SCHOOL CATALOG
2023

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Website: www.prestigecareercollege.com

- Branch campuses: 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764
  16525 Sherman Way Unit C-7 Van Nuys, CA 91406
- Satellite Classrooms: 5021 Lennox Blvd, Lennox, CA 90304
  6318 Pacific Blvd. Huntington Park, CA 90255
  2715 Santa Ana St. South Gate, CA 90290

Date published: M a y 1, 2023   This catalog is effective from May 1, 2023- Dec 31, 2023

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MISSION STATEMENT

To provide quality alternative training for students to acquire technical skills and career preparedness for employment and personal success.

INSTITUTIONAL OBJECTIVES

Prestige Career College is committed to:

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

INSTITUTIONAL CORE VALUES

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

- *RESPECT*

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

- *INTEGRITY*.

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

- *POSITIVITY*

    We bring energy and enthusiasm into all work interaction.

- *PASSION*

    We enjoy working together as we educate our clients.

- *ACCOUNTABILITY*

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

- *SERVICE TO OTHERS*

    We volunteer to help others achieve their professional growth and personal success.

OWNERSHIP

Prestige Career College is a dba of California Heritage Education(CHE), a California Corporation. The members of the Board of Directors for CHE Corporation are Ali Bayrami and Ricardo Prieto.

HISTORY

Cognizant of the increasing demand for highly skilled professionals in the fields of healthcare, business, and technology, transportation and hospitality in addition to the need for vocational language programs to cater to diverse communities, a group of educators and professionals with over 75 years combined experience in the vocational industry and higher education have come together to commit to these causes, thus, the Prestige Career College.

CATALOG DISCLOSURES

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834. www.bppe.ca.gov Toll Free Number 888-370-7589 – Fax: (916) 263-1897

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

SCHOOL FACILITIES AND EQUIPMENT

The main campus located 6606 Pacific Blvd Suite 204 Huntington Park, CA 90255 has facilities that include well ventilated and adequately-sized classrooms, computer laboratory/resource centers, skills lab, student lounge and administrative offices with numerous parking space. The facility accommodates about 100 students per shift of instruction and it is in compliance with all federal, state and local agencies. The skills laboratories have the significant equipment, supplies and materials for use in each program.
Branch campuses are located at 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764 and 16525 Sherman Way Unit C-7 Van Nuys, CA 91406.
Satellite Classrooms are located at 5021 Lennox Blvd, Lennox, CA 90304, 6318 Pacific Blvd. Huntington Park, CA 90255 , 2715 SantaAna St. South Gate, CA 90290.

OFFICE HOURS

PCC Office hours are from 9:00 am to 6:00 pm. Instruction hours on campus are from 9:00 am to 5:00 pm (Monday to Friday).

ACADEMIC CALENDAR

HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Jr Day	Thanksgiving Day (& day after)
Memorial Day	Christmas Day
Independence Day	Winter Break: Dec 24- Jan 1

This catalog is effective from April 1, 2023-December 31,2023

PROGRAMS

	Program Title	Methodology	Clock Hours
1	Clinical Medical Assistant	Hybrid	288
2	Clinical Dental Assistant	Hybrid	288
3	Medical Coding and Billing	Online*	240
4	Nurse Assistant Training	Direct & Hybrid	160
5	Home Health Aide	Direct	40
6	Computer Hardware and Software Technician	Online*	160
7	Cyber Security Specialist	Online*	460

ACADEMIC PROGRAMS

COURSE   TITLE: CLINICAL   MEDICAL   ASSISTANT

288 clock hours SOC: 31-9092.00

COURSE   DESCRIPTION

The Clinical Medical Assistant program teaches all aspects of supporting a medical back office including patient care and clinical procedures. The students will learn medical terminologies, patient assessment, examination, diagnosis and treatment, clinical assisting, and routine laboratory procedures. While the focus of the program is the back office, students are provided an overview of front office procedures and effective communication. Students are required to complete an externship program.

COURSE   OBJECTIVES

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

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, preparing patient and assisting with procedures and exams, administering medications, performing EKGs and blood collection.
3. Apply HIPAA rules in regard to privacy and patient information.
4. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
5. Manage the clinical facility, equipment and inventory.
6. Demonstrate professional conduct in regard to ethical behavior within the scope of practice of a medical assistant.
7. Demonstrate skills in computer software as it applies to electronic health records.

COURSE   OUTLINE

Course Code	Course Title	Clock Hours
CMA101	MEDICAL LAWS, ETHICS AND INTRODUCTION TO MEDICAL ASSISTING	18
CMA102	PHARMACOLOGY AND ADMINISTERING MEDICATION	18
CMA 103	CLINICAL ASSISTING 1	54
CMA 104	CLINICAL ASSISTING 11	54
CMA 107	CLINICAL EXTERNSHIP	144

Description of Course Titles:

CMA101   MEDICAL LAWS, ETHICS AND INTRODUCTION TO MEDICAL ASSISTING

Students will be introduced to the field of medical assisting and its scope of practice. They will learn methods how to use the scheduling system in the office and techniques for handling cancellations and rescheduling, medical charts and basics of the electronic health records. In this course, students learn the ethical and legal issues involved in developing a medical history. Topics include Legal Considerations, HIPAA, Fraud and Abuse, Scope of Practice of Medical Assistant, Clinical History Taking and Documentation, Overview of Office Procedures, and Effective Communication.

CMA 102 PHARMACOLOGY AND ADMINISTERING MEDICATION

Students will learn proper classification, actions, and names of medications and regulations in controlling medications. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations are also addressed. Topics include Drug Classification, PDRs, Prescription, recording and storing of medications, Drug therapy, Administering medications, routes, immunizations, and injections. Students gain skills and knowledge related to the regulation and proper administration of medications and vaccines.

