



CATALOG 2016

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CATALOG STATEMENT

The policies, procedures and information contained in this catalog require continual review, evaluation, and approval to ensure that the program(s) offered by Liberty Career College (LCC) are meeting to the needs of the communities we serve. LCC reserves the right to change policies, procedures and information at any time without prior notice. Changes made to this catalog will be included in this catalog as a separate addendum once the catalog has been in print and effect for given year. LCC's catalog is updated in the fourth (4th) quarter annually. Effective dates for this catalog are January 1, 2016 through December 31, 2016. This catalog is provided to prospective students and the general public in two ways; via pdf document on the Liberty Career College website (www.libertycareercollege.com), and also a printed version available for in person inquiries as well as for students who enroll.

LCC is an Equal Opportunity Educational Institution and Employer. Educational and employment opportunities are offered without regard to color, age, national origin, religion, gender, marital status, creed, race or disability. Each student must meet the required objectives for each course.

Main Campus and Class Location for Bakersfield:

Physical Address:	906 19 th Street
City:	Bakersfield
State, ZIP:	California, 93301
Telephone:	(661) 322-3030
Fax:	(661) 324-9065
Email	libertycareer@sbcglobal.net
Web Address:	www.libertycareercollege.com
Mailing Address:	P.O. Box 499
City:	Bakersfield
State, ZIP:	California, 93302

Ridgecrest (Branch Campus)

Physical Address:	527 Ridgecrest Blvd., Suite B, C
City:	Ridgecrest,
State, ZIP:	California 93533
Telephone:	(661) 322-3030
Fax:	(661) 324-9065
Email	libertycareer@sbcglobal.net
Web Address:	www.libertycareercollege.com
Mailing Address:	P.O. Box 499
City:	Bakersfield
State, ZIP:	California, 93302

HISTORY AND MISSION STATEMENT

History

Liberty Career College (LCC) began its operations in 2006. LCC's Director has over a decade of experience working in career education and has lived and worked in Bakersfield over 40 years. This unique background gives him a real understanding of the needs of our community. As more and more career training institutions move into our community (many of whom operate their corporate operations out of town) it is more important than ever to refocus career education to meet the true needs of local employers.

Mission Statement

The mission of Liberty Career College is to provide effective post-secondary vocational training programs that prepare its students to acquire gainful employment in their chosen field of study. The college serves students from diverse backgrounds by delivering high quality, career-focused programs and services in a supportive, student-oriented environment.

Our Institutional Objectives

- To offer quality post-secondary vocational educational training programs keeping industry standards and employment skill requirements firmly at the forefront of the program's curriculum.
- To create a positive and comfortable learning environment that ensures students acquire the fundamental knowledge, hands-on and, practical experiences of their chosen field.
- To foster and nurture the learning desire in all students by using innovative teaching methods under the direction of dedicated and experienced faculty.
- To employ the most experienced staff and faculty available who are dedicated to promoting the professional development of each student.
- To ensure professional improvement of staff and faculty by supporting continuing education as well as professional in-services.
- To instill and promote improvement of staff and faculty by supporting continuing education as well as professional in-services.
- To instill and promote a positive philosophy to students, staff, and faculty that will reflect in our institution as well as the communities we serve.

*Liberty Career College **does not** have a pending petition in bankruptcy, and is **not** operating as a debtor in possession, or has **not** filed a petition within the preceding 5 years or has **not** had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.*

ADMINISTRATIVE PERSONNEL

CARLOS L. SALINAS
CHIEF OPERATING OFFICER (CEO/CAO)
BS, CPT-II, CCMA

Mr. Salinas has over two decades of experience in private post-secondary vocational education. He has worked in several areas of vocational education including Medical Assisting Instructor, Director of Career Services, Director of Medical Programs, and as an On-Site Administrator for a local career college. As a native of Bakersfield he understands the needs of the community both as a consumer and as a provider of educational services. Additionally, he served as Commissioner for the Accrediting Bureau for Health Education Schools in Washington, DC from 1999 to 2006.

ANN M. SALINAS
CHIEF OPERATING OFFICER (COO)

Mrs. Salinas is also a native of Bakersfield. Her work experience includes; bookkeeping (A/P and A/R), mortgage lending, customer service, and general clerical skills. She was previously licensed as a Real Estate Agent and a Certified Notary Public. Mrs. Salinas has a strong work ethic that places customer service at the top of her list. Additionally, Mrs. Salinas is a Certified American Heart Association BLS Instructor.

WILBUR AMPEY
BS, STUDENT SERVICES DIRECTOR

Mr. Ampey possesses thorough knowledge of the practices, procedures, and methods used in the administration and organization of student services; furthermore, he possesses thorough knowledge of BPPE policies and procedures. Additional skills involve a thorough knowledge of federal, state, and local laws, codes, regulations and ordinances related to the areas of responsibility for student support services; excellent oral and written communication skills; ability to motivate others to reach their fullest potential; as well as the ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, and federal, state, and local agency representatives.

Faculty Information

Medical Assistant Program

Faculty members must have at least 3 years of experience in the field or equivalent education in related field and are nationally certified as Medical Assistants. At times Liberty Career College will employ experienced Medical Assistant's, RN's or LVN's to teach in this program.

Carlos L. Salinas, RMA, CPT-II, RPT, BS/BA

Mr. Salinas has over 15 years of experience teaching Medical Assisting, and Phlebotomy. He has worked as a phlebotomy technician for over 20 years. Currently, Mr. Salinas is also a full-time Clinical Laboratory Assistant Supervisor with Dignity Health, Mercy SW Hospital.

Megan M. Koenig, MA, CPT-I

Ms. Koenig has over 7 years of Phlebotomy experience, 10 years of experience working as a Clinical Medical Assistant, and 1 ½ years experience working in a hospital Psychiatric Department as a CNA.

Hannah N. Salinas, BSN, CPT-1

Ms. Salinas has completed a Bachelor of Science Degree in Nursing from Oakwood University in Huntsville, AL in 2015.

Ms. Salinas also completed the Medical Assisting and Phlebotomy Technician programs with Liberty Career College and has experience working in an urgent care environment.

Wilbur Ampey, BS Health Sciences

Mr. Ampey graduated from Oakwood University in 09/2013 with a BS in Health Sciences.

Medical Front Office Assistant Program

Liberty Career College is currently not offering this program.

Pharmacy Technician Program

Faculty members must have at least 3 years of documented experience in the field. Instructors will provide Liberty Career College with a copy of their certifications and license information.

Terrence Monrian, Pharmacist

Mr. Monrian is currently the Director of Pharmacy at Delano Regional Medical Center and has over 30 years of Pharmacy experience.

Phlebotomy Technician Program.

Faculty members must have at least 3 years of documented experience in this field. Additionally

Carlos L. Salinas, RMA, CPT-II, RPT, BS/BA

Mr. Salinas has over 15 years of experience teaching Medical Assisting, and Phlebotomy. He has worked as a phlebotomy technician for over 20 years.

Megan M. Koenig, MA, CPT-I

Ms. Koenig has over 7 years of Phlebotomy experience, 10 years of experience working as a Clinical Medical Assistant, and 1 ½ years experience working in a hospital Psychiatric Department as a CNA.

Ms. Koenig completed a Medical Assistant program and took her certification exam with the National Healthcareer Association.

Completed Phlebotomy Technician training at Liberty Career College.

