

# MCCANN TECHNICAL SCHOOL

OUR GOAL IS YOUR SUCCESS



VOLUME I, 3RD EDITION

## POSTSECONDARY PROGRAMS

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## HISTORY

McCann Technical School opened in 1962 and for the past 60 years has offered quality secondary and postsecondary technical education to generations of area citizens. The school is named for its visionary founder, Charles H. McCann, and continues to evolve offering 9 secondary and 5 postsecondary programs with an enrollment of 520 students.



Northern Berkshire Vocational Regional School District maintains and promotes a policy of non-discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age, disability, genetic information, homelessness, marital status, and veteran status.

## MISSION

The mission of McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the demands of the 21st century.

## VISION

McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

## EDUCATIONAL PHILOSOPHY

The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. Our educational philosophy is sustained by faculty, staff, and administrators dedicated to a student-centered focus through continuous improvement. Student growth and development are promoted by instilling the following core values in our students:

**Respect** for self, others, and the learning environment promotes a positive learning experience for all students.

**Effort** is demonstrated through an applied work ethic that includes punctuality, improvement, and a determination to succeed.

**Accountability** develops personal responsibility for both behavior and learning.

**Communication** facilitates collaboration, promotes self-advocacy, and develops positive relationships.

**Honor** requires students to act with integrity, honesty, positivity, and empathy for others.

## ADMINISTRATION

**James J. Brosnan, AB, MEd, CAGS** | Superintendent

**Justin Kratz, BA, MEd** | Principal

**Keith Daigneault, BS, MEd** | Assistant Principal

**Kristin Steiner, BS, MEd** | Director Student Services

## FACULTY

**Kristi Mastroianni, LPC** | Cosmetology

**Michelle Racette, BA, CDA, RDH** | Dental Assisting

**Terry LeClair, AS, RMA (AMT)** | Medical Assisting

**Sarah McLain, BA, CMA (AAMA)** | Medical Assisting

**Christa Berthiaume, MSN, RN** | Practical Nursing

**Diane O'Neil, BSN, RN** | Practical Nursing

**Meghan Pinsonnault, MSN, RN** | Practical Nursing

**Lynsey Wilk, DNP, RN** | Practical Nursing

**Jocelyne Hescock, BA, CST** | Surgical Technology

**Lisa Kowal, BA** | Dental Assisting Adjunct Faculty

**Victoria Tarsa, CMA (AAMA)** | Medical Assisting Adjunct Faculty

**Jill Cole, BSN, RN** | Practical Nursing Adjunct Faculty

## SCHOOL COMMITTEE

Joseph W. Allard | Adams

Daniel J. Maloney, Jr. | Adams

Bruce Shepley | Adams

William Craig, *Assistant Treasurer* | Cheshire

Richard Bernardi | Clarksburg

Heidi Dugal | Florida

Dr. Robert Reilly | Lanesborough

Kimberly Oakes | Monroe

Peter Breen | North Adams

George Canales | North Adams

William Diamond | North Adams

Taylor Gibeau | North Adams

Gary Rivers, *Chairperson* | North Adams

Susan Reinhardt | Savoy

Laila Boucher | Williamstown

David Westall, *Vice Chairperson* | Williamstown



# COSMETOLOGY

Employment opportunities in the **cosmetology** field are expected to increase depending on the specialty and will be best for those licensed to provide a broad range of services according to the U.S. Bureau of Labor and Statistics. Full service spas and nail salons will also generate numerous job openings as well as skin treatments for relaxation and medical well-being.

Our 1,100-hour **cosmetology** program is designed to introduce the student to the art, science and business aspects of the profession. The **cosmetology** curriculum provides instruction in every aspect of **cosmetology**; coloring/lighting, texture services, cutting, styling, facials, manicures and more. Students receive valuable experience practicing their skills in the McCann salon. After meeting the hour and course requirements, the student will receive a Certificate of Cosmetology and is eligible to take the Massachusetts Cosmetology Examination for licensure. After passing the written exam and the written practical exam, a license to practice hairdressing for compensation is issued. This license requires the cosmetologist to work under the supervision of a hairdresser or aesthetician for two years. This examination is not a graduation requirement.

**Explore our website and learn more about our programs and our admissions process.**

The one-year certificate program is accredited by the Massachusetts Board of Registration of Cosmetology and Barbering ([www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering](http://www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering)) and follows the guidelines outlined by them.



## First Semester

COS 101 Cosmetology Science  
 COS 102 Cosmetology I  
 COS 103 Cosmetology II  
 COS 104 Aesthetics I

Credits	Hours
4	4 - 1
4	1 - 9
4	1 - 9
2	1 - 4
<b>14</b>	<b>30</b>

## Second Semester

COS 202 Cosmetology III  
 COS 203 Cosmetology IV  
 COS 204 Aesthetics II  
 COS 205 Salon Management

4	1 - 9
4	1 - 9
2	1 - 4
2	1 - 4
<b>12</b>	<b>30</b>





# DENTAL ASSISTING

**Dental Assistants** are in great demand. It is a career with security, variety, prestige and respect - factors you value in the workplace. Employment is expected to grow 11 percent from 2020 to 2030 according to the U.S. Bureau of Labor and Statistics. An aging population keeping their natural teeth and an increased focus on preventative dental care for younger generations create this increased demand for dental services. Job opportunities can be found in private and group practices, clinics within local hospitals, in the armed services, or as an instructor in a dental assistant program. **Dental assistants** are members of the dental care team who perform a wide variety of tasks requiring both interpersonal and technical skills. Under the supervision of a dentist, the **dental assistant** prepares all instruments, materials and equipment used in dental procedures, takes dental radiographs (x-rays), assists the dentist in all procedures, provides oral care instruction to patients and performs office administration tasks.

Explore our website and learn more about our programs and our admissions process.