CMA 103 CLINICAL ASSISTING 1

Students will gain an understanding medical terminologies, structure and functions of body systems and be familiar with diseases and infection control, OSHA regulations, and will gain an understanding of sepsis and asepsis. Students learn how to prepare the exam room and assist in patient preparation and positioning as well as to protect the patient's privacy. Students learn how to take and read vital signs, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate and measuring height and weight, Students will learn how to take and evaluate blood pressure, perform EKG as they learn about the Circulatory System, basic concepts of nutrition and an overview of the Digestive System, Senses, Musculo skeletal, Integumentary Systems, nervous and endocrine systems. Topics include assisting the physician for physical exam including Ophthalmology and Otolaryngology, Nutrition and Wellness, Emergency procedures and Patient Assessment/ Care.

CMA 104   CLINICAL ASSISTING II

Students will perform procedures for collecting sample specimens for the routine exams, and to assist in the procedures for special analysis. Students will learn the proper and correct procedures for collecting venous and capillary blood samples. They will learn how to perform breast exam, prepare the instruments in minor surgery including assisting the physician as they gain understanding of pre and post-op procedures for minor surgeries. Topics include: Hematology, Specimen collecting and processing, Microbiology; Urinalysis, Imaging, Dermatology, OB Gyne and Pediatrics, GI, Urology, Orthopedics, Neurology, Endocrinology, Patient Education and Mental Health and Special Laboratory Procedures. Reproductive System, the gynecological exam, Urinary System, Endocrine System and Prenatal Care.

 CMA 1017 Externship: 144 hours

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of medical assistants.

<p style="text-align: center;">**COURSE   TITLE: CLINICAL   DENTAL   ASSISTANT**</p>

<p style="text-align: center;">288 clock hours   SOC: 31-9091.00</p>

COURSE   DESCRIPTION

The Clinical Dental Assistant program prepares students to provide patient care, take dental radiographs x-ray photographs, prepare patients and equipment for dental procedures under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping and patient intake scheduling, equipment maintenance and sterilization, basic radiography pre- and post-operative, patient care and instruction, chairside assisting taking tooth and mouth impressions. Students are required to complete an externship program.

"This is a limited dental program. Neither the program nor the courses are approved by the Dental Board of California. In order to work as an unlicensed dental assistant, students must complete a Board- approved course in the California Dental Practice Act, Board-approved course in Infection Control and Basic life support from an instructor approved by the American Red Cross or American Heart Association."

COURSE   OBJECTIVES

After successfully completing this course the student will be able to:

1. Demonstrate ethical standards in the practice of dentistry.
2. Demonstrate proficiency in dental terminology, tooth morphology, anatomy and physiology.
3. Apply HIPAA rules in regard to privacy and patient information.
4. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
5. Perform CPR and First Aid.
6. Perform duties of a dental assistant in a safe and efficient manner.
7. Demonstrate ability to relate with patients and office staff.
8. Perform patient care.
9. Manage the dental facility, equipment and inventory.
10. Operate dental equipment and instruments.
11. Perform chairside assisting.
12. Demonstrate professional conduct.
13. Demonstrate effective communication.

COURSE   OUTLINE

Course code	Course Title	Clock Hours
DA101	DENTAL ANATOMY	16
DA 102	INFECTION CONTROL	16
DA 103	ETHICS AND DENTAL ASSISTING	16
DA 104	DENTAL OFFICE MANAGEMENT	16
DA 105	DENTAL ASSISTING	16
DA 106	CHAIRSIDE ASSISTING	16
DA 107	RADIOGRAPHY	16
DA 108	PATIENT SAFETY AND PROTECTION	16
DA 109	EXTERNSHIP	160

Description of Course Titles

DA 101   DENTAL ANATOMY

This module covers the basics of dental anatomy and tooth morphology.

DA 102   INFECTION CONTROL

The student will learn the areas of microbiology and infection control with an emphasis on asepsis in the laboratory including disinfection, instrument decontamination and sterilization. The student will also learn pathology of the oral cavity including prevention of disease transmission.

DA 103   ETHICS AND DENTAL ASSISTING

This module covers the introduction of dental assisting and of the dental profession including its history, scope of practice and ethics.

DA 104   DENTAL OFFICE MANAGEMENT

The module customer service and proper telephone techniques including patient scheduling office and patient emergencies, and emergency management, supplies, equipment and instrumentation.

DA105   DENTAL ASSISTING

The student will learn patient care, patient management, and pain management.. Student will also learn about hazardous materials management, pharmacology, and overview of the different specialties.

DA106   CHAIRSIDE ASSISTING

The module focuses on how to assist the dentist right at the chair in the different dental procedures, preparation and safe transfer and care of the different anesthetic syringes and other accessories including topical solutions. This module covers the study of instruments and laboratory materials, chairside instruments and dental hand pieces

DA107   RADIOGRAPHY

This module covers radiographic techniques and procedures with students learning digital and 3-D radiography. The student will learn operations of the imaging systems, safety precaution measures using radiography equipment,

DA108   DENTAL ASSISTING 4

Description: This module covers patient care, clinical evaluation and vital signs taking and overall protection of the clinic with emphasis the safety of the patient and all personnel.

DA 109   CLINICAL EXTERNSHIP

Upon successful completion of training, dental assistant student participates in 160 hours of clinical externship. Serving an externship at an approved facility gives the student an opportunity to work with patients and apply the principles and skills learned in the classroom. The Extern works under the direct supervision of qualified personnel who in turn will provide student's performance evaluation. The student must successfully complete the clinical externship in order to fulfill the requirements for graduation.

