

2002-2003
CATALOG

NIT0203

NIT

NATIONAL INSTITUTE
of TECHNOLOGY

235 Charcot Avenue
San Jose, CA 95131
Tel:(408) 441-6990
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Accredited by the Accrediting Council for Continuing
Education & Training
Approved to Operate by the Bureau for Private
Postsecondary and Vocational Education.

Publishing Date September 2002

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Effective September 15, 2002 through December 31, 2003

National Institute Of Technology, 235 Charcot Avenue, San Jose, California 95131, was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

Program	Clock Hours
Computer/LAN Tech	630
Computer/LAN Tech. Specialist	900
Computerized Business Accounting	600
Telecommunications Technician	630
Telecommunications Technician Specialist	900
Computerized Office/Business Administration	630
Computerized Office/Business Administration Specialist	900

California statute requires that students, who successfully complete courses of study, be awarded appropriate diplomas or certificates verifying the fact.

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

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education or School President. Unresolved complaints may be directed to:

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

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



Scott Kido
Acting School President

Table of Contents

About Corinthian Schools, Inc.	1
School History and Description.....	1
Facilities	1
Educational Philosophy.....	1
Statement of Non-Discrimination	1
Accreditations, Approvals and Memberships.....	2
Administration.....	2
Faculty.....	2
Advisory Boards.....	3
Hours of Operation	3
Class Hours	4
Academic Calendars	4
Student Holidays.....	5
Modular Programs	5
Computerized Business Accounting Program	5
Computerized Office/Business Administration.....	7
Computerized Office/Business Administration Specialist	9
Computer LAN Technician.....	11
Computer LAN Technician Specialist	12
Homeland Security Specialist.....	14
PROGRAM OUTLINE.....	14
MODULE DESCRIPTIONS.....	14
Telecommunications Technician	16
Telecommunications Technician Specialist	17
Admissions	19
Requirements and Procedures.....	19
Credit for Previous Education or Training	20
Administrative Policies	20
Grading	20
Student Awards	20
Graduation Requirements.....	20
Satisfactory Academic Progress	21
Requirements	21
Academic Probation.....	21
Reinstatement Policy	21
Incompletes	21
Withdrawals.....	21
Exit Interviews.....	22
Repeat Policy	22
Maximum Program Completion Time.....	22
Student Appeal Process.....	23
Required Study Time	23
Class Size	23
Attendance Requirements.....	23
Tardiness/Early Departure	24
Reentry Policy.....	24
Make-up Work.....	24
Leave of Absence Policy	24
Re-admission Following a Leave of Absence.....	24
Failure to Return from a Leave of Absence	25

Effects of Leave of Absence on Satisfactory Academic Progress.....	25
Weather Emergencies	25
Clothing and Personal Property.....	25
Code of Conduct.....	26
Dress Code.....	26
Academic Advisement and Tutoring	26
Health/Medical Care.....	26
Termination Procedures	27
Transferability of Credits	27
Comparability of Programs	27
Information Technology Program Student Disclosure	27
Transcripts and Diplomas	27
Family Educational Rights and Privacy Act.....	28
Student Complaint/Grievance Procedure.....	29
Policy and Program Changes.....	29
Financial Information	30
Tuition and Fees	30
Additional Fees and Expenses	30
Voluntary Prepayment Plan	30
Cancellation and Refund Policy	30
Cancellations.....	30
Refunds.....	31
Financial Assistance	34
Federal Pell Grant	34
Federal Stafford Loan (FSL).....	34
Federal Supplemental Educational Opportunity Grant (FSEOG).....	34
Federal Parent Loan for Undergraduate Students (FPLUS)	34
Federal Work Study (FWS)	35
Veteran Benefits.....	35
Student Services.....	35
Placement Assistance	35
Student Activities	35
Transportation Assistance.....	35
Field Trips.....	35
Special Lectures	35
Drug Abuse Prevention.....	35
Advising	36
Corinthian Schools.....	37
Statement of Ownership	37

About Corinthian Schools, Inc.