This program is accredited by the Commission on Dental Accreditation of the American Dental Association, (CODA, 211 East Chicago Avenue, Chicago, IL 60611, tel. 800-232-6108, <http://www.ada.org/en/coda>). The Dental Assisting National Board (DANB, [www.danb.org](http://www.danb.org)) is the nationally recognized premier certification and credentialing agency for dental assistants. The DANB examinations are required or recognized as meeting regulatory requirements in more than thirty states. McCann graduates of our 1,250-hour program are eligible to take the Certified Dental Assistant (CDA) examination as administered by the Dental Assisting National Board, Inc., 444 North Michigan Avenue, Suite 900, Chicago, IL 60611-3985, tel. 1-800-FOR-DANB. This examination is not a graduation requirement.



## First Semester

- DA 101 Dental Assisting I
- DA 102 Dental Science I
- DA 103 Dental Radiology
- DA 104 Clinical Science I
- DA 105 Practice Management I
- DA 106 Biomedical Sciences
- DA 107 Laboratory Procedures

	Credits	Hours
DA 101 Dental Assisting I	2	2-0
DA 102 Dental Science I	3	3-0
DA 103 Dental Radiology	5	4-2
DA 104 Clinical Science I	6	4-3
DA 105 Practice Management I	2	2-1
DA 106 Biomedical Sciences	5	5-1
DA 107 Laboratory Procedures	1	2-1
<b>Total</b>	<b>24</b>	<b>30</b>

## Second Semester

- DA 201 Dental Assisting II
- DA 202 Dental Science II
- DA 204 Clinical Science II
- DA 208 Advanced Functions

DA 201 Dental Assisting II	8	-
DA 202 Dental Science II	3	3-1
DA 204 Clinical Science II	4	5-5
DA 208 Advanced Functions	5	5-5
<b>Total</b>	<b>20</b>	<b>-</b>





# MEDICAL ASSISTING

**Medical Assisting** is one of the nation's fastest growing careers particularly for those with formal training and certification according to the U.S. Bureau of Labor and Statistics. Increases in our aging population, the need for more support personnel in the expanding group practices, clinics, and healthcare facilities are reasons for the increasing need for **medical assistants**. Our 1,100-hour **medical assisting** program prepares individuals to function in a physician's office or health care facility performing both business administration and clinical medical skills. Administrative aspects of the program of instruction include correspondence, medical records management, insurance coding and billing, and appointment scheduling. Clinical aspects of study include preparation of the patient for and assisting with physical examination and treatment, measurement of vital signs, patient education, preparation and administration of medications, routine laboratory testing and procedures including blood drawing, spirometry, and performing electrocardiography. Electronic medical records are utilized for administrative and clinical aspects of the program. **Medical assisting** offers many opportunities for advancement. Certified medical assistants can advance to office manager, clinical supervisor or a variety of administrative positions. Students will complete a 240-hour unpaid, supervised practicum.

Explore our website and learn more about our programs and our admissions process.

The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB, [www.maerb.org](http://www.maerb.org)). Commission on Accreditation of Allied Health Education Programs, 9355 – 113th St. N, #7709, Seminole, FL 33775, tel. (727) 210-2350. Upon graduation students are awarded a certificate in medical assisting and are eligible to take the national certification examination administered by the American Association of Medical Assistants to become certified medical assistants (CMA, AAMA). This examination is not a graduation requirement.



## First Semester

	Credits	Hours
MA 101 Anatomy and Physiology	3	3 – 0
MA 102 Medical Terminology	3	3 – 0
MA 103 Medical Assisting I	3	2 – 2
MA 104 Medical Social Science	4	3 – 2
MA 105 Document Processing for Microcomputers	3	1 – 4
MA 106 Medical Office Administration I	4	3 – 2
MA 107 Computer Applications I	3	1 – 4
	<b>23</b>	<b>30</b>

## Second Semester

MA 203 Medical Assisting II	3	2 – 2
MA 206 Medical Office Administration II	2	2 – 0
MA 207 Computer Applications II	2	1 – 2
MA 208 Legal/Ethical Issues	1	1 – 0
MA 209 Practicum	8	
	<b>16</b>	





# PRACTICAL NURSING

The mission of the **McCann Practical Nursing Program** is to prepare competent, ethical, entry-level nursing graduates capable of caring holistically for a diverse population of patients and with a commitment to life-long learning, the healthcare team, and the community.

According to the U. S. Bureau of Labor and Statistics (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-6>) almost 60,000 **LPN positions** will open each year over the next decade in response to the long-term care needs of a growing elderly population, retiring nurses in the workforce, and the general increase in demand for healthcare services.

LPNs provide basic bedside care, measure and record patients' vital signs, give medications, perform routine laboratory tests, and monitor medical equipment. Our **practical nursing** program is 10 months in length with classes scheduled Monday-Friday, 8:00 AM – 2:45 PM beginning in January with graduation in November. Classes are held at school and at community clinical sites.

This program provides 1,155 hours and includes instruction in the discipline of nursing across the entire lifespan from birth to old age, including death, and will include changing healthcare needs and trends. Clinical experiences occur in many settings including long-term care facilities, inpatient hospitals, and specialty and physician practices.

Graduating from the **McCann practical nursing program** qualifies graduates to work in Massachusetts or Vermont upon successful attainment of licensure. Individuals intending to practice outside of these states can refer to the NCSBN website, [www.ncsbn.org](http://www.ncsbn.org), and should discuss with the PN program director about the applicant's ability to attain licensure in a state other than Massachusetts or Vermont.

**Explore our website and learn more about our programs and our admissions process.**

The program is fully approved by the Massachusetts Board of Registration in Nursing [www.mass.gov/orgs/board-of-registration-in-nursing](http://www.mass.gov/orgs/board-of-registration-in-nursing). Completion of the program leads to a practical nurse certificate and entitles the graduate to take the National Counsel Licensing Examination for Practical Nurses (NCLEX-PN). A practical nursing license is issued upon passing the NCLEX-PN. The program also meets the requirements to apply for licensure by examination for the Vermont Board of Nursing. This examination is not a graduation requirement.



