

NIT

NATIONAL INSTITUTE
of TECHNOLOGY

2004-2005 CATALOG

Long Beach0304

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Long Beach, CA 90810
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Accredited by the Accrediting Commission of Career
Schools and Colleges of Technology (ACCSC) and
Approved to Operate by the Bureau for Private
Postsecondary and Vocational Education.

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

National Institute of Technology at 2161 Technology Place, Long Beach, CA 90810 was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section §94310. The Bureau's approval means that the School and its operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the state or Bureau.

Approved programs are:

DIPLOMA PROGRAMS:

DIPLOMA IN MEDICAL ASSISTANT (D.O.T. 079367010)

DIPLOMA IN ELECTRICIAN (D.O.T. 824681010)

DIPLOMA IN INDUSTRIAL ELECTRICAL TECHNOLOGY (D.O.T. 824681010)

DIPLOMA IN PLUMBER (D.O.T. 862381030)

DIPLOMA IN MASSAGE THERAPIST (D.O.T. 334374010)

The School does not offer classes in ESL "English as a Second Language".

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. For diploma programs, this school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Refer to the Financial Information section for specific programs.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the education director or school president. Complaints not resolved within thirty days may be directed to the Bureau for Private Postsecondary and Vocational Education, PO Box 980818, West Sacramento, CA 95798-0818, telephone (916) 445-3427.

All information in the content of this school catalog is current and correct and is so certified as true by

A handwritten signature in black ink that reads "Dana K. Martin". The signature is written in a cursive style with a long horizontal flourish extending to the right.

School President

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ABOUT CORINTHIAN SCHOOLS, INC.

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

SCHOOL HISTORY

The School was founded in 1969 as the Rosston School. In 1986 the school was acquired by Educorp, Inc. and renamed Educorp Career College. Corinthian Colleges, Inc. acquired the school in October 2000 and it then was renamed National Institute of Technology.

The School is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT).

EDUCATIONAL PHILOSOPHY

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

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

STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

FACILITY

The school is housed within a 42,712 square foot facility that includes classrooms, laboratories, and administrative spaces sufficient for instructing approved programs. Students are able to check out any tools and materials they need for a project from the tool or supply room.

The facility the School occupies and equipment it utilizes, is in full compliance with the Federal, State, and Local Ordinances and Regulations, including the requirements pertaining to Health, Fire and Building Safety. Smoking is not permitted at any time on campus.

Each classroom may hold a maximum of 35 students and a maximum of 24 students for laboratory.

Ample parking is also available for students with accessible handicap services provided.

RESOURCE CENTER

The resource center contains an ever growing collection of publications, periodicals and audio visual materials. Access to the World Wide Web and a variety of Colleges and Universities libraries are available through the Internet. Materials are available for students to check out.

All students have access to the library during the library hours and can borrow books.

COMPUTER LAB

The School has computer lab with a variety of software directly related to the various courses in addition to general applications such as typing tutors, ten-key, word processing, spreadsheet/database. The World Wide Web is available on all the schools computers.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

The College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

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 Career Schools and Colleges of Technology (ACCSCT).
- Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This school is not a public institution.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Work-Study (FWS) and Cal Grant programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Offer programs for eligible participants under the Workforce Investment Act (WIA).
- Member of the California Association of Private Postsecondary Schools.

ADMISSIONS

ADMISSION REQUIREMENTS

All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 18 years of age and can demonstrate the "Ability to Benefit" from the training. The "Ability to Benefit" will be determined by passing the admission examination and by a personal interview with a school administrator. Applicants who possess a high school diploma or equivalent take the SRA Aptitude Test published by the Irwin Corporation. Applicants without a high school diploma or equivalent take the Career Programs Assessment Test (CPAT) offered by ACT, Inc.

ADMISSION PROCEDURES

All applications are taken in person. An appointment is necessary. Successful completion of an entrance examination is necessary, the admissions office will arrange for the exam to be administered. The admissions office is open from 9 AM to 6 PM - Monday through Thursday, and Fridays 8 AM to 4 PM. Students may enroll daily for upcoming start dates. All applicants will be given a tour of the facility before their enrollment.

INTERNATIONAL STUDENTS

National Institute of Technology is approved for attendance by non-immigrant foreign students. Information on Foreign Student Application Procedure is available at the Admission Office and will be sent to the foreign applicants in addition to this catalog. The School certifies the student's enrollment status on Visa applications, no other Visa or Housing services are provided.

Since all the instruction is in English, the academic success at National Institute of Technology is strongly dependent upon the student's ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School.

The School does not offer classes in ESL "English as a Second Language".

ADMINISTRATION POLICIES

MODULAR PROGRAMS

National Institute of Technology follows a modular schedule. A program on the modular schedule is a complete body of prescribed subjects or studies that is divided into periods of instruction called Modules each of which is approximately four weeks in length. Students may enroll in day or evening classes, but must follow the proper course sequence in terms of prerequisites.

GRADING SYSTEM

The School utilizes an absolute grading system as follows:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
F	Failing	69-0	0.0
W	Withdrawal used through week two and not calculated in the CGPA	Not Calculated	
WZ	Withdrawal for those students called to immediate active military duty.	Not Calculated	

Students are graded on objective written tests based on class lectures and reading assignments and on the acquisition of practical demonstrable skills. Any assignment not submitted as due or any test missed will be awarded a zero. Students will have up to fourteen days to make up the required work or the zero will be included on the student's permanent record.

CLOCK HOURS/CREDIT HOURS

The school uses a Quarter Hour Credit Unit System. The following ratios apply to all programs offered at the School:

- 1 Quarter Hour Credit Unit for every 10 lecture clock hours.
- 1 Quarter Hour Credit Unit for every 20 laboratory clock hours.
- 1 Quarter Hour Credit Unit for every 30 externship clock hours.

For programs whose credits are not acceptable towards a degree offered at the School and for Financial Aid purposes only, the following ratio applies:

- 1 Quarter Hour Credit Unit for every 20 clock hours.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction. An academic year is equivalent to 36 weeks with a minimum of 36 Quarter Credit Units.

TRANSFER CREDIT POLICY

- A. National Institute of Technology reserves the right to determine if a transcript is official, and which courses may be accepted for transfer credit. It is the official policy of the Office of Admissions and Records to transfer accepted credit into the student's file, and retain the original document. These documents cannot be returned to the applicant or forwarded to another institution or agency.
- B. Evaluation Process: The Director of Education, upon receiving an official transcript will determine if any transferable course(s) have essentially the same content and credit/hours as courses offered by this institution. For this determination, the admission office may request the course description/outline and any other document establishing equivalency of the transferable course(s). All the transferable course(s) will be documented on the transfer credit form and must be approved by the admission committee. Upon approval of the admission committee acceptable credit will transfer into the student file and official transcript.

The Chairperson of the Admissions Committee (School Director or Dean/ Academic Director) is responsible for transfer evaluation based on the Admission Committee's recommendation and/or decision.

1. Transfer credit will be awarded for coursework or relevant training experiences documented by official transcript that indicates the units or hours of training in each subject.
2. Transferred credits cannot exceed 50% of the required credits for the program.
3. Students transferring from another Corinthian College are exempt from the 50% limitation in item 2.
4. Transferable courses must have essentially the same content as National Institute of Technology courses for which transfer credit is being applied. The Admission Committee will determine transferability of credits.
5. A grade of "C" (2.0) or above is required for transfer.
6. Transfer credit is granted only when the total hours for any given course have been documented.
7. Course work taken at another institution after admission to National Institute of Technology is not transferable unless approved in advance in writing by the Dean / Academic Director.
8. It is an Official Policy of the Office of Admissions and Records to transfer accepted credit into the student's file, student's official transcript and retain the original document.
9. Credits transferred in are not included when computing Grade Point Average.

COMPARABILITY OF PROGRAMS

Students who want information regarding how tuition, fees and program length compare to other institutions should contact the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212.

VOCATIONAL PROGRAMS

The school does not accept prior learning assessment.

ATTENDANCE

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students with twelve consecutive unexcused absences will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the school.

TARDINESS/EARLY DEPARTURE

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

REENTRY POLICY

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

MAKE-UP WORK

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

SATISFACTORY ACADEMIC PROGRESS

REQUIREMENTS

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress.

In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

ACADEMIC PROBATION

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat a failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 but have achieved a GPA of at least 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 for the module will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 2.0 will be withdrawn from training by the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

INCOMPLETES

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

WITHDRAWALS

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

REPEAT POLICY

Students who fail a module must retake that module. A grade of "F" in any course within a module will constitute failure of the entire module and will require repeating the entire module. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. Both grades will appear on the transcript.

Students who receive a passing grade for a module or course but wish to repeat the module or course may do so (subject to seat availability).

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the clock or credit hours/units attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the School President.

GRADUATION REQUIREMENTS

To qualify for graduation and a diploma, a student must complete a prescribed course of study with a minimum average of 70% (C), meet the credit-hour and skill requirements for the program, meet the school's attendance and conduct policies and satisfy his/her financial obligations to the school.

COMMENCEMENT

Commencement exercises are held every year. Commencement is an impressive tradition and members of the graduating class are expected to participate in the event.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation will be placed in the student's file.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

CONDUCT CODE

The College maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the college and to prepare for what the student might later expect to find in a professional level work environment. The College maintains the right to discipline students found in violation of College policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

Student Conduct Code

Students must show respect towards and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of college property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the College may decide to conduct academic advising and issue a verbal reminder of the Student Conduct Code, or to provide the student with written notice, as the college deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the college.

First Offense

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/safety

Immediate dismissal with dismissal letter

Appeals

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

Policing Relating to Termination

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory progress,
- Failure to comply with the school's attendance policy,
- Failure to comply with the school's student conduct policy,
- Fails to meet all financial obligations to the school,
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement.

SEXUAL HARASSMENT POLICY

It is the policy of the Institution to provide a work and study environment free of sexual harassment. All students and employees should be aware that the Institution strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken.

Managers and supervisors have an obligation to maintain a positive and productive work environment for students. They are expected to halt any harassment by calling attention to this policy or, if necessary, by taking more direct disciplinary action. When a situation involving sexual harassment is discovered, corrective action must be taken immediately. All sexual assaults must be reported to the Vice President immediately.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's continuation or a grade in a class or other activity, (2) submission to or rejection of such conduct by an individual is used as the basis for an employee's decision affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive study environment.

The written procedures containing the following items are available at the office of the School Director:

- Reporting requirements and options available to victims.
- Services available to victims.
- Procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceeding in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
- Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.

DRESS CODE POLICY

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures so it is important that the student body convey a professional image at all times. Students are required to wear the uniform prescribed by the school.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts and open shoes - are not acceptable for obvious safety reasons.

Students not wearing the prescribed uniform or dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken, including suspension or dismissal from the school.

ALLIED HEALTH PROGRAMS

Students enrolled in allied health programs are required to wear the prescribed NIT uniform and solid white shoes with a closed heel and toe as described in the school's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

TRADES PROGRAMS

In addition to the prescribed NIT uniform, students enrolled in the school's trades programs will be required to wear safety goggles and equipment in laboratories.

STUDENT RECORDS

Student records are maintained under the student's Social Security Number (SSN). Please notify the Registrar's Office if you do not wish your SSN used and the Registrar will assign an alternate number that is based on your SSN.

CHANGE OF ADDRESS

A change of address must be reported immediately to the Registrar's Office

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a
4. person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and diploma awarded.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the school president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

STUDENT ACTIVITIES AND SERVICES

The faculty and staff are available to help advise students on any problem that could have an adverse effect on their ability to successfully complete the course. Problems that are beyond the scope of the staff will be handed on a referral basis to various agencies specializing in that area. Assistance in locating housing is not available.

ORIENTATION

All new students are required to attend orientation prior to the first day of school. In this orientation, students will be welcomed by the staff and become familiar with the school's policies and expectations, financial aid regulations and student services.

ADVISING

To help you achieve your fullest personal development and make the best use of the instruction offered, the school offers guidance and advising beginning with your first admission's interview. Once enrolled as a student, you may expect to receive continuing guidance as needed from the faculty as well as administrative staff.

TUTORING PROGRAM

The school supports an active and effective tutoring program. This program is available to students upon approval of their request by their instructor. Tutoring schedule is confirmed by the Director of Education.

The school also encourages group study. Students may use the school's facility (classrooms, laboratories or library) for a convening group study. Group studies may convene during school hours and based on availability of rooms and non-conflicting class schedules.

PLACEMENT ASSISTANCE & CAREER DEVELOPMENT

The School maintains a policy of placement assistance to all our graduates. Although we cannot make job promises or guarantees, the placement office attempts to place every graduate. We offer assistance with resume writing, interviewing techniques, job search techniques, arrangement of interviews, and refresher classes. Graduates are welcome to return to the school for testing and refresher classes at any time. There is never a charge to graduates for placement assistance, testing, or refresher training.

COLLEGE WORK STUDY PROGRAM

Some campus jobs are available to students who qualify under the Federal College Work Study Program (FCWS).

STUDENT LOUNGE

The student lounge is located inside the campus providing students with a break area and vending machines.

HOUSING AND CHILD CARE ACCOMMODATIONS

The School does not provide housing or childcare assistance. However, student housing accommodations are readily available in the area.

FINANCIAL INFORMATION

TUITION AND FEES

	<i>Program Length</i>	<i>Total Hours</i>	<i>Credit Units</i>	<i>Tuition</i>	<i>Textbooks & Equipment</i>
DIPLOMA PROGRAMS					
Electrician	9 Months	648	54	\$11,790	\$1,128.75
Industrial Electrical Technology	12 Months	864	72	\$15,900	\$1,128.75
Massage Therapist	9 Months	648	54	\$10,520	\$870
Medical Assistant	9 Months	648	54	\$9,630	\$620.95
Plumber	9 Months	648	54	\$11,050	\$1,107.84

MISCELLANEOUS FEES AND EXPENSES

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

CANCELLATION AND REFUND POLICY

CANCELLATIONS

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement until midnight of the fifth business day following their first scheduled class session. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all monies paid within 30 days of cancellation.

Students who received equipment from the school must return any equipment received with 30 days following the Notice of Cancellation. Students who have not visited the school prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost for textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the School during a payment period or a period of enrollment in which the recipient began attendance, the School must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the School to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Bureau for Private Postsecondary and Vocational Education Refund Policy for Diploma Programs

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

Sample Calculation:

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

1. The total tuition is \$8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
4. The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3,790 total).
5. Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3,790).

State of California Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The School committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

Students seeking an STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file an STRF application within two years of the final judgment.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818
(916) 445-3427

As of January 1, 2002, California Education Code Section 94945 requires the School to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2002 is Three Dollars (\$3.00) per Thousand Dollars of tuition paid, rounded to the nearest Thousand Dollars. The fee for 2003 is Two Dollars and Fifty-Cents (\$2.50) per Thousand Dollars of Tuition paid, rounded to the nearest Thousand Dollars.

You are not required to pay the STRF fee if your tuition is entirely funded directly by a third-party payer, such as an employer or a government program, or if you are not a California resident. You will also not be eligible for payment from the STRF if you fall into these categories. STRF payment eligibility is governed by California Education Code Section 94944.

FINANCIAL ASSISTANCE

This campus offers students several options for payment of tuition. Those able to pay 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. The campus 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 the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

FEDERAL PELL GRANT

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal 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.

CAL GRANT

Cal Grant awards are state funded monetary grants given to students to help pay for college expenses. The awards do not have to be paid back.

FEDERAL STAFFORD LOAN (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. 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 parents, and the cost of attending the school.

FEDERAL 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.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents 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.

FEDERAL WORK STUDY (FWS)

The purpose of the Federal Work-Study (FWS) Program - formerly called the College Work-Study (CWS) Program - is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

CALIFORNIA ASSOCIATION OF PRIVATE POSTSECONDARY SCHOOLS (CAPPS)

Two full (maximum tuition and fees for one program) scholarships, which include cost of books and supplies, will be awarded each year by an independent selection committee. The committee, appointed each year by CAPPS, will review applications and award scholarships on the basis of merit and career interest. Adults and graduating high school seniors are eligible to participate. Applications and more information can be obtained directly from CAPPS: Scholarship Committee, 3020 Old Ranch Parkway, Suite 300, Seal Beach, CA, 90740, (310) 799-5525, or by contacting the Admissions Department or a local high school guidance counselor.

VETERAN'S BULLETIN**LEAVE OF ABSENCE**

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request for a leave must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

ABSENCE/CLASS CUTS/MAKE-UP WORK

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The school must be notified to the absences within 24 hours, and the reason must be supported by documentary evidence or the veteran student's absence will be recorded as unexcused. Full days absence, as well as partial days absence (e.g. leaving class early), are accumulated through the month. The monthly total of all absences and tardies is reported to the Veterans Administration as equal to the nearest full class day. Veteran students are not permitted class cuts. Class cuts will be recorded as unexcused absences. Training allowances are not payable for time spent on make-up work.

ENROLLMENT POLICY

Students may enroll any day the school is in session. Classes start monthly.

CREDIT EVALUATION POLICY

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based on either a written exam, an oral exam, or both. Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

CONDITION FOR RE-ENROLLMENT

Re-enrollment or re-entrance for students who have been dropped, will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the Veteran should call the DVA nationwide toll free number 1-800-827-1000.

PROGRAMS OF STUDY

DIPLOMA PROGRAMS

- Electrician
- Industrial Electrical Technology
- Massage Therapist
- Medical Assistant
- Plumber

ELECTRICIAN

It is the primary objective of the Industrial Electrical Technology course to provide training which allows graduates to pursue different areas of entry level employment in the electrical industry with industrial automation control specialties. The secondary objective is to give graduates a solid background in the theory and technology of the field so that they can advance quickly in their career. Graduates of the program will be able to work in industrial maintenance as well as new construction electrical work.

GRADUATION REQUIREMENTS

Diploma Program: To receive a Diploma, the student must complete 3 quarters of EL101A, EL102A, & EL103A.

COURSE		QUARTER UNITS	CLOCK HOURS
EL101A	GENERAL ELECTRICAL TECHNOLOGY I	18	216
EL01M	Basic Electrical Theory & Concepts / Math I Electron theory, OHMs law, magnetism, voltage, current resistance, inductance, capacitance, resonance and units of electrical measurement. Principles of Mathematics I. Principles of AC and DC generation and transformation.	6	72
EL02M	National Electrical Code & Conduit Bending Definitions, terms and organization of the NEC. NEC requirements for Residential, Commercial and Industrial installations. Conduit bending including math and layout technique.	6	72
EL03M	Commercial Wiring & Circuitry Commercial lab projects and troubleshooting techniques, signaling circuits, smoke detectors and GFCI devices.	6	72
EL102A	ELECTRICIAN I	18	216
EL04M	Power Distribution & Intermediate Conduit Bending Generators, transformers, transfer switches, distribution gear, metering equipment and intermediate conduit bending.	6	72
EL05M	Motors and Over Current Protection AC and DC motor design, installation and troubleshooting. Variable frequency drives. Grounding and bonding techniques. Over current protection.	6	72
EL06M	Advanced Code Concepts and Blueprints Interpreting commercial and industrial blueprints. Advanced code concepts. Advanced conduit bending. Cable pulling techniques. Wire management and circuit I.D.	6	72
EL103A	ELECTRICIAN II	18	216
EL07M	Industrial Controls Principles, devices and symbols used for basic industrial controls, ladder logic.	6	72
EL08M	Advanced Industrial Control Concepts Forward and reversing circuits, accelerating and decelerating circuits, jogging, braking and compelling function circuits. Troubleshooting advanced control circuits.	6	72
EL09M	Electronic & Computer Based Control Technology Solid state concepts and devices, solid state interfaces, programmable logic controllers, design, programming and troubleshooting.	6	72

SCHEDULES

A1	08:00 am - 12:30 pm	Monday - Thursday
A2	1:00 pm - 05:30 pm	Monday - Thursday
A3	05:30 pm - 10:00 pm	Monday - Thursday

MAJOR EQUIPMENT

Three-phase motor control stations, Volt-Ohm meters, Oscilloscopes, Practice wiring boards, 2 story structure used for residential and commercial wiring, 3 phase 120/208 student controlled load centers, hydraulic benders for Ridgid and EMT Conduit, EMT hand benders, Tool boxes, ½ Drill motors, Battery operated drill motors, Sawzalls, power hacksaw, hammer drills, Single phase motors, Single phase transformers, PLC computer terminals, Solid state sensors, Timing relays, Magnetic starters, Push buttons, variable frequency drives, digital data panels. Wire and Conduit. GE 240T operator interface panels, LED panel displays, I/O boards, GE 90-30 PLCs with 351 CPUs and 321 power supply, Genius bus controllers. Ethernet modules, Genius bus programmers, Field bus remote I/O sticks, IBM Pentium II computers with HMI software.

INDUSTRIAL ELECTRICAL TECHNOLOGY

It is the primary objective of the Industrial Electrical Technology course to provide training which allows graduates to pursue different areas of entry level employment in the electrical industry with industrial automation control specialties. The secondary objective is to give graduates a solid background in the theory and technology of electrical and industrial electrical field so that they can advance quickly in their career. Graduates of this program will be able to work in commercial and industrial positions as well as production/manufacturing facilities utilizing programmable logic controllers (PLCs).

GRADUATION REQUIREMENTS

Diploma Program: To receive a Diploma, the student must complete 4 quarters of EL101A, EL102A, EL103A and EL104A.

COURSE		QUARTER UNITS	CLOCK HOURS
EL101A	GENERAL ELECTRICAL TECHNOLOGY I	18	216
EL01M	Basic Electrical Theory & Concepts / Math I Electron theory, OHMs law, magnetism, voltage, current resistance, inductance, capacitance, resonance and units of electrical measurement. Principles of Mathematics I. Principles of AC and DC generation and transformation.	6	72
EL02M	National Electrical Code & Conduit Bending Definitions, terms and organization of the NEC. NEC requirements for Residential, Commercial and Industrial installations. Conduit bending including math and layout technique.	6	72
EL03M	Commercial Wiring & Circuitry Commercial lab projects and troubleshooting techniques, signaling circuits, smoke detectors and GFCI devices.	6	72
EL102A	ELECTRICIAN I	18	216
EL04M	Power Distribution & Intermediate Conduit Bending Generators, transformers, transfer switches, distribution gear, metering equipment and intermediate conduit bending.	6	72
EL05M	Motors and Over Current Protection AC and DC motor design, installation and troubleshooting. Variable frequency drives. Grounding and bonding techniques. Over current protection.	6	72
EL06M	Advanced Code Concepts and Blueprints Interpreting commercial and industrial blueprints. Advanced code concepts. Advanced conduit bending. Cable pulling techniques. Wire management and circuit I.D.	6	72
EL103A	ELECTRICIAN II	18	216
EL07M	Industrial Controls Principles, devices and symbols used for basic industrial controls, ladder logic.	6	72
EL08M	Advanced Industrial Control Concepts Forward and reversing circuits, accelerating and decelerating circuits, jogging, braking and compelling function circuits. Troubleshooting advanced control circuits.	6	72
EL09M	Electronic & Computer Based Control Technology Solid state concepts and devices, solid state interfaces, programmable logic controllers, design, programming and troubleshooting.	6	72
EL104A	INDUSTRIAL AUTOMATION CONTROL	18	216
EL10M	Introduction to Computerized Industrial Control Overview of Human Machine Interface (HMI) Software Configuration Software, PLC Memory Allocation, Tagname Dictionary.	6	72
EL11M	PLC I/O Configuration PLC I/O Configuration, relay function, normally open & closed contacts, relational functions, BIT Operation functions. HMI Quickscripts, alarms, alarm types, HMII/O communications tags, tag functionality.	6	72
EL12M	PLC Data Move Functions PLC Data Move functions, table functions, conversion functions, control functions. HMI Tag Addressing, SuperTags, Distributed History, Industrial SQL, Dynamic Data Exchange (DDE).	6	72

SCHEDULES

A1	08:00 am - 12:30 pm	Monday - Thursday
A2	1:00 pm - 05:30 pm	Monday - Thursday
A3	05:30 pm - 10:00 pm	Monday - Thursday

Note: EL104A – Industrial Automation Control is only taught from 5:30pm – 10:00pm Monday through Thursday.

MAJOR EQUIPMENT

Three-phase motor control stations, Volt-Ohm meters, Oscilloscopes, Practice wiring boards, 2 story structure used for residential and commercial wiring, 3 phase 120/208 student controlled load centers, hydraulic benders for Ridgid and EMT Conduit, EMT hand benders, Tool boxes, ½ Drill motors, Battery operated drill motors, Sawzalls, power hacksaw, hammer drills, Single phase motors, Single phase transformers, PLC computer terminals, Solid state sensors, Timing relays, Magnetic starters, Push buttons, variable frequency drives, digital data panels. Wire and Conduit. GE 240T operator interface panels, LED panel displays, I/O boards, GE 90-30 PLCs with 351 CPUs and 321 power supply, Genius bus controllers. Ethernet modules, Genius bus programmers, Field bus remote I/O sticks, IBM Pentium II computers with HMI software.

MASSAGE THERAPIST

The course of study in massage therapy provides students with various massage techniques and prepares graduates to work for entry level work as massage therapists in their private practice or in the offices of physicians, chiropractors, acupuncturists and physical therapists.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma in massage therapy, student must complete 3 Quarters of GS101, MT101 and MT102.

COURSE	QUARTER UNITS	CLOCK HOURS
GS101 GENERAL SCIENCES (FOR DIPLOMA PROGRAMS)	18	216
GS01M General Biology, Medical Terminology (GE016) and Computer Basics I (GE026a) An introduction to general biology. General description of the body and its planes, cavities and organs. Explanation of basic medical terminology and basic math. Personal computing basics and word processing.	6	72
GS02M Body Systems (GE011) An introduction to different body systems with emphasis on medical terminology.	6	72
GS03M General Psychology (GE015), Customer Service and Computer Basics II (GE026b) Introduction to general psychology and customer service. Medical terminology and coding. Computer basics, spreadsheet, database and computer applications in the medical office.	6	72
MT101 MASSAGE THERAPIST I	18	216
MT01M Introduction to Massage and Anatomy/Physiology Study of massage history, modern massage techniques, physiological and psychological benefits of massage. Introduction to general concepts of massage therapy, aromatherapy, related structure and function of the human body. Demonstration of Swedish strokes and muscular palpation techniques.	6	72
MT02M Therapeutic Massage Discussion on various massage techniques, theories and application, such as therapeutic massage, foot reflexology, pregnancy massage, trepidations and extensions.	6	72
MT03M Deep Tissue Sculpting Study of deep tissue sculpting, indications and contra-indications. Demonstrations of deep tissue and connective tissue strokes, cranial holds and trigger points.	6	72
MT102 MASSAGE THERAPIST II	18	216
MT04M Sports Massage, Traumatology, Personal Fitness and Nutrition In this course student will learn the appropriate sports massage technique for use before and during athletic events, as well as, post event, care of muscle ache, fatigue, soreness. This course provides the basics of proper diet and its effect on the body.	6	72
MT05M Acupressure Study of acupressure technique utilizing fingers and acupuncture points.	6	72
MT06M Public Health, Ethics and Practice Management/C.P.R. and First Aid Study of business ethics and management. Study of major concerns in public health and hygiene for the health care practitioner. Study of cardiopulmonary resuscitation and first aid.	6	72

SCHEDULES

A1	08:00 am - 12:30 pm	Monday - Thursday
A2	01:00 pm - 05:30pm	Monday - Thursday
A3	05:30 pm - 10:00 pm	Monday - Thursday

MAJOR EQUIPMENT

Massage tables, television, VCR, overhead projector, CPR dummy, massage oil, skeleton and charts.

MEDICAL ASSISTANT

The Medical Assistant program prepares graduates for entry-level work as both clinical and administrative assistants to doctors in offices and clinics as entry level Medical Assistants. Graduates will gain thorough knowledge of anatomy, basic clinical and laboratory tasks and administrative duties.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma the student must successfully complete 3 quarters of GS101, MA101 and MA102.

COURSE	QUARTER UNITS	CLOCK HOURS
GS101 GENERAL SCIENCES (FOR DIPLOMA PROGRAMS)	18	216
GS01M General Biology, Medical Terminology (GE016) and Computer Basics I (GE026a) An introduction to general biology. General description of the body and its planes, cavities and organs. Explanation of basic medical terminology and basic math. Personal computing basics and word processing.	6	72
GS02M Body Systems (GE011) An introduction to different body systems with emphasis on medical terminology.	6	72
GS03M General Psychology (GE015), Customer Service and Computer Basics II (GE026b) Introduction to general psychology and customer service. Medical terminology and coding. Computer basics, spreadsheet, database and computer applications in the medical office.	6	72
MA101 MEDICAL ASSISTANT I	18	216
MA01M Musculoskeletal and Nervous Systems Anatomy, Physiology, Diseases, examination and investigation procedures of the muscular, skeletal and nervous systems. Front Office procedures.	6	72
MA02M Hematology and Microbiology Structure, composition and function of the blood; blood diseases. Basic microbiology, common organisms and infections, prevention, immunization. Lab procedures related to blood and microbiology. Front Office procedures.	6	72
MA03M Pulmonary and Cardiovascular Systems Structure and function of the respiratory cardiovascular system, diseases and investigation procedures related to these systems. EKG: Equipments, physiology and basic interpretation of arrhythmias. Front Office procedures.	6	72
MA102 MEDICAL ASSISTANT II	18	216
MA04M Urinary/Reproductive Systems and Pregnancy Anatomy, physiology, diseases, examination and investigation procedures related to the urinary and reproductive systems. Physiology, pathology and office procedures related to pregnancy. Front Office procedures.	6	72
MA05M Pharmacology, CPR, and Integumentary System Anatomy and physiology of the integumentary system. General description of commonly used drugs. Their actions, interaction, drug dependency and abuse. Front Office procedures, CPR, and First Aid. Introduction to surgical instruments.	6	72
MA06M Digestive/Endocrine Systems and Nutrition Anatomy, physiology, diseases, examination and investigation procedures related to the Digestive and Endocrine System. Introduction to the basics of nutrition. Front Office procedures.	6	72

SCHEDULES

A1	08:00 am - 12:30 pm	Monday - Thursday
A2	1:00 pm - 05:30 pm	Monday - Thursday
A3	05:30 pm - 10:00 pm	Monday - Thursday

MAJOR EQUIPMENT

Skeletons, anatomy torso with removable organs, EKG machines, Computers, autoclave, Urine centrifuges, Hematocrit centrifuges, Microscopes, Hemoglobinometers, Hemocytometers, incubator, Exam tables, 1 with stirrups, Medical/Surgical instruments, Mayo stands, injection and venipuncture teaching models, CPR Actar units including: Adults, Children, Infants, Infectious waste disposal units. Library contains many assorted books, videos, software, charts and posters as teaching aids for Anatomy, Physiology, Front and Back Office Procedures.

PLUMBER

It is the primary objective of the Plumbing Course to provide training which allows graduates to pursue different areas of employment in the plumbing field as entry level plumbers. The secondary objective is to give graduates a solid background in the theory and technology of the field so that they can advance quickly in their career.

Graduates of the program will be able to work in service and repair, as well as new construction and remodeling plumbing.

GRADUATION REQUIREMENTS

Diploma Program: To receive a Diploma, the student must complete 3 quarters of PL101, PL102 & PL103.

COURSE	QUARTER UNITS	CLOCK HOURS
PL101 GENERAL PLUMBING TECHNOLOGY I - QUARTER 1	18	216
PL01M Introduction to Code & Theory I / Math I (GE010a) An introduction to the Uniform Plumbing Code and materials, regulations and plumbing systems, such as drainage systems and venting systems. Principles of Mathematics I.	6	72
PL02M Introduction to Code & Theory II Code requirements for indirect and direct waste, traps and interceptors, joints and connections and plumbing fixtures. Code requirements for installation of these systems.	6	72
PL03M Introduction to Code & Theory III / Math II (GE010b) Code requirements for sizing pipe for various systems. Sewer regulations and installation standards. Water heaters, venting and installation. Principles of Mathematics II.	6	72
PL102 PLUMBING I - QUARTER 2	18	216
PL04M Safety Regulations and Cross Connection Protection OSHA regulations, Cross Connection protection theory and lab. Service and repair lab.	6	72
PL05M Blueprints and Isometrics Reading and drawing blueprints and isometrics, plot plans, construction layouts, isometric drawings of water, DWV and gas systems. Service and repair lab.	6	72
PL06M Potable Water and Gas Piping System Sizing and installation of water system in single and two story houses and apartments. Sizing, code requirements and installation of gas pipe system.	6	72
PL103 PLUMBING II - QUARTER 3	18	216
PL07M Drain Waste and Vent Systems Sizing DWV, isometric layout, plan check, material requirements and writing a contract for time and materials.	6	72
PL08M Heating Systems, Service and Repair, Stoppages Types of systems, controls and air return systems. Heating troubleshooting. Service and repair of gas, water, waste systems, and fixtures.	6	72
PL09M Construction Technology and Estimating Building construction, framing, flooring, roofing and foundations. Permits and inspections. Estimating projects; materials, labor waste, profit. Job preparation.	6	72

SCHEDULES

A1	08:00 am - 12:30 pm	Monday - Thursday
A2	1:00 pm - 05:30 pm	Monday - Thursday
A3	05:30 pm - 10:00 pm	Monday - Thursday

MAJOR EQUIPMENT

Fully equipped backflow/service & repair lab with commercial backflow valves, sinks, tubs and toilets, 2 story residential plumbing house for laying drain, waste, vent, water and gas piping, "hot" lab for soldering & brazing with mapp gas torches, Chain vises, Ridgid power 300 pipe threading machine, Ridgid hand threaders water heater, gas and electric trouble shooting lab.

COURSE DESCRIPTIONS

EL101A GENERAL ELECTRICAL TECHNOLOGY I (18 Units)

216 Hours

EL01M Basic Electrical Theory & Concepts/Mathematics I- Electron theory, OHMs law, magnetism, voltage, current resistance, inductance, capacitance, resonance and units of electrical measurement. Principles of Mathematics I.

EL02M National Electrical Code & Residential Wiring / Mathematics II- History, layout terms & definitions of the NEC. NEC installation requirements, techniques of residential installation and residential blueprints.

EL03M Residential Wiring & Circuitry- Residential lab projects, residential troubleshooting. Principles of Mathematics II.

EL102A ELECTRICIAN I (18 Units)

216 Hours

EL04M Commercial & Industrial Generators- Transfer switches, distribution gear, metering, equipment and conduit bending.

EL05M Motors and Transformers- Single phase, two phase and three phase motors. AC motors, DC motors, installation and troubleshooting of motors. Transformer concepts, principles and installation.

EL06M Commercial & Industrial Code- Interpreting commercial/industrial blueprints. Commercial and industrial code requirements. Calculation of services, feeder and branch circuits. EMT and rigid conduit raceway systems.

EL103A ELECTRICIAN II (18 Units)

216 Hours

EL07M Industrial Controls- Principles, devices and symbols used for basic industrial controls, ladder logic.

EL08M Advanced Industrial Control Concepts- Forward and reversing circuits, accelerating and decelerating circuits, jogging, braking and compelling function circuits. Troubleshooting advanced control circuits.

EL09M Electronic & Computer Based Control Technology- Solid state concepts and devices, solid state interfaces, programmable logic controllers, design, programming and troubleshooting.

EL104A INDUSTRIAL AUTOMATION CONTROL (18 units)

216 Hours

EL10M Introduction to Computerized Industrial Control- Overview of Human Machine Interface (HMI) Software Configuration Software, PLC memory allocation, Tagname Dictionary.

EL11M PLC I/O Configuration- Relay functions, Normally open and closed contacts, relational functions, Bit operation functions. HMI Quickscripts, alarms, alarm types, HMI I/O communications Tags, Tag functionality.

EL12M PLC Data Move Functions- Table functions, conversion functions, control functions. HMI Tag Addressing, SuperTags, Distributed History, Industrial SQL, Dynamic Data Exchange (DDE).

MA101 MEDICAL ASSISTANT I (18 Units)

216 Hours

MA01M Musculoskeletal and Nervous Systems- Anatomy, Physiology, Diseases, examination and investigation procedures of the muscular, skeletal and nervous systems. Front Office procedures.

MA02M Hematology and Microbiology- Structure, composition and function of the blood; blood diseases. Basic microbiology, common organisms and infections, prevention, immunization. Lab procedures related to blood and microbiology. Front Office procedures.

MA03M Pulmonary and Cardiovascular Systems- Structure and function of the respiratory cardiovascular system, diseases and investigation procedures related to these systems. EKG: Equipments, physiology and basic interpretation of arrhythmias. Front Office procedures.

MA102 MEDICAL ASSISTANT II (18 Units)

216 Hours

MA04M Urinary/Reproductive Systems- and Pregnancy Anatomy, physiology, diseases, examination and investigation procedures related to the urinary and reproductive systems. Physiology, pathology and office procedures related to pregnancy. Front Office procedures.

MA05M Pharmacology, CPR, and Integumentary System- Anatomy and physiology of the integumentary system. General description of commonly used drugs, their actions, interaction, drug dependency and abuse. Front Office procedures, CPR, and First Aid. Introduction to surgical instruments

MA06M Digestive/Endocrine Systems and Nutrition- Anatomy, physiology, diseases, examination and investigation procedures related to the Digestive and Endocrine System. Introduction to the basics of nutrition. Front Office procedures.

MT101 MASSAGE THERAPIST I (18 Units)

216 Hours

MT01M Introduction to Massage and Anatomy/Physiology- Introduction to general concepts of the Massage Therapy, Aromatherapy, related structure and function of the human body. Demonstration of Swedish strokes and muscular palpation techniques.

MT02M Therapeutic Massage- Study of massage history, modern massage techniques, physiological and psychological benefits of massage. Discussion on various massage techniques, theories and application, such as Therapeutic Massage, Foot reflexology, Pregnancy Massage, Trepidations and Extensions.

MTO3M Deep Tissue Sculpting- Study of deep tissue sculpting, definition indications and counter-indications. Demonstrations of Deep Tissue and connective tissue strokes, cranial holes and trigger points.

MT102 MASSAGE THERAPIST II (18 Units)

216 Hours

MT04M Sports Massage, Traumatology, Personal Fitness and Nutrition- In this course student will learn the appropriate sports massage technique for use before and during athletic events, as well as, post event, care of muscle ache, fatigue, soreness. This course provides the basics of proper diet and their effects on the body.

MT05M Acupressure- Study of Acupressure Technique utilizing fingers and Acupuncture Points.

MT06M Public Health, Ethics and Practice Management/CPR and First Aid- Study of business ethics and management. Study of major concerns in public health and hygiene for the health care Practitioner. Study of cardiopulmonary resuscitation and first aid.

PL101 GENERAL PLUMBING TECHNOLOGY I (18 Units)

216 Hours

PL01M Introduction to Code & Theory I / Math I- An introduction to the Uniform Plumbing Code and materials, regulations and plumbing systems, such as drainage and venting systems. Principles of Mathematics I.

PL02M Introduction to Code & Theory II- Code requirements for indirect and direct waste, traps and interceptors, joints and connections and plumbing fixtures. Code requirements for installation of these systems.

PL03M Introduction to Code & Theory III / Math II- Code requirements for sizing pipe for various systems. Sewer regulations and installation standards. Water heaters, venting and installation. Principles of Mathematics II.

PL102 PLUMBING I (18 Units)

216 Hours

PL04M Safety Regulations and Cross Connection Protection- OSHA regulations, Cross Connection protection theory and lab. Service and repair lab.

PL05M Blueprints and Isometrics- Reading and drawing blueprints and isometrics, plot plans, construction layouts, isometric drawings of water, DWV and gas systems. Service and repair lab.

PL06M Potable Water and Gas Piping System- Sizing and installation of water system in single and two story houses and apartments. Sizing, code requirements and installation of gas pipe system.

PL103 PLUMBING II (18 Units)

216 Hours

PL07M Drain Waste and Vent Systems- Sizing DWV, isometric layout, plan check, material requirements and writing a contract for time and materials.

PL08M Heating Systems, Service and Repair, Stoppages- Types of systems, controls and air return systems. Heating troubleshooting. Service and repair of gas, water, waste systems, and fixtures.

PL09M Construction Technology and Estimating- Building construction, framing, flooring, roofing and foundations. Permits and inspections. Estimating projects; materials, labor waste, profit. Job preparation.

STATEMENT OF OWNERSHIP

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

Directors

David G. Moore
Dennis L. Devereux

Officers

David G. Moore	Chairman of the Board and Chief Executive Officer
Bruce Deyong	President and Chief Operating Officer
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

ACADEMIC CALENDARS

2004 Class Schedule

	BEGINS	ENDS	HOLIDAYS	
MONTH1	1/5/2004	1/29/2004	1/1/2004	NEW YEARS DAY
MONTH2	2/2/2004	3/1/2004	2/16/2004	PRESIDENT'S DAY
MONTH3	3/1/2004	3/30/2004		
MONTH4	4/5/2004	4/29/2004		
MONTH5	5/3/2004	5/27/2004	5/31/2004	MEMORIAL DAY
MONTH6	6/1/2004	6/28/2004		
MONTH7	7/06/2004	7/29/2004	7/5/2004	INDEPENDENCE DAY
MONTH8	8/2/2004	8/26/2004		
MONTH9	8/30/2004	9/23/2004	9/6/2004	LABOR DAY
MONTH10	9/27/2004	10/21/2004		
MONTH11	10/25/2004	11/18/2004	11/25& 26	THANKSGIVING
MONTH12	11/22/2004	12/16/2004		
WINTER BREAK	12/24/2004	1/2/2005	12/25/2004	CHRISTMAS