

# NIT

NATIONAL INSTITUTE  
*of* TECHNOLOGY

2007-2008 CATALOG

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The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

A handwritten signature in black ink, appearing to read "Howard Jessup". The signature is written in a cursive style with a large, stylized initial "H".

Howard Jessup  
School President

Dear Student:

Welcome to National Institute of Technology (NIT) – Long Beach. The faculty, staff, and I are pleased that you selected our school to earn your diploma or Associate’s degree. NIT Long Beach has a unique way of delivering high-quality instruction and services. Our approach to education places a high priority on you, our customer.

As a student you are expected to meet all the academic requirements and professionalism standards in each course as set forth by our school policies. You will discover that your educational experience at NIT Long Beach will be fun and personally rewarding as you embark on a career of your choice.

As our customer, we value your opinion not only on what you like about NIT Long Beach but also regarding areas in which we can improve to better serve you and your fellow students. You will have several opportunities to comment about your level of satisfaction through surveys and informal discussions with our professional staff.

As a student of our school, you will be treated with respect and dignity. You will also see a high degree of teamwork and cooperation demonstrated among the staff and faculty. In addition your reflection of a positive attitude, professional appearance, and personal accountability will help you achieve success at our school.

When you graduate from NIT Long Beach, you will be prepared for a rewarding career of your choice, and your career advancement potential will be enhanced. Our faculty and staff have a strong commitment to helping you achieve academic success and to making your dreams come true.

You have my best wishes for a great educational experience at NIT Long Beach.

Sincerely,

A handwritten signature in black ink, appearing to read "Howard Jessup". The signature is written in a cursive, flowing style.

Howard Jessup  
President



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# NATIONAL INSTITUTE OF TECHNOLOGY

## **Corinthian Colleges, Inc.**

This school is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCi 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, CCi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, electronics 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, CCi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

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

## **Educational Philosophy**

The educational philosophy of the National Institute of Technology 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 School 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.

## **School History and Description**

National Institute of Technology in Long Beach, California, was founded in 1969 as the Rosston School. In 1986 the school was acquired by Educorp, Inc. and renamed Educorp Career College. The school was acquired by Corinthian Colleges, Inc. in Oct 2000. The school name was changed to National Institute of Technology in May 2001.

The School moved to its current location in April 2004. The modern, air-conditioned facility is specifically designed for training students for the working world. The campus has two buildings totaling 92,435 square feet. The Main Building is 42,712 square feet with 25 classrooms and labs, administrative offices, a student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. The Automotive Building is 49,723 square feet with eight classrooms, and the rest is mainly an open area functioning as a large auto/laboratory for instruction.

The institution, the facilities it occupies and the equipment it uses comply with all the federal, state, and local, ordinances and regulations, including those related to fire safety, building safety and health.

## **Accreditation**

National Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The School was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94310. The 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.

### **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.

- Eligible institution under the Federal Family Education Loan Program (FFELP) and Federal Parent Loan for Undergraduate Students (FPLUS), Federal Unsubsidized Loan Program
- Cal Grant
- Eligible institution for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) 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
- Member of Career Schools and Colleges.
- Programs for eligible participants under the Workforce Investment Act (WIA)
- The Automotive program is a non-degree program that is programmatically accredited by the National Automotive Technicians Education Foundation and is approved as an Automotive Service Excellence (ASE) Master Certified Automotive Training Program.
- The Medical Assisting program is a non-degree program that is programmatically accredited by

The Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314  
N. Falls Church, VA 22043  
Phone (703) 917-9503  
Fax (703) 917-4109  
info@abh.es.org

School accreditations, approvals and memberships are displayed in the lobby. The School President can provide additional information.

## **ADMISSIONS**

### **Requirements and Procedures**

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete an application form and bring it to the School or call for a priority appointment to visit the School and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the School's equipment and facilities and to meet the staff and faculty to ask questions relating to the campus and their curriculum career objectives. Personal interviews also enable School administrators to determine whether an applicant is acceptable for enrollment in the program.

Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the School are refunded.

The School follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The School reserves the right to reject students if the items listed above are not successfully completed.

The School does not offer training in English as a Second Language.



Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for some programs under the Ability to Benefit Provision. The number of students enrolled under the Ability to Benefit Provision is limited. The School reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the School's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the School and reenter more than one year after their test date, must take the test again.

### Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the School.

### Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the School with an official transcript from the educational institution providing the training.

## ACADEMIC POLICIES

### Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage or point value is 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		
L	Leave of Absence		
CR	Credit for Advanced Placement		
TR	Credit for Previous Education		
WZ	Withdrawal due to Military		
<b>Key to Transcript Symbols</b>			
1	May need to repeat class		
2	Class has been repeated		
R	Class is currently being repeated		
W	Repeat is waived		

## **Student Awards**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

## **Graduation Requirements**

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in allied health programs must:

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements;
- Successfully complete all extern requirements.

To be eligible for graduation, students in technical programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements.

## **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 in allied health programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70% (on a scale of 0-100%) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

In order to maintain satisfactory academic progress, students in technical programs must:

- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

Students whose cumulative GPA falls below 70% in allied health or below 2.0 in technical programs 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.

Each module is a grading period. Allied health program modules are four weeks in length. Automotive program modules are twelve weeks in length. Electrician and Plumbing weekday program modules are four weeks in length. Residential Heating Ventilation and Air Conditioning weekday program modules are six weeks in length. Electrician and Plumbing weekend program modules are five weeks in length. Residential Heating Ventilation and Air Conditioning weekend modules are seven weeks in length. Students will receive grade/progress reports following the end of each module.

## **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. If a student has failed a module or course, he/she is required to repeat the failed module/course during the probationary period unless the module/course is not offered at that time. In that case, the failed module or course must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% (allied health) or 2.0 (technical programs), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% or 2.0 but have achieved a GPA of at least 70% or 2.0 for the probationary term,

students may continue their training programs for a second probationary period. Students who have not achieved a GPA of 70% or 2.0 at the completion of the second probationary period 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 70% or 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 70% or 2.0 and cannot meet SAP within the maximum time frame 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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70% or 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and 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 or course, students must request approval from the Department Chair or Director of Education. Requests for withdrawal must then be approved by the Department Head and Director of Education. 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/course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module/course grade or cumulative GPA.

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

- The entire scheduled length of the module or course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course 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 in allied health programs who receive less than a 70% term GPA for a module must retake that module. Students in the allied health and technical programs must repeat the entire module if they fail any course within the module. A failing grade that must be repeated remains in effect in the GPA until the module/course is repeated and a new grade is earned. Students may repeat a failed module/course only once. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length in credits attempted.

Students who receive a passing grade for a module or course but wish to repeat the module or course may do so as an auditor (subject to seat availability). An auditor must be approved by the Director of Education or Department

Chair to be admitted to the class. An auditor is responsible for any new textbooks or materials required and does not receive any credit for the course.

When students fail a module, they must repeat it. The higher of the two grades received is used to calculate the cumulative GPA. Both grades will appear on the transcript.

NOTE: National Institute of Technology does not permit students to make up absences that accrue on their attendance record during the classroom training; however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

## **Maximum Program Completion Time**

### *Classroom Training*

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This School defines the normal time frame as the length of time it would take a student to complete the total program contact hours/quarter credit 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% of the contact hours/quarter credit units attempted.

Students who have reached 75% of their maximum program completion time must have successfully completed 65% of the contact hours/quarter credit 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.

### *Externship Training*

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program within 20 days of their last scheduled classroom module.. The required number of externship contact hours/quarter credit units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the School. If a student who has been officially dropped by the School is permitted to reenter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the School. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must be written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the School President. Students may be reinstated only once due to extenuating circumstances.