COURSE TITLE: MEDICAL CODING AND BILLING PROGRAM

240 clock hours   SOC: 43-3021.02

COURSE DESCRIPTION

The Medical Coding and Billing program prepares students to acquire skills for entry-level work in physicians' offices, hospital billing departments, outpatient departments, and insurance companies. Students learn basic medical terminology, anatomy & physiology and pathology, code for procedures and diagnoses with ICD-10 CM/PCS, CPT, and HCPCS, health and medical insurance processes, health insurance law policy and regulations, insurance records and electronic health records. Students perform basic processes in medical billing and utilize healthcare software applications.

COURSE OBJECTIVES

After successfully completing this course the student will be able to perform the following:

1. Demonstrate understanding of medical terminology as they apply to medical coding and billing.
2. Assign diagnostic and procedure codes using ICD and HCPCS/CPT coding systems for the purpose of reimbursement, standardization and analysis.
3. Uphold patient confidentiality and adhere to the ethical standards of a healthcare worker..
4. Effectively use common acronyms and modifiers used within the industry.
5. List a variety of health insurance models and how they affect medical entities.
6. Apply legal regulatory considerations involved in health care reimbursement and collections.
7. Utilize the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
8. Perform processes related to collection, storage and retrieval of health care data/records.
9. Demonstrate proficient knowledge of basic legal aspects pertaining to medical records, HIPAA, and accurate coding and billing.
10. Demonstrate understanding of the scope of practice of a medical biller and/or coder.
11. Demonstrate professionalism and time management skills.

COURSE OUTLINE

Course Code	Course Title	Clock Hours
MC100	INTRODUCTION TO HEALTHCARE	20
MA 105	MEDICAL TERMINOLOGY	20
MC 101	MEDICAL CODING I	40
MC 102	MEDICAL CODING 2	20
MC 103	HEALTH INFORMATION TECHNOLOGY	20
MB 101	MEDICAL BILLING INTRODUCTIONS	20
MB 103	BILLING FOR SERVICES AND PROCEDURES	20
MB 104	REIMBURSEMENT METHODOLOGIES	20
MB105	EMR AND VIRTUAL OFFICE	20
MC 104	HEALTHCARE SOFTWARE APPLICATIONS	20
MBC 100	CAREER DEVELOPMENT	20

Description of Course Titles:

MC100　　　　INTRODUCTION TO HEALTHCARE

This course prepares the student for career in the field of healthcare, scope of practice of a medical biller and coder giving a thorough understanding of the types and levels of healthcare delivery systems in the U.S. including the regulation of health information management processes. Students are expected to demonstrate basic computer skills at the end of the module.

MA 105　　　　MEDICAL TERMINOLOGY

This course teaches the students how to spell, define, and pronounce medical terms as well as understanding the concepts of root words, prefixes, and suffixes. This class provides students with the study of the structure and function of the human body utilizing a system approach: Musculoskeletal system nervous system, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. Students will also study the common medical terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

MC 101　　　　MEDICAL CODING 1

This course prepares students with the basic principles and conventions of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents.　Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems.

MC102　　　　MEDICAL CODING 2

This class prepares students with the basic training and practice in the application of procedural codes used by several health care providers using Current Procedural Terminology (CPT-4) and the Healthcare Procedural Coding System (HCPCS II) manuals. Students will be introduced to diagnostic-based prospective groupers, to ICD-10-CM/PCS, and other coding systems such as DSM-IV. Students will assign codes on more complex procedures on case studies.

MC 103　　　　HEALTH INFORMATION TECHNOLOGY

This class prepares students electronic medical records/electric health records and legal considerations in healthcare. Students will be provided an overview of Medisoft.

MB 101　　　　MEDICAL BILLING INTRODUCTIONS

This course teaches the students an overview of the medical billing profession including certification, continuing education. Students will have a comprehensive study of the health care insurance systems and managed care.

MB 103　　　　BILLING FOR SERVICES AND PROCEDURES

This class prepares students with computerized job-simulated billing exercises using medical billing

software. Students will input patient information, enter transactions, print the CMS 1500 and walkout receipts, print the bills as well as aging reports, and complete appointment schedules. Students will also perform inpatient and facility services billing.

MB 104   REIMBURSEMENT METHODOLOGIES

This class provides students the opportunity to study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. The course includes learning contemporary prospective payment systems and key health plans, completion of the CMS 1500, charge master maintenance, and evaluation of fraudulent billing practices, denials and appeals.

MB 105   EMR AND VIRTUAL OFFICE

This class introduces the student Computer-Aided Accounting to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Students will also learn electronic medical records and continue with Medisoft practice. The class will also provide students with authentic coding (coding from real charts) experiences using a variety of patient types/encounters.

MC 104   HEALTHCARE SOFTWARE APPLICATIONS

This class focuses on the development of the student's ability to operate a standard keyboard rapidly and accurately with major emphasis on basic skill building and the form of evaluation that monitors its continued development. The student must attempt to obtain a minimum keyboarding speed of 35 words per minute. This class also prepares the students to acquire skills in computer terminology, Operating Systems, an introduction to Windows, and the fundamental elements of the Internet. Students

MBC 100   CAREER DEVELOPMENT

This class will teach the students routine office procedures in a medical clinic or healthcare or billing facility. Students will prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication

<p style="text-align:center">COURSE TITLE: NURSE ASSISTANT TRAINING (Direct and Hybrid)</p>

<p style="text-align:center">160 clock hours Direct/Hybrid (SOC 31-2011)</p>

COURSE   DESCRIPTION

The Nurse Assistant Training Program is designed to teach students the competencies that will enable them to perform basic nursing skills and provide quality care for acute hospitals and long term care facilities. Training includes taking of vital signs, range of motion, patient care skills and procedures, CPR, First Aid, communication, safety promotion and professionalism to work effectively. The program has classroom and clinical components and prepares the students to take the State of California Nurse Assistant Certification.