Administrative Office Assistant

Faculty members must have at least a Bachelors degree in Business Administration or 5 years of experience as an Administrative Assistant, or Office Manager/Director.

Ann Salinas,

MS. Salinas has served as the Chief Operating Officer for Liberty Career College since 2006. She has over 6 years of experience working as an Administrative Assistant prior to opening LCC in 2006

Facilities and Equipment

Liberty Career College will make available to all students the equipment and supplies necessary to acquire the skills offered through the program. All programs have available at its disposal; computers (including lap top computers, desk top computers/keyboards, a copier/scanner/fax machine, necessary hardware and software, a lecture room with tables, chairs, ceiling mounted PowerPoint projector, wall projector screen, DVD player, VHS machine, Overhead projector. Skills laboratories are equipped with student tables and chairs, a sink for hand washing, paper towel dispenser, liquid soap dispenser, necessary equipment and supplies for skills being taught. All classes are air-conditioned.

Classrooms are equipped with teaching equipment such as white boards, overhead transparency projector, video projector, table and chairs, anatomical posters, mannequins, audio equipment, laptop and desktop computers, and a wide variety of body system videos, transcription machines, dictionaries, and PDRs, ten-key machines, color coded patient filing systems.

The Medical Laboratory is equipped with an autoclave, exam table, diagnostic kits, Electrocardiogram machine, centrifuges, phlebotomy equipment, drug administration supplies, urinalysis supplies, distance visual acuity chart, teaching stethoscopes, weight and height scale, cpr and first aid equipment including mannequins, AED trainer, blood pressure equipment including various sizes, temperature thermometers, throat culture supplies, misc. surgical instruments, Beltone hearing machine, microscope.

Library

Liberty Career College has various reference materials and books available to all students. Materials and books are provided to students for reference while on campus. Computers with internet access are also available to students for research during school hours. In addition, our campus is located 3 blocks from the main branch of the Kern County Library which provides a vast amount of research materials and books on many subjects. Students are encouraged to visit the library or request research and reference materials when needed.

APPROVAL AGENCIES

Liberty Career College 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 California Code of Regulations (CCR) which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. §94909(a)(2) & 94897(l). Moreover, the BPPE does not endorse this institution or its programs.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

P.O. Box 980818
West Sacramento, CA 95789-0818

Telephone: (916) 461-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

"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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897"

Our Phlebotomy Technician-I Program is approved by the following state agency:

Department of Health Services-Laboratory Field Services
850 Marina Bay Parkway Bldg. P, 1st Floor
Richmond, CA 94804-6403

STATEMENT OF ACCREDITATION

Neither Liberty Career College or any of the courses offered are accredited by any accrediting agency. Furthermore, accreditation of an institution is not required for employment in any field that Liberty Career College offers. The majority of vocational schools seek national accreditation in order to offer Title IV Federal Financial Aid. In most cases when schools seek and obtain accreditation they must increase their program hours. Liberty Career College believes in a different philosophy where we recommend that students obtain general education such as math, English, history, and so on at a city college or university where credits are more likely to transfer to a degree. Liberty Career College strongly believes that federal student loans should be saved for higher education rather than occurring debt for a vocational educational program.

Review of Documents Statement:

"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."

Complaint(s)

"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 web site (www.bppe.ca.gov)."

ADMISSIONS POLICIES AND PROCEDURES

Admissions Requirements

Students are encouraged to apply for admissions as soon as possible to ensure he/she will be accepted for a specific program and/or starting date. All applicants are required to complete an interview with an admissions representative prior to acceptance. During the interview, the student will be given a catalog and will have an opportunity to ask questions regarding the program and school policies outlined in the catalog.

The state, various employers, or other agencies may require a background/criminal investigation. Students with prior felony convictions or serious misdemeanors may be denied a license or certification to practice in some states even if the program or exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies regarding current requirements for licensing or certification prior to enrollment.

The state, various employers, or other agencies may require verification of high school graduation including a high school diploma or high school education equivalency or GED. It is the student's responsibility to investigate an employer's or agency's requirements including high school education. LCC strongly encourages applicants who do not possess a high school education or equivalency to enroll into a high school or high school education equivalency program.

All students must provide a U.S. high school diploma or GED. Foreign students must have their high school transcripts evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) as well as completion of ATB testing by a 3rd party agency prior to the signing of an enrollment agreement. AACRAO transcripts must read that what education the prospective student has completed in another country is equivalent to the completion of a U.S. high school education.

All students, regardless of what program they are enrolling in, are required to provide a U.S. high school diploma or GED equivalent before enrolling, or evaluated transcripts from AACRAO declaring a minimum of U.S. high school education.

The following documents will be completed and/or submitted at the time of application:

- Completion of an Application for Admission
- Submission of Passed ATB Test by 3rd party agency, if applicant is from foreign country.
- Photo ID
- Submission of *U.S. High School Diploma* or *GED Equivalent*
- Acknowledgement of receipt of the *School Performance Fact Sheet* prior to signing the Enrollment Agreement document.
- Review and Signing of the Enrollment Agreement

Transfer of Credits

At this time, Liberty Career College does not accept the transfer of credits from other institutions for any of its programs. This includes the challenge of examinations and achievement tests; furthermore, credits earned at Liberty Career College will most likely not transfer to other institutions or schools.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Liberty Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Liberty Career College to determine if your (credits or degree, diploma or certificate) will transfer.

Experiential Credit

Liberty Career College does not award credits for prior experiential learning or credits earned through challenge examinations and achievement tests; furthermore, there are no additional charges concerning experiential credits, nor are there any additional parameters sanctioning provisions for an appeal.

Articulation Agreement Notice

Liberty Career College has not entered into any arbitration agreements with other institutions or schools.

Student Services

Placement Assistance for Graduates of the following programs:

- Medical Assistant
- Medical Front Office
- Administrative Office Assistant
- Pharmacy Technician

Placement Assistance includes: assistance with resume preparation, access to the fax machine, on-line internet access for job search and applications, job lead referrals, and job search skills. **At this time, there is no placement assistance for the Phlebotomy Technician Program.**

Foreign Students & Ability to Benefit Statement

Liberty Career College does not admit students from other countries. However, students who possess a valid state ID while submitting a foreign evaluated high school transcript or equivalent from another country must complete an ability-to-benefit test. Anyone without a U.S. high school diploma or GED will need to take and pass the Ability-to-Benefit (ATB) exam. LCC is a certified CELSA testing site for those needing ability-to-benefit testing.

The Conditions in Which Testing Will Take Place Are as Follows:

“As defined in the Federal Register, a qualified assessment center is the following:

- 1) is located at an eligible institution that provides two-year and four-year degrees, or qualifies as an eligible public vocational institution, i.e. a “postsecondary vocational institution.”
- 2) is responsible for gathering and evaluating information about individual students for multiple purposes, including appropriate course placement;
- 3) is independent of the admissions and financial aid processes at the institution at which it is located;
- 4) is staffed by professional trained personnel; and
- 5) does not have as its primary purpose the administration of ability-to-benefit tests.

LCC Test Administrators Consent to The Following:

“I hereby verify that this institution qualifies as having an assessment center according to the definition listed above. The CELSCAN student scoring answer sheet will be sent to ACTT within two days for scoring as well as the entering of a student’s information into ACTT's database.”

Each Scan Form Will Include the Following:

- 1) School I.D. number
- 2) The testing administrator's I.D. number
- 3) All required codes that relate to individuals with disabilities who request and are granted an accommodation.

