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# School Catalog

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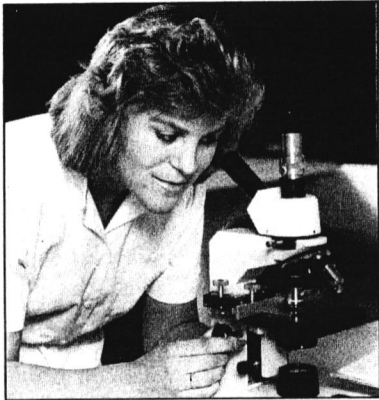
**A Nationwide  
Network Dedicated  
To Quality Training  
For Today's Job  
Market.**

# 1988-89

## National Education Center

### Bryman Campus

5350 Atlantic Avenue  
Long Beach, CA 90805  
(213) 422-6007



Accredited by the Accrediting Commission of the National Association of Trade and Technical Schools and Approved to Operate by the California State Superintendent of Public Instruction

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## About National Education Center—Bryman Campus

The National Education Center—Bryman Campus in Long Beach is part of National Education Centers, Inc., a leader in vocational and technical training.

From its beginnings in 1964, National Education Centers, Inc., has emerged as a leader in vocational training by meeting the current needs of business and industry. With over 50 schools throughout the United States, National Education Centers offer programs in such diverse fields as electronics, business technology, medical/dental assisting, fashion design and merchandising, auto and diesel repair, secretarial science and advertising design, to name a few.

National Education Centers, Inc. provides the growing number of people seeking entry or re-entry positions in today's competitive market with practical, skill specific training vital to their success. Its extensive variety of programs is supported by modern equipment and facilities. Great emphasis is placed on "hands-on" training similar to what the student can expect to find on the job.

This emphasis on job-related training has resulted in consistently high placement rates, a primary reason that many new students are referred to National Education Centers by students, graduates and high school counselors. Its training programs are highly regarded by companies and businesses throughout the nation for the high caliber of its graduates.

As a subsidiary of National Education Corporation, the world's largest training company, National Education Centers readily utilizes new training techniques developed by other subsidiaries in the publishing, industrial training and independent study fields. It is continually seeking to provide the kind of training programs that will best serve the needs of students, business and industry.

### Educational Philosophy

It is the school's philosophy to provide its students with the training and skills needed for successful employment. To do this we must:

- \* Continually evaluate and update educational programs.
- \* Provide modern facilities and training equipment.
- \* Select teachers with professional experience in the vocations they teach and who have the ability to motivate and develop students to their greatest potential.
- \* Promote self discipline and motivation so that students may enjoy success on the job and in society.

### School History

The Bryman Schools were founded in 1960 by Mrs. Esther Bryman and were known at that time as the Los Angeles Colleges of Medical and Dental Assistants. The Bryman Schools were acquired by National Education Corporation in 1975 and in 1983 this school's name was changed to National Education Center—Bryman Campus.

### Description of Facility

The school facility has been designed for training students in the health care field. The modern building is carpeted and air-conditioned, and a fluorescent lighting system provides a bright and well-lit learning environment.

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The one-story floor plan of 8,000 square feet contains six classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs offered, a student lounge and restrooms.

The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

The school is conveniently located near good public transportation and, for students who drive, it is easily accessible to the Long Beach, San Gabriel, Riverside and San Diego freeways. There is limited parking on campus.

### **Accreditations, Approvals and Memberships**

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration.

- \* Accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.
- \* Approved to operate by the California Superintendent of Public Instruction.
- \* Medical Assisting Program accredited by the Committee on Allied Health Education and Accreditations of the American Medical Association in collaboration with the American Association of Medical Assistants.
- \* Dental Assisting Program graduates are eligible to sit for the Registered Dental Assistant Examination (RDA).
- \* Approved by Bureau of Indian Affairs.
- \* Authorized under Federal Law to enroll Nonimmigrant, Alien Students.
- \* Eligible institution under the Guaranteed Student Loan Program.
- \* Eligible institution for Perkins Loan, Supplemental Education Opportunity Grant and Pell Grant Programs.
- \* Provides training services for the State Department of Vocational Rehabilitation.
- \* Member of the Long Beach Chamber of Commerce.
- \* Member of the Long Beach Better Business Bureau.

### **Admissions and Enrollment Procedures**

Those applying for admission to Diploma Programs are required to have a high school diploma or a recognized equivalency certificate. It is the responsibility of the student to furnish proof of compliance with this requirement. Applicants may also qualify under the Ability to Benefit testing provision. A standardized, nationally recognized test is administered to these applicants at the time of enrollment. Test results determine acceptance and placement into the program.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to visit the school so that they can see the equipment and facilities and ask any questions about the school, curriculum and possible career opportunities.

The school's open enrollment policy enables individuals to apply up to one year in advance of a scheduled start date.

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All applicants enrolling in the Dental Assisting Program in California must have a high school diploma or GED. Due to x-ray requirements, applicants for the Dental Assisting Program must be at least 17 years old. **All Allied Health applicants must present a Health Notice form, to be prepared by the student's physician, prior to the first day of class.**

### *List of Items to Be Completed for Enrollment:*

- \* Request for College Transcript, High School Diploma or General Equivalency Diploma (GED).
- \* Administration and Evaluation of Ability to Benefit Test (if required).
- \* Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).
- \* Financial Aid Forms must be completed if applicant wishes to apply for Financial Aid.
- \* Payment of Registration Fee.
- \* Student Health Notice for Allied Health Programs (forms will be provided by the school).

Once the above mentioned items have been properly completed and submitted, the school reviews the application and informs the applicant of its decision. If an applicant is not accepted by the school, all fees paid are refunded.

The school reserves the right to reject a student previously accepted if the required items are not properly submitted.

### **Campus Information**

#### **Allied Health Dress Code**

Students enrolled in Allied Health Programs are required to wear the designated school uniform. Uniforms should be ordered as soon as possible after acceptance into the program. White, standard nurses' uniform shoes with an enclosed heel and toe and white soles are required. Students should review the established dress and appearance guidelines for specific information. This information will be available upon enrollment.

#### **Office Hours**

The school's offices are open from 9:00 AM to 6:00 PM, Monday through Friday.

#### **Activities**

Throughout the school year, activities are planned and conducted to encourage school spirit and to develop student leadership. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

An active Student Council organizes many different events including a community Blood Drive for the Red Cross, a Food-Shelf drive, an annual school picnic and "Buddy Days". In addition, the school hosts open houses for students and prospective employers, and graduation ceremonies are held three times each year.

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### **Awards**

Awards are presented to deserving students for outstanding achievement, based on student performance and faculty recommendations. Awards are given for perfect attendance, scholastic excellence, Director's Honor Roll and National Honor Society. Graduates find these awards can be an asset as they prepare for future employment.

### **Housing Assistance**

The school assists students in obtaining housing by providing current information on living accommodations within close commuting distance. Students interested may contact Student Services.

### **Transportation**

The school maintains a list of students interested in car pooling and information on public transportation.

### **Field Trips**

National Education Centers believes that training is enriched by observing real life applications. When appropriate, visits are frequently arranged to industrial or professional locations.

### **Special Lectures**

Guest lecturers are invited, as appropriate and as class schedules permit, to speak to students about current industry applications of their educational programs and career opportunities.

### **Handicapped Students**

Handicapped students should make arrangements to meet with the School Director prior to the start of class to review facilities and required accommodations.

### **Drug Prevention Program**

A drug abuse prevention program is available at the school for all students and employees.

### **Graduate Placement Assistance**

The school encourages students to maintain satisfactory attendance, conduct and academic progress because these are considered favorably by prospective employers.

While the school cannot guarantee employment, it has been successful in placing a large percentage of its graduates in their field of training. All graduating students participate in the following job preparation activities:

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- \* Preparation of Resumes and Letters of Introduction — An important step in a well-planned job search.
  - \* Interviewing Techniques — Students practice proper conduct and procedures for interviews.
  - \* Job Referral by Placement Office — The Placement Office compiles job openings from prospective employers in the area.

All students are expected to actively participate in the placement assistance program and failure to do so may jeopardize these privileges.

Graduates may continue to utilize the school's placement assistance program at no additional cost.

### **Personal Conduct**

Students will be expected to observe standards of conduct that are typical of what they can expect to find in the professional world. Violations of conduct standards include dishonesty, unprofessional conduct, use of profanity, insubordination, violation of safety rules, use of alcohol or drugs on school property, and vandalism of school property and equipment. Students may be placed on probation or expelled for violation of these standards. Probation will be removed if the student demonstrates continued adherence to these standards.

### **Clothing and Personal Property**

All personal property is the sole responsibility of the student and the school does not assume liability for any loss. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **Tutoring and Academic Counseling**

As part of National Education Centers' commitment to student success, tutorial and counseling programs are provided. A qualified staff is available for one-to-one tutorial assistance and counseling to students who are experiencing difficulties with their classwork.

### **Weather Emergencies**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, the student will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course.

### **Academic Information for Modular Programs\***

*\*A Modular Program is a complete body of prescribed subjects or studies that is divided into modules. A module is a period of instruction that is approximately 4 weeks in length.*

### **Attendance**

Satisfactory Student Attendance is established when the student is present in the assigned classroom for the required amount of scheduled contact time.

To maintain Satisfactory Student Attendance, a student may not be absent more than three days per module, at which time the student will be required to repeat the module. Students missing in excess of 12.5% of total classroom training hours will be terminated.

National Education Center does not permit a student to "make up" absences which have been accrued on his attendance record. However, during the externship portion of training, all absences must be made up to insure that the student has completed the required number of extern hours prior to graduation.

Students are encouraged to schedule medical or dental appointments after school hours and should notify the school if absent.

#### **Tardiness**

If a student is tardy to class or leaves early on four different occasions, then the student will accrue one absence on his attendance record.

#### **Measure of Course Work**

A clock hour is a period of 50 to 60 minutes of instruction, in either a lecture, laboratory or externship. Clock hours are converted into quarter credit hours to allow for comparison with other postsecondary schools.

Lecture classes in the Medical Assisting Program and Medical Office Management Program are limited to 24 students. Lecture classes in the Dental Assisting Program are limited to 28 students. One clock hour of lecture is measured as one quarter credit hour based on a 10-week term.

Laboratory classes are designed so that each student receives hands-on training on equipment similar to what is being used by business and industry. In the Medical Assisting and Medical Office Management Programs, labs are limited to 24 students so that every student receives the necessary time and attention to build experience and confidence. The student teacher ratio in the Dental Assisting labs is 14 to 1. Two clock hours of lab training are measured as one quarter credit hour based on a 10-week term.

#### **Grading System**

The progress and quality of a student's work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage and point value are as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
D	Failing	69-60
F	Failing	59- 0

#### **Satisfactory Academic Progress**

In order to maintain Satisfactory Academic Progress, a student must achieve a cumulative Grade Percent Average (GPA) of 70% or higher (on a scale of 0 to 100) and must complete the training program within a time period which may not exceed a maximum of one and a half (1.5) times the planned program length.

The Education Department monitors this progress by calculating the cumulative GPA for each student at the end of each module. When a student's cumulative GPA is 70% or higher, then the student has achieved the status of "Good Academic Standing."

If the cumulative GPA is less than 70%, then the student is notified in writing that he is not maintaining Satisfactory Academic Progress and is then placed on academic probation.

#### **Initial Probationary Module**

The Initial Probationary Module is the next module which starts after a student has been placed on academic probation. During this module the student remains eligible for Financial Aid. The student is required to repeat any failed courses at the earliest possible date.

If, by the end of the Initial Probationary Module, the student achieves a cumulative GPA of 70% or higher, then the student is removed from probation and is notified in writing of having achieved "Good Academic Standing."

If, by the end of this Initial Probationary Module, the student does not achieve a cumulative GPA of 70%, but *does* achieve a module GPA of 70%, then the student may continue on academic probation for a second module with the approval of the school.

If the student does not achieve a GPA of 70% or higher for this initial module, the student's training will be interrupted by the school.

#### **Second Probationary Module**

If, at the end of the second probationary module, the student achieves a cumulative GPA of 70% or higher, he is removed from probation and is informed in writing of having achieved "Good Academic Standing."

If the student has not achieved a cumulative GPA of 70% or higher at the end of this second probationary module, then the training will be interrupted by the school.

During the second probationary module the student remains eligible for Financial Aid.

#### **Reinstatement**

A student who has been terminated for failing to maintain Satisfactory Academic Progress may be reinstated through the appeal process. However, a student will not be eligible for Financial Aid during the reinstatement module. If by the end of that module the student achieves a GPA of 70% or better, he will be considered to be making Satisfactory Academic Progress and will be eligible for Financial Aid consideration in subsequent modules.

#### **Course Withdrawals**

##### *Week 1*

When a student withdraws from a module during the first week of the module, no grade is recorded for that student. A student must submit a written request to the module instructor to withdraw during this time. The request must then be approved by either the appropriate Department Head or the Education Director. A withdrawal at this time has no impact on the student's module or cumulative GPA.

### *Week 2 through End of Module*

A student must submit a written request to the module instructor to withdraw from a module during this time. The request must then be approved by *both* the appropriate Department Head and the Education Director. Extreme academic or personal hardship are considered to be the only justification for withdrawal.

If the request for withdrawal is approved, the Education Director or the appropriate Department Head must then assign either a "Withdraw Passing" (WP) or "Withdraw Failing" (WF). The status "WP" indicates that the student was passing the module (70% or higher) as of the last day of attendance. A "WF" indicates that a student was not passing the module (less than 70%) as of the last day of class attendance.

The status is on record until the student completes the module from which he withdrew. It will have no effect on the calculation of the cumulative or module GPA.

In modular programs it is necessary to repeat the entire module from which the student withdrew.

### **Graduation Requirements**

To be eligible for graduation, a student must:

- a) have completed all required classroom modules with a grade of 70% or higher.
- b) have completed a total of 160 clock hours in an approved externship.
- c) have received satisfactory evaluations from the externship facility.
- d) have met the minimum typing requirement for the program.
- e) have paid to the school all monies due.

A student may qualify for graduation while on probation if, at the end of the probationary module, the student meets the Satisfactory Academic Progress Requirements.

### **Required Study Time**

In order to successfully complete the required course assignments, a student is expected to spend outside time studying. The amount of time will vary according to the individual student's abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

### **Make-up Work**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional make-up work to be completed for each absence (assigned as outside work). Arrangements to take any tests missed because of an absence must be made with the instructor and have the school administration's approval.

### **Repeating of Course Work**

A student who fails any course must retake that course in order to continue in the program. If repeating the training is required, the length of the program shall not exceed one and a half times the number of clock or quarter credit hours normally required to complete the program. A student may repeat a failed course only once.

When a student repeats a course, the last grade received for that course replaces the original grade (even if the original grade was higher), and this new grade is used along with the student's other grades to calculate the cumulative GPA. The most recent grade for the repeated course will be the only grade for that course to appear on the student's transcript.

### **Course Incompletes**

An Incomplete cannot be given as a final grade. However, at the end of the term a student may, with the instructor's approval, be granted a five to 10 day extension in order to complete all the required course work, assignments and tests. The extension cannot be used to "make up" accrued absences from class. If the student does not complete the required course work, assignments and tests within the extension period, he will receive a grade of "F" or "zero" for the course. The "F" or "zero" will be averaged in with the student's other grades to determine the cumulative GPA.

### **The Student Appeal Process**

If the student's training program is interrupted by the school for any reason, he must be informed of the right to appeal that decision. A student must initiate the process by submitting a written request for "Readmittance to NEC Schools and Programs" to the Director of Education or the appropriate Department Head.

### **Transferability of Credits**

The School Director's office provides information on schools which may accept National Education Center course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should therefore not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

### **Credit for Previous Training**

The Education Department will evaluate any previous education and training a student may have that is applicable to an educational program. If warranted, the program may be shortened and the tuition reduced accordingly.

### **Student Progress Counseling**

A student's educational objectives, grades, attendance and conduct are reviewed on a regular basis. If academic standing or conduct are unacceptable, the student will be counseled. Failure to improve academic standing or behavior may result in further action being taken. Students are encouraged to seek academic counseling through the Education Department.

### **Grievance Procedure**

If a student has a grievance with any school policy or procedure, he may submit a written complaint and a response will be given, in writing, within seven working days.



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### **Leave of Absence Policy**

A student who is actively enrolled in a National Education Center's training program may be granted one Leave of Absence (LOA) per academic year for certain specific and acceptable purposes.

The granted LOA should be of a reasonable duration and cannot exceed the length of one grading period.

The student's written request for LOA, properly approved, dated and signed by both the student and either the School Director, Education Director or appropriate Department Head, will be maintained in the student's file.

There are only two types of authorized LOA's — Ordinary and Medical. An Ordinary LOA is granted for either military or mandatory civic duties. A Medical LOA is granted for documented medical reasons such as serious illness, required surgery, and temporary disabilities (including pregnancy disability). All requests for Medical LOA must be accompanied by a written recommendation or prescription from the student's personal physician.

If the length of the granted LOA is such that Satisfactory Student Attendance cannot possibly be maintained during the affected term, then the student must repeat that term.

If the student fails to return from the LOA on the date indicated in the written request, he will be terminated from the training program.

### **Termination Procedures**

Students may be terminated by the school for Cause. Examples include but are not limited to the following:

1. Violation of the School's Attendance Policy.
2. Failure to maintain Satisfactory Academic Progress.
3. Violation of Personal Conduct Standards.
4. Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the School Director within one week of Notice of Termination.

### **Exit Interviews**

Students who discontinue their training for any reason should schedule an Exit Interview with a school official. This meeting can help the school to correct any problems and may assist the student with future plans.

### **Changes in the Program**

The school reserves the right to make changes in the equipment and curriculum to reflect new technology, to reset class schedules and hours, to consolidate classes and to change locations.

### **Statement of Non-Discrimination**

National Education Center does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admissions, counseling, training, placement, employment or other programs or activities. The School Director is the coordinator of Title IX — the Education Amendments Act of 1972, and will receive any inquiries under the sex discrimination provisions of this document.

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### **Voluntary Prepayment Plan**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

### **Privacy Act**

The school has established a policy for the release of student and/or graduate information. This policy is available upon request from the administrative office.

### **Examination of Student Records**

1. All students attending this postsecondary institution shall have the right to review their academic records, including grades, attendance and counseling.
2. Records are supervised by the School Director and access is afforded by School Officials for purposes of recording grades, attendance and counseling, as well as determining financial aid eligibility.
3. Students may request a review of their records by writing the School Director at the address set forth in the catalog and such review will be allowed at regular school hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing stating fully the reason for the requested change. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.
  - a. The instructor and/or counselor involved will review the challenge and if necessary meet with the student, then make a determination to retain, change or delete the disputed data.
  - b. Should further review be requested by the student, the School Director will conduct a hearing at which the student shall be given a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the Director's decision which will be final.
  - c. A copy of the challenge and/or written explanation regarding the contents of the student record will be included as part of the student's permanent record.
5. "Directory Information" showing student's name, address, telephone, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless the request to omit such information is presented, in writing, within 10 days of the date of enrollment.
6. As a postsecondary educational institution, parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

### **Financial Aid and Tuition Assistance**

National Education Center offers students several options for payment of tuition. Those able to prepay tuition are given a plan to help reduce their fees upon entry.

On the other hand, the school recognizes that many students lack the resources to begin their educational training. Therefore, National Education Center participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete an "Application for Federal Student Aid." From this completed form, the Financial Aid Representative determines a student's need and then assists the student in deciding what resources are available according to the student's individual circumstances.

The following is a description of the financial aid programs available at this school. Any additional information can be obtained through the Financial Aid Office, including information on benefits available from the Bureau of Indian Affairs, Vocational Rehabilitation Program or the Department of Social Security.

#### Pell Grant

The Pell Grant is the largest federal student aid program. For many students these grants provide a foundation of financial assistance to which aid from other federal and non-federal resources may be added. Eligibility for the Pell Grant program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

#### Supplemental Educational Opportunity Grant (SEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. These grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and his parents, and the cost of attending the school.

#### Perkins Loan

Previously known as the National Direct Student Loan, this low interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

#### Guaranteed Student Loans (GSL)

These low-interest loans are available to qualified students through the lending institutions or agencies participating in the program and are guaranteed by the U.S. Government. Loans must be repaid starting six months after the student drops below half-time status, terminates training or graduates.

#### PLUS and SLS

The Parent Loan for Undergraduate Students (PLUS) and Supplemental Loan for Students (SLS) provide additional funds to help parents or independent students pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

#### Tuition and Fees

Programs	Length	Clock Hours	Quarter Credit Hours	Reg Fee	Tuition	Total Course Price
Medical Assisting	28 wks	520	33.0	\$95	\$4500	\$4595
Dental Assisting	28 wks	520	33.0	\$95	\$4500	\$4595
Medical Office Management	28 wks	520	33.0	\$95	\$4500	\$4595

#### Books and Supplies

All books and supplies are included in the cost of tuition. Uniforms and incidental supplies such as paper and pencils are to be furnished by the student.

#### Cancellation and Refund Policy

##### *Cancellation Prior To Commencement Of Classes:*

If the school does not accept the applicant, or cancels the Enrollment Agreement, all funds paid including the Registration Fee will be fully refunded. If cancellation is requested in writing by the applicant (or parent/guardian if applicant is a minor), prior to midnight of the third business day (excluding Sundays and business holidays), after signing the Enrollment Agreement, all funds paid including the Registration Fee will be refunded. If such cancellation occurs after the three-business-day period, the Registration Fee will be retained by the school and all other funds paid will be refunded. For any cancellation made in accordance with this paragraph, all notes or other evidence of indebtedness given by the applicant will be cancelled.

To be sure the school receives the Notice of Cancellation, the school suggests mailing the Notice of Cancellation by Registered or Certified Mail with Return Receipt Requested. The postmark on the letter or telegram determines the date of cancellation.

##### *Termination Or Withdrawal After Commencement Of Classes:*

The effective date of termination will be the date the student is suspended or expelled, or in the case of withdrawal, not later than seven (7) calendar days after the last date of actual attendance, unless written termination notice is received by the school, in which case it will be the date of receipt of written notice. Refunds of the total course price will be calculated as follows:

<i>If Withdrawal or Termination Occurs:</i>	<i>Then: The Amount of Tuition &amp; Reg Fee the Student is Obligated For Shall Be:</i>
During the first week . . . . .	\$350
After completion of first week but within 25% of the course . . . . .	25% plus \$150
After completion of 25% but within 50% of the course . . . . .	50% plus \$150
After completion of 50% of the course . . . . .	100%

##### *Refunds:*

Any monies due the applicant shall be refunded within thirty (30) days from cancellation or failure to appear on or before the first day of class. Any monies due the student shall be refunded within thirty (30) days from the last date of student attendance. Refunds shall be paid or credited to the student's account with a third party or government fund in the event a student has financed all or part of the course price with a third party or governmental fund.

### State of California Student Tuition Recovery Fund

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institution participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instruction, contact:

Office of Private Postsecondary Education  
California Department of Education  
721 Capitol Mall  
Sacramento, CA 95814  
(916) 445-3427

The fees assessed to support the Student Recovery Fund are included in the total tuition price of the school. No additional fee will be charged to the student.

### Academic Class Schedule

#### Class Schedule for Modular Programs

#### Schedule I — Four Day Week (Monday through Thursday)

1988		1989	
Start Dates	End Dates	Start Dates	End Dates
Jan 4 (Mon)	Jan 28 (Thurs)	Jan 3 (Tues)	Feb 2 (Thurs)
Feb 1 (Mon)	Mar 3 (Thurs)	Feb 6 (Mon)	Mar 2 (Thurs)
Mar 7 (Mon)	Mar 31 (Thurs)	Mar 6 (Mon)	Mar 30 (Thurs)
Apr 4 (Mon)	Apr 28 (Thurs)	Apr 3 (Mon)	Apr 27 (Thurs)
May 2 (Mon)	May 26 (Thurs)	May 1 (Mon)	May 25 (Thurs)
May 31 (Tues)	Jun 23 (Thurs)	May 30 (Tues)	Jun 22 (Thurs)
Jun 27 (Mon)	Jul 28 (Thurs)	Jun 26 (Mon)	Jul 27 (Thurs)
Aug 1 (Mon)	Aug 25 (Thurs)	Jul 31 (Mon)	Aug 24 (Thurs)
Aug 29 (Mon)	Sept 22 (Thurs)	Aug 28 (Mon)	Sep 21 (Thurs)
Sep 26 (Mon)	Oct 20 (Thurs)	Sep 25 (Mon)	Oct 19 (Thurs)
Oct 24 (Mon)	Nov 17 (Thurs)	Oct 23 (Mon)	Nov 22 (Wed)
Nov 21 (Mon)	Dec 22 (Thurs)	Nov 27 (Mon)	Dec 21 (Thurs)

#### Schedule II — Four Day Week (Monday through Thursday)

1988		1989	
Start Dates	End Dates	Start Dates	End Dates
Jan 19 (Tues)	Feb 18 (Thurs)	Jan 17 (Tues)	Feb 16 (Thurs)
Feb 22 (Mon)	Mar 17 (Thurs)	Feb 21 (Tues)	Mar 16 (Thurs)
Mar 21 (Mon)	Apr 14 (Thurs)	Mar 20 (Mon)	Apr 13 (Thurs)
Apr 18 (Mon)	May 12 (Thurs)	Apr 17 (Mon)	May 11 (Thurs)
May 16 (Mon)	Jun 16 (Thurs)	May 15 (Mon)	Jun 8 (Thurs)
Jun 20 (Mon)	Jul 14 (Thurs)	Jun 12 (Mon)	Jul 13 (Thurs)
Jul 18 (Mon)	Aug 11 (Thurs)	Jul 17 (Mon)	Aug 10 (Thurs)
Aug 15 (Mon)	Sep 8 (Thurs)	Aug 14 (Mon)	Sep 7 (Thurs)
Sep 12 (Mon)	Oct 6 (Thurs)	Sep 11 (Mon)	Oct 5 (Thurs)
Oct 10 (Mon)	Nov 3 (Thurs)	Oct 9 (Mon)	Nov 2 (Thurs)
Nov 7 (Mon)	Dec 8 (Thurs)	Nov 6 (Mon)	Dec 7 (Thurs)
Dec 12 (Mon)	Jan 12, 1989 (Thurs)	Dec 11 (Mon)	Jan 18, 1990 (Thurs)

#### Student Holidays

	1988	1989
New Years Day	Jan 1	Jan 1-2
Martin Luther King Jr's Birthday (observed)	Jan 18	Jan 16
President's Day (observed)	Feb 15	Feb 20
Spring Holiday	Apr 1	Mar 24
Memorial Day (observed)	May 30	May 29
Independence Day	July 4	July 4
Labor Day	Sep 5	Sep 4
Thanksgiving	Nov 24-25	Nov 23-24
Christmas Recess	Dec 26-31	Dec 25-31

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## Faculty and Administration

Pamela Burns, CMA-C	Director
Mona Izumi, RDA	Education Director
Susan O'Donnell	Placement Director
Susan Hershman	Financial Aid

### Office Hours

9:00 AM to 6:00 PM Monday through Friday

### Class Times

8:00 AM to 12:00 PM	Morning	(Monday - Thursday)
12:30 PM to 4:30 PM	Afternoon	
6:00 PM to 10:00 PM	Evening	

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## Medical Assisting Program

### Program Objectives and Career Outlook

In recent years the profession of Medical Assisting has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being demanded by hospitals, clinics, and nursing homes, as well as medical supply businesses, home health agencies, and insurance and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the demand for their services grow.

The objective of the Medical Assisting Program is to provide the graduate with the skills and knowledge that will enable them to qualify for an entry level position as a medical assistant. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry level positions such as clinical or administrative assistant, medical receptionist, medical insurance biller. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

### Classroom Procedures

This training program is divided into six learning units called modules. Each module stands alone as a unit of study and is not dependent upon previous training. If a student does not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed.

### Typing

This typing course will develop and improve the student's keyboarding skills. Students will learn how to operate an electric typewriter and transcription machine. Students are taught how to prepare correspondence, medical insurance and transcribe dictation. In order to graduate, students will be required to type a minimum of 40 words a minute with no more than 5 errors.

### Terminology

Subject related medical terminology is studied in each module. Instruction in medical terminology is not an independent component of the curriculum but rather an intricate, on-going element in classroom instruction. Correct spelling, definition and pronunciation of medical terms is taught. Basic structure of medical words including prefixes, suffixes, root words and combining forms are studied.

### Externship

*6 Quarter Credit Hours/160 Total Clock Hours*

Upon successful completion of classroom training, medical assisting students participate in a 160 hours externship. Serving an externship at an approved facility provides the extern an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160 hour intervals. Completed evaluation forms are placed in the student's permanent record. Medical assisting students must successfully complete their externship training in order to fulfill requirements for graduation.

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### **Module A — Patient Care and Communications**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Instruction in Module A emphasizes the front office administrative skills routinely performed by the medical assistant. The fundamentals of oral and written communication techniques are studied. Medical office inventory, equipment and supply management are introduced with application to the role played by the medical assistant in each area. Anatomy and physiology of the sense organs and common diseases related to each of the body systems are taught. Students learn how to interact and communicate effectively with patients and coworkers by studying the fundamentals of psychology. Additionally, students are introduced to the basic principles of office computerization.

Topics include:

- Filing Categories and Procedures
- Introduction to Computers
- Computer Applications in the Medical Office
- Business Correspondence
- Patient Charts
- Appointment Scheduling
- Telephone Techniques
- Nervous System
- Ophthalmology and Otology
- Patient Positioning and Draping

### **Module B — Clinical Assisting, Pharmacology and Bookkeeping**

*4.5 Quarter Credit Units/60 Total Clock Hours*

The importance of asepsis and sterile technique for today's health care environment is stressed. Basic bacteriology and its relationship to infection and disease control is presented. An introduction to basic therapeutic drugs, their uses, classifications and effects on the body are studied. Principles of administering medications and the correct anatomical injection sites and precautions are studied. In addition, financial management of the medical office is taught offering the student training in general accounting procedures.

Topics include:

- Microbiology
- Routine Office Surgical Procedures
- Surgical Instrumentation
- Introduction to Pharmacology
- Drug Dosage Calculations
- Physician Desk Reference (PDR)
- Muscular System
- Computer Applications in the Medical Office
- Medical Bookkeeping and Banking
- Payroll Preparation

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### **Module C — Medical Insurance and Health Sciences**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Module C provides the student with basic knowledge in health care insurance, plans and policies. Proper coding procedures required in medical insurance billing is presented and practiced. A standard first aid course is taught in compliance with the guidelines established by the American Red Cross. The structure and function of the human digestive system is taught. The basic four food groups and their relationships in maintaining good nutritional health is studied. Concluding Module C is a discussion on the effects of disease and allergies on the human body.

Topics include:

- Government Sponsored Health Care Insurance
- Private Insurance Plans
- Procedural Coding CPT
- Diagnostic Coding ICD-9-CM
- Computer Applications in the Medical Office
- Medical Office Emergencies
- Multimedia First Aid
- Patient and Disease
- Digestive System
- Specialty Diets

### **Module D — Cardiopulmonary and Electrocardiography**

*4.5 Quarter Credit Units/60 Total Clock Hours*

The student gains a basic understanding of the circulatory and respiratory system by studying the structure and function of the heart and lungs. The electrical pathways of the heart muscle are studied as a basis for recording cardiac function. The student is introduced to the legal responsibilities of both the physician and office assistant. Patient-physician contracts and consents are included, as well as the acceptable professional ethics of medicine as they relate to the health care assistant.