## Term I

PN 101	Human Anatomy and Physiology	4
PN 102	Human Growth and Development Across the Life Span	3
PN 103	Professional Foundations of Practical Nursing	1
PN 104	Introduction to Pharmacology	1
PN 105	Fundamentals of Practical Nursing	9
		<b>18</b>

## Credits

## Term II

PN 206	Concepts of Practical Nursing	10
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## Term III

PN 307	Advanced Concepts of Practical Nursing	8
PN 308	Issues and Trends in Practical Nursing	1
PN 309	Family Centered Nursing	6
		<b>15</b>





# SURGICAL TECHNOLOGY

**Surgical technologists** work in the sterile environment with surgeons, anesthesia personnel and nurses in delivering surgical patient care. Surgical technologists are employed in hospital operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units and in the medical sales field. Berkshire Community College, BCC, and McCann Postsecondary Technical School partner to provide a comprehensive 64 credit associate degree program in Surgical Technology. Once the associate degree is awarded by BCC, students are then eligible to sit for the board exam given by the **National Board of Surgical Technology and Surgical Assisting**.

The BCC program component prepares students for continued clinical studies at McCann and includes courses in microbiology, English Composition, communication, mathematics, sociology, and surgical technology. Students enroll at BCC, then, after successful completion of all coursework, will enroll at McCann for the surgical technology nine-month 1,100-hour clinical program. The McCann program component focuses on elements of the sciences and applies them within operating room practices and procedures, safe patient care, operating room technique, surgical procedures and clinical practice.

**A prerequisite summer course, AHS-107 Introduction to Surgical Technology, is required in August preceding enrollment.** The immunization and health verification documents must be completed prior to the start of AHS-107. Once AHS-107 is successfully completed with a B [83] or higher, matriculation to the **Surgical Technology A.S.** program is fulfilled.

Call the BCC Admissions Office at 413-236-1630 or email [admissions@berkshirecc.edu](mailto:admissions@berkshirecc.edu).

**Explore our website and learn more about our programs and our admissions process.**



## First Semester

SR 101 Procedural Lab  
 SR 102 Perioperative Issues  
 SR 103 Operating Room Techniques  
 SR 104 Asepsis  
 SR 110 Surgical Procedures I  
 SR 111 Clinical Externship I

Credits	Hours
3	3-0
5	5-0
4	3-1
3	2-1
4	4-0
2	0-6
<b>21</b>	

## Second Semester

SR 205 Occupational Issues  
 SR 210 Surgical Procedures II  
 SR 211 Clinical Externship II  
 SR 310 Surgical Procedures III  
 SR 311 Clinical Externship III

1	1-0
6	6-0
4	0-12
4	4-0
4	0-12
<b>19</b>	

Note: 30 credits will be accepted by BCC. Though fewer credits will be transferred, the curriculum content at McCann is not affected. McCann academic transcript reflects the total coursework.

Our program is accredited by the Commission on Accreditation of Allied Health Education Programs [www.caahep.org](http://www.caahep.org), 9355 – 113th St. N. #7709, Seminole, FL 33775, tel. (727) 210-2350, Fax 727-210-2354 upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting [www.arcstsa.org](http://www.arcstsa.org), 19751 East Mainstreet, Suite #339, Parker, CO 80138, tel. (303) 694-9262, Fax 303-741-3655. McCann graduates are eligible to take the national board exam produced by the National Board of Surgical Technology and Surgical Assisting earning the CST credential. This examination is not a graduation requirement.





# ADMISSIONS

The admissions policy assures all candidates that applications will be reviewed and notification made as soon as all required information is received. Applicants are evaluated on the basis of their past academic performance and their potential for further learning.

All candidates for admission to our postsecondary programs are required to provide satisfactory evidence of secondary school graduation or its equivalent. All candidates may be required to take a basic skills or academic assessment test.

All candidates must submit:

1. Completed application form
2. Official high school transcripts; official HSE verification and score reports/transcripts; official college transcripts
3. Essay for selecting your program
4. Letters of reference from guidance counselors, teachers, employers, etc. (Three letters are required for the practical nursing program, two are required for all other programs).

Candidates for the practical nursing program are required to take the Test of Essential Academic Skills (TEAS) as a condition of acceptance.

## TUITION

The McCann Technical School Committee establishes the tuition for in district and out of district students each year. Specific tuition information is available through the postsecondary office.



## BOOKS AND EQUIPMENT

All students are responsible for the purchase of required textbooks, instruments, supplies and uniforms. A detailed list will be sent to each student providing information on specific textbooks and supplies necessary for the fall semester. A similar list will be provided in early winter for the spring semester.

## INSURANCE

All students are required to demonstrate proof of health insurance coverage for the duration of the program, or will be required to purchase accident insurance coverage through a school policy at a nominal cost.

## REFUND POLICY

McCann postsecondary programs adhere to the following refund policy:

- Non-attendance alone does not qualify a student for a refund. Students must initiate, in writing, a withdrawal from the program.
- Refunds are based on the student's official withdrawal as determined by the superintendent's office.
- Full tuition refunds are granted for any program cancelled by McCann.
- A full tuition refund is given before the first day of class, 75% tuition refund is given for class days 1-6, 50% for class days 7-10, and no tuition refund after 10 class days.
- Refunds are processed after the end of the refund period. Refund checks are mailed to the student's home address on file in the superintendent's office.
- No refunds for books, fees, or kits.

## TRANSFER CREDIT

Applicants for admission who seek to transfer credits should submit official transcripts, along with a written request, to the admissions office. To be considered for transfer, credits must be earned at an accredited institution with a grade of B- (3.0) or better and should reflect successful completion of a course comparable to one offered at McCann and appropriate for the student's major. Catalogue course descriptions and syllabi will be required. Practical nursing students can only transfer credit for PN 101 or PN 102. No credit is given for experiential learning.

## IMMUNIZATIONS

All postsecondary students are required to provide documentation of immunity to measles, mumps and rubella by blood titers or have had two doses of MMR after 1967, tetanus diphtheria pertussis (Tdap) within the last 9 years, the Hepatitis B series, varicella (chickenpox) 2 doses or immunity by blood titer. All students 21 years of age or younger are required to have the Meningococcal Vaccine, 1 dose MenACWY [formerly MCV4]. Dental assisting, medical assisting, surgical technology and practical nursing students must also have the Mantoux (PPD) test for Tuberculosis and a recent flu vaccine. Students must return a completed immunization form signed by a doctor to the postsecondary office before the first day of classes, or be subject to withdrawal and all clinical sites require COVID-19 vaccination and a COVID-19 booster six months after the initial injection.

## OSHA BLOODBORNE PATHOGEN

Students in all programs will be occasionally exposed to blood or other potentially infectious materials. The OSHA Bloodborne Pathogen Standards is available on [www.osha.gov](http://www.osha.gov), Standard 29 CFR 1910.1030 or by contacting the school for a copy.

## CRIMINAL OFFENDER RECORD INFORMATION (CORI)

A CORI background check is conducted on all postsecondary students. Admission to a program is subject to an acceptable CORI report.

## FINANCIAL AID

All students are encouraged to apply for financial aid to assist with the cost of higher education by completing the Free Application for Federal Student Aid (FAFSA), at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our federal school code is 015637. McCann participates in the Federal Pell Grant Program, the MASSGrant Program and the Vermont Grant Programs. All programs are approved for veteran's assistance as provided for by the G.I. Bill®.

To be eligible you must meet certain requirements. You must:

- be a U.S. citizen or eligible noncitizen
- have a valid social security number
- be registered with the Selective Service (if required)
- attend a college that participates in the programs listed above
- be working toward a degree or certificate
- be in attendance
- be making satisfactory progress
- not owe a refund on a Federal grant or be in default on a Federal education loan.
- have "financial need" as determined in part by the FAFSA form

For verification purposes copies of federal tax returns, our verification worksheet, and any additional documents are required. Eligibility is made when all documents have been received. Day student deadline for verification information for fall semester is October 1st and nursing students is July 1st. Spring semester deadline for nursing students is February 1st.



## SATISFACTORY ACADEMIC PROGRESS

Students applying for or participating in federal or state financial aid programs of any type must make satisfactory academic progress toward a certificate to maintain eligibility for financial aid consideration.

To achieve satisfactory academic progress students must meet the following criteria:

- A student must be enrolled full time.
- A student must be in compliance with the school attendance policy.
- A student must earn a passing grade, as outlined in the school handbook, at the end of first semester in all subject areas in order to enter second semester.

## ACADEMIC YEAR

The cosmetology, dental and medical assisting and surgical technology programs are ten months in length with the academic year divided into two semesters, fall and spring. Classes are regularly scheduled Monday – Friday, 8:00 AM to 2:45 PM. Clinical externship components are scheduled with consideration for optimal learning experiences, therefore, hours will vary. School holidays and vacations follow the schedule of surrounding secondary schools. Students enter the program of choice in the fall semester, with orientation and first classes being held during the early part of September. Graduation takes place during early June. Semester course loads vary by program. The practical nursing program is a 10-month program, consisting of three terms with classes starting in January and graduation taking place in November. Classes are held at the Berkshire Medical Center North Campus, Monday - Friday, 8:00 AM to 2:45 PM.

## CREDIT HOURS

Normally, one credit hour is earned by class attendance for each fifty-minute increment. Laboratory and clinical classes are exempted from these criteria and credits will vary in accordance with the length and frequency of its scheduling.

THE PASSING GRADE IS 76 for all postsecondary subject areas. The syllabus for each course outlines the grading criteria for that course.

## GRADING SYSTEM

The postsecondary students receive a copy of their grade report at the end of each semester. The grades are recorded on the student grade report in alphabetical form with a numerical point value. The grading system is listed below.

LETTER GRADE	GRADE POINT	NUMERICAL EQUIVALENT
A	4.0	98-100
A-	3.7	94-97
B+	3.3	90-93
B	3.0	87-89
B-	2.7	84-86
C+	2.3	81-83
C	2.0	78-80
C-	1.7	76-77
F (Fail)	0.0	0-75
W (Withdraw)		
P (Pass)		
I (Incomplete)		

## WITHDRAWAL POLICY

Should a student wish to withdraw from the program, the student should contact the program coordinator to discuss the issue. Should the student wish to proceed with the withdrawal, a letter of withdrawal, including the student's name, program, date of withdrawal, and reason for withdrawal should be submitted to the postsecondary office.

Program enrollment shall be terminated on the date of receipt of formal withdrawal notification.

## READMISSION POLICY

Students who have been dismissed for academic reasons will be considered for readmission to the school after providing evidence of increased potential for success. Appropriate factors for consideration might include successful academic study, work experience, and more mature or renewed orientation to the program. Readmission is contingent on available space at the school.

## ASSOCIATE/BACHELOR DEGREE OPTION

Students who successfully complete our dental assisting or medical assisting programs and become certified in their appropriate field may receive 32 credits towards an Associate Degree in Health Science from Berkshire Community College. Our practical nursing students who successfully complete our program and become licensed receive 17 credits to meet the requirements of Berkshire Community College NUR 101 and NUR 102 courses towards their Associate of Science Degree in Nursing.



## AFFIRMATIVE ACTION STATEMENT

Northern Berkshire Vocational Regional School District and McCann Technical School maintains and promotes a policy of non-discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age, disability, genetic information, homelessness, marital status, and veteran status.

## SKILLSUSA

McCann Technical School is a 100% participant in SkillsUSA, an organization serving more than 300,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Students participate in a variety of technical skill competitions at the local, state and national levels.