LCC Test Administrators Consent Continued:

“I also understand that I will be decertified if I do not follow the testing procedures outlined in the CELSA Test Administrator’s Manual and Technical Guide for Ability to Benefit. I also verify that I have never been convicted of a felony nor have I been decertified by another testing company within the past 3 years.”

Language Proficiency Requirements:

A student must possess the ability to read and write English at the level of a United States high school graduate as demonstrated by obtaining and possessing a GED or U.S. high school diploma. Students who are submitting a foreign high school evaluated transcript or equivalent from another country must complete an ability-to-benefit test achieving a minimum score of the following:

Passing Scores:

Form 1 – 97

Form 2 – 97

Testing Forms:

Combined English Language Skills Assessment (CELSA) Forms 1

Combined English Language Skills Assessment (CELSA) 2 Revised

Fees:

There are no additional fees for ATB testing at this time.

For More Information Regarding CELSA or ACTT:

Association of Classroom Teacher Testers (ACTT)

1187 Coast Village Road, Suite 1 #278

Montecito, CA 93108-2794

Contact: Pablo Buckelew

Telephone: 805-965-5704

Fax: 805-965-5807

Housing

Liberty Career College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$200,000 and rent for a 1 bedroom apartment is approximately \$800.

Visa Students

All students enrolled into the college must evidence ability to legally work in the US. Note: Liberty Career College does not provide Visa services.

Proficiency in English

All classes are taught in English only. Liberty Career College does not offer services devoted to students who speak English as a second language; therefore, ESL candidates are required to provide recent ATB testing scores. For specific guidelines see the section labeled, “Ability to Benefit Statement.”

TUITION AND FEES

Schedule of Fees:

1. Registration Fee (Non-Refundable)	\$200.00
2. Tuition (See <i>Tuition by Program Below</i>)	\$(See Below)
3. Student Tuition Recovery Fund (STRF)	\$0 (not charged at this time)
4. Use of Textbooks	\$(See Below)
5. Uniform	\$(Included with tuition)
6. Lab Supplies	\$(Included with tuition)

Tuition by Program(s):

MEDICAL ASSISTANT **\$3000.00**

Estimated Additional Charges for MA Program:

1. Background Screen - \$40
2. Drug Screen - \$40
3. TB skin test, chest x-ray, or quantiferon blood test – Cost depending on what is done.
4. Textbooks - \$65
5. CCMA exam with NHA - \$155

MEDICAL, FRONT OFFICE ASSISTANT \$2500.00

ADMINISTRATIVE OFFICE ASSISTANT \$2500.00

PHARMACY TECHNICIAN **\$2500.00**

Estimated Additional Charges for Pharmacy Technician:

1. Application fee to the Board of Pharmacy - \$105
2. Background Screen - \$40
3. Drug Screen - \$40
4. Self-Query Report \$10
5. 1 Passport Sized Photo - \$10
6. Completed Live Scan/Fingerprints - \$60
7. TB skin test, chest x-ray, or quantiferon blood test – Cost depending on what is done.
8. National Certification Exam - \$155

PHLEBOTOMY TECHNICIAN-I **\$1900.00**

Estimated Additional Charges for Phlebotomy Technician Program:

1. Background Screen - \$40
2. Drug Screen - \$40
3. Application fee to Dept of Public Health/LFS - \$105
4. Textbook - \$65
5. National Certification Exam with NHA - \$115
6. Health Physical, blood titers for immunizations to determine immunity, booster immunizations if needed, TB skin test or quantiferon test – Costs unknown and depend on students insurance coverage.

Students who have not satisfied the above fees and tuition per the Enrollment Agreement terms will not be allowed into class.

**The total charges for a period of attendance AND the estimated schedule of total charges for the entire educational program are the same.*

Federal and State Financial Aid

At this time Liberty Career College does not participate in any Title IV (federal financial aid) program.

Financing

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

Liberty Career College reserves the right to offer private financing only for students who qualify. Financing includes the following:

- Payments are payable over a 6-12 month time period (depending on amount financed.)
- Down payment is required (minimum of \$500).
- No prepayment penalty if paid off early. Paying off early helps to avoid additional interest from accruing.
- Interest is accrued at 17.9% APR.
- Applicant must be currently employed and on the current job for a minimum of 1 year. Co-applicant is welcomed.
- If any part of a minimum payment is late, a late fee may be charged equal to \$19.00. There is no grace period for payments.
- All returned check items will be charged the maximum fee allowed by the state.
- If you have not made payments required and your account is sent for collection to an attorney who is not salaried employee of the loan agency, the loan agency may award all collection costs and reasonable attorney's fee plus allowable court costs to applicant.

Currently, Liberty Career College is NOT offering this financing offer for any part of a program in 2016.

**Student Tuition Recovery Fund:
As of January 1, 2015 the BPPE has instructed educational
institutions NOT to collect STRF fees.**

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

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following 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 of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

CANCELLATIONS, WITHDRAWALS AND REFUNDS

A copy of this policy together with examples of the application of the policy shall be provided to each student prior to signing the enrollment agreement/contract. Students are encouraged to review this policy and to ask questions regarding the refund policy prior to enrollment into any program.

1. If you are not accepted for enrollment into a program offered by Liberty Career College. The refund shall be made within 45 days of enrollment.

CANCELLATIONS

1. If you are accepted into a program, you may cancel your enrollment agreement with out penalty or obligation. Students who wish to cancel enrollment must submit notification in writing prior to or on the first day of class session, or the seventh day after enrollment, whichever is later. The refund shall be 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars (\$200).
2. If you cancel, any payment you made, and any negotiable instrument signed by you shall be returned to you within 45 days after the school receives your notice

of cancellation. However, if the school gave you any books or equipment, you must return the books or equipment within 10 days of the cancellation notice. If you do not return the books or equipment within the 10-day period, the school may keep a portion of the refund equal to the cost of the books and equipment. This refund shall be made within 45 days following the cancellation notice.

To cancel your enrollment agreement, mail or deliver a signed and dated copy of the “Notice of Cancellation”, or any other written notice. Remember, you must submit a completed “Notice of Cancellation”. You do not have the right to cancel by telephoning the school or by not showing up to class.

WITHDRAWALS

3. If you withdraw from the school up through the 60% point or less you shall receive a pro rata refund. Pro rata refunds based on the amount owed which equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

You must provide Liberty Career College with written notification of your intent to withdraw. Additionally, Liberty Career College reserves the right to withdraw a student from a program or programs for unprofessional conduct, including but not limited to lack of attendance or for violations of Professional Conduct mentioned in the Professional Conduct section in this catalog. Remember, you must submit a completed “Withdrawal Notice/Drop Notice” form. You do not have the right to cancel by telephoning the school or by not showing up to class.

Timeframe for Refunds:

The school will pay or credit all refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which a student’s withdrawal is determined.

Late Fee:

Liberty Career College reserves the right to charge a \$25 late fee on all payments due.

Returned Check Fee:

Liberty Career College reserves the right to charge a \$25 fee for all returned checks.

ACADEMIC CALENDAR 2016

HOLIDAYS FOR 2016:

New Year's Day.....	Friday, January 1
Martin Luther King Jr. Day.....	Monday, January 18
President's Day.....	Monday, February 15
Easter.....	Saturday/Sunday, April 26-27
Memorial Day.....	Saturday-Monday, May 28-30
Independence Day.....	Saturday-Monday, July 2-4
Labor Day.....	Saturday-Monday, Sept. 3-5
Thanksgiving.....	Thursday-Sunday, November 24-27
Christmas.....	Saturday-Monday, December 24-26

To obtain specific course start date information, please contact the office.