Topics include:

- Anatomy and Physiology of the Heart and Lungs
- Blood Pressure Measurement
- Taking and Recording Vital Signs
- Medical Law and Ethics
- Preparation and Recording of Electrocardiogram
- Mounting the EKG Tracing
- Common Artifacts

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## Module E — Laboratory Procedures

*4.5 Quarter Credit Units/60 Total Clock Hours*

Module E is designed to familiarize the student with routine laboratory procedures commonly performed in a physician's office. Students are taught fundamental skills necessary for performing laboratory tests. Specimen identification, collection, handling and transportation procedures are studied. Students practice venipuncture and routine diagnostic hematology procedure. The maintenance and care of laboratory equipment and supplies is discussed. Anatomical structure of the renal system, its functions and common diseases are presented.

Topics include:

- Introduction to the Laboratory and Safety Procedures
- Care and Use of the Microscope
- Physical, Chemical and Microscopic Urinalysis
- Blood Chemistries
- Blood Collection
- Quality Control in the Medical Lab
- Hematocrit and Hemoglobin Determination
- White Blood Cell Counts
- Differential Evaluation

## Module F — Body Systems and Radiation Safety

*4.5 Quarter Credit Units/60 Total Clock Hours*

A study of human glandular function combined with male and female anatomy provides the student with a basis for an understanding of human reproduction. The skeletal system and anatomical structure of the body is introduced. A certified cardiopulmonary resuscitation (CPR) course is taught which will enable the student to respond to common emergencies. The principles of radiation safety in the medical office is discussed.

Topics include:

- Structural Components of the Human Body
- Anatomical Structure
- Skeletal System
- Radiation Safety and Protection
- Endocrinology
- Obstetrics
- Pediatric Growth and Development
- Cardiopulmonary Resuscitation (CPR)

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## Dental Assisting Program

### Program Objectives and Career Outlook

In the last decade the profession of dental assisting has experienced unprecedented growth through established career ladders such as licensure as a Registered Dental Assistant. The dental assistant and the RDA have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures on the ever increasing numbers of people who seek dental care. Dental assistants' services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Dental assistants have become an important part of the health care industry and their responsibilities continue to expand as the demand for their services grow.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for an entry level position as dental assistants. Since dental assistants are trained in clinical, x-ray and administrative procedures, they are capable of filling a variety of entry level positions such as chairside assistant or dental receptionist. Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma and radiation safety certificate.

### Classroom Procedures

The training program is divided into six learning units called modules. Each module stands alone as a unit of study and is not dependent upon previous training. If a student does not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed.

### Typing

The typing course will develop and improve the student's keyboarding skills. Students will learn how to operate an electric typewriter. Programmed typing workbooks are used by students as they learn how to prepare and format correspondence and dental insurance forms. In order to graduate, students will be required to type a minimum of 25 words a minute with no more than 5 errors.

### Terminology

Subject related dental terminology is studied in each module. Instruction in dental terminology is not an independent component of the curriculum but rather an intricate, ongoing element in classroom instruction. Correct spelling, definition and pronunciation of dental terms are taught. Basic structure of dental words including prefixes, suffixes, root words and combining forms is studied.

### Externship

*6.0 Quarter Credit Units/160 Total Clock Hours*

Upon successful completion of classroom training, dental assisting students participate in a 160 hour externship. Serving an externship at an approved facility provides the extern an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision

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of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160 hour intervals. Completed evaluation forms are placed in the student's permanent record. Dental assisting students must successfully complete their externship training in order to fulfill requirements for graduation.

### **Module A — Administrative Procedures**

*4.5 Quarter Credit Units/60 Total Clock Hours*

The module familiarizes the student with basic dental office administrative procedures and receptionist related duties. The legal responsibilities of the dentist and the staff are introduced. An introduction to dental specialties is presented. Job search skills that will assist the student in preparing for successful entry level employment in the dental profession are discussed.

Training in administrative procedures will be achieved in a front office setup through role playing and with structured exercises. Students are taught to obtain information from sample case histories, thus gaining proficiency in completing actual dental records. The fundamentals of oral and written communication skills are studied. In addition, students are introduced to concepts in records management for a dental office including both patient and financial records.

Topics include:

- Dental Records — Clinical and Business
- Appointment Scheduling
- Filing Procedures
- Correspondence and Mail Processing
- Dental Insurance and Claim Processing
- Financial Record Keeping
- Write-It-Once Bookkeeping System
- Telephone Etiquette
- Law and Ethics
- Resumes and Job Interviews
- Inventory Control

### **Module B — Dental Radiography**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Basic anatomy of the head is studied to familiarize the student with the anatomical structures necessary for taking dental radiographs. Radiation protection and the hazards of x-ray radiation are studied. Maintaining safety while obtaining the best possible diagnostic quality in dental radiographs is emphasized. Students will practice techniques of film exposure in equipped dental operatories with industry approved structural and monitoring devices. Exposure techniques are performed on a patient simulator manikin (DXTTR). Upon successful completion of manikin practice, students produce a specified number of sets of radiographs on clinical patients under supervision of a licensed dentist. Film processing is performed in a fully equipped darkroom. Students are taught both manual and automatic processing techniques.

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Theory, laboratory skills, manikin practice and clinical patient requirements meet state guidelines for a Radiation Safety Certificate.

Topics include:

- Anatomy of the Skull
- Tooth Structure and Arrangement
- Introduction to Dental Radiography
- Physics of Radiation
- Biological Effects
- Radiation Safety
- Dental X-ray Unit Operation
- Radiation Control Factors
- Radiographic Procedures
- Bitewing, Bisecting, Parallel and Supplemental Techniques
- Film Composition and Handling
- Film Processing, Mounting and Critique

### **Module C — Dental Sciences**

*4.5 Quarter Credit Units/60 Total Clock Hours*

In the dental science module, anatomy, medications, transmissible diseases, cardiopulmonary resuscitation and two dental specialties are studied. The student is introduced to methods for taking and recording vital signs. Types of anesthetics used in dentistry and procedures for administering them are studied. An introduction to the skills performed by a dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented.

Students gain proficiency in subject related skills through practice on training manikins. Manikins have a full complement of teeth, tongue and in some cases, a simulated face. Students will learn how to place instruments and materials on manikins such as a rubber dam assembly or drying canals. Heat activated sterilizers and disinfecting materials are provided for the student to practice step-by-step instrument cleansing. Procedures in cardiopulmonary resuscitation and relief of an obstructed airway are performed on resuscitative training manikins.

Topics include:

- Cranial Nerves and Blood Supply
- Topical and Local Anesthesia
- Nitrous Oxide Sedation
- Rubber Dam
- Endodontic Procedures
- Oral Surgery
- Dressing and Suture Materials
- Microbiology and Disease Control
- Instrument Recycling
- Vital Signs and Blood Pressure
- Cardiopulmonary Resuscitation (CPR)

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## Module D — Chairside Assisting

*4.5 Quarter Credit Units/60 Total Clock Hours*

In the chairside assisting module, instruction includes the duties and techniques practiced in general dentistry with emphasis on sit down, four-handed dentistry. The student learns how to handle dental instruments and dental materials. Basic concepts on how to help the dental patient overcome their anxieties associated with dentistry are discussed. Children's dentistry (pedodontics) as a specialty is presented.

Students working in small groups or with partners, will simulate a wide range of procedures such as patient seating, aspiration and instrument transfer through role playing exercises. In an operatory setting, students will practice placing dental materials on models. Classroom operatories are furnished with power operated dental chairs and units. Unit attachments include a water/air spray syringe, high speed and slow speed handpieces and oral evacuating hoses.

Topics include:

- Dental Operatory Equipment and Operation
- Instrument Grasps and Tray Setups
- Basic, Restorative and Esthetic Instruments
- Rotary Instruments
- Handpiece Care and Operation
- Patient Seating and Dismissing
- Patients with Handicaps
- Oral Evacuation
- Matrices — Placement, Wedging and Removal
- Restorative Materials
- Pedodontics

## Module E — Laboratory Procedures

*4.5 Quarter Credit Units/60 Total Clock Hours*

This module emphasizes two dental specialties: prosthodontics and orthodontics. The student is introduced to different materials and procedures used in the construction of dental appliances. Particular emphasis is placed on the characteristics and uses of the different materials used in dentistry. Both fixed and removeable appliances are introduced. A comparison in state permitted dental assisting duties is discussed along with the difference between general and direct supervision of the dentist. State licensure requirements are presented. A background in the basic principles of psychological theory is presented to acquaint students with assessing patient dental needs.

Students will receive hands-on training in subject areas taught utilizing instruments and models designed for orthodontics and prosthodontics. Students will construct their own oral cavity models with a variety of materials. Students will use the models for practicing dental procedures.

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Topics include:

- Properties of Dental Impression Materials
- Alginate
- Rubber Base — Silicone and Polysulfide
- Hydrocolloid
- Dental Plaster
- Class I and Class II Stone
- Model Trimming
- Custom Trays
- Inlays, Crowns and Bridges
- Dentures
- Orthodontics
- State Regulations

## Module F — Dental Health

*4.5 Quarter Credit Units/60 Total Clock Hours*

The dental health module includes a comprehensive study in dental anatomy. Charting methods are studied and practiced in order to gain proficiency. The student is also introduced to preventive dentistry. This provides the student with the knowledge and the philosophy of preventive treatment, the fundamentals of the disease triad and oral hygiene. Included in this module are two specialties: oral pathology and periodontics. Students will receive instruction in related pathological conditions.

Placement of periodontal surgical dressings is introduced and practiced on manikins. Students will gain proficiency in charting pathological conditions and existing dental work by completing written charting exercises. In addition, students chart oral conditions of other students and patients in compliance with state guidelines for mouth mirror inspection.

Coronal polish procedures are taught. Students gain proficiency in coronal polish through practice on manikins. After skill proficiency has been demonstrated on a manikin, students perform coronal polish on clinical patients under the direct supervision of a licensed dentist. Completion of the coronal polish segment will permit the graduate to perform this skill on patients after they acquire a Registered Dental Assistant License.

Topics include:

- Oral Cavity Landmarks
- Sinuses and Salivary Glands
- Tooth Landmarks
- Charting Codes and Symbols
- Cavity Classifications
- Oral Prophylaxis
- Coronal Polish
- Plaque Control
- Fluorides
- Nutrition
- Pharmacology
- Dental Office Emergencies



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## Medical Office Management Program

### Program Objectives and Career Outlook

Today the health care field offers a variety of interesting and challenging career opportunities to a graduate of the Medical Office Management Program. In this program, a student will receive training that emphasizes the administrative and business aspects involved in managing a medical office. Completion of the Medical Office Management Program, which includes classroom training and an externship, is acknowledged by the awarding of a diploma. With strong administrative skills, a graduate can become an integrated part of a health care facility. Entry-level positions include medical receptionist, medical insurance processor and medical transcriber and are found in medical offices, hospitals, clinics, home health agencies, and insurance companies. Graduates can become important members of the health care team, expanding both their roles and responsibilities as the demand for their services continue to grow.

### Classroom Procedures

This training program is divided into six learning units called modules. Each module stands alone as a unit of study and is not dependent upon previous training. If a student does not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed.

### Typing

The typing course will develop and improve the student's keyboarding skills. Students will learn how to operate an electric typewriter and transcription machine. Students are taught how to prepare correspondence, medical insurance and transcribe dictation. In order to graduate, students will be required to type a minimum of 45 words a minute with no more than 5 errors.

### Terminology

Subject related medical terminology is studied in each module. Instruction in medical terminology is not an independent component of the curriculum but rather an intricate, ongoing element in classroom instruction. Correct spelling, definition and pronunciation of medical terms is taught. Basic structure of medical words including prefixes, suffixes, root words and combining forms are studied.

### Computer Training

Medical office management students participate in hands-on training on the microcomputer. A tutorial software package simulating computerized record management for a medical facility is taught throughout the six month classroom program.

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## Externship

*6.0 Quarter Credit Units/160 Total Clock Hours*

Upon successful completion of classroom training, Medical Office Management students participate in a 160 hour externship. Serving an externship at an approved facility provides the extern an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160 hour intervals. Completed evaluation forms are placed in the student's permanent record. Medical Office Management students must successfully complete their externship training in order to fulfill requirements for graduation.

## Module A — Administrative Procedures

*4.5 Quarter Credit Units/60 Total Clock Hours*

Administrative office procedures are taught in Module A. The student is introduced to the fundamentals of transcribing, machine usage and the content and format of medical records and reports. Students will receive instruction in filing systems, composition of charts, and chart assembly. The fundamentals of oral and written communication techniques are studied. Ordering, storage and cost controls for medical equipment and supplies are discussed.

Topics include:

- Business Correspondence
- Machine Transcription
- The Patient Chart
- Filing and Classifications
- Appointment Scheduling
- Telephone Techniques and Etiquette
- Medical Specialties

## Module B — Accounting Procedures

*4.5 Quarter Credit Units/60 Total Clock Hours*

Module B introduces students to the business aspects of the medical office. Instruction focuses on the accounting cycle, bookkeeping and fundamental accounting concepts and preparation of financial data in managing the medical office. The requirements for proper record keeping of office accounts, patient accounts and payroll accounts are discussed. Students practice posting to various accounting documents, and balancing records for both accounts receivable and accounts payable. Methods of credit collection and other monetary aspects of running the physician's office will be discussed.