COURSE   OBJECTIVES

After successfully completing this course the student will be able to:
1. Demonstrate behaviors consistent with professional work ethics, legal responsibilities and scope of practice according to the California Department of Public Health for Nurse Assistants (Title 22).
2. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
3. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
4. Demonstrate competence and proficiency in communication and interpersonal relationships, safety and infection control, patient care skills, personal care procedures, vital signs, nutritional requirements and techniques, body mechanics, exercise and activity, emergency procedures, care to clients with special needs, end of life, rehabilitation and abuse prevention.
5. Adhere to the policies and procedures of clinical sites.
6. Demonstrate compliance with standards of practice for nursing assistant.
7. Demonstrate competence with all skills required for certification as a Certified Nurse Assistant.

COURSE   OUTLINE

Course Code	Title	Clock hours
Module I	Introduction	2
Module II	Patients' Rights	4
Module III	Interpersonal Skills	2
Module IV	Prevention and management of catastrophe and Unusual Occurrences	2
Module V	Body Mechanics	6
Module VI	Medical and Surgical Asepsis; Infection Control	10
Module VII	Weights and Measures	2
Module VIII	Patient Care Skills	54
Module IX	Patient Care Procedures	27
Module X	Vital Signs	9
Module XI	Nutrition	8
Module XII	Emergency Procedures	3
Module XIII	Long –Term Care Patient	9
Module XIV	Rehabilitative Nursing	6
Module XV	Observation and Charting	8
Module XVI	Death and Dying	2
Module XVII	Abuse	6

LICENSING REQUIREMENTS: Must pass live scan, complete all required hours, submit application to California Department of Public Health, Pass Certification Test.

Description of Course Titles

Module 1 Introduction to Nurse Assistant: This module is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module 2 Patient/Resident Rights: This module is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3 Communication/Interpersonal Skills: This module is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact with patients/residents, patient's/residents' families and guests, and other members of the health care team.

Module 4 Prevention and Management of Catastrophe and Unusual Occurrences: This module is to introduce the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues The Nurse Assistant 's role in creating a safe environment for the patient/resident is discussed.

Module 5 Body Mechanics: This module provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

Module 6 Medical and Surgical Asepsis: This module presents information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

Module 7 Weights and Measures: This module is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module 8 Patient Care Skills: This module is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

Module 9 Patient Care Procedures: This module provides learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

Module 10 Vital Signs: This module prepares students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module 11 Nutrition: This module is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

Module 12 Emergency Procedures: This module introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13 Long Term Care Patient/Resident: This module is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module 14 Rehabilitative Nursing: This module introduces the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15 Observation and Charting: This module is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Module 16 Death and Dying: This module is to introduce to the Nurse Assistant the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

Module 17 Patient/Resident Abuse: This module is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

COURSE   TITLE: HOME HEALTH AIDE TRAINING

40 clock hours HHA (SOC 31-1011)

COURSE   DESCRIPTION

The Home Health Aide Training is designed to teach students the competencies that will enable them to perform nursing skills and provide quality care for long term care facilities and home health care agencies. The program has classroom and clinical components and meet the requirements for the Home Health Aide Certification.

COURSE   OBJECTIVES

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

1. Demonstrate behaviors consistent with professional work ethics, legal responsibilities and scope of practice according to the California Department of Public Health for Home Health Aides (Title 22).
2. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
3. Demonstrate safety and infection control practices that comply with standards of practice for home health aides.
4. Adhere to the policies and procedures of clinical sites.
5. Demonstrate compliance with standards of practice for home health aide.
6. Demonstrate empathy and concern for the patient/resident's comfort and well-being.
7. Demonstrate team building as a member of a medical team including effective relationship with patient/resident family.
8. Demonstrate competence with all skills required for certification as a Certified Home Health Aide.

COURSE   OUTLINE

Course code	Course Title/Description	Clock Hours
Unit 1	Introduction to Aide and Agency Role	2
Unit 2	Interpretation of Medical and Social Needs of People Being Served	5
Unit 3	Personal Care Services	20
Unit 4	Nutrition	8
Unit 5	Cleaning and Care Tasks in the Home	5

Description of Course Titles

 Unit 1 Introduction to Aide and Agency Role

The purpose of this unit is to acquaint the student with the practice of home health care. The topics to be covered include: (a) Federal and State regulations governing home health aides,

(b) purpose of home health care and roles of members of the home health care team, (c) the role and responsibility of the home health aides as a member of the team, and (d) communication with clients, families, team members, and community agencies.

Unit 2 Interpretation of Medical and Social Needs of People Being Served

The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the HHA in providing a caring and supportive environment is discussed.

Unit 3 Personal Care Services

The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

Unit 4 Nutrition

The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This module includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed.

Unit 5   Cleaning and Care Tasks in the Home

The purpose of this unit is to provide learning experiences for the HHA that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

<p style="text-align:center"><u>COURSE TITLE: COMPUTER HARDWARE AND SOFTWARE TECHNICIAN</u></p>

<p style="text-align:center">160 clock hours   SOC CODE 15.1121</p>

COURSE   DESCRIPTION

This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This A+ training is considered foundational-level CompTIA training, which means it was designed for people with no experience at all. This Core 220-1001 course is valuable for new or aspiring IT professionals, looking to validate foundational skills, and even non-technical professionals.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:
1. Discuss computer hardware components and their locations.
2. Demonstrate skills in identifying hardware assembly requirements for computers.
3. Demonstrate skills in the configuration of various types of motherboards.
4. Make sound, professional decisions when building, upgrading or repairing a computer accordingly to specified requirements.
5. Demonstrate skills in the architecture of various types of Processors and Memory chips
6. Make sound, professional decisions when upgrading or replacing these components.
7. Install, configure and maintain/troubleshoot any devices that can be used on and with computers, including Hard Disk Drives and I/O devices.
8. Apply employability skills.
9. Demonstrate professionalism and effective communication.
10. Write resume and participate in workshop for interview skills and job preparation.