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

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

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

School History and Description

National Institute Of Technology was founded in 1985 and was originally known as BCAD Institute. The school began serving the business and industrial community during the transition from manual board drafting to computer aided drafting and design. Once the equipment and software were installed, it became apparent that the existing personnel needed training in Electro/Mechanical CAD design and drafting. The school relocated in 1991 and was renamed Computer Training Academy. The name was changed to National Institute Of Technology in 2002. Corinthian Schools, Inc. acquired Computer Training Academy in November 2000.

Facilities

National Institute Of Technology in San Jose is conveniently located in the heart of the Silicon Valley, housed in a modern, air conditioned office building. The Academy occupies approximately 20,000 square feet with 13 computer labs. The equipment consists of Pentium computers and network hardware, as well as laser printers, dot matrix printers and a plotter. Other items that are utilized include overhead projectors, VCRs, tape players, TVs, copiers, and computer screen projectors.

Educational Philosophy

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

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

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972,

which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line at (800) 874-0255.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students and employees with disabilities with reasonable accommodations that do not impose undue hardship.

Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Council for Continuing Education & Training.
- Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This school is not a public institution.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Work-Study (FWS) and Cal Grant programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the California Association of Private Postsecondary Schools.
- Approved by Department of Veteran Affairs for veteran assistance. (San Jose Campus only)

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

Administration

Scott Kido	Acting School President
Esther Ortiz	Director of Financial Aid
Adriano Naderi	Director of Education
Rhoda W Austin	Director of Admissions
Ludy Zoeller	Director of Placement
Joann Nguyen	Registrar
June Calub	Sr. Placement Officer
Cipriana (Anna) M Ramos	Financial Aid Officer
Javid Tabassum	Financial Aid Officer
Christine Mcmanus	Sr. Admissions Advisor
Dianne Rodriguez	Admissions Advisor
Robert Jones	Admissions Relation Public
Angelina Morin	Bookkeeper
Hazel Delos Reyes	Administrative Assistant
Andrelyn Ranjo	Administrative Assistant

Faculty

BUSINESS DEPARTMENT INSTRUCTORS:

Shahla Sheikhan	MS-Office 97 Certified
Jesusa Molina	Diploma, Business Administration

COMPUTERIZED BUSINESS ACCOUNTING INSTRUCTOR:

Gerald Jones A.A., Accounting

LAN DEPARTMENT INSTRUCTORS:

DOS/Windows 98

Steve Hardin A+ Certified
Jarrod Tsuda

Electronics

Ali Jahromi B.S., Electronics, A+, CCNA
Adane Alemu A+ Certified

Computer Service Technology (A+ Prep)

Martin Fox A+ Certified
Judy Fissel A+ Certified

UNIX

Faribourz Forouzandeh UNIX System Management/Administration
Marc Maxwell

Novell

Shelly David CNA
Michael Hurd B.S., IST
Master CNE, Directory Engineer, CNA GroupWise5, CNA NetWare5

Windows 2000

Laura Debell MCSE, MCP, MCP+I
Chet Erdman MCSE, MCP, CCNA, A+, Network+
Majid Vosooghi MCP, A+

CISCO

Wallace Nelson CCNA, CNE, CNA
Joshua Rezentes CCNA

TELECOMMUNICATIONS INSTRUCTORS:

Dave Martinez Mitel
Tom Poda CAT5, Lucent, Fiber Optics

Advisory Boards

Each of the school's programs has an advisory board of professionals from the field to advise the school on current practices that would enhance student training and graduate employment. The current members of the school's advisory board are as follows:

LAN Technician and Telecommunications

John Morris, Telecommunications
Tracy Breeding, LAN Technician

Hours of Operation

Office Hours 8:00AM to 7:30PM Monday through Friday

Class Hours

Day Classes Monday through Friday		Evening Classes Monday through Friday	
Period	Class Time	Period	Class Time
1	8:30 a.m. to 9:20 a.m.	1	5:30 p.m. to 6:20 p.m.
2	9:25 a.m. to 10:15 a.m.	2	6:25 p.m. to 7:15 p.m.
3	10:20 a.m. to 11:10 a.m.	3	7:20 p.m. to 8:10 p.m.
4	11:15 a.m. to 12:05 p.m.	Break	8:10 p.m. to 8:30 p.m.
Lunch	12:05 p.m. to 1:00 p.m.	4	8:30 p.m. to 9:20 p.m.
5	1:00 p.m. to 1:50 p.m.	5	9:25 p.m. to 10:15 p.m.
6	1:55 p.m. to 2:45 p.m.		

Class Hours for New Classes (Period Times Will Be Announced)

Computerized Business Accounting	8:30 AM – 12:30 PM	5:30 PM – 9:30 PM
Homeland Security Specialist	8:30 AM – 12:30 PM	5:30 PM – 9:30 PM

Academic Calendars

All Day Courses Except Computerized Business Accounting			
2003			
Start Dates		End Dates	
Jan 29	Wed	Feb 26	Wed
Feb 27	Thu	Mar 26	Wed
Mar 28	Fri	Apr 25	Fri
Apr 29	Tue	May 27	Tue
May 28	Wed	Jun 24	Tue
Jun 26	Thu	Jul 25	Fri
Aug 26	Tue	Sep 23	Tue
Sep 24	Wed	Oct 21	Tue
Oct 23	Thu	Nov 19	Wed
Nov 21	Fri	Dec 19	Fri

All Evening Courses Except Computerized Business Accounting			
2003			
Start Dates		End Dates	
Jan 8	Wed	Feb 11	Tue
Feb 12	Wed	Mar 18	Tue
Mar 20	Thu	Apr 23	Wed
Apr 25	Fri	May 29	Thu
May 30	Fri	Jul 2	Wed
Jul 7	Mon	Aug 7	Thu
Aug 11	Mon	Sep 12	Fri
Sep 15	Mon	Oct 16	Thu
Oct 20	Mon	Nov 20	Thu
Nov 21	Fri	Jan 8 '04	Thu

Homeland Security Specialist (Day Schedule Above) Evening Courses			
2003			
Start Dates		End Dates	
Jan 22	Wed	Feb 19	Wed
Feb 20	Thu	Mar 19	Wed
Mar 21	Fri	Apr 17	Thu
Apr 21	Mon	May 16	Fri
May 19	Mon	Jun 16	Mon
Jun 18	Wed	Jul 16	Wed

Computerized Business Accounting Day Courses			
2003			
Start Dates		End Dates	
Jan 28	Tue	Mar 11	Tue
Mar 13	Thu	Apr 23	Wed
Apr 25	Fri	Jun 6	Fri
Jun 9	Mon	Jul 22	Tue
Jul 23	Wed	Sep 3	Wed

Computerized Business Accounting Evening Courses			
2003			
Start Dates		End Dates	
Jan 21	Tue	Mar 4	Tue
Mar 6	Thu	Apr 16	Wed
Apr 18	Fri	May 30	Fri
Jun 2	Mon	Jul 15	Tue
Jul 16	Wed	Aug 26	Tue
Aug 27	Wed	Oct 8	Wed

Student Holidays

2003	All Programs
Martin Luther King, Jr. Day	Jan 20
President's Day	Feb 17
Memorial Day	May 26
Independence Day	July 4

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length.

Computerized Business Accounting Program

Diploma Program – 8 Months

600 Clock Hours

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Computerized Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

Program Outline

Module Number	Module Title	Clock Hours
Module A	Principles of Accounting and Keyboarding	120
Module B	Computerized Office Applications	120
Module C	Computerized Accounting and Business English	120
Module D	Payroll Accounting, 10-Key, and Business Math	120
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120
	Program Total	600

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours and laboratory hours. For example, the listing "40/40" indicates that the module consists of 40 hours of lecture/theory and 40 hours of laboratory work.