## ACCREDITATION

McCann Technical School is accredited by the **Commission of the Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, telephone 770-396-3898 / Fax 770-396-3790, [www.council.org](http://www.council.org). The Council is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institution accrediting agency for the accreditation of non-degree granting and applied associate degree-granting postsecondary occupational educational institutions.

McCann is approved by the **Career/Vocational Technical Administrative Division of the Massachusetts Department of Elementary and Secondary Education**, [www.doemass.org](http://www.doemass.org). This office administers Commonwealth of Massachusetts' General Law (M.G.L.) Chapter 74 governing vocational technical education programs in public school districts. The office also administers the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV) and the federal guidelines for Eliminating Discrimination and Denial of Services on the basis of race, color, national origin, sex, and handicap in vocational education programs 34 CFR, Part 100, Appendix B (Civil Rights Guidelines).



McCann alumni are involved in nearly every business throughout Berkshire County and indeed across the nation. We are proud of our alumni postsecondary faculty including Michelle Racette, Dental Assisting '90, Terry LeClair, Medical Assisting '75, Kristi Mastroianni, Cosmetology '91, and Jocelyne Hescocock, Surgical Technology '03.



The **COSMETOLOGY PROGRAM** is a one-year certificate program accredited by the Massachusetts Board of Registration of Cosmetology and Barbering, [www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering](http://www.mass.gov/orgs/board-of-registration-of-cosmetology-and-barbering), 1000 Washington Street, Suite 710, Boston, MA 02118-6100 and follows the guidelines outlined by them. The Board also sets the curricula requirements and regulates the schools which train candidates in these occupations.

The **DENTAL ASSISTING PROGRAM** is accredited by the Commission on Dental Accreditation of the American Dental Association, (CODA, 211 East Chicago Avenue, Chicago, IL 60611, tel. 1 (800) 621.8099 or (312) 440.4653, <http://www.ada.org/en/coda>). The Dental Assisting National Board, DANB, [www.danb.org](http://www.danb.org), is the nationally recognized premier certification and credentialing agency for dental assistants. The DANB examinations are required or recognized as meeting regulatory requirements in more than 30 states. McCann graduates are eligible to sit for the Certified Dental Assistant, CDA, examination as administered by the Dental Assisting National Board, Inc., 444 North Michigan Avenue, Suite 900, Chicago, IL 60611-3985, tel. 1 (800) FOR-DANB.

The **MEDICAL ASSISTING PROGRAM** is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Medical Assisting Educational Review Board, (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 – 113th St. N, #7709, Seminole, FL 33775, tel. (727) 210-2350. CAAHEP is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education, CHEA and carries out its accrediting activities in cooperation with 19 review committees.

The **PRACTICAL NURSING PROGRAM** is fully approved by the Massachusetts Board of Registration in Nursing, [www.mass.gov/orgs/board-of-registration-in-nursing](http://www.mass.gov/orgs/board-of-registration-in-nursing), 250 Washington Street, Boston, MA 02108, tel. (617) 973-0900, Massachusetts General Law, Chapter 13, Sections 13, 14, 14A, 15 and 15D and Chapter 112, sections 74 through 81C authorize the Board of Registration in Nursing to regulate practice and education. The Board approves and monitors nursing education programs which lead to initial licensure. Completion of the program leads to a practical nurse certificate and entitles the graduate to sit for the National Counsel Licensing Examination for Practical Nurses, NCLEX-PN.

The **SURGICAL TECHNOLOGY PROGRAM** is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), 9355 – 113th St. N. #7709, Seminole, FL 33775, tel. (727) 210-2350, FAX (727) 210-2354 upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, [www.arcs TSA.org](http://www.arcs TSA.org), 19751 East Mainstreet, Suite #339, Parker, CO 80138, tel. (303) 694-9262, FAX (303) 741-3655. CAAHEP is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education, CHEA, and carries out its accrediting activities in cooperation with 19 review committees.





# COURSE DESCRIPTIONS

## COSMETOLOGY

### **COS 101 COSMETOLOGY SCIENCE / 4 CREDITS**

This course presents an introduction to the study of anatomy and physiology, as it relates to cosmetology. The course includes an overview with a focus on hair, nails, and skin, chemistry for the cosmetologist, microbiology, sterilization, sanitation, first aid, and concepts of personal and professional hygiene. Topics include cell structure, tissues, and the skeletal, muscular, and nervous systems.



### **COS 102 COSMETOLOGY I / 4 CREDITS**

This course covers the theory and practice of applying shampoos, rinses, conditioners, finger waves, basic hair setting, and cutting. Students practice their techniques on mannequins to develop confidence and precision. Concepts of occupational safety and sanitation are integrated and practiced in the salon.

### **COS 103 COSMETOLOGY II / 4 CREDITS**

This course covers the theory and practice of hair coloring and chemical relaxing. Concepts of occupational safety and sanitation are integrated and practiced in the salon.

### **COS 104 AESTHETICS I / 2 CREDITS**

This course is designed to assist students to develop knowledge and skill in basic techniques and procedures of manicures, pedicures, and facials. Concepts of occupational safety and sanitation are integrated and practiced in the salon.

### **COS 202 COSMETOLOGY III / 4 CREDITS**

A continuation of Cosmetology I (COS 102) in which the student learns hair cutting, hair straightening, wig and scalp treatment, and thermal hair styling. Concepts of occupational safety and sanitation are integrated and practiced in the salon.



### **COS 203 COSMETOLOGY IV / 4 CREDITS**

A continuation of Cosmetology II (COS 103) in which the student learns advanced styling, coloring, and permanent waving techniques. Concepts of occupational safety and sanitation are integrated and practiced. Students gain valuable experience applying their skills to clients in the supervised salon.

### **COS 204 AESTHETICS II / 2 CREDITS**

A continuation of Aesthetics I (COS 104) which introduces the student to the application of make-up, its color, and fashion applicability. Artificial nail application and nail art concepts are introduced, as well as practice in pedicures, manicures, and superfluous hair removal. Concepts of

occupational safety and sanitation are integrated and practiced in the salon.