## **Additional Information on Satisfactory Academic Progress**

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Director of Education.

## **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

### **Attendance Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

### **Satisfactory Academic Progress (SAP) Appeals**

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

### **Required Study Time**

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

### **Class Size**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 50 students. The maximum class size for laboratories is 30 students. The student-to-teacher ratio in lab classes will be 30 students to one teacher. Allied Health classes are limited to 20:1 student to teacher ratio.

### **Unit of Credit**

#### **Academic**

A clock hour is at least 50 minutes of instruction within a 60-minute period. Clock hours are converted into quarter credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

#### **Financial Aid**

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

### **Attendance Requirements**

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.

Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for more than 10 consecutive school days, and four consecutive weekend school days, will be dropped from the training program. Only students who appear on day eleven may appeal the drop. 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 who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. In programs with externship, students who miss 20% 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 who exceed 20% of the total program hours will be dropped from school and will be ineligible to appeal to reenter school until after they have been out of school for one grading period. An exception to this will be made for students in the last 25% of their program.

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

### **Tardiness/Early Departure**

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy. Every four tardies or leave earlies are counted as an absence in the calculation of a student's attendance percentage. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days, and four consecutive weekend school days, will be dropped from the training program. Only students who appear on day eleven may appeal the drop.

### **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% 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.

### **Leave of Absence Policy (Modular Programs Only)**

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **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 LOA will be used in order to determine the amount of funds the institution earned and make any refunds that 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 LOA, 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" that 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.

### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

### **Veterans: 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 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.

### **Clothing and Personal Property**

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

### **Dress Code**

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.

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 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.

### **Allied Health Programs**

Students enrolled in allied health programs are required to wear the standard medical uniform and 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.



# ACADEMIC POLICIES

## Student Conduct Code

### Background

The School 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 School and to prepare for what the student might later expect to find in a professional-level work environment. The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.

- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student conduct of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

### Student Conduct Code

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

Examples of conduct that 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 School property.

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

### Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the student conduct code, the School 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 School.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the School 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 School deems appropriate. The School 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 School.

**First Offense** - A written warning. The student shall receive a letter that 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. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

### **Appeals**

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the School President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the School that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the School catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

### **Academic Integrity**

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the School.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the School as per the disciplinary procedures outlined above.

All violations of academic policy are documented and made part of the student's academic record.

### **Alcohol and Substance Abuse Statement**

The School does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### **Weather Emergencies**

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

### **Academic Advisement and Tutoring**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

### **Termination Procedures**

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- Violation of the School's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal to the School President.

### **Student Disability Services/Accommodations**

The School 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 School 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.

## **Health/Medical Care**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the School immediately. All medical and dental appointments should be made after school hours.

The School will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

## **Transferability of Credits**

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

## **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, including 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 be released to only 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 educational 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 educational 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. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. 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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution’s Business Office.

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

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College 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 College President. The College 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.

### **Campus Security and Crime Awareness Policies**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, National Institute of Technology has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The Institute will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The School has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/meagan.htm>.

### **Statistical Information**

The public law referenced herein requires the School to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to Oct 1<sup>st</sup> of each year, the School will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

### **Campus Completion Rate Reports**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150%t point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

### **Drug Awareness**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

### **Weapons Policy**

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

### **Student Complaint/Grievance Procedure**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. 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 you have followed the above guidelines and still feel that your concern has been improperly addressed, contact the Student Help Line at: 800-874-0255 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

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. 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

A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President.

### **Policy and Program Changes**

The School catalog is current as of the time of printing. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

## **FINANCIAL INFORMATION**

### **Tuition and Fees**

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog. See "Appendix B: Tuition and Fees" for current tuition and fees.

### **Voluntary Prepayment Plan**

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

### **Individual Course Instruction**

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

### **BUYER'S RIGHT TO CANCEL - Cancellation**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement, or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A 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.

### **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of

withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days, all monies paid will be refunded.

## **REFUND POLICIES**

This School 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 (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. 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 balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

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.

### **Date of Withdrawal versus Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

### **Textbook and Equipment Return/Refund Policy**

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or the equipment in good condition--allowing for reasonable wear and tear--within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### **Federal Return of Title IV Funds Policy**

All institutions participating in the student financial aid (SFA) programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period 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 the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's 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). Days in which a student was on an approved leave of absence (where applicable) 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: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **Institutional Refund Calculation**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$75 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates



the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

## **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

## **SEVERABILITY**

If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

## **MISCELLANEOUS**

Nothing in the Enrollment Agreement shall be construed to be a restriction of venue.

## **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

California law requires that this institution pay a fee each time a student enrolls. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

As of January 1, 2002, California Education Code Section 94945 requires the College 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.

"Tuition" means the actual amount charged each student for instruction, instructional materials, equipment costs and any other fee required of the student in order for the student to receive a certificate of completion or diploma attesting to the completion of the instruction required for such certificate or diploma. "Tuition" does not include costs of room and board, supplies, an application fee or transportation. For purposes of calculating assessment under section 94945, tuition does not include the STRF fee.

The amount of the fee is two dollars and fifty cents (\$2.50) per thousand dollars of tuition paid, rounded to the nearest thousand dollars.

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.

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. 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 cost.
4. The School's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before The School closed or, if the decline began earlier than 30 days prior to closure, the 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.

## **CALIFORNIA BUYERS RIGHT TO CANCEL**

### **Cancellations**

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. A student who has 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. A student has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A 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.

### **Refunds**

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

### **Bureau for Private Postsecondary and Vocational Education Refund Policy**

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).

## **Financial Assistance**

This School 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 (FAFSA). 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 are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid 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.

### **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.

### **Subsidized Federal Stafford Loans**

Federal Stafford loans are low-interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student, he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year.
- \$3,500 if he/she has completed the first year of study and the remainder of the program is at least a full academic year.
- \$5,500 a year if he/she has completed two years of study and the remainder of the program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask Student Finance Office personnel for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS loan, he/she may borrow up to:

- \$6,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be in subsidized loans.)

There is a 3% origination fee and a 1% insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the institution's Student Finance Office or from the lender.

For additional deferment information, contact the Student Finance Office.

### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is available to eligible students, regardless of family income, and is designed for those who do not qualify, in whole or in part, for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the following descriptions.

The government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

### **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.

### **Sallie Mae/College Loan Corporation Signature Loan Programs (SLM/CLC)**

SLM Financial and College Loan Corporation provides customized loan programs to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### **Student Tuition Assistance Resource Loan (STAR Loan)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

### **Alternative Loan Programs**

The School offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

### **Imagine America Scholarships**

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

## **CAREER SERVICES**

The purpose of the office of Career Services is to prepare our graduates for a career in their chosen field. NIT's industry-driven objectives provide graduates with the knowledge and skills that allow for professional growth in a rewarding and interesting career field. Depending on academic, shop, lab and professionalism grades, as well as previous experience, a graduate may seek higher levels of employment. As experience accumulates, there are a variety of additional opportunities for the individual who takes a serious approach to his/her career development. At NIT, students are prepared to enter the workplace immediately following graduation. Though we cannot guarantee each student a job, NIT maintains a high percentage of employed graduates.

### **CAREER SERVICES OFFERED**

- Individual career advising
- Resume help
- Computer resources for career planning and preparation for certifications (ASE's and EPA's)

### **WORKSHOPS**

Workshops are provided for students in such topics as:

- Resume preparation

- Interview techniques
- Follow-up techniques

### **ADVISORY COMMITTEE**

We have Program Advisory Committees that meet individually twice a year. These committee members tour our facilities and discuss any updates on equipment, changes in industry standards, and the curriculum.