COURSE   OUTLINE

Course Code	Course Title	Clock Hours
IT-A1	COMPUTING OVERVIEW	20
IT-A2	SYSTEM COMPONENTS	20
IT-A3	PERIPHERAL DEVICES	20
IT-A4	NETWORKING	20
IT-A5	MOBILE DEVICES	20
IT-A6	SYSTEM IMPLEMENTATION AND MANAGEMENT	20
IT-A7	SECURITY	30
CP100	CAREER PREPAREDNESS	10

<u>Description of Course Titles:</u>

IT-A1 COMPUTING OVERVIEW
This module serves as an introduction to the course. Topics include Lab Interface, Connect Internal Components, setting up a computer commands, and Installing a UPS.

IT-A2 SYSTEM COMPONENTS

This module teaches about installing a power supply and motherboard , troubleshooting a system, power select and installing and troubleshoot processor.

IT-A3 PERIPHERAL DEVICES

This module deals with KVM Switch , selection and configuration of dual monitors, devices, storage and performing disk maintenance.

IT-A4 NETWORKING

This module teaches the selection and Installing of a Network Adapter, Configure TCP/IP Settings and Cable Internet Connection and DSL Internet Connection including Wireless Networking and Printing

IT-A5 MOBILE DEVICES

This module deals teaches the power Options, managing Mobile Devices and configuring iPad Access Control and Authentication

IT-A6 SYSTEM IMPLEMENTATION AND MANAGEMENT

This module teaches the student how to Install a Workstation Manage Files and Folders and Create User Accounts

IT-A7 SECURITY

This module teaches the Remote Wipe Require a Screen Saver Password, configuring BIOS/UEFI Security, Windows Defender, File Encryption, Windows Firewall and VPN Connection

CP100   CAREER PREPAREDNESS
  This module teaches the student resume writing, interview techniques and other life skills.

<center>**COURSE TITLE: CYBER SECURITY SPECIALIST**</center>

<center>460 clock hours   SOC 15-1143.00</center>

COURSE DESCRIPTION

The Cyber Security Specialist program is a 460- clock hour program consisting of online theory/online classroom learning. The student will learn computer terminologies, that go hand-in-hand with the Computer Hardware and Software Technician course as well as terminology that pairs with the Network Security Technician, Cyber Security Technician and the Ethical Hacker. The Network Security Specialist certification program helps our graduates begin or advance their careers by showing employers and clients that they have the skills to successfully implement manage and troubleshoot network and security issues.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:
1. Demonstrate proficient knowledge of computer terminology including networking, cyber security and ethical hacking.
2. Demonstrate proficient knowledge of computer hardware and software as it applies to the industry.
3. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
4. Design, implement and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
5. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
6. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
7. Apply security principles and practices to maintain operations in the presence of risks and threats.
8. Demonstrate professional conduct in regard to ethical behavior within the scope of cyber security specialist.
9. Communicate effectively in a variety of professional contexts.
10. Demonstrate professionalism in the world of computers and cybersecurity.
11. Write resume and participate in workshop for interviewing skills and job readiness.

COURSE OUTLINE

Course Code	Course Title/Description	Clock Hours
NST101	Network Security Technician	150
CST101	Cyber Security Technician	150
EH101	Ethical Hacker	150
CP100	Career Preparedness	10

Description of Course Titles:

NST101- (150) Network Security Technician
This course covers the configuration, management, and basic security of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies.

This course helps prepare the learner to sit for CompTIA Network+ Certification, an industry certification used in the field of networking.

CST101 (150) Cyber Security Technician
This course is designed to help the student understand the information security landscape and will prepare them to become a security professional. Gone are the simple days of protecting a system from the random individual hacker. Instead, computer professionals are now combating a very organized, advanced, and powerful force that comes in many different forms, from script kiddies to nation states, organized crime to hacktivists, and everything in between This course is designed to help prepare the learner for the world of cybersecurity. Students will learn the different types of malware and how to defend against them.

CH101 (150) Ethical Hacker
This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed.
This course is designed to help you gain real-world skills by learning how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

CP100 (10) Career Preparedness
This module teaches the student resume writing, interview techniques and other life skills.

ADMISSIONS INFORMATION

GENERAL ADMISSION REQUIREMENTS

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

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program and career objectives.

2. Applicants must be at least 18 years old and submit a government issued identification card or driver's license and social security card. Applicants that are under 18 years of age must have a High School Diploma or its equivalent and must be accompany by their parent(s) or legal guardian(s) in order to complete the Admissions process.

3. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma.

4. Complete an Enrollment Agreement.

CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college (within the past 1 year), may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment, and they pass the institutions examination and skill testing for those subjects (if required). Appropriate credit will only be given once it has been determined that all the aforementioned have been completed by the prospective student. This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

All students being admitted to Prestige Career College shall possess a high school diploma, GED certificate or its equivalent. Students who do not possess either a high school diploma, GED certificate or its equivalent or show any proof of completing secondary education must pass the college's entrance assessment.

SPECIAL ACCOMMODATIONS

Handicapped prospective students are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels. Students with special needs should make arrangements to meet with the designated school official and/or student services to inspect facilities and review requirements.

The institution does not admit non-immigrant foreign students and does not provide visa services.

ORIENTATION

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. Orientation may be conducted on-campus or virtual.