### **COS 205 SALON MANAGEMENT / 2 CREDITS**

This course introduces the fundamental principles and techniques underlying the managerial process in small business management. Students gain valuable insight into organization, finance and ethical business practice through the use of area professionals as guest lecturers. Introductory computer techniques are included.

## DENTAL ASSISTING

### **DA 101 DENTAL ASSISTING I / 2 CREDITS**

This course introduces the student to the profession of dentistry, the dental office, and the roles of the dental assistant. Here they will recognize and utilize dental instruments, dental handpieces, and accessories. The student will have an understanding and knowledge in dental ethics and law.

### **DA 102 DENTAL SCIENCE I / 3 CREDITS**

This course provides the student with an understanding of the development, form and function of the structures of the oral cavity and of oral disease. This course also covers the principles of microbiology including identification of pathogen and control of disease transmission.

### **DA 103 DENTAL RADIOLOGY / 5 CREDITS**

This course includes content at an in-depth level in dental radiology. Students will demonstrate knowledge and skills to produce diagnostic dental image surveys. They will demonstrate competence in radiation health protection techniques, processing procedures, anatomical landmarks and pathologies, mounting surveys of dental images, and placing and exposing dental images.

### **DA 104 CLINICAL SCIENCE I / 6 CREDITS**

This course provides an overview of disease of teeth and periodontium. Students will review preventive dentistry and demonstrate techniques such as topical fluoride applications, toothbrushing techniques, and dietary analysis. They will assist in oral diagnosis and treatment planning, perform moisture control, deliver dental care, and assist in anesthesia and pain control. Other topics include matrix systems for restorative dentistry, vital signs, and assisting in medical emergencies.

### **DA 105 PRACTICE MANAGEMENT I / 2 CREDITS**

This course provides an overview of how the business aspect of a dental practice must be managed and operated efficiently to make a practice run successfully. It provides learning of the technology of the dental practice, managing the financial aspects of a practice, and marketing their personal skills for lifelong learning so they can become an advocate for the profession of dentistry and the patients they care for.

### **DA 106 BIOMEDICAL SCIENCES / 5 CREDITS**

This course introduces the student to anatomy and physiology of the human body and its connection to the oral cavity. This course includes an in-depth level in bloodborne pathogens and hazard communication standards. Students will have knowledge and be able to demonstrate techniques used in disinfection and sterilization, understand regulatory and advisory agencies, and maintain dental unit water lines.

### **DA 107 LABORATORY PROCEDURES / 1 CREDIT**

This course is designed to provide the learner with an understanding of the evolution and development of the science of dental materials, why the particular materials and techniques are used, and how to prepare each of the materials.







### **DA 201 DENTAL ASSISTING II / 8 CREDITS**

This course places students in dental office rotations, where they will apply the skills and knowledge acquired in the classroom to competently perform dental assisting functions, including participation in four-handed chair side techniques and related dental assisting procedures. A 350 hour unpaid externship is required and students must attend periodic seminars to discuss externship experiences. This course also provides a review for the DANB CDA exam.

### **DA 202 DENTAL SCIENCE II / 3 CREDITS**

This course presents the principles of pharmacology and alternative pain control. Other topics include indications for and assisting with

dental implants, including surgical procedures; and components and properties of dental waxes, including obtaining bite registrations.

### **DA 204 CLINICAL SCIENCE II / 4 CREDITS**

This course provides an in-depth focus in dental specialties including fixed and removable prosthodontics, oral and maxillofacial surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. Other topics include teeth whitening and preventive and corrective oral appliances. Students will also perform three full-mouth sets of x-rays on patients.

### **DA 208 ADVANCED FUNCTIONS / 5 CREDITS**

This course is designed to help the dentist use time more effectively and efficiently by delegating the legal expanded functions to the dental assistant that are allowed in the state. These advanced functions include coronal polishing, dental sealants, suture removal, periodontal dressing, gingival retraction, provisional coverage, and placing desensitizing agents.

## **MEDICAL ASSISTING**

### **MA 101 ANATOMY & PHYSIOLOGY / 3 CREDITS**

This course is designed to provide accurate information about the structure and function of the human body. It is planned for students who are pursuing careers in the allied health field with a minimal background in the physical and biological sciences.

### **MA 102 MEDICAL TERMINOLOGY / 3 CREDITS**

This course introduces the student to the language of the medical field. It utilizes a workbook format and a body systems approach to the learning of medical terminology. It stresses knowledge of prefixes, suffixes and combining forms in building medical terms. Correct spelling habits, use of medical abbreviations, and proper pronunciation are also emphasized. Common disease conditions that affect each system are described. Body systems are correlated with anatomy and physiology.

### **MA 103 MEDICAL ASSISTING I / 3 CREDITS**

This course consists of the theory and clinical skills necessary to assist the physician with medical office procedures. Skills attained include, but are not limited to, methods of observation, measurement of vital signs, assisting with the physical and specialty exams and documentation of procedures and patient care. Related preventive health measures and patient teaching are presented. Universal and Standard Precautions are emphasized.



### **MA 104 MEDICAL SOCIAL SCIENCE / 4 CREDITS**

This course provides the student with the fundamentals of microbiology in health, disease and pharmacology including commonly prescribed drugs, laws regulating drug use, and calculation of drug dosage. Responses to medical emergencies are practiced with students becoming certified in CPR and First Responders. Interpersonal relationships within the health care field are explored.

### **MA 105 DOCUMENT PROCESSING FOR MICROCOMPUTERS / 3 CREDITS**

This course enables the student to review basic keyboarding and word processing skills. Speed building, accuracy, and technique are stressed. Business applications include formatting letter, tables, reports, business forms and memorandums. Student will be introduced to Electronic Medical Record (EMR) simulation.

### **MA 106 MEDICAL OFFICE ADMINISTRATION I / 4 CREDITS**

This course is designed to familiarize the student with basic medical office administration tasks required in today's medical record. Skills include appointment scheduling, patient education, oral communication including telephone technique, interpersonal skills, and written communication.

### **MA 107 COMPUTER APPLICATIONS I / 3 CREDITS**

This course is designed to develop medical office computer skills. The student completes medical reports and correspondence and demonstrates mail service and postal requirements.

### **MA 203 MEDICAL ASSISTING II / 3 CREDITS**

This course consists of theory and clinical skills necessary to assist the physician with medical office procedures including laboratory techniques. Skills include, but are not limited to collection and handling of specimens, assisting with minor surgical and radiological procedures, electrocardiography, administration of medications, venipuncture and finger stick techniques, blood glucose monitoring, and blood and urine testing. Patient teaching including concepts of nutrition continues to be emphasized.

### **MA 206 MEDICAL OFFICE ADMINISTRATION II / 2 CREDITS**

In this course the student continues to develop medical office administration skills. Emphasis is on ICD/CPT insurance coding, insurance form preparation, and billing and collection practices. Record management, inventory, and banking procedures are included. The course concludes with job search technique including resume preparation and cover letters.

### **MA 207 COMPUTER APPLICATIONS II / 2 CREDITS**

In this course the student continues to develop medical office computer skills. Using electronic Medical Record (EMR) simulations for administrative and clinical skills the student does appointment scheduling, insurance form preparation and billing. The student will also use the EMR to perform clinical simulations.

### **MA 208 LEGAL/ETHICAL ISSUES / 1 CREDIT**

This course assists the student in developing knowledge of the law, medical ethics, and bioethics to enable the medical assistant to treat patients with sensitivity and understanding. The student is also introduced to various medical codes of ethics and how these codes impact patient care.

### **MA 209 Practicum / 8 CREDITS**

Students must complete a 240-hour unpaid practicum. The student is assigned to selected physicians' offices and healthcare facilities to apply the skills and knowledge acquired in the classroom. The administrative and clinical experience includes multiple rotations in a variety of medical areas. Practicums are under direct supervision of an on-site preceptor. Students will be identifiable as students and not used as substitutes for staff. Students are evaluated and graded on their performance.





## PRACTICAL NURSING

### PN 101 HUMAN ANATOMY AND PHYSIOLOGY / 4 CREDITS

Through classroom and laboratory experience, this course provides an understanding of the gross structure and normal function and integration of the human body including normal processes of the organ, integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, digestive, and lymphatic systems. Included in this course are principles of basic chemistry and microbiology and medical terminology as it relates to defining human anatomy and physiology processes. This course provides a solid background for assessing deviations from normal body structure and function caused by illness.

### PN 102 HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN / 3 CREDITS

This course encompasses human growth and development across the life span. Stages of individual biophysical and psychosocial development from conception to late adulthood are addressed. Theories of growth and development are introduced and examined. The family as a unit and its influences on health issues are also examined. Emphasis is put on changes and characteristics of the older adult.

### PN 103 PROFESSIONAL FOUNDATIONS OF PRACTICAL NURSING / 1 CREDIT

This course prepares the student to make the transition from student to the role of the practical nurse as a member of the health care delivery system, the team and the discipline of nursing. Trends in health care delivery and nursing education will be discussed. Rules and regulations specific to the Commonwealth of Massachusetts are presented in depth with emphasis on lifelong learning expectations, standards of nursing practice, competency, and accountability in the role following initial licensure. The Massachusetts Determination of Good Moral Character is reviewed. Leadership skills and team building are emphasized. Best practices and evidence-based practices are incorporated. Simulation activities and case studies are incorporated. Students will begin exploring skills involving job searches, resumes and cover letter development, and interviewing skills. Students will assemble their own professional portfolio during Term III. Preparation for the NCLEX-PN will be included (i.e. Pearson Vue and MA Application online process).

### PN 104 INTRODUCTION TO PHARMACOLOGY / 1 CREDIT

The study of drugs and their actions on living organisms begins in this course. This course covers drug classification, the use, adverse effects and drug interactions of medications. Differences in drug action across the life-span will be addressed with specific attention to the aging population. Medication dosage calculations and hands-on practice of safe administration of medications are covered. The focus in Term I will be on oral, parenteral and topical medication administration. Medication dosage calculations are taught for competency by the end of this term. Additional pharmacology concepts are covered in Terms II and III.

### PN 105 FUNDAMENTALS OF PRACTICAL NURSING / 9 CREDITS

Through classroom, laboratory and clinical experience, this course introduces the student to the role of the practical nurse in assisting to identify and meet the self-care needs of adult clients and their significant others. The framework for the course is Orem's Self-Care Deficit Theory of Nursing. Students learn to use theory to determine and implement appropriate nursing interventions in clinical settings. Course content integrates information about family theory and dynamics, communication skills, diversity, nutrition pharmacology, infection control principles of teaching and learning, the nursing process, levels of prevention, ethical-legal nursing practice, and caring behaviors. Additional concepts include collaboration, patient advocacy, life-long learning and accountability and commonly occurring health deviations. Selected mental health concepts—*anxiety, depression, and dementia*—will be embedded.



### PN 206 CONCEPTS OF PRACTICAL NURSING / 10 CREDITS

Through classroom and clinical experience, the student continues to utilize the knowledge and skills acquired during Term I in the planning, implementation, and evaluation of care for adult clients experiencing self-care deficits with health deviations involving communicable diseases, shock, cancer, disorders of the hematopoietic and lymphatic systems, the respiratory, gastrointestinal, and renal systems, as well as the nervous system, sensory system, integumentary, cardiovascular, endocrine, and musculoskeletal systems. Course content integrates information about family theory and dynamics, communication skills, diversity, nutrition, pharmacology, infection control principles, teaching and learning, the nursing process, ethical-legal nursing practice, and caring behaviors. Additional concepts include collaboration and patient advocacy. Selected mental health concepts will be embedded. Learning experiences will take place in the classroom/laboratory as well as in the acute and/or subacute clinical setting.