### **JOB REFERRALS**

Employers utilize NIT as a resource center for well-trained, ready-to-work entry-level technicians. Students work with placement specialists who walk them through the interview process, help create resumes, and set up interviews.

### **EMPLOYMENT OPPORTUNITIES**

Students enrolling for classes may take advantage of our “Survival Job Board” to find temporary jobs. Besides the extra income, these positions enable students to establish an employment record, which can be a great asset when they apply for jobs upon graduation.

### **STUDENT ACTIVITIES**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process. Student involvement is encouraged.

### **TRANSPORTATION ASSISTANCE**

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

### **FIELD TRIPS**

The School believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

### **SPECIAL LECTURES**

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

### **DRUG AND ALCOHOL ABUSE PREVENTION**

Information on drug and alcohol abuse prevention is available at the School for all students and employees.

### **ADVISING**

The School provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the School has information available on community resources that address these types of problems.

## PROGRAMS OF STUDY

### **Modular Programs**

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to twelve weeks in length.

Automotive Technology  
Electrician  
Industrial Electrical Technology  
Massage Therapy  
Medical Assistant  
Plumbing Technology  
RHVAC

### **Quarter-Based Program**

A quarter-based program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.

Associate of Occupational Studies in Electrical Technology

**Automotive Technology**  
**Diploma Program**  
**1000 Clock Hours/24 or 48 Weeks**  
**74.0 Quarter Credits**

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The objective of this Diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician. Theory lectures and labs are used. The program consists of approximately 51% theory and 49% lab.

**Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours (Lec/Lab/Ext/Total)</b>	<b>Credit Hours</b>
ATC1100	Basic Engine Management Systems	129/121/00/250	18.0
ATC1200	Drivability Diagnostics	132/118/00/250	19.0
ATC1300	Drivetrain Systems	130/120/00/250	19.0
ATC1400	Chassis	119/131/00/250	18.0
<b>Total</b>		<b>510/490/00/1000</b>	<b>74.0</b>

**ATC1100 Basic Engine Management Systems**

**18.0 Quarter Credit Hours**

Theory in automotive engines, engine noise diagnosis, engine rebuilding theory, valve train, instrumentation and customer relations. Theory and lab experiences in service repair orders, computerized service information, engine cooling systems, engine lubrication systems, minor engine repairs, environmental management for the automotive industry, automotive electrical systems, batteries, starting systems and charging systems. Prerequisite: None. Lecture hours: 129. Lab hours: 121.

**ATC1200 Drivability Diagnostics**

**19.0 Quarter Credit Hours**

Theory in alternative fuels, basic automotive computer systems and on board diagnostic I. Theory and lab experiences in electronic computer control distributor and distributorless ignition systems, waveform analysis, emission control systems diagnostics with exhaust gas analyzers, fuel induction systems including electronic fuel injection,, on board diagnostics II systems, automotive electrical system diagnostics, EPA in the auto industry, and minor engine repair. Prerequisite: ATC1100. Lecture hours: 132. Lab hours: 118.

**ATC1300 Drivetrain Systems**

**19.0 Quarter Credit Hours**

Theory in torque converters, planetary gear sets, hydraulic systems, basic 4-wheel drive principles and job search. Theory and lab experiences in precision measuring instruments, front wheel drive automatic transmissions with overdrive/electronic computer controlled shift, environmental management for the automotive industry, removal and replacement of transaxles, electronic transaxle diagnostics, 5-speed manual transmissions and transaxle principles and service, clutches, drivelines and differentials. Prerequisite: None. Lecture hours: 130. Lab hours: 120.

**ATC1400 Chassis**

**18.0 Quarter Credit Hours**

Theory and lab experiences in wheel bearings, brake systems, anti-lock brake systems, suspension and ride control systems, steering systems, tires, wheel balancing, environmental management for the automotive industry, computerized four-wheel alignment, electronic vibration analysis, fasteners, wind and water leaks, automotive heating, ventilation, air conditioning and A/C retro fit. Prerequisite: None. Lecture hours: 119. Lab hours: 131.



## Electrician

### Diploma Program

9 Months/20 Hour Weeks (Weekday)

11 Months/18 Hour Weeks (Weekend)

720 Clock Hours / 59 Credit Hours

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The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

Upon successful completion of all program modules, students will be awarded a diploma.

#### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
<b>Module 1:</b>	<b>Electrical Technology I</b>		
EEV1030	Electrical Theory and Personal Development	80/00/00/80	8.0
<b>Module 2:</b>	<b>Electrical Technology II</b>		
EEV1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
<b>Module 3:</b>	<b>Electrical Technology III</b>		
EEV1174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
<b>Module 4:</b>	<b>Electrical Technology IV</b>		
EEV1271	Transformer Principles and Test Equipment	40/40/00/80	6.0
<b>Module 5:</b>	<b>Electrical Technology V</b>		
EEL1208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
<b>Module 6:</b>	<b>Electrical Technology VI</b>		
EEV2192	Power Distribution and Emergency Systems	60/20/00/80	7.0
<b>Module 7:</b>	<b>Electrical Technology VII</b>		
EEV2033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
<b>Module 8:</b>	<b>Electrical Technology VIII</b>		
EEV2038	Advanced Industrial Controls	40/40/00/80	6.0
<b>Module 9:</b>	<b>Electrical Technology IX</b>		
EEV2039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
<b>Diploma Total</b>		<b>460/260/00/720</b>	<b>59.0</b>

#### EEV1030 Electrical Theory and Personal Development

8 Credit Hours

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.

#### EEV1176 NEC/Safety/Hand Tools and Conduit Bending

6 Credit Hours

This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1174 Residential/Commercial and NEC Requirements****6 Credit Hours**

This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1271 Transformer Principles and Test Equipment****6 Credit Hours**

This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEL1208 Hazardous Locations and Power Distribution****7 Credit Hours**

This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.

**EEV2192 Power Distribution and Emergency Systems****7 Credit Hours**

This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2033 Motor Concepts and Jobsite Management****7 Credit Hours**

This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2038 Advanced Industrial Controls****6 Credit Hours**

This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV2039 Solid State Controls and Industrial Automation****6 Credit Hours**

This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

# Industrial Electrical Technology

## Diploma Program

12 Months/20 Hour Weeks

936 Clock Hours / 77 Credit Hours

v 1-0

It is the primary objective of the Industrial Electrical Technology program to provide training that 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 electrical and industrial electrical fields so they can advance quickly in their careers. 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).

Completion of the first nine modules is required before progressing to modules 10, 11 and 12. Upon successful completion of all program modules, students will be awarded a diploma.