Module A 80/40**Principles of Accounting and Keyboarding**

Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none

Module B 80/40**Computerized Office Applications**

Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications.

Module C 80/40**Computerized Accounting and Business English**

Module C emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A

Module D 80/40**Payroll Accounting, 10-Key, and Business Math**

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A

Module E 80/40**Corporate Accounting, the Business Enterprise, and Career Skills**

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Prerequisite: Module A

Computerized Office/Business Administration

This program teaches business communication skills, keyboarding and word processing skills, office production activities, resume preparation and interviewing techniques, exposure to accounting principles using spreadsheet software, page layout and form design. Students will learn how to use a computer for administration in today's modern office. Students completing this course will receive a Diploma and be qualified for entry level employment in the field of Office/Business Administration.

Prerequisite: None

Program Length: 630 Clock Hours

Day 30 hours per week for 21 weeks

Evening 25 hours per week for 25 weeks

MODULE 1

120 Hours

Introduction to Computer

Explanation of different types of hardware/software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2

120 Hours

Microsoft Word 2000 / Word Processing Commands

Familiarization of commands such as edit, format, print & save. Sorting and storing files will be covered as well as using basic macros capabilities.

Advanced Word Processing Commands

Knowledge of exciting desktop publishing features such as setting styles (automatic formatting), graphics, tables, columns and macro programming commands.

MODULE 3

120 Hours

Microsoft Excel 2000 / Spreadsheet

How to create, save, edit, retrieve and print a basic spreadsheet. Also cells, rows and columns, how to enter numbers and tables and create simple formulas.

Intermediate Excel

Focus on advanced spreadsheet design techniques including advanced printing features, database functions and graphic capabilities.

Advanced Excel

More advanced features for streamlining program operations including changing Excel's default settings, manipulating database records, creating and using macros as well as importing and exporting files.

MODULE 4

120 Hours

PageMaker 6.5 (Desktop Publishing)

Introduction to desktop publishing concepts and techniques. Creation of a practice newsletter using the basic features and tool box including printing and saving the document as a template.

Intermediate PageMaker

Familiarization with the tools and techniques to enhance publications. Creation of a 3-fold brochure using master pages, kerning, and the cropping tool as well as understanding the steps involved in producing a publication.

Advanced PageMaker

How to plan and create style sheet, produce a display ad, create drop shadows and alter the shape of a graphic as well as export text back to a word processing application.

MODULE 5**120 Hours****Microsoft PowerPoint 2000 / Presentation Skills**

Basic presentation skills to better communicate both inter office and with clients by using PowerPoint software. Creating reports and records, enhancing both basic oral and written communications in regards to human relations and office management procedures.

MODULE 6**30 Hours****Job Search and Interviewing Skills**

Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.

Computerized Office/Business Administration Specialist

This program teaches business communication skills, keyboarding, and word processing (Microsoft Word 2000) skills, office production activities, resume preparation and interviewing techniques, exposure to accounting principles using spreadsheet software, and page layout and design presentation skills, Microsoft PowerPoint 2000 and Microsoft Access 2000 database. Students will learn how to use a computer to administer in today's modern office. Students completing this course will receive a Diploma and be qualified for entry level employment in the field of Office/Business Administration.

Program Length: 900 Clock Hours

Day 30 hours per week for 30 weeks
Evening 25 hours per week for 36 weeks

MODULE 1

120 Hours

Introduction to Computer

Explanation of different types of hardware/ software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2

120 Hours

Microsoft Word 2000 / Word Processing Commands

Familiarization of commands such as edit, format, print and save. Sorting and storing files will be covered as well as using basic macros capabilities.

Advanced Word Processