr>
<td>VI.II</td>
<td>90</td>
<td>An electronic book fee has been added.</td>
</tr>
<tr>
<td>VI.II</td>
<td>92-93</td>
<td>Tuition information for the Criminal Justice and Pharmacy Technology certificate programs has been added, and degree-program tuition figures for these curricula have been adjusted.</td>
</tr>
<tr>
<td>VI.II</td>
<td>96</td>
<td>Bundled Electronic Book Fee Refund Schedules 1 and 2 have been modified.</td>
</tr>
<tr>
<td>VI.I</td>
<td>6</td>
<td>The Student Tuition Recovery Fund section has been amended.</td>
</tr>
<tr>
<td>VI.I</td>
<td>90</td>
<td>Program start dates have been added.</td>
</tr>
<tr>
<td>VI.I</td>
<td>89-92</td>
<td>Information about tuition and fees has been updated, as have various tuition figures.</td>
</tr>
<tr>
<td>VI.I</td>
<td>94</td>
<td>The Cancellation and Refund section has been updated.</td>
</tr>
</tbody>
</table>
A  
Academic Policies 94–99  
− Academic and Employability Probation 95  
− Academic Conferrals 100  
− Associate of Science Degree 100  
− Certificate of Achievement 100  
− Add/Drop Period 98  
− Articulation Agreements 93  
− Certificate of Achievement 100  
− Class Size 94  
− Course Withdrawals 98  
− Credit Hours and Types of Instruction 94  
− Determination of Official Withdrawal 98  
− Grades and Designators 94  
− Extra Credit 95  
− Grading Scale 94  
− Graduation 100  
− Academic Conferrals 100  
− Additional Online Requirements 100  
− Graduation Ceremonies 100  
− Leaves of Absence 98  
− Satisfactory Academic Progress 96  
− Appeals for Reinstatement 98  
− Course Repeats 97  
− Determination Appeals 97  
− Incomplete Grades 97  
− Maximum Coursework Allowed 97  
− Non-Credit or Remedial Courses 98  
− Transfer Credit 98  
− Veterans Benefits 98  
− Transfers to Other Educational Institutions 100  

Accreditation 5  

Administration & Faculty 113–117  

Admission Requirements & Procedures 92  
− Foreign Educational Credentials 93  
− Transfer Credit 93  

B  
Background Check 110  

C  
Calendar 6  

College Leadership 7  

Criminal Justice 12  
− Course Descriptions 15  

D  
Dental Assisting 17  
− Course Descriptions 24  

Dental Hygiene 27  
− Course Descriptions 30–31  

E  
Education Delivery Options 8  

F  
Financial Assistance 105  
− Financial Responsibility 105  
− Scholarships 105  

G  
General Education  
− Course Descriptions 87–89  
− Requirements 86  

General Information 91–106  

Graduation 100  
− Additional Online Requirements 100  
− Ceremonies 100  

Grievance Procedure 112  

H  
Health Studies (online degree completion) 32  
− Course Descriptions 34  

Hours of Operation 4  

I  
Internet Policy 109  

L  
Leaves of Absence 98  

Locations 4  

M  
Massage Therapy 36  
− Course Descriptions 38  

Medical Administrative Assistant 39  
− Course Descriptions 43  

Medical Assisting 45  
− Course Descriptions 48  

Medical Billing and Coding 50  
− Course Descriptions 54  

Mission/Philosophy 3  

O  
Online Degree Completion 11  

Online/Internet Policy 109