ACADEMIC STANDARDS

Attendance

Liberty Career College (LCC) strongly recommends that students attend all classes in order to achieve the objectives of the curriculum and to demonstrate professional accountability and responsibility. Students should be present, punctual, and prepared for all lectures, laboratory skills practice and, externship activities. Each hour is considered to be critical to the student's attainment of the course objectives and the student's progression toward program completion. If a student is absent from any class for any reason, the student is responsible for all work missed. *The attendance policy for the Phlebotomy Technician-I program is mandated by the State of California and therefore has different requirements. Please see the Phlebotomy Technician course syllabus for details.*

Attendance Requirements

- No more than 15 percent absences per course will be allowed (*this policy does not apply to the Phlebotomy Technician Program as this program has additional attendance standards established by the Laboratory Field Services*).
- Students who are absent from classes for more than 5 consecutive days he/she will be automatically dropped from the school.
- Re-admission is not automatic. If a student is withdrawn/dropped from the school for reasons of attendance, readmissions will be determined on a case-by-case basis by the college administration.
- If a student feels that he/she was withdrawn from the school due to an incorrect calculation of his/her attendance he/she may appeal the college's decision to the campus president. All appeals must be in writing.

Tardiness or Late Arrivals

Tardiness is considered unprofessional conduct and is a disruption to classes. LCC strongly urges all students to arrive to class on-time. It is best to be too early than too late. Students are encouraged to leave home early enough to arrive safely and on time.

A Tardy is defined as follows:

- Arrival to class later than 10 minutes. If a student arrives later than 10 minutes to class a "T" will be entered into the student's attendance record for that hour.
- Every third "T" will equal 1 absence per hour missed.
- Tardiness cannot be made up

Continued excessive tardiness or absences in any class could lead to disciplinary action.

Leave of Absence

Due to the short time frame of our programs a leave of absence will only be granted in case of medical/family emergency. Students may be required to repeat all or a portion of the program in which they were enrolled (ex: lab skills). Students must notify LCC and provide documentation of emergency in writing. Administration will

PROFESSIONAL CODE OF CONDUCT

Anti-Harassment

It is the mission of Liberty Career College to provide each student a safe environment of learning free of harassment of any kind. The college fully supports laws prohibiting harassment of any kind including harassment because of age, race, religion, color, national origin, ancestry, citizenship status, gender, marital status, veteran status, medical condition, or disability. Therefore, no conduct that constitutes harassment will be tolerated.

If you feel that you are being or have been harassed by any one on campus you are encouraged to contact any staff or faculty member. If you feel that you were harassed by a faculty or staff member you should contact the campus president immediately.

Standards of Professional Conduct

The college staff, faculty, administrators, and students are all required to exhibit professional conduct while on campus or while conducting college business. Therefore, any of the following activities will be considered a violation of professional conduct:

1. Dishonesty, including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of college documents.
2. Theft of, or deliberate destruction, damage, misuse or abuse of college property or the property of individuals associated with the college.
3. Inappropriate or profane behavior that causes disruption of teaching, student study, or administrative activities. This includes negative attitude or behavior that is non-conducive to a positive learning environment.
4. No calling and not showing up to an externship site/facility is reason for termination from the program. Students must contact Liberty Career College AND the externship facility BEFORE the start of the scheduled shift if they are ill or had an emergency and are not able to attend that particular day. LCC will require to see documentation of incident before proceeding further with externship. Externship is Pass or Fail.
5. Negative findings on background screen that were not revealed at time of enrollment. (Misdemeanor or Felony charges not disclosed.) All misdemeanor violations must be over 3 years old. All felony violations must be over 7 years old. An applicant with a violent crime or sexual crime history will not be accepted for enrollment.
6. Positive result on drug screen for a controlled substance. A student MUST go to get drug screen the day requested. Reasonable amount of

time will be given. Any excuse as to why you cannot go will not be acceptable. If student is taking a prescription that is a controlled substance the laboratory may contact the student to get verification that the prescription is current and in the student's name. Failure to supply the laboratory with needed information may result in a positive drug screen. A positive drug screen result is cause for dismissal from enrolled program.

7. The use or consumption of alcoholic beverages or controlled substances on the college or externship site is strictly prohibited. This includes; under the influence, purchase, consumption, possession, or sale of alcoholic beverages or controlled substances while on campus property.
8. The use of any tobacco product in the college building.
9. Eating or drinking in the classroom. Drinks with lids/caps accepted.
10. Bringing children, spouse, or friends to class.
11. Failure to comply with requests made by college officials acting within their scope of responsibilities.
12. Failure to follow campus safety policies and procedures.
13. The transport, use or discharge of any explosive including firearms, either concealed or exposed.
14. Improper use of the intranet including e-mail.
15. Failure to comply with federal copyright laws.
16. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "OFF" position while in class.
17. Any Progress Report showing less than a 60% grade.

Probation

A student found in violation of any Academic Standard(s) or Standards of Profession Conduct listed in this section of the catalog will receive a written warning. Depending on the severity of the violation, Liberty Career College may place the student on probation status. Probation means that the student must comply with all Academic Standards and Standards of Professional Conduct throughout the remainder of his/her program. Probation status is automatic when a student receives a written warning. If the student is found once again violating the school's Academic Standards or Standards of Professionalism, the school reserves the right to dismiss or withdrawal the student upon investigation and determination of the violation.

Withdrawals

Students who are withdrawn from school if found in violation of Academic Standard(s) or Standards of Professional Conduct. Student who are withdrawn are not automatically re-admitted. A member of administration will review all re-admittance requests and will consider them on a case-by-case basis. If a student is dismissed, they will receive a "Withdrawal Notice/Drop Notification" letter which explains the appeals process available to the student.

The school reserves the right to withdraw a student at any time and without prior notice depending on the severity of the violation.

Student Rights

Liberty Career College is committed to the academic success of each student and will make every effort to help its students achieve their goals. Students are encouraged to understand their rights including procedures for addressing grievances.

All students have the right to:

1. Know that the policies and procedures will be administered fairly and equally to all students.
2. Have concerns addressed in a timely manner.
3. Attend classes without harassment of any kind.
4. Attend classes in a safe and secure environment.
5. Speak to any member of Administration with concerns regarding the institution.
6. Clean and safe classrooms, restroom facilities and equipment.
7. Request information about grades and achievement at anytime.

Dress Code:

Students are required to wear the school uniform to class, externship and all field trips scheduled by the school.

Student Grievance

A student, who has a grievance, has the option first of an internal process provided by Liberty Career College administration; however, that it is not required as students may contact the Bureau for Private Postsecondary Education at any time. Please see the BPPE's contact information on Page 9 of this catalog. Students who feel their concerns were not addressed adequately may request to speak directly to a member of administration or by submitting the concern in writing at anytime. It may be necessary to schedule an appointment however; most concerns can be discussed immediately.

Retention of Student Records

Liberty Career College maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

Grading System

Final grades are calculated at the end of the course. Grades used are as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0=59
- Pass/Fail
- W = No Points (After the drop date)
- IP – In Progress

For successful completion of a course, a score of 70% or higher is required. Phlebotomy program: Quizzes section on progress report must average to 70% in both Basic and Advanced courses and Mid-Term and Final section must average out to be a 70% to pass. Students **MUST pass the national certification exam prior to clinical externship.**

Externship must be completed within 8 weeks after successfully passing the national certification exam. A delay, longer than 8 weeks, by the student (example: work schedule, school schedule, lack of providing immunization record, background screen, drug screen are some examples of students delays) will result in a failing grade for the program.