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
<b>Module 1:</b>	<b>Electrical Technology I</b>		
EEV1030	Electrical Theory and Personal Development	80/00/00/80	8.0
<b>Module 2:</b>	<b>Electrical Technology II</b>		
EEV1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
<b>Module 3:</b>	<b>Electrical Technology III</b>		
EEV1174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
<b>Module 4:</b>	<b>Electrical Technology IV</b>		
EEV1271	Transformer Principles and Test Equipment	40/40/00/80	6.0
<b>Module 5:</b>	<b>Electrical Technology V</b>		
EEL1208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
<b>Module 6:</b>	<b>Electrical Technology VI</b>		
EEV2192	Power Distribution and Emergency Systems	60/20/00/80	7.0
<b>Module 7:</b>	<b>Electrical Technology VII</b>		
EEV2033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
<b>Module 8:</b>	<b>Electrical Technology VIII</b>		
EEV2038	Advanced Industrial Controls	40/40/00/80	6.0
<b>Module 9:</b>	<b>Electrical Technology IX</b>		
EEV2039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
<b>Module 10:</b>	<b>Industrial Automation Control I</b>		
ELC225	Introduction to Computerized Industrial Control	56/16/00/72	6.0
<b>Module 11:</b>	<b>Industrial Automation Control II</b>		
ELC230	PLC I/O Configuration	56/16/00/72	6.0
<b>Module 12:</b>	<b>Industrial Automation Control III</b>		
ELC250	PLC Data Move Functions	56/16/00/72	6.0
	<b>Diploma Total</b>	<b>628/308/00/936</b>	<b>77.0</b>

#### EEV1030 Electrical Theory and Personal Development

8 Credit Hours

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.

#### EEV1176 NEC/Safety/Hand Tools and Conduit Bending

6 Credit Hours

This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1174 Residential/Commercial and NEC Requirements****6 Credit Hours**

This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1271 Transformer Principles and Test Equipment****6 Credit Hours**

This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40

**EEL1208 Hazardous Locations and Power Distribution****7 Credit Hours**

This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.

**EEV2192 Power Distribution and Emergency Systems****7 Credit Hours**

This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2033 Motor Concepts and Jobsite Management****7 Credit Hours**

This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2038 Advanced Industrial Controls****6 Credit Hours**

This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV2039 Solid State Controls and Industrial Automation****6 Credit Hours**

This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**ELC225 Introduction to Computerized Industrial Control****6 Credit Hours**

Overview of Human Machine Interface (HMI) configuration software, PLC memory allocation, and the tagname dictionary. Prerequisite: EEV2039. Lecture hours: 56. Lab hours: 16.

**ELC230 PLC I/O Configuration****6 Credit Hours**

This course introduces students to relay functions, normally open and closed contacts, relational functions, bit operation functions, HMI quickscripts, alarms, alarm types, HMI I/O communications tags, and tag functionality. Prerequisite: ELC225. Lecture hours: 56. Lab hours: 16.

**ELC250 PLC Data Move Functions****6 Credit Hours**

This course introduces students to table functions, conversion functions, control functions, HMI tag addressing, SuperTags, distributed history, Industrial SQL, and Dynamic Data Exchange (DDE). Prerequisite: ELC230. Lecture hours: 56. Lab hours: 16.

**Massage Therapy**  
**Diploma Program**  
**9 Months/20 Hour Weeks**  
**720 Clock Hours/54 Credit Units**

v 1-0

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

**Program Outline**

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	40	40	0	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MODULE D	Eastern Theory and Practice	40	40	0	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MODULE H	Clinical and Sports Massage	40	40	0	80	6.0
MODULE I	Health and Wellness	40	40	0	80	6.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>54.0</b>

**Module A - Business and Ethics**

**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapist's practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B - Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D – Eastern Theory and Practice****6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – Energy & Non-Traditional Therapies, Wellness & CPR****6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy-based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F – Deep Tissue, Myofascial Release & Pin and Stretch****6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques****6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module H – Clinical and Sports Massage****6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module I – Health and Wellness****6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Medical Assisting**  
**Diploma Program**  
**8 Months/20 Hour Weeks**  
**720 Clock Hours/47.0 Credit Units**

v. 1-1

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

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependant upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billers.

In each module the students study subject-related medical terminology, develop keyboarding skills on the computer, practice medical insurance billing and coding, word processing, and pharmacology. Clinical procedures practiced every module include patient charting, obtaining vital signs and blood pressure, injections, venipuncture, and aseptic technique.

**Major Equipment**

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiogram Machine	Stethoscopes
Examination Tables	Surgical Instruments
Mayo Stands	Training Manikins for CPR, Injections, Venipuncture
Microscopes	

**Program Outline**

Course Number	Course Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

**Module Descriptions**

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory and 40 hours of laboratory or externship work, which together provide a total of 6.0 credit units.

**Module A - Patient Care and Communication****40/40/6.0**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

**Module B - Clinical Assisting and Pharmacology****40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

**Module C - Medical Insurance, Bookkeeping, and Health Sciences****40/40/6.0**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

**Module D - Cardiopulmonary and Electrocardiography****40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

**Module E - Laboratory Procedures****40/40/6.0**

Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

**Module F - Endocrinology and Reproduction****40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements



and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain non-invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

**Module G - Medical Law, Ethics, and Psychology**

**40/40/6.0**

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intradermal, subcutaneous, and intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

**Module X - Externship**

**0/160/5.0**

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

# Plumbing Technology

## Diploma Program

9 Months/20 Hour Weeks (Weekday)

11 Months/18 Hour Weeks (Weekend)

720 Clock Hours/56.0 Credit Hours

v. 1-0

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry-level positions as plumbers and plumbing service technicians.

Upon successful completion of all program modules, students will be awarded a diploma.

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
<b>Module 1: Construction Core</b>			
CON 1000	Introduction to Basic Construction	80/00/00/80	8.0
<b>Module 2: Plumbing I</b>			
PLU 1000	Introduction to Plumbing I	60/20/00/80	7.0
<b>Module 3: Plumbing II</b>			
PLU 1050	Introduction to Plumbing II	60/20/00/80	7.0
<b>Module 4: Plumbing III</b>			
PLU 1100	Installing Drain, Waste, Vent, and Water Supply Systems	20/60/00/80	5.0
<b>Module 5: Plumbing IV</b>			
PLU 1150	Installing Valves, Fixtures and Water Heaters	20/60/00/80	5.0
<b>Module 6: Plumbing V</b>			
PLU 2000	Servicing Vent and Waste Systems	40/40/00/80	6.0
<b>Module 7: Plumbing VI</b>			
PLU 2050	Sizing Water Supply Systems and Backflow Prevention	40/40/00/80	6.0
<b>Module 8: Plumbing VII</b>			
PLU 2100	Servicing Piping Systems, Valves, Fixtures and Appliances I	40/40/00/80	6.0
<b>Module 9: Plumbing VIII</b>			
PLU 2150	Servicing Piping Systems, Valves, Fixtures and Appliances II	40/40/00/80	6.0
<b>Total</b>		<b>400/320/00/720</b>	<b>56.0</b>

#### CON 1000 Introduction to Basic Construction

8 Credit Hours

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.

#### PLU 1000 Introduction to Plumbing I

7 Credit Hours

This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

#### PLU 1050 Introduction to Plumbing II

7 Credit Hours

This course expands on the knowledge gained in Plumbing I. This module will cover basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 60. Lab hours: 20.

#### PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems

5 Credit Hours

This course expands on the knowledge gained in Plumbing II. This module will cover basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60.

**PLU 1150 Installing Valves, Fixtures and Water Heaters****5 Credit Hours**

This course expands on the knowledge gained in Plumbing III. This module introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60.