TEACHER / STUDENT RATIO

The teacher to student ratio for all programs is 30 students per instructor for lecture and 15 for lab.

LANGUAGE PROFICIENCY

For either English or Spanish programs, only general knowledge of the language is required for enrollment.
PCC has not established any levels of proficiency to be admitted; however, students must have High School Diploma/GED or pass the PCC assessment.

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

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

ACADEMIC POLICIES

GRADING SYSTEM

The school shall use the following grading system to evaluate academic performance of the students:

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I	0.0	Incomplete
	W	0.0	Withdrawal

SATISFACTORY ACADEMIC PROGRESS AND GRADUATION REQUIREMENTS

Completing satisfactorily all and each of the projects and/or curricula included in the program enrolled with a grade of 70% (C) or (2.0) and attended eighty percent (80%) of the total program length including the demonstration of skills competencies required in the program.

A Certificate of Completion is awarded to students who obtain satisfactory academic performance and attendance and free from indebtedness.

Certification: Students in the CNA & HHA program will be eligible to test for certification. Students are scheduled by the Program Director.

ATTENDANCE POLICY

School expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. In order to meet attendance requirements and graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. If the student expects to be absent or late, he or she must notify the college by calling the instructor in advance or the registrar. Attendance is tracked in every class period by the instructor and is recorded on the Student's Attendance Card which is kept in the class attendance binder. The instructor submits the class attendance binder to the Registrar's Office for entry of attendance into students' electronic records. A student who fails to attend fourteen (14) consecutive calendar days will be terminated from the program. This policy is applicable for online classes.

Tardiness
The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Leaving Early
The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excessive early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Probation
A student who does not meet academic and attendance requirements may face probation, suspension or dismissal.

Externship
Students enrolled in courses with externship must complete the established hours of externship in order to receive a Certificate of Completion. The school's Attendance Policy applies to students in externship.

MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Course Instructor.
Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the course/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the course.

ONLINE LEARNING: PCC offers the Hybrid and the Online (synchronous and asynchronous) learning. Hybrid utilizes Zoom meetings to deliver lectures and facilitate student engagement. While on Zoom, instructor and students utilize the Canvas as a learning tool where course content and other instructional materials can be found. The skills component for the Hybrid are done in the school's skills laboratory
All online programs have both asynchronous and synchronous learning except Everyday ESL which is 100% synchronous. For the synchronous part, the instructor teaches via Zoom meeting where lectures are delivered and utilizes the Canvas for course content and class discussion.
The clock hours spent for synchronous and asynchronous learning vary from program to program. For the asynchronous portion, students will have to utilize the Canvas for their learning. During these days, instructors will be available for consult during the faculty office hours, via email, text, telephone calls or discussion boards when applicable.

LEAVE OF ABSENCE

If a Leave of Absence (LOA) is needed, a student must submit in writing to the Campus President, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the School's approval. Duration of the LOA must not exceed 180 days. Students not returning on the date specified in the LOA will be dropped from the program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Prestige Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program you were enrolled in is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which to seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Prestige Career College to determine if your credits, diploma or certificate will transfer.

Re-enrollment and Transferability of Credits Policy

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

Re-enrolling students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Transfer students must provide a transcript of their studies.

Articulation Agreement

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

ADVANCED PLACEMENT OR EXPERIENTIAL LEARNING

Prestige Career College does not award academic credit for advanced placement testing or experiential learning,

POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. The School reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate.

The School further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the School have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance.

STUDENT FINANCING

CURRENT TUITION AND FEES

Program	Tuition	Registration Fee	STRF[1]	Books//Supplies	Licensing//Life Scan	Total Cost[2]
		Non-Refundable	Non-Refundable		Certification	
Clinical Medical Assistant	$3,300	$75	$10	$600	$0	$3,985
Clinical Dental Assistant	$3,300	$75	$10	$600	$0	$3,985
Medical Coding and Billing	$3,300	$75	$10	$600	$0	$3,985
Nurse Assistant Training	$2,400	$75	$7.50	$654.5	$195	$3,332
Home Health Aide Training	$550	$75	$2.50	$50	$0	$677.50
Comp Hardware &Software Tech	$2,200	$75	$7.50	$600	$0	$2,882.50
Cyber Security Specialist	$4,800	$75	$12.50	$600	$0	$5,487.50

[1] Student Tuition Recovery Fund (STRF) assessment rate will be $2.50 for every $1,000.

[2] Estimated charges for the period of attendance and the entire program.

Prestige Career College is not an accredited institution and does not participate in federal and state financial aid programs.

TUITION PAYMENT POLICY

Registration, tuition and other fees are payable in cash; by money order, check or credit card; and/or through other arrangements, which may be reached with the Administration prior to commencement of classes. Institutional charges are due at the time of registration or prior to the completion of the course. Students who have made financial arrangements with the school must pay according to the contract schedules. Students may be dropped from the program for non-payment of tuition fees.

- **IF A STUDENT OBTAINS A LOAN, THE STUDENT IS RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

Cancellation

Student's Right To Cancel

1. Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop the school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.

2. Student Tuition Recovery Fund Fee: This is a Non-Refundable fee of $2.50 for every $1,000 rounded to the nearest $1,000 (included in tuition amount)

3. Cancellation may occur when the student verbally informs or provides a written notice of cancellation to the school's address.

4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Refund Policy /Withdrawal from the Program

Students may withdraw from Prestige Career College at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration fee not to exceed $75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: 1. The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. 2. PCC terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. 3. The student has failed to attend class for 14 consecutive school days without notifying the school of their intent to continue.