### PN 307 ADVANCED CONCEPTS OF PRACTICAL NURSING / 8 CREDITS

Through classroom and clinical experience, the student continues to utilize the knowledge and skills acquired during Terms I and II in the planning, implementation, and evaluation of care for groups of adult patients experiencing self-care deficits. Emphasis will be on care of patients with health deviations involving mental health disorders, the immune system, advanced concepts of coronary care, respiratory care, and HIV/AIDS. Course content integrates information about family theory and dynamics, communication skills, diversity, nutrition, pharmacology, infection control principles, teaching and learning, the nursing process, ethical-legal nursing practice, and caring behaviors. Additional concepts include collaboration, leadership and management principles, including delegation and supervision, as well as patient advocacy. Learning experiences will take place in the classroom/laboratory as well as in the acute and/or subacute and community clinical setting.



### PN 308 ISSUES AND TRENDS IN PRACTICAL NURSING / 1 CREDIT

The student continues the additional study of the legal and ethical concepts inherent in nursing and of contemporary issues facing licensed practical nurses. The portfolio and resume started in PN 103 are completed. The course covers interviewing, exploration of opportunities available to licensed practical nurses, exploration of continuing education opportunities, the value and necessity of lifelong learning to maintain competence, and preparation for the NCLEX-PN and licensure. Students will complete exit critical thinking assessment and will compare results to score on entrance critical thinking assessment to measure their progress.

### PN 309 FAMILY CENTERED NURSING / 6 CREDITS

Through classroom and clinical experience, the student continues to utilize clinical skills and knowledge of growth and development acquired during Terms I and II to plan, implement, and evaluate the care of children and families, including the childbearing family. Health promotion, reproductive health, and normal childbirth will be emphasized, as well as the care of the child with health deviations. Learning experiences will take place in the classroom/laboratory with clinical experiences in the community and in inpatient settings as opportunities permit. Course content integrates information about family theory and dynamics, communication skills, diversity, nutrition, pharmacology, infection control principles, teaching and learning, the nursing process, ethical-legal nursing practice, and caring behaviors. Additional concepts include collaboration, leadership and management principles and patient advocacy.



## SURGICAL TECHNOLOGY

### SR 101 PROCEDURAL LAB / 3 CREDITS

This course introduces students to surgical procedures as far as instrumentation, supplies, patient positioning, and operative sequence. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to allow the instructor time to teach surgical procedures and avoid repetition. Focusing on Minimally Invasive Surgery (MIS) Concept, Cardiothoracic, General, Genitourinary, Neurologic, Obstetric and Gynecologic, Ophthalmic, Oral and Maxillofacial, Orthopedic, Otorhinolaryngologic, Peripheral Vascular, Plastics and Reconstructive.

### SR 102 PERIOPERATIVE ISSUES / 5 CREDITS

This course provides knowledge in the areas of patient care directly affecting the surgical experience. Included are an overview of the hospital, the operating room, its equipment, and the surgical team; identification, transportation, and positioning; medical terminology and surgical pharmacology.

### SR 103 OPERATING ROOM TECHNIQUES / 4 CREDITS

This course introduces techniques necessary during the surgical experience. Included are scrubbing, gowning and gloving; the establishment of the sterile field with its armamentarium of sutures; instruments, and supplies. The laboratory component allows the student to observe and in return demonstrate the principles and procedures taught in the classroom in a non-patient contact environment.

### SR 104 ASEPSIS / 3 CREDITS

This course provides the necessary principles of surgical asepsis, which must be maintained in the clinical setting. Included is the study of microscopic life forms, the relationship of microbes to disease and illness, the principles and techniques of sterilization, disinfection, and antisepsis; and the development of the “surgical conscience”.

### SR 110 SURGICAL PROCEDURES I / 4 CREDITS

This course explores the diagnostic and surgical interventions of general surgery, including gastrointestinal, breast and hernia procedures, and OB/GYN surgery.

### SR 111 CLINICAL EXTERNSHIP I / 2 CREDITS

This externship involves the implementation of learned theory, principles, and procedures taught in the classroom via patient contact as a member of the operating room team. This experience takes place in local area hospitals and focuses on minimally complex surgical cases.

### SR 205 OCCUPATIONAL ISSUES / 1 CREDIT

This course introduces the student to the ethical, legal, and moral values which relate to the individual patient, the surgical technologist and operating room procedures. Included are discussion of regulatory practices, the psychological aspects of stress and terminal disease, and ethical issues found in today's medical practice, and employment and professional certification issues.

### SR 210 SURGICAL PROCEDURES II / 6 CREDITS

This course explores the diagnostic and surgical interventions of orthopedic surgery, ophthalmology, ear, nose, and throat surgery, and genito-urinary surgery.

### SR 211 CLINICAL EXTERNSHIP II / 4 CREDITS

This course is a continuation of Clinical Externship I with a focus on moderately complex surgical cases.

### SR 310 SURGICAL PROCEDURES III / 4 CREDITS

This course explores the diagnostic and surgical interventions of thoracic, peripheral and cardiovascular, neuro surgery, pediatric and geriatric considerations, and plastic/reconstructive surgery.

### SR 311 CLINICAL EXTERNSHIP III / 4 CREDITS

This course is a continuation of Clinical Externship I and II with a focus on the more complex surgical cases.



**Directions to McCann Technical School**

**From Mass Turnpike...**

- Exit @ Lee Exit 2
- North on Rt. 20 to Rt. 7
- North on Rt. 7 to Rt. 9
- East on Rt. 9 to Rt. 8
- North on Rt. 8 to North Adams
- After entering North Adams take right at Cumberland Farms onto Hodges Cross Road
- McCann Tech is 1/4 mile on right.

**From Rt. 2 West or East...**

- Rt. 2 West to North Adams
- Take Rt. 8 South 2 Miles
- Take a left (must bear right) onto Hodges Cross Road
- McCann Tech is 1/4 mile on left.

*Chelsea O'Neil  
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