**PLU 2000 Servicing Vent and Waste Systems****6 Credit Hours**

This course expands on the knowledge gained in Plumbing IV. This module will cover applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

**PLU 2050 Sizing Water Supply Systems and Backflow Prevention****6 Credit Hours**

This course expands on the knowledge gained in Plumbing V. This module will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

**PLU 2100 Servicing Piping Systems, Valves, Fixtures and Appliances I****6 Credit Hours**

This course expands on the knowledge gained in Plumbing VI. This module will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

**PLU 2150 Servicing Piping Systems, Valves, Fixtures and Appliances II****6 Credit Hours**

This course expands on the knowledge gained in Plumbing VII. This module will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

# Residential Heating Ventilation and Air Conditioning (RHVAC) Technology

## Diploma Program

7½ months/20 Hour Weeks (Weekday)

9½ Months/18 Hour Weeks (Weekend)

600 Clock Hours / 45 Quarter Credit Hours

v 0-0

The diploma in Residential Heating, Ventilation and Air Conditioning Technology (RHVAC) is designed for the individual who has a desire to specialize in residential heating and air conditioning service and repair. Most areas of the world require some residential climate control; therefore, basic electricity, electronic control mechanisms, air conditioning and refrigeration fundamentals and heating systems are taught in this program. This course of study prepares graduates to seek employment as an entry-level technician in the residential area of Heating, Ventilation and Air Conditioning.

### Major Equipment

Air Handler

Condensing Unit

Packaged Cooling Only Unit

Upflow/Horizontal Furnace

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
RHVAC-01	Basic Electricity & Electrical Theory	60/60/0/120	9
RHVAC-02	Basic Refrigeration Theory	60/60/0/120	9
RHVAC-03	Air Conditioning Systems	60/60/0/120	9
RHVAC-04	Heating Systems	60/60/0/120	9
RHVAC-05	Distribution Systems & Sheet Metal Fabrication	60/60/0/120	9
	<b>Program Total</b>	<b>300/300/0/600</b>	<b>45</b>

#### RHVAC-01 Basic Electricity & Electrical Theory

60/60/9.0

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises, to practice typical equipment manufacturer's troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem solving projects.

#### RHVAC-02 Basic Refrigeration Theory

60/60/9.0

This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing and use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing. Temperature pressure charts, piping specifications and installation, EPA certified refrigerant handling (recovery, recycling, reclaiming) requirements and basic air conditioning service procedures are taught.

#### RHVAC-03 Air Conditioning Systems

60/60/9.0

This course emphasizes air conditioning systems design, service and installation. Component operation, mechanical and electrical diagrams and high efficiency air conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction.

#### RHVAC-04 Heating Systems

60/60/9.0

Heating fundamentals and furnace design are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper installation procedures are taught. Students will participate in structured lab exercises including disassembly, inspection, troubleshooting, re-assembly and installation of systems.

#### RHVAC-05 Distribution Systems & Sheet, Metal Fabrication

60/60/9.0

Students in this course of study will learn to read blue prints, use shop math, perform load calculations and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems.

**Associate of Occupational Studies in Electrical Technology**  
**Associate of Occupational Studies Program**  
**18 Months/20 Hour Weeks**  
**1250 Clock Hours / 103.0 Credit Hours**

This program provides training that allows graduate to pursue different areas of employment in the industrial electrical industry. Graduates of the program will be able to work in industrial maintenance and new construction electrical work with industrial automation control specialties. The program uses the skills acquired in the diploma program as a platform and provides additional training at a higher competency level.

Completion of the first nine courses (EEV1030 through EEV2039) is required before progressing to the Programmable Logic Controller (PLC) courses (ELC225 through ELC250). Upon successful completion of all program courses, students will be awarded an Associate of Occupational Studies degree.

**Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours (Lec/Lab/Ext/Total)</b>	<b>Credit Hours</b>
EEV1030	Electrical Theory and Personal Development	80/00/00/80	8.0
EEV1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
EEV1174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
EEV1271	Transformer Principles and Test Equipment	40/40/00/80	6.0
EEL1208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
EEV2192	Power Distribution and Emergency Systems	60/20/00/80	7.0
EEV2033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
EEV2038	Advanced Industrial Controls	40/40/00/80	6.0
EEV2039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
ELC225	Introduction to Computerized Industrial Control	56/16/00/72	6.0
ELC230	PLC I/O Configuration	56/16/00/72	6.0
ELC250	PLC Data Move Functions	56/16/00/72	6.0
CT202C	Business Marketing & Management	48/24/00/72	5.0
CT203C	Contractor Law	48/24/00/72	5.0
<b>General and Applied Studies</b>			
TWE1000	Writing for Technicians	40/00/00/40	4.0
CGS2167C	Computer Applications	30/20/00/50	4.0
AMH2030	20th Century American History	40/00/00/40	4.0
MAT1033	College Algebra	40/00/00/40	4.0
	<b>Total</b>	<b>874/376/00/1250</b>	<b>103.0</b>

**EEV1030 Electrical Theory and Personal Development**

**8.0 Credit Hours**

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.

**EEV1176 NEC/Safety/Hand Tools and Conduit Bending**

**6.0 Credit Hours**

This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1174 Residential/Commercial and NEC Requirements**

**6.0 Credit Hours**

This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial

wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV1271 Transformer Principles and Test Equipment**

**6.0 Credit Hours**

This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40

**EEL1208 Hazardous Locations and Power Distribution**

**7.0 Credit Hours**

This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.

**EEV2192 Power Distribution and Emergency Systems**

**7.0 Credit Hours**

This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2033 Motor Concepts and Jobsite Management**

**7.0 Credit Hours**

This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

**EEV2038 Advanced Industrial Controls**

**6.0 Credit Hours**

This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**EEV2039 Solid State Controls and Industrial Automation**

**6.0 Credit Hours**

This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

**ELC225 Introduction to Computerized Industrial Control**

**6.0 Credit Hours**

Overview of Human Machine Interface (HMI) configuration software, PLC memory allocation, and the tagname dictionary. Prerequisite: EEV2039. Lecture hours: 56. Lab hours: 16.

**ELC230 PLC I/O Configuration**

**6.0 Credit Hours**

This course introduces students to relay functions, normally open and closed contacts, relational functions, bit operation functions, HMI quickscripts, alarms, alarm types, HMI I/O communications tags, and tag functionality. Prerequisite: ELC225. Lecture hours: 56. Lab hours: 16.

**ELC250 PLC Data Move Functions**

**6.0 Credit Hours**

This course introduces students to table functions, conversion functions, control functions, HMI tag addressing, SuperTags, distributed history, Industrial SQL, and Dynamic Data Exchange (DDE). Prerequisite: ELC230. Lecture hours: 56. Lab hours: 16.

**CT202C Business Marketing and Management**

**5.0 Credit Hours**

This course is designed to introduce students to business marketing and management. An emphasis will be on starting an electrical company or self-employment. Prerequisite: None. Lecture hours: 48. Lab hours: 24.

**CT203C Contractor Law**

**5.0 Credit Hours**

This course is designed to introduce students to contractor law. It places an emphasis on NEC requirements and building law. Prerequisite: None. Lecture hours: 48. Lab hours: 24.