4. Failure to return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

STUDENT TUITION RECOVERY FUND (STRF)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento CA 95834, (916) 574-8900 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PRIVACY RIGHTS

The School is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of "tax dependent" students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of "tax dependent" students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or 8) government agencyrequirement.

GRIEVANCE PROCEDURE

Prestige Career College is committed to providing students with the learning environment needed to achieve their educational goals.

At times, miscommunications or challenges in understanding school policies may arise among student, faculty or administration. In such cases, specific departments will address specific student needs, and the student will receive a response from a school staff member either in the form of a letter or a phone call or to schedule an appointment to discuss/resolve the issue, whenever possible, within seven (7) work days after receiving the complaint.

In some cases, students may submit their written complaints to the School Director. Students will receive a written response in seven (7) days.

A student or any member of the public may file a complaint about this institution with the:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION by calling (888) 370-7589 or
by completing a complaint form, which can be obtained on the bureau's internet
website www.bppe.ca.gov

PROPERTY

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

DRESS CODE POLICY

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

STUDENT CONDUCT

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

1. Non-conformity with the school's regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on schoolpremises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
13. Discourteous behavior to instructors, staff or fellowstudents
14. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities.
15. Smoking, food or drinks in the classrooms
16. Electronic equipment, such as radios, recorders, headsets, cell phones or other similardevices

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

Online Etiquette

1. Be kind and professional
2. Don't abuse the chat box
3. Run a spelling and grammar check before posting
4. Take some time to read
5. Think before you type
6. Use proper language.
7. Be aware of strong language, all caps, and exclamation points.
8. Recognize and respect diversity. Email your instructor privately for more information.
9. Avoid sarcasm and dark humor.
10. Take your posts seriously.
11. Be respectful. Never say online what you wouldn't say in real life to another person's face.
12. A discussion board is not the venue to complain.
13. Don't post or share (even privately) inappropriate material.

Fraternization Policy Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College. Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of

affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior. If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus President and/or the Answer Program immediately.

HEALTH / MEDICAL CARE

Students must take proper care of their health so that they can perform their best in school. Taking proper care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease are required to notify the School immediately and should stay home and recover. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance. Students should see Career Services for referral information to the proper medical facility or services.

RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years, as required by law, from the date the student graduates, withdraws or otherwise ceases to be enrolled. Transcripts are maintained permanently and are available for all enrolled and graduated students and are available upon written request.

STUDENT SERVICES

CAREER SERVICES

Career Services will identify, evaluate externship sites that meets all requirements of the training and will make an appointment, and refer students that are in need of completing their externship portion of their program.

PLACEMENT

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. The School encourages students to maintain satisfactory attendance, conduct, and academic progress. These traits are favorably viewed by prospective employers. While the School cannot guarantee employment, every attempt is made to assist them in job placement. All graduating students participate in the following job preparation activities: Preparation of resumes and letters of introduction is an important step in a well- planned job search. Interviewing techniques: Students practice proper conduct and procedures for interviews.

RESPONSE TIME

Students who are in online and hybrid programs interact with the instructor via Canvas, email or telephone. The school has 24-48 hours response time for student inquiries and advisement. The school has five (5) working days for the mailing of its response/s or evaluation after receipt of students' projects or assignments.

COUNSELING / REFERRAL SERVICES

Student Services provides academic advisement and referral information for various professional services. Students will be referred to counselors or agencies outside PCC. Students are encouraged to contact these agencies.

HOUSING

The institution has no responsibility to find or assist a student in finding housing, does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near our campuses. Per the California Student Aid Commission statistics for 2021-2022 average housing costs are $1,440.00 per month.

STUDENT RESOURCE CENTER / LIBRARY

PCC Resource Center has computers with internet access available for students during office hours. Students have access to several online resources such as Openlibrary.org, overdrive.com, googlebooks, open textbook library and Pressbooks.directory.

COPYRIGHT INFRINGEMENT and NETWORK/COMPUTER USE POLICY

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

CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. Students violating this rule will be subject to immediate termination.

ADMINISTRATION

President – Ali Bayrami
Regional Campus Director – Rick Prieto
Director of Information and Technology – Pete Limon
Director of Academic Affairs – Bessie P. Valmores
Director of Business Affairs – Ali Bayrami
Assistant Campus Director -Tanya Tijerina
Director of Career Services/Admissions – Ingrid Mejia
Director of Admissions- Andrew Martinez
Registrar/Student Services – Erika Brizuela
Admissions Representative- Art Garcia
Administrative Assistant/Receptionist-Rose Garcia
Marketing Representative- Patty Anais

FACULTY

- Pete Limon, DCS, MBA, MS Info Sys, MS Software Engr, BA Sports Science

Graduate in Doctor in Computer Science, Masters in Business Administration, MS information Systems, MS Software Engineering, BA Sports Science. 10 years experience in teaching on-ground and online. Certifications in Microsoft, Cisco, CompTIA. 6 years experience operating a shipping and receiving company including special driving and commercial trucks, trailers and tankers, passenger and hazardous materials endorsements.

- Meliton Prudencio, BSN

Graduate in Bachelor of Science in Nursing, 30 years experience in Nursing. 7 years experience as Program Director for Nurse Assistant and Home Health Aide Training Programs, 9 years experience as Vocational Nursing Instructor.

- Luis Gudino, AS

Graduate in Associate of Science in Administration of Justice, Proficiency in Computer Science Programming, 4 yearsteaching experience in computer, Proficiency in Cybersecurity, Phyton, Java Script ,HTML System Networking , E- learning certified, Spanish and English instruction.

- Chris Castillo, LVN, MA

Graduate of Vocational Nursing Program and Medical Assistant Program. 5 years experience as an LVN in outpatient, long term care facilities. 5 years experience as a Medical Assistant. Vent/Trache certified, experience in multiple E HR including LA county power chart, EPIC, Touch Work. Bilingual. Holds a DSD Certificate.