Student Records

Liberty Career College retains complete student records for a minimum of 5 years after completion or withdrawal from program. After 5 years, records may be destroyed however; transcripts will be retained permanently. Graduates may request copies of transcripts for a fee of \$10.00. Copies are not immediately available. A period of no more than 2 days may be needed to process copies.

Campus Security

Liberty Career College (LCC) takes the security of its students seriously however at this time we do not have on-campus security personnel or services. Students are encouraged to take precautions necessary to keep all personal items safe. Additionally, it is strongly recommended students do not bring valuable items with them. All students are encouraged to use safe practices while on campus. If you see any suspicious activities, please report it to the front desk immediately.

If A Crime Is Committed LCC Will Contact The:

Bakersfield Police Department
1601 Truxtun Avenue
Bakersfield, CA 93301
Phone: (661) 327-7111

For immediate emergency help call: 911

For Ridgecrest Students:
If a crime is committed LCC will contact the:
Ridgecrest Police Department

PROGRAM DESCRIPTIONS

MEDICAL, FRONT OFFICE ASSISTANT

Medical, Front Office Assistants work in a variety of medical offices, facilities, and institutions including; multi-specialty clinics, physician, podiatrists, and chiropractic offices, hospitals and other healthcare facilities.

General duties performed by the Medical, Front Office Assistant may include; greet new and established patients, provide instruction on patient registration procedures, perform or discuss financial or billing procedures with patients, schedule appointments, answer incoming and outgoing phone calls, manage and schedule professional activities for the physician, manage patient medical records, verify insurance coverage and refer patients to other medical facilities as directed by the physician. A Medical Office Assistant works directly under the supervision of the Physician or Practice or Office Manager. The duties are performed within the guidelines of the US. Health Insurance Portability and Accountability Act (HIPAA) and other related legal and ethical guidelines.

Objectives:

The objectives of the Medical Front Office Assistant program are to prepare graduates to perform various medical front office procedures including, the use of professional communication techniques, scheduling of appointments, preparation of medical documents, management of professional activities of the physician such as making travel arrangements, management of medical records, performance of various financial and insurance billing procedures and management of the reception and lobby areas of the office, performance of patient referrals to other medical facilities and transcription of medical documents as directed by the physician. This program emphasizes adherence to HIPAA and other related legal and ethical standards and guidelines to conducting the duties of the Medical Front Office Assistant.

To successfully complete this program, the student must complete and pass the following courses MED-100, MED-200, MED-300, MED-310, MED-320, and MED-500 (80-hour externship). Students must also achieve an overall course average score of greater than 70% from all homework assignments, quizzes, and examinations. To pass this course all students must also have no less than 85% attendance. Course length is 240 clock hours.

Medical, Front Office Assistant Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
MED-100	Medical Terminology	35
MED-200	Introduction to Anatomy and Physiology	35
MED-300	Medical Office Procedures	20
MED-310	Introduction to Computer Concepts	35
MED-320	Health Insurance Billing	35
MED-500	Externship	80
Total Hours		240

MEDICAL ASSISTANT

Medical Assistants work in a variety of medical offices, facilities and institutions including; multi-specialty clinics, physician, podiatrists and chiropractic offices and other healthcare facilities.

Medical Assistants perform a variety of clinical related duties including; obtain a patient's medical history, obtain and record vital signs, explain treatment procedures to the patient, prepare the patient for examination, assist the physician during examinations, collect, prepare and transport laboratory specimens, dispose of contaminated supplies, sterilize medical instruments, instruct patients about medications, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone new and refill prescriptions to a pharmacy, perform skin punctures and venipunctures, perform EKG's, remove sutures, change dressings, arrange examination room instruments and equipment, maintain supplies and equipment, and maintain exam rooms.

Objectives:

The objectives of the Medical Assistant program are to prepare graduates to properly perform basic clinical procedures including, obtain patient history, perform and record vital signs, explain examination and treatment procedures to the patient, prepare patients for examinations, collect, process and transport laboratory specimens, properly dispose of contaminated supplies, sterilize instruments, administer medications, perform venipunctures and skin punctures, obtain and mount an EKG, remove sutures, change dressings, maintain supplies and equipment, and maintain medical and surgical asepsis according to office policy.

This program is for the individual who is seeking to perform the back office clinical duties of a medical assistant in a medical office environment under the direct supervision of a physician.

To successfully complete this program, the student must complete and pass the following courses MED-100, MED-200, MED-400, MED-410, and MED-500 (80 hour externship). Students must also achieve an overall course average score of greater than 70% from all homework assignments, quizzes, and examinations. To pass this course all students must also have no less than 85% attendance. Course length is 240 clock hours.

Upon successful completion of this program the graduate will be eligible to take the Certified Clinical Medical Assistant examination with the National Healthcare Association.

Medical Assistant Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
MED-100	Medical Terminology	35
MED-200	Basic Anatomy and Physiology	35
MED-400	Clinical Lecture	40
MED-410	Clinical Procedures and Lab Skills	50
MED-500	Externship	80
Total Hours		240

ADMINISTRATIVE OFFICE ASSISTANT

Administrative Office Assistants work in a variety of clerical positions in a wide variety of business establishments.

Rather than performing a single specialized task, general office clerks have responsibilities that often change daily with the needs of the specific job and the employer. Basic job duties include: filing, keyboarding, and data entry at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages.

The specific duties assigned to a clerk vary significantly, depending on the type of office in which he or she works. An office clerk in a law office, for example, would not perform the same tasks that a clerk in a large financial institution or in the office of an auto parts wholesaler would. Although all clerks may sort checks, keep payroll records, take inventory, and access information, they also perform duties unique to their employers, such as, preparing materials for presentations in a corporate office, or filling orders received by fax machine for a wholesaler.

Clerks' duties also vary by level of experience. For example, they may maintain financial or other records, set up spreadsheets, verify statistical reports for accuracy and completeness, handle and adjust customer complaints, work with vendors, make travel arrangements, take inventory of equipment and supplies, answer questions on departmental services and functions, or help prepare invoices or budgetary requests. Senior office clerks may be expected to monitor and direct the work of lower level clerks.

Objectives:

The objectives of the Administrative Office Assistant program are to prepare graduates to properly perform the basic functions of an Office Administrative Assistant including: operation of basic office equipment such as a fax machine, document scanner, copier machine, multi-line telephone system. Students will also learn how to properly perform basic Microsoft software programs including; MS Word, Excel, and PowerPoint, basic accounting procedures including; preparing payroll and payroll records, preparing invoices, data-entry for A/R, A/P, and preparing and maintaining spreadsheets, format professional documents such as

letters and memorandums. Students will also learn how to properly file documents utilizing the alpha and numeric filing systems.

To successfully complete this program, the student must complete and pass the following courses OAA-100, OAA-200, OAA300, OAA-400, OAA-420, and OAA-500 (80 hour externship). Students must also achieve an overall course average score of greater than 70% from all homework assignments, quizzes, and examinations. To pass this course all students must also have no less than 85% attendance. Course length is 240 clock hours.

Administrative Office Assistant Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
OAA-100	Ten-Key - Keyboarding	32
OAA-200	Office Procedures	16
OAA-300	Computer Applications	32
OAA-400	Accounting Principles	48
OAA-420	Computerized Accounting	32
OAA-500	Externship	80
Total Hours		240

PHARMACY TECHNICIAN

Pharmacy Technicians work in a variety of pharmacy settings including retail, hospital and closed pharmacies.

This program is offered as an “on-line” course. All students enrolled into this program must have access to a computer with the following installed computer software programs:

Windows:

Windows XP, Vista or Windows7, Internet Explorer 7 or 8 (download), Mozilla Firefox 3.5 or higher (download).

Mac: OS X

Safari 3.0 or later (download), Mozilla / Firefox 3.5 or higher (download).

Adobe:

Adobe Acrobat Reader 7 or higher (download), Adobe Flash Player 8 or higher (download)

Session Timeout Counter:

The browser you use needs to allow status bar updates via script otherwise a session timeout counter will not be visible for you.

All course lessons, quizzes and assignments will be evaluated and graded within 7 days upon of submission to the instructor. Evaluations will be provided to the student within 7 days of receipt. Students are strongly encouraged to stay current with all lessons, quizzes, or assignments.

Students will learn the basic role of the pharmacy technician including, basic structures and functions of the human body, common disease states, basic pharmacology including drug composition, indications, adverse effects and how they act in the body, how to properly process prescriptions within the law, laws affecting drug administration and the pharmacy, drug reference sources, pharmacology terminology and common abbreviations, prescription medications and controlled substances, pharmacology calculations, prescriptions, the dispensing process, patient interactions, HIPAA regulations, Managed Care Prescriptions, non-prescription duties such as inventory control, sales and transactions, over the counter medications, unit dose and drug

repackaging, compounding of non-sterile, sterile and hazardous medications.

Objectives:

Students will learn what duties a pharmacy technician can and cannot perform, how to maintain patient confidentiality, follow procedures in regards to the pharmacy workflow, understand federal and state laws and regulations affecting the pharmacy, follow policies and procedures instituted by the state board of pharmacy, follow policies and procedures to maintain pharmacy security, differentiate between pharmacy department reference sources, differentiate between the four major categories of dosage forms, choose the appropriate prescription container and closure when filling a prescription, list the most common medications that do not require child-resistant containers, follow state rules and pharmacy policies regarding generic substitution, locate information found on the medication stock bottles required by the FDA, interpret the three components of an NDC number, ensure mix-ups between easily confused products are avoided, differentiate between the programs aimed at promoting public safety, follow proper procedure in regards to avoiding and documenting dispensing errors, differentiate between pregnancy categories, differentiate among the various controlled substances schedules, follow rules and regulations governing refills, partial refills and transfer of controlled substances, follow rules and regulations when filling controlled substances, follow proper record-keeping and filling procedures for controlled substances, comply with laws that pertain to handling schedule V non-prescriptions sales, follow rules and regulations governing destruction of controlled substances, identify legitimate versus illegitimate DEA numbers, identify and report drug diversion in patients and co-workers, list the professions which may prescribe medications, list the information required on a completed prescription forms for controlled substances and non-controlled substances list the different ways in which prescriptions can be communicated, correctly translate prescriptions abbreviations and symbols into patient directions, list the dangerous medical abbreviations and symbols that should be avoided, perform conversion of measurements calculate ratios and proportions, reducing and enlarging formulas, perform calculations involving specific gravity and tonicity, calculation dilutions of stock solutions, calculate for overfills when compounding, performing calculations involving aliquots, calculate percentages, calculate IV flow rates, calculate dosages, quantities and days supplies, calculate child dosages, perform business calculations, describe standards of professional conduct, and effective communication skills used in the pharmacy, describe and understand federal privacy laws (HIPAA) affecting the pharmacy environment, describe and perform

proper procedures for dispensing of medications, describe managed care prescription programs, understand how to determine insurance coverage, and how to perform claim reversals, understand and perform basic non-prescription duties such as inventory control and retail transactions, understand basic pharmacology terminology and abbreviations, understand the basic parts of a patient's file including the SOAP note system, use drug terminology to identify drug product's therapeutic class and primary indications, understand basic human anatomy and physiology and how medications affect the body, describe the basics of common disease states and the effects that medications have, understand the basic concepts of various types of drugs and how they work, demonstrate an understanding of over-the-counter medications and how they are determined to be over the counter drugs, list the major over the counter drug categories, utilize the drug-distribution systems in hospitals and long term care facilities, follow the procedures for repackaging medications, follow policies and procedures regarding the checking and stocking of emergency kits, list the compliance aids stocked in the pharmacy department, and understand techniques and guidelines for compounding of general, sterile and hazardous medications.

This program is for the individual who is seeking to perform the duties of a Pharmacy Technician under the direct supervision of a Pharmacist.

To successfully complete this program, the student must complete and pass the following courses PHARM-100, PHARM-200, PHARM-300, PHARM-400, PHARM-450, and PHARM-500 (120 hour externship). Students must also achieve an overall course average score of 70% or greater from all homework assignments, quizzes, and examinations. To pass this course all students must also have no less than 100% attendance for clinical externship in the pharmacy. Course length is 260 clock hours.

Upon successful completion, the student will be eligible to sit for the ExCPT exam with the National Healthcare Association.

Notice: To be eligible to apply to the State of California for your Pharmacy Technician License, you are required to provide the following list of items:

1. Evidence of High School Graduation or General Education Development (GED).
2. Completion of course work that provides a minimum of 240 hours of instruction as specified in Title 16 California Code of Regulation section 1793.69 (c).
3. Completion of “Application for a Pharmacy Technician License”.
4. Provide to the Board of Pharmacy a current Live Scan or Finger Print Card.
5. Provide to the Board of Pharmacy a sealed original Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank – www.npdb-hipdb.hrsa.gov
6. Passport sized photo taken within 30 days of submitting application to the Board of Pharmacy.

Pharmacy Technician Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
Pharm-100	Basic Overview, Prescription Medications, and Prescriptions	30
Pharm-200	Pharmacy Calculations	20
Pharm-300	Patient Interactions, Overview of Federal Privacy, The Dispensing Process, Managed Care Prescriptions, Non-dispensing Duties	30
Pharm-400	Pharmacy Terminology, Basic Human Anatomy and Physiology, Basic Pharmacology.	30
Pharm-450	Unit Dose Systems and Drug Repackaging, Non-Sterile Product Compounding, Sterile Product Compounding and USP,	30
PHARM-500	Externship (Minimum 80 Hours)	120
Total Hours		260

PHLEBOTOMY TECHNICIAN

This program is designed to provide training in basic phlebotomy theory. Students will learn basic infection control, basic anatomy, medical terminology, patient identification procedures, proper vein selection and skin puncture site selection, collection equipment, post puncture care and proper waste disposal procedures, advanced infectious disease control and biohazards, anticoagulation theory, knowledge of preanalytical sources of error, anatomical site selection and patient prep, risk factors & appropriate responses to complications in phlebotomy, recognition of problems with requisitions, specimen transport and processing, how to take corrective actions for problems with requisitions, specimen processing and transport, communication skills and interpersonal relationships, stress management, ethics and legal issues, quality assurance for accurate and reliable results, legal issues related to phlebotomy. There are three courses available for this program, Basic Phlebotomy, Advanced Phlebotomy and Phlebotomy Practical Training. Enrollment into the Advanced course only with prior experience a “Letter of Phlebotomy Experience For California Certification” form is required. Once the Basic course is completed, the student will receive a Basic Phlebotomy Didactic course certificate if that portion is all they need. The Advanced Phlebotomy course can be taken if the student has successfully completed the Basic Phlebotomy course or if the student evidences prior phlebotomy experience within the past 5 years. Once the Advanced Phlebotomy course is completed, the experienced student will receive an Advanced Phlebotomy Didactic course certificate however, the beginner student will not receive a certificate until all of the Basic, Advanced, and Practical training is successfully completed. The Phlebotomy Practical Training course requires successful completion of both the Basic and Advanced Didactic courses and upon successful completion of this course the student will receive a full course completion certificate. To receive certificates in this program attendance is mandatory. Any absence (even one minute of lecture) will affect your ability to receive certificates in this program. If you miss even one minute of a lecture you will be required to make it up. This means if you are absent, arrive late or leave early (breaks included) you will be marked absent for that day and will be required to make-up that lecture. Making up classes is not automatic. It is subject to instructor approval and available class space. All make-up hours must be made up in the next scheduled course and no more than one absence will be allowed to be made up for each course offered. *Please see the Phlebotomy Course Description for additional completion information.*

Objectives:

The objectives of the program are to prepare graduates to properly perform basic phlebotomy procedures including; properly perform skin punctures, venipunctures with the use of a syringe and vacutainer system, to properly identify patients prior to blood collection, apply standard and advanced infection control procedures, recognize and respond to problems associated with blood collection, recognize problems with requisitions, specimen transport and processing of lab specimens, demonstrate professional communication skills and stress management skills, understand ethical and legal issues related to phlebotomy.

This program is for the individual who is seeking to become a Certified Phlebotomy Technician. Upon successful completion of PHLEB-100 and PHLEB-200 the student will be eligible to apply for the Phlebotomy Technician Certification Examination. Once the student has completed both the Didactic and Practical along with the Phlebotomy Examination the student will be eligible to apply to the State of California for the Certified Phlebotomy Technician-I certification.

The program includes both didactic and practical education and class sizes will be limited to 20 students or fewer for both didactic and laboratory courses. This course includes a required minimum 40-hour practical training course to be performed at a laboratory within the community.

To successfully complete this program, the student must complete and pass the following courses PHLEB-100, PHLEB-200, National Certification Exam with score of 70% or higher and PHLEB-500. Students must also achieve an overall course average score of greater than 70% from all quizzes, and examinations in each module. Course length is 104 clock hours.

State of California Certified Phlebotomy Technician-I (CPT-I) requirements for eligibility for application:

To apply to the State of California, Laboratory Field Services for a Certified Phlebotomy Technician Certificate and License number, all applicants must meet the following criteria:

1. Show evidence of US High School education or GED, or Equivalent,

2. Show evidence of completion of a state approved phlebotomy class room training program,
3. Show evidence of completion of phlebotomy work experience OR for Advanced students a form – “Letter of Phlebotomy Experience for California Certification” is required.
4. Show evidence of completion of phlebotomy certification by a state approved certification organization.
5. Provide 2 passport sized photos.
6. Attestation page completed – after completing online application.

Phlebotomy Technician-I Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
PHLEB-100	Basic Phlebotomy	32
PHLEB-200	Advanced Phlebotomy	32
PHLEB-500	Externship (Minimum 40 Hours)	40
Total Hours		104

COURSE DESCRIPTIONS

MEDICAL, FRONT OFFICE ASSISTANT

MED-100, *Medical Terminology*

16 Clock Hours,

Prerequisites: None

This course provides instruction in basic Medical Terminology for healthcare professionals including: introduction to medical terminology including word parts (prefixes, suffixes, and word roots), the human body in health and disease, medical terminology related to the skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, eyes and ears, integumentary system, endocrine system, and reproductive systems. This course also contains medical terminology related to medical diagnostic procedures and pharmacology.

MED-200, *Basic Human Anatomy and Physiology*

16 Clock Hours

Prerequisites: None

This course provides instruction in basic human anatomy and physiology concepts including: an introduction to the human body, anatomy and physiology of the integumentary system, skeletal system, articular system, the muscular system, the nervous system, the endocrine system, blood, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, and the reproductive systems.

MED-300, *Medical Office Procedures*

48 Clock Hours

Prerequisites: None

This course provides instruction on the contemporary medical office environment including; roles of medical professionals within the office, introduction to medical ethics and law, patient relations including proper communication techniques, and scheduling of appointments, computers and information processing in the medical office, medical documents and word processing, assisting with the arrangements of professional activities of the physician, managing medical records, and financial management of the office including accounting, billing, and collection processes.

MED-400, *Introduction to Computers*

32 Clock Hours

Prerequisites: MED-100, MED-200

This course provides instruction on basic computer concepts including, medical office management applications, file maintenance and system set up, entering patient data, insurance billing routines, posting transactions and secondary insurance billing, patient billing routines, generating reports, documents relevant to the office management and appointment scheduling.

MED-320, *Health Insurance Billing*

48 Clock Hours

Prerequisites: MED-100, MED-200

This course provides instruction on the legal aspects of insurance billing, an introduction to health insurance, introduction to ICD-9-CM 9th and 10th revisions of diagnosis codes, an introduction of the CPT procedural coding and Healthcare Common Procedure Coding systems, developing an insurance claim, common CMS-1500 and 1450 completion guidelines, and an introduction to electronic claims submissions. This course also covers Blue Cross/Blue Shield, Medicare, and Workers Compensation insurance plans.

MED-500, *Externship*

80 Clock Hours

Prerequisites: MED-100, MED-200, MED-300, MED-310, MED-320

This course provides practical work experience in a medical front office where students will perform a variety of administrative front office duties under the direct supervision of the physician, office manager or front office supervisor. Students will be required to perform a minimum 80 hours of externship to be performed during normal business hours.

MEDICAL ASSISTANT

MED-100, *Medical Terminology*

35 Clock Hours

Prerequisites: None

This course provides instruction in basic Medical Terminology for healthcare professionals including: introduction to medical terminology including word parts (prefixes, suffixes, and word roots), the human body in health and disease, medical terminology related to the skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, eyes and ears, integumentary system, endocrine system, and reproductive systems. This course also contains medical terminology related to medical diagnostic procedures and pharmacology.

MED-200, *Basic Human Anatomy and Physiology*

35 Clock Hours

Prerequisites: None

This course provides instruction in basic human anatomy and physiology concepts including: an introduction to the human body, basic anatomy (structures) and physiology (functions) of the integumentary system, skeletal system, articular system, the muscular system, the nervous system, the endocrine system, blood, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, and the reproductive systems.

MED-400, *Clinical Lecture*

40 Clock Hours

Prerequisites: None

This course provides instruction on basic principles of pharmacology for medical assistants including; pharmacy math, dosage calculations for both adults and children, drug sources, drug schedules and dosages, forms of drugs and how they act, the medication order, administration essentials, antibiotic agents, antifungal, antiviral and immunizing agents, anti-neoplastic agents, vitamins and minerals, psychotropic agents, substance abuse, and effects of medications by body systems. This course also provides instruction on universal and standard blood and body substance precautions, infection control practices, physical measurements (vital signs, height and weight), preparing and assisting with routine and special physical examinations, surgical asepsis and minor surgery, drug administration including intra-dermal skin tests, instillations

and irrigations of the eyes and ears, and collecting and handling specimens.

MED-410, Clinical Procedures and Lab Skills

50 Clock Hours

Prerequisites: None

This course provides skills training on universal and standard blood and body substance precautions, how to properly obtain patient physical measurements including the vital signs, height and weight, how to perform a urinalysis in the clinical setting, how to administer the Snellen Eye examination, electrocardiography, how to set up for a minor surgical procedure, how to sanitize, disinfect and sterilize surgical instruments, how to instruct patient on various examination positions, how to properly administer injections including intradermal, intramuscular, and subcutaneous injections, how to perform eye and ear irrigations, and instillation of drugs, BLS for Healthcare Providers CPR.

MED-500, Externship

80 Clock Hours

Prerequisites: MED-100, MED-200, MED-400, MED-410

This course provides practical work experience in a medical back office where students will perform a variety of clinical duties under the direct supervision of the physician. Students will be required to perform a minimum 80 hours of externship to be performed during normal business hours.

ADMINISTRATIVE OFFICE ASSISTANT

OAA-100, *Ten-Key, Keyboarding*

32 Clock Hours

Prerequisites: None

Basic mastery of keyboarding and ten-key is taught. Areas covered are development of speed and accuracy.

OAA-200, *Office Procedures*

16 Clock Hours

Prerequisites: None

Designed to acquaint the student with the responsibilities of the office worker including: human relations skills and techniques, information storage, and communication skills. Demonstration and use of copier, fax, and mail postage equipment will also be taught. Correct filing techniques using alpha or numeric methods.

OAA-300, *Computer Applications*

32 Clock Hours

Prerequisites: OAA-100

This course consists of an introduction to word processing using Microsoft Word and Microsoft Excel. The student is expected to learn document creation, formatting, saving and retrieval, as well as editing, insertion and spell checking. This course also consists of an introduction to Microsoft PowerPoint. The students will learn how to prepare a basic PowerPoint presentation.

OAA-400, *Accounting Principles*

48 Clock Hours

Prerequisites: None

Presentation and practice of various accounting techniques commonly applied in the management of general business. The instruction and practice of AP/AR, payroll, general ledger, balance sheet, T accounts and trial balance are taught.

OAA-420, *Computerized Accounting*

32 Clock Hours

Prerequisites: OAA-400

This course consists of applying the various accounting techniques taught in OAA-400 using QuickBooks. The student is expected to learn

how to create a customer invoice, apply payments and credits to a customer account, inventory control, and payroll and company reports.

OAA-500, Externship

80 Clock Hours

Prerequisites: OAA-100, OAA-200, OAA-300, OAA-400, OAA-410, OAA-420

The Administrative Office Assistant Externship is an opportunity to observe and assist in a realistic business setting, with a focus on the practical application of principles and theories studied in the classroom. The externship supervisor will evaluate the student's dependability, professionalism, and skills.

PHARMACY TECHNICIAN

PHARM-100, *Basic Overview, Prescription Medications, and Prescriptions* **30 Clock Hours**

Prerequisite: Proof of High School graduation or equivalent.

This course is designed to provide a basic understanding of the responsibilities of a Pharmacy Technician, the laws affecting prescription dispensing, Prescription Medications and Prescriptions.

PHARM-200, *Pharmacy Calculations* **20 Clock Hours**

Prerequisite: PHARM-100

This course is designed to provide a basic understanding of how to perform pharmacy math procedures including dosage calculations, business calculations, and infusion time calculations.

PHARM-300, *Patient Interactions, Overview of Federal Privacy, The dispensing Process, Managed Care Prescriptions, and Non-dispensing Duties.*

40 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200

This course is designed to provide a basic understanding of customer service, professionalism, communication skills, barriers to communications, special population communication skills. This course also provides a basic understanding of federal regulation regarding privacy of Protected Health Information (PHI), the dispensing process of medications, Managed Care prescriptions, and Non-dispensing duties of the Pharmacy Technician.

PHARM-400, *Pharmacy Terminology, Basic Human Anatomy and Physiology, and Basic Pharmacology.*

40 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200, and PHARM-300.

This course covers pharmacy terminology, the basic structures and functions of the human body covered by body systems, common disease states, this course also covers basic pharmacology principles including drug interactions, the nervous system and receptor locations.

PHARM-450,

40 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200, and PHARM-300 and PHARM-400.

This course covers pharmacy unit dose systems, drug repackaging, non-sterile compounding, and the compounding process, sterile product compounding process...

PHARM-500, *Externship*

80 Clock Hours

Prerequisite: PHARM-100, PHARM-200, PHARM-300, PHARM-400, AND PHARM-450.

This course provides practical work experience in a pharmacy where students will perform a variety of pharmacy technician under the direct supervision of the pharmacist. Students will be required to perform a minimum 80 hours of externship to be performed during normal business hours.

PHLEBOTOMY TECHNICIAN

PHLEB-100, *Basic Phlebotomy*

32 Clock Hours

Prerequisites: Proof of US High School Graduation or Equivalent. To take Phlebotomy only applicants must have just one of the following to enroll in LCC's program:

- ***Successful completion of another vocational program (ex: CNA, MA, Pharmacy Tech., Cosmetology, Medical Front Office, etc.) Applicants do not have to take the other vocational program from LCC.***
- ***A Minimum of 20 college units completed in the last 2 years with a "C" grade or higher;***
- ***Completed Associates or Bachelors Degree***
- ***OR Currently work in a Medical Facility (Please provide most recent pay stub.)***

Many employers require a minimum of 1 year of experience in Phlebotomy to be considered for employment. For this reason, LCC has set the above standards to enroll in Phlebotomy only.

For LPT students with prior experience, a copy of the “California Statement of Phlebotomy Practical Training” of 25 skin punctures will also be required.

This course is designed to provide basic knowledge of entry level phlebotomy theory, concepts, and techniques including basic infection control principles, basic human anatomy, medical terminology, patient identification guidelines, proper vein and skin puncture selection, phlebotomy collection equipment, post puncture care and disposal of regulated waste.

PHLEB-200, *Advanced Phlebotomy*

32 Clock Hours

Prerequisites: Proof of US High School Graduation or Equivalent, Completion of PHLEB-100. If taking course alone proof of prior phlebotomy work experience (Letter of Phlebotomy Experience for California Certification) is required.

This course is designed to provide basic knowledge of entry level phlebotomy theory, concepts and techniques including advanced infectious disease control and biohazards, anti-coagulation theory, pre-analytical sources of errors, anatomical site selection and patient preparation, risk factors and appropriate responses to complications in phlebotomy, recognition of problems with requisitions, specimen transport and processing, communication skills and interpersonal relationships, stress management, ethical and legal issues related to phlebotomy.

If taking this course without PHLEB-100, student must show proof of prior phlebotomy work experience performed within the past 5 years. The form: “Letter of Phlebotomy Experience for California Certification” must be filled out completely and signed by the Laboratory Director where experience was obtained prior to entering this course.

PHLEB-500, *Phlebotomy Practical Training*

40 Clock Hours

Prerequisites: Completion of PHLEB-100, PHLEB-200

Students will perform Practical Training at an approved training site. All students will be required to document a minimum of 10 skin punctures and 50 venipunctures to successfully complete this course. These procedures must be performed on patients of varying ages and health conditions. Liberty Career College will provide each student with a “log” to document these procedures and will use this document to determine successful completion of this course.

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