# CORINTHIAN COLLEGES, INC.

**The following schools in the United States are owned by Corinthian Colleges, Inc.:**

**Ashmead College**

Everett, WA (branch of Ashmead College, Seattle, WA)  
 Fife, WA (branch of Ashmead College, Seattle, WA)  
 Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)  
 Seattle, WA (main campus)  
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

**Bryman College**

Alhambra, CA (main campus)  
 Anaheim, CA (main campus)  
 Bremerton, WA (main campus)  
 City of Industry, CA (branch of NIT, Long Beach, CA)  
 Everett, WA (branch of Bryman College, Bremerton, WA)  
 Gardena, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 Lynnwood, WA (branch of Bryman College, Renton, WA)  
 Ontario, CA (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 San Bernardino, CA (main campus)  
 Tacoma, WA (branch of Bryman College, Bremerton, WA)  
 Torrance, CA (main campus)  
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

**Bryman Institute**

Brighton, MA (main campus)  
 Chelsea, MA (branch of Bryman College, Alhambra, CA)

**Everest College**

Arlington, TX (branch of Everest Institute, Rochester, NY)  
 Arlington, VA (branch of Everest College, Thornton, CO)  
 Aurora, CO (branch of Everest College, Thornton, CO)  
 Colorado Springs, CO (main campus)  
 Dallas, TX (branch of Everest College, Portland, OR)  
 Everest Online  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Hayward, CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Salt Lake City, UT (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Bryman College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)

**Everest Institute**

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Bryman College, Ontario, CA)  
 Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)

Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Pittsburgh, PA (main campus)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

**Florida Metropolitan University**

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
 FMU Online  
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of FMU, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of FMU, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of FMU, North Orlando, FL)  
 Tampa, FL (main campus)

**Georgia Medical Institute**

Atlanta (Downtown), GA (main campus)  
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Jonesboro, GA (branch of GMI, Atlanta, GA)  
 Marietta, GA (branch of GMI, Atlanta, GA)  
 Norcross, GA (branch of Bryman College, Gardena, CA)

**Kee Business College**

Chesapeake, VA (branch of Kee Business College, Newport News, VA)  
 Newport News, VA (main campus)

**Las Vegas College**

Henderson, NV (main campus)

**National Institute of Technology**

Long Beach, CA (main campus)

**National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

**Olympia Career Training Institute**

Grand Rapids, MI (main campus)  
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

**Olympia College**

Burr Ridge, IL (branch of Olympia College, Skokie, IL)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 North Aurora, IL (branch of Bryman College, Brighton, MA)  
 Skokie, IL (main campus)

**WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

This campus is owned and operated by Titan 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.

### CORINTHIAN COLLEGES, INC.

#### **DIRECTORS**

Terry O. Hartshorn  
Paul R. St. Pierre  
Jack D. Massimino  
Linda Arey Skladany  
Hank Adler  
Alice T. Kane  
David G. Moore  
Robert Lee

#### **OFFICERS**

<b>OFFICERS</b>	<b>TITLE</b>
Terry O. Hartshorn	Chairman of the Board
Paul R. St. Pierre	Vice Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Peter Waller	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Richard Cochran	Executive Vice President, Admissions
Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
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David Poldoian	President, Pegasus Division
Janis Schoonmaker	President, RCI Division
Timothy Schutz	President, TSI Division
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Paul T. Dimeo	Senior Vice President, Real Estate
Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
Fardad Fateri	Senior Vice President, Academic Affairs
Carmella Cassetta	Senior Vice President and Chief Information Officer
Jim Wade	Senior Vice President, Human Resources

### TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)

#### **DIRECTORS**

David G. Moore  
Jack D. Massimino  
Beth A. Wilson

#### **OFFICERS**

<b>OFFICERS</b>	<b>TITLE</b>
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Timothy T. Schutz	President and Chief Operating Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary



## APPENDIX A: ADMINISTRATION AND FACULTY

### Administration

<b>Administration</b>		
Howard Jessup	President	Florida Metropolitan University
Grace Cisneros	Director of Student Finance	Cerritos College
Helene DeAlleaume	Director of Career Services	MGA, University of Maryland; BA, Rutgers University
Janette De La Rosa Ducut	Director of Education	ED.D., Pepperdine University; MPA, CSU Dominguez Hills; BA, CSU Los Angeles
Claudia Guardado	Director of Admissions	Florida Metropolitan University
Roberta Martinez	Director of Student Accounts	BA, Cal State Dominguez Hills
Steve Summy	Associate Director of Education	MA, University of Central Oklahoma; BS, Iowa State University
Gene Villarin	Director of Student Services	AA, Fullerton College

<b>Department Chairs</b>		
Doug Allen	Plumbing	AS, LA Trade Tech
Terry Eyraud	Electrical / Trades	AS, LA Trade Tech
Teresa Saucedo	Allied Health	Cerritos College

<b>Faculty</b>		
<b>Automotive Instructors</b>		
Enrique Aispuro	AA , Automotive Technology, Cerritos College & ASE Master Tech	11 yrs in the field
Joseph Bojorquez	AS, Automotive Technology, Utah Valley Community College, ASE Certified	20 yrs in the field
Edik Galstjan	AA, Electrical Engineer, IIT Tech and ASE Certified	14 yrs in the field
Chris Gardner	ASE Certified, Ford Certified Electronics Specialist, Advanced State Smog Licensed Technician	22 yrs in the field
Noel Eric Hartford	Automotive Technology, Golden West College, BAR certified Smog Tech., Master ASE Certified	10 yrs in the field
Richard Heatley	Studies in Auto Technology, Cerritos College ASE Certified	25 yrs in the field
Alfonso Mendiola	ASE Certification Automotive Engineering Manila, Philippines	29 yrs in the field
Milton Poole	Automotive Studies, Kennedy King College, ASE Certified	15 yrs in the field
Tim Radecki	ASE Master Certified, BAR Advanced Smog License	25 yrs in the field
John Sturgeon	2 yrs Automotive Technology, Golden West College, ASE Certified	14 yrs in the field
Daniel Thompson	AS, Automotive Technology, Victor Valley College, ASE Master Certified, Advanced BAR Certified Instructor, State Smog, Brake & Lamp Licensed	27 yrs in the field
Mario Zamora	ASE Master Certified, Transportation Technology, Cerritos College	23 yrs in the field
David Ziemer	ASE Master Certification	17 yrs in the field
<b>Electrical Instructors</b>		
Wesenachin Asfaw	MS, Engineering - Univ. of Roorekee	14 yrs in the field
Karl Cheney	C10 Electrical Contractor, State of CA	30 yrs in the field
Ted Coke	USNA Electronics A & B Courses	9 yrs in the field

John Griego	C10 Elec. Contractor	22 yrs in the field
Amir Haghpanam	AS, Cal State Fullerton, BS Electrical Engineering, Cal Poly Pomona	5 yrs in the field
Deryl Herbert	BS, Alameda College and University	28 yrs in the field
Victor Hernandez Jr.	BS, Electrical Engineering, University of ISO	20 yrs in the field
Dino Hidalgo	Electrician Diploma, National Institute of Technology	4 yrs in the field
Wilfredo Ilagan	BS, Electrical Engineering, Mapua Institute of Technology	30 yrs in the field
Scott Jester	BA English, UC Santa Barbara	18 yrs in the field
Andrzej Kmita	MSC, Electro Mechanics, Wroctawska Polytechnic	25 yrs in the field
Carlos Leon	BS Engineering, Devry	14 yrs in the field
Robert Lukey	C10 Electrical Contractor, State of CA	38 yrs in the field
James Martin	Electrician Diploma, National Institute of Technology	10 yrs in the field
Robert Morinishi	BS, Electrical Engineering, USC	30 yrs in the field
Jeanne Nelson-Young	BS, Electrical Engineering, Washington University	35 yrs in the field
James Peare	BA - Cal State Fullerton	38 yrs in the field
Romeo Pontemayor	BS, Electrical Engineer, Marua Institute	21 yrs in the field
Michael Richter	Contractor License- Class B	15 yrs in the field
David Rudolph	Electrical Certificates, PLC's: Allen Bradley, Microsoft & Rockwell Certificates	23 yrs in the field
Mike Tapia	C10 Contractors License	20 yrs if the field
Fernando Tarango	LA Trade Tech, Electrical Maintenance Certificate, Adcon Technical Institute, Computer Repair Certificate	14 yrs in the field
Narciso Ubario	AS, Cerritos College, BS Electrical Engineering Long Beach State	23 yrs in the field
Robert Wallace	Diploma, Design Drafting Electro Mechanics, MTI College	20 yrs in the field
Fred Whitney	BS Electrical Engineering, University of Miami	35 yrs in the field
Gene Wilson	Master of Arts, Math, University of South Dakota, BS Electrical Engineering, South Dakota School of Mines and Technology	33 yrs in the field
Richard Wood	Certificate, Electrical Technology, USMC	43 yrs in the field
Gerald Wren	Electrical Training Trust, Electrical Apprentice Program	17 yrs in the field
<b>Massage Therapy Instructors</b>		
Catherine Lindsey	Certificate, Massage Therapy	16 yrs in the field
Kenneth Luther	MD- Doctor of Chiropractic, Southern California University of Health Science	28 yrs in the field
Kim Meza	Diploma Massage Therapy, Bryman College	7 yrs in the Field
Leslie Rosenthal	MS-Public Health Columbia University, Massage School of Santa Monica	11 yrs in the field
<b>Medical Assistant Instructors</b>		
Irene Abasolo	MD- Doctor of Medicine, Far Eastern University	10 yrs in the field
Judith Cooks	LVN, State of California	23 yrs in the field
Karen Ernst	MA, Southern California College of Medical & Dental Careers, AA, Cypress College, BA, California State University Long Beach	20 yrs in the field
Martha Guzman	Diploma, Medical Assistant/ ACLS Certificate, American Career College	10 yrs in the field
Linda Hall	LVN, State of California	37 yrs in the field
Judith Matthews	MA Psychology, Chapman University, BA Medical Technology, Rhode Island University	36 yrs in the field
Arcedalia Olivares	Diploma, Medical Assistant	5 yrs in the field

<b>Plumbing Instructors</b>		
John Hammond	HS Graduate, Narbonne HS	17 yrs in the field
Mike Lord	Certified Journeyman Plumber, NITC	22 yrs in the field
Alvin Metcalfe	Certificate, Plumbing and Trade Code, Certified Contracting School	14 yrs in the field
Siraj Rahaman	LA Trade Tech	15 yrs in the field
William Synowsky	HS Diploma	17 yrs in the field
Robert Treon	State Certified Plumber, State of California	25 yrs in the field
Dorsey Wright	LA Trade Tech	34 yrs in the field
<b>Residential Heating, Ventilation and Air Conditioning Instructors</b>		
Vincent Bethel	MS, Business Administration, University of Phoenix	25 yrs in the field
Dan Fuentes	US Navy and Trade School	30 yrs in the field
Timothy Holland	Certificate, HVAC, LA Trade Tech	10 yrs in the field
Eddie Jones	Electrical Certificates	28 yrs in the field
Mtanous Kasouha	Certificate, HVAC , SBVC	12 yrs in the field
Calvin Bobby Ruff	2 yrs General and Sheet Metal Studies, San Diego Community College, All Pro Mechanical License	26 yrs in the field

## APPENDIX B: TUITION AND FEES

Effective January 1, 2007

Diploma & Degree Programs	Program Length	Total Hours	Credit Units	Tuition
Automotive Technology	12 months	1000	74	\$21,206.00
Electrician	9 months	720	59	\$16,173.00
Electrician (Weekend)	11 months	720	59	\$16,173.00
Industrial Electrical Technology	12 months	936	77	\$21,025.00
AOS Degree in Electrical Technology	18 months	1250	103	\$26,133.00
Massage Therapy	9 months	720	54	\$14,352.00
Medical Assisting	8 months	720	47	\$12,235.00
Plumbing Technology	9 months	720	56	\$15,288.00
Plumbing Technology (Weekend)	11 months	720	56	\$15,288.00
Residential Heating, Ventilation, Air Conditioning	7.5 months	600	45	\$14,079.00
Residential Heating, Ventilation, Air Conditioning (Weekend)	9.5 months	600	45	\$14,079.00
<p>Books, Uniform Shirts and Hand Tools are included in the tuition for the Electrical, Plumbing and RHVAC programs.</p> <p>Books and Scrubs are included in the tuition for the Medical and Massage programs.</p> <p>Books and Uniform Shirts are included in the tuition for the Automotive program. A set of tools will be provided (loaned) to the student at no additional charge. A tool deposit must be made upon registration. The deposit will be returned within 30 days of student separation from the school provided all tools are returned in the same condition as received less normal wear. The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit, the student must pay the difference prior to separation from school.</p>				

## APPENDIX C: CALENDARS

<b>RHVAC</b>			
Day & Evening Schedule - Five-Day Week - Classes Meet: 8 a.m. - 12 p.m. & 5:30 p.m. to 10 p.m. (Monday through Friday)			
2006			
Start Dates		End Dates	
Nov	27	Jan	17, 2007
2007			
Start Dates		End Dates	
Jan	22	March	05
March	06	April	23
April	24	June	05
June	06	July	24
July	25	Sept	11
Sept	12	Oct	23
Oct	24	Dec	06
Dec	10	Jan	30, 2008

<b>RHVAC</b>			
Weekend Schedules - 7-Weekend Modules - Classes Meet: 8 a.m. to 5 p.m. Saturday and Sunday			
2006			
Start Dates		End Dates	
Nov	18	Jan	21, 2007
2007			
Start Dates		End Dates	
Jan	27	March	11
March	17	May	05
May	06	June	24
June	30	Aug	12
Aug	18	Oct	07
Oct	13	Dec	02
Dec	08	Jan	27, 2008

<b>Automotive Technology Weekdays</b>			
Day & Evening Schedule - Five-Day Week - Classes Meet: 7 a.m. - 11:10 a.m., 12 p.m. to 4:10 p.m. & 6 p.m. to 10:10 p.m. (Monday through Friday)			
2006			
Start Dates		End Dates	
Oct	09	Jan	17
Dec	04	March	09, 2007
2007			
Start Dates		End Dates	
Jan	22	April	23
March	12	June	11
April	26	July	26
June	14	Sept	19
July	30	Oct	26
Sept	20	Dec	14
Oct	29	Feb	01, 2008
Dec	17	March	20, 2008

<b>Medical Assisting</b>			
Day Schedule - Five-Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Dec	04	Jan	09, 2007
2007			
Start Dates		End Dates	
Jan	10	Feb	07
Feb	08	March	08
March	12	April	06
April	16	May	11
May	14	June	11
June	12	July	16
July	17	Aug	13
Aug	14	Sept	17
Sept	18	Oct	15
Oct	16	Nov	12
Nov	13	Dec	12
Dec	13	Jan	18, 2008

<b>Electrical</b>			
Day & Evening Schedule - Five-Day Week (Monday through Friday)			
Classes Meet : 6 a.m. to 10 a.m.; 10 a.m. to 2 p.m.; 2 p.m. to 6 p.m.; 6 p.m. to 10 p.m.			
2006			
Start Dates		End Dates	
Dec	04	Jan	09, 2007
2007			
Start Dates		End Dates	
Jan	10	Feb	07
Feb	08	March	08
March	12	April	06
April	16	May	11
May	14	June	11
June	12	July	16
July	17	Aug	13
Aug	14	Sept	17
Sept	18	Oct	15
Oct	16	Nov	12
Nov	13	Dec	12
Dec	13	Jan	18, 2008