- Xiomara Bautista, LVN

Graduate of Vocational Nursing Program, 19 years as an LVN with 7 years experience in long term care in a supervisory capacity. Proficient in phlebotomy. Several years experience as a finance officer. Bilingual. Holds a DSD Certificate.

- Linda Perry, NP

Graduate of Doctoral Learner, ABD Nursing Education; Masters of Science in Nursing. Experiences include: Family Nurse Practitioner, Psychiatric Nurse Practitioner, Pain Resource Nurse, Case Manager in Residential facilities, Nursing Faculty for Masters Level, Pharmacology Nurse Counselor, Quality Improvement Coordinator, Nurse Counselor. Over 40 years as a licensed nurse, Over 20 years experience as nursing instructor. Holds a DSD Certificate.

- Maria Valenzuela, LVN

Graduate of Vocational Nursing Program, Licensed medical coordinator. Worked in foster care agencies, home health care agencies, acute hospitals and long term care facilities. Over 15 years as a licensed nurse. Holds DSD Certificate.

- Edith Tipan, RDA

Graduate in Associate of Science in Dental Hygiene, Dental Hygiene Certification; 810nm and 940nm Diode Laser (Biolase EZ lase), Registered Dental Assistant Certificate since 2001. Over 10 years experience as a dental hygienist working on all aspects of dental hygiene clinical care and patient management. Over 9 years experience in dental assisting working in general dentistry including oral, periodontal and implant surgery. Supervisory Experience.

- Amal Nagib Tosson, CPC, CBCS

Graduate of Bachelors in Accounting. Certified Professional Coder and member of the American Academy of Professional Coders. Holds a certificate as a Certified Professional Coder, Certified Billing and Coding Specialist, Certified Electronic Medical Record Specialist. Proficient in medical software programs and Microsoft office . Over 10 years experience as a Medical Billing/Coding instructor. Worked as a medical coder, biller and office manager for almost 20 years.

- Bessie Paragas Valmores, BSMT, BS Psych, MAM
20 years experience in technical and career education as School Director/President, Education Director and Compliance Officer; 10 years work experience in healthcare. Instructor in allied health and business programs .Proficient in Online learning. Holds bachelors degrees in Medical Technology and Psychology, and Masters in Management.

- Denise Galvez
Graduate of Vocational Nursing, More than 25 years experience as a licensed nurse in various clinical settings, such as acute care, sub-acute and long term care facilities. Also worked as a school nurse in a preschool setting. Holds a DSD Certificate.

- Maria Hobbs
Graduate of Vocational Nursing. More than 20 years experience as a licensed nurse in various clinical setting, such as acute/ sub-acute and long term care facilities. Also worked as a home health nurse in several home health care agencies. More than 20 years of experience as a clinical instructor in post-secondary nursing schools in Los Angeles County. Licensed instructor of CPR from the American Red Cross. Holds a DSD Certificate.

- Priscilla Cano
Graduate in Medical Assisting. Over 12 years experience as a medical assistant. Worked in various medical offices as a front and back office MA. She also had experience as a MA Clinical Instructor at a postsecondary institution located in Los Angeles County. She holds CPR/First Aid/BLS/AED Certification.

Description of branch and satellite locations:

<u>**Branch**</u>
- 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764 – The campus is located in a business park are with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, reception area and student lounge.

- 16525 Sherman Way Unit C-7 Van Nuys, CA 91406- The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, computer laboratory, reception area.

Satellite
- 5021 Lennox Blvd, Lennox, CA 90304- The satellite is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, one (1) classroom and skills laboratory.

- 6318 Pacific Blvd. . Huntington Park, CA 90255 – This satellite is located in a commercial area with ample parking, handicapped accessible, near public transportation. This is a dental office with conference rooms, exam room, waiting room. These are used for demonstration and for class discussion as scheduled.

- 2715 Santa Ana St. South Gate, CA 90290- This satellite is located in a business park with ample parking, handicapped accessible, near public transportation. This is a medical office with conference rooms, exam room, waiting room, lounge areas. These are used for demonstration and for class discussion as scheduled.

CLASS SCHEDULE

LOCATION	PROGRAM	INSTRUCTOR	CLASS START	TIME	DAYS
Huntington Park	Clinical Medical Assistant	Pricilla Cano	2/13/23	8:00am-2:00 pm	Monday - Thursday
Huntington Park	Clinical Dental Assistant	Nancy Granados	3/6/23 6/5/23 9/18/23	8:00am-12:00 pm	Monday - Friday
Huntington Park	Medical Coding & Billing	Amal Toson	3/6/23 6/5/23 9/18/23	8:00am-12:00pm	Monday - Friday
Huntington Park	Home Health Aide	Meliton Prudencio	3/6/23	8:00am-12:00pm	Monday - Friday
Huntington Park	Computer Hardware &Software Technician	Dr. Pete Limon	2/14/23	9:00 am-1:00pm	Monday - Thursday
Huntington Park	Cyber Security Specialist	Dr. Pete Limon	2/14/2023-4/8/2023	9:00 am-1:00 pm	Monday – Friday

LOCATION	PROGRAM	INSTRUCTOR	CLASS START	TIME	DAYS
Huntington Park	Nurse Assistant Full Time	Chris Castillo	1/17/23 2/20/23 3/27/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm	Monday - Friday

Ontario	Nurse Assistant Full Time	Maria Valenzuela	1/17/23 2/20/23 3/27/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm	Monday - Friday
Van Nuys	Nurse Assistant Full Time	Xiomara Bautista	1/17/23 2/20/23 3/27/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm:30pm	Monday - Friday