Topics include:

- Accounting Terminology
- Write-It-Once Bookkeeping
- Banking Procedures
- Payroll Record Keeping
- Aging Accounts
- Collections

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**Module C — Medical Insurance**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Module C is designed to develop the student's proficiency in insurance processing. Types of insurance plans, related billing terminology and abbreviations and national coding systems used for claim processing are studied. Students are taught how to obtain information from patient charts and ledgers, enabling them to complete insurance forms accurately. Basic anatomy and physiology of the sense organs, renal system and lymphatic system and related common diseases are studied.

Topics include:

- Government Sponsored Health Care Insurance
- Private Insurance Plans
- Procedural Coding, CPT Codes
- Diagnostic Coding, ICD-9-CM
- Nervous System
- Dermatology
- Structure and Function of the Eye and Ear
- Drug Classifications and Precautions
- Prescription Abbreviations

**Module D — Asepsis and Patient Care**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Infection control and bacteriology and how they relate to the health care environment are presented. Students will study the fundamentals of basic sanitization, disinfection and sterilization. Patient assisting techniques are taught in combination with examination procedures routinely performed in a medical office setting. To prepare the student to work in the health care environment, basic interpersonal skills and office etiquette are discussed. Anatomical study in Module D includes a discussion of the human locomotor system, which provides elementary knowledge of bones and muscles.

Topics include:

- Microbiology and Immunity
- Sterilization Procedures
- Exam Room Care
- Patient Positioning and Draping
- Human Relations
- Muscular and Skeletal System

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**Module E — Administrative Records**

*4.5 Quarter Credit Units/60 Total Clock Hours*

Module E introduces the use of computers in the medical office. Computer terminology and common applications are studied. An overview of hospital departments and the role the departments play in an acute care hospital are discussed. The medical office management student is introduced to the legal responsibilities of both physician and health care team members. Patient-physician contracts and types of consents are included. The professional ethics of medicine are discussed as they relate to the office assistant. The structure and function of the reproductive system is introduced.

Topics include:

- Computers in Business
- Hospital Departments and Records
- Medical Law and Ethics
- Endocrinology
- Male and Female Reproductive Systems
- Obstetrics and Pediatrics

**Module F — Emergency Procedures**

*4.5 Quarter Credit Units/60 Total Clock Hours*

The student will participate in a certified first aid and cardiopulmonary resuscitation (CPR) course which will enable the student to apply concepts learned in common emergency situations. The structures and functions of the heart and lungs and the common conditions associated with these body systems provide the basis for instruction in basic cardiac life support. Students are taught how to take and record vital signs. The digestive system is introduced. Diet planning for the patient with special diet requirements is presented. Students are given an opportunity to evaluate the nutritional value of their own diets.

Topics include:

- Circulatory and Respiratory Systems
- Blood Pressure and Vital Signs
- Cardiopulmonary Resuscitation (CPR)
- Multimedia First Aid
- Digestive System
- Nutrition

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## National Education Centers

The following schools are accredited by the Accrediting Commission of the National Association of Trade and Technical Schools:

National Education Center — Bryman Campus located in:

Anaheim, CA	San Francisco, CA
Canoga Park, CA	Rosemead, CA
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(Extension of Oak Park, IL)	Atlanta, GA
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(Branch of Oak Park, IL)	(Branch of Houston, TX —
Oak Park, IL	South Campus)
Long Beach, CA	Houston, TX — South Campus
Los Angeles, CA	Brookline, MA
San Jose, CA	Detroit, MI
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National Education Center — National Institute of Technology Campus located in:

Anaheim, CA	Wyoming, MI
Cross Lanes, WV	West Des Moines, IA
Cuyahoga Falls, OH	Homewood, AL
East Detroit, MI	Dallas, TX
Livonia, MI	San Antonio, TX

National Education Center — Bauder College Campus Ft. Lauderdale, FL	National Education Center — Vale Technical Institute Campus Blairsville, PA
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National Education Center — Bauder College Campus Miami, FL (Branch of Ft. Lauderdale, FL)	National Education Center — RETS Campus Nutley, NJ
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National Education Center — Arkansas College of Technology Campus Little Rock, AR	National Education Center — Brown Institute Campus Minneapolis, MN
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National Education Center — Kentucky College of Technology Campus Louisville, KY	National Education Center — Arizona Automotive Institute Campus Glendale, AZ
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National Education Center — Rhode Island Trades Shops School Campus Providence, RI	National Education Center — Tampa Technical Institute Campus Tampa, FL
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The following schools are accredited by the Accrediting Commission of the Association of Independent Colleges and Schools:

National Education Center — Sawyer Campus Los Angeles, CA	National Education Center — Temple School Campus Silver Spring, MD
National Education Center — Sawyer Campus Sacramento, CA	National Education Center — Temple School Campus Baltimore, MD (Branch of Silver Spring, MD)
National Education Center — Allentown Business School Campus Allentown, PA	National Education Center — Temple School Campus Bailey's Crossroads, VA
National Education Center — Thompson Institute Campus Harrisburg, PA	National Education Center — Kee Business College Campus Norfolk, VA
National Education Center — Thompson Institute Campus Philadelphia, PA (Branch of Harrisburg, PA)	National Education Center — Kee Business College Campus Newport News, VA
National Education Center — Kansas City Business College Campus Kansas City, MO	National Education Center — Kee Business College Campus Portsmouth, VA (Branch of Norfolk, VA)
National Education Center — Skadron College of Business Campus San Bernardino, CA	National Education Center — Kee Business College Campus Richmond, VA (Branch of Norfolk, VA)

## National Education Centers, Inc.

1732 Reynolds, Irvine, CA 92714

### Officers

Harvey Goldstein	Chairman of the Board and President
Gerry Kosentos	Vice President of Operations
Jack Larson	Vice President of Marketing
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## Leaders in Vocational Training

National Education Centers have been providing comprehensive vocational training that is responsive to the changing needs of business and industry for more than 30 years.

To keep up with the pace of an increasingly sophisticated world, National Education offers hands-on instruction that uses the same technology and equipment found in today's workplace. Courses are continually updated to meet current employment requirements. At National Education, you will learn the valuable technical skills that can help place you in the job of your choice after graduation.

More than 50 campuses located in 22 states offer training in fields ranging from health care, secretarial sciences and electronics to business management and computer science. Whichever field you have selected, National Education can teach you the skills you need to succeed.