<b>Massage Therapy</b>			
Day & Evening Schedule - Five-Day Week (Monday through Friday)			
Classes Meet 8 a.m. - 12 p.m.; 1 p.m. - 5 p.m. and 5:30 p.m. to 9:30 p.m.			
2006			
Start Dates		End Dates	
Dec	04	Jan	09, 2007
2007			
Start Dates		End Dates	
Jan	10	Feb	07
Feb	08	March	08
March	12	April	06
April	16	May	11
May	14	June	11
June	12	July	16
July	17	Aug	13
Aug	14	Sept	17
Sept	18	Oct	15
Oct	16	Nov	12
Nov	13	Dec	12
Dec	13	Jan	18, 2008

<b>Plumbing effective May 04, 2006</b>			
Day Schedule - Four-Day Week 7 a.m. to 12 p.m. - Monday through Thursday			
2006			
Start Dates		End Dates	
Dec	04	Jan	09, 2007
2007			
Start Dates		End Dates	
Jan	10	Feb	07
Feb	08	March	08
March	12	April	05
April	16	May	10
May	14	June	11
June	12	July	16
July	17	Aug	13
Aug	14	Sept	17
Sept	18	Oct	15
Oct	16	Nov	12
Nov	13	Dec	12
Dec	13	Jan	21, 2008

<b>Plumbing effective May 04, 2006</b>			
Evening Schedule - Five-Day Week 6:00 p.m. to 10 p.m. - Monday through Friday			
2006			
Start Dates		End Dates	
Dec	04	Jan	09, 2007
2007			
Start Dates		End Dates	
Jan	10	Feb	07
Feb	08	March	08
March	12	April	06
April	16	May	11
May	14	June	11
June	12	July	16
July	17	Aug	13
Aug	14	Sept	17
Sept	18	Oct	15
Oct	16	Nov	12
Nov	13	Dec	12
Dec	13	Jan	18, 2008

<b>Electrical and Plumbing</b>			
Weekend Schedules - 5-Weekend Modules Classes Meet: 8 a.m. to 5 p.m. Saturday and Sunday			
2006			
Start Dates		End Dates	
Dec	02	Jan	14, 2007
2007			
Start Dates		End Dates	
Jan	20	Feb	18
Feb	24	March	25
March	31	May	05
May	06	June	10
June	16	July	15
July	21	Aug	19
Aug	25	Sept	30
Oct	6	Nov	04
Nov	10	Dec	16
Dec	22	Jan	27, 2008

## APPENDIX D: TEACH-OUT PROGRAMS

The following programs are no longer enrolling new students. When the students who are currently enrolled have completed the program, the program will be discontinued. Current versions of these two programs are available for newly enrolling students and are detailed above.

### Industrial Electrical Technology

#### NO LONGER ENROLLING NEW STUDENTS

Presented for informational purposes only

#### Diploma Program

864 clock hours / 72 credit hours

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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.

<b>EL101A</b>	<b>GENERAL ELECTRICAL TECHNOLOGY I</b>	<b>18</b>	<b>216</b>
<b>EL01M</b>	<b>Basic Electrical Theory &amp; Concepts / Math I</b> 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
<b>EL02M</b>	<b>National Electrical Code &amp; Conduit Bending</b> Definitions, terms and organization of the NEC. NEC requirements for Residential, Commercial and Industrial installations. Conduit bending including math and layout technique.	6	72
<b>EL03M</b>	<b>Commercial Wiring &amp; Circuitry</b> Commercial lab projects and troubleshooting techniques, signaling circuits, smoke detectors and GFCI devices.	6	72
<b>EL102A</b>	<b>ELECTRICIAN I</b>	<b>18</b>	<b>216</b>
<b>EL04M</b>	<b>Power Distribution &amp; Intermediate Conduit Bending</b> Generators, transformers, transfer switches, distribution gear, metering equipment and intermediate conduit bending.	6	72
<b>EL05M</b>	<b>Motors and Over Current Protection</b> AC and DC motor design, installation and troubleshooting. Variable frequency drives. Grounding and bonding techniques. Over current protection.	6	72
<b>EL06M</b>	<b>Advanced Code Concepts and Blueprints</b> Interpreting commercial and industrial blueprints. Advanced code concepts. Advanced conduit bending. Cable pulling techniques. Wire management and circuit I.D.	6	72
<b>EL103A</b>	<b>ELECTRICIAN II</b>	<b>18</b>	<b>216</b>
<b>EL07M</b>	<b>Industrial Controls</b> Principles, devices and symbols used for basic industrial controls, ladder logic.	6	72
<b>EL08M</b>	<b>Advanced Industrial Control Concepts</b> Forward and reversing circuits, accelerating and decelerating circuits, jogging, braking and compelling function circuits. Troubleshooting advanced control circuits.	6	72

<b>EL09M</b>	<b>Electronic &amp; Computer Based Control Technology</b> Solid state concepts and devices, solid state interfaces, programmable logic controllers, design, programming and troubleshooting.	6	72
<b>EL104A</b>	<b>INDUSTRIAL AUTOMATION CONTROL</b>	<b>18</b>	<b>216</b>
<b>EL10M</b>	<b>Introduction to Computerized Industrial Control</b> Overview of Human Machine Interface (HMI) Software Configuration Software, PLC Memory Allocation, Tagname Dictionary.	6	72
<b>EL11M</b>	<b>PLC I/O Configuration</b> PLC I/O Configuration, relay function, normally open & closed contacts, relational functions, BIT Operation functions. HMI Quickscripts, alarms, alarm types, HMI I/O communications tags, tag functionality.	6	72
<b>EL12M</b>	<b>PLC Data Move Functions</b> 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

<b>A1</b>	08:00 am - 12:30 pm	Monday - Thursday
<b>A2</b>	1:00 pm - 05:30 pm	Monday - Thursday
<b>A3</b>	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.



## Plumber

### NO LONGER ENROLLING NEW STUDENTS

Presented for informational purposes only

#### Diploma program

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
<b>PL101 GENERAL PLUMBING TECHNOLOGY I - QUARTER 1</b>	<b>18</b>	<b>216</b>
<b>PL01M Introduction to Code &amp; Theory I/Math I (GE010a)</b> 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
<b>PL02M Introduction to Code &amp; Theory II</b> 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
<b>PL03M Introduction to Code &amp; Theory III/Math II (GE010b)</b> Code requirements for sizing pipe for various systems. Sewer regulations and installation standards. Water heaters, venting and installation. Principles of Mathematics II.	6	72
<b>PL102 PLUMBING I - QUARTER 2</b>	<b>18</b>	<b>216</b>
<b>PL04M Safety Regulations and Cross Connection Protection</b> OSHA regulations, Cross Connection protection theory and lab. Service and repair lab.	6	72
<b>PL05M Blueprints and Isometrics</b> Reading and drawing blueprints and isometrics, plot plans, construction layouts, isometric drawings of water, DWV and gas systems. Service and repair lab.	6	72
<b>PL06M Potable Water and Gas Piping System</b> 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
<b>PL103 PLUMBING II - QUARTER 3</b>	<b>18</b>	<b>216</b>
<b>PL07M Drain Waste and Vent Systems</b> Sizing DWV, isometric layout, plan check, material requirements and writing a contract for time and materials.	6	72
<b>PL08M Heating Systems, Service and Repair, Stoppages</b> Types of systems, controls and air return systems. Heating troubleshooting. Service and repair of gas, water, waste systems, and fixtures.	6	72
<b>PL09M Construction Technology and Estimating</b> Building construction, framing, flooring, roofing and foundations. Permits and inspections. Estimating projects; materials, labor waste, profit. Job preparation.	6	72

### SCHEDULES

<b>A1</b>	08:00 am - 12:30 pm	Monday - Thursday
<b>A2</b>	1:00 pm - 05:30 pm	Monday - Thursday
<b>A3</b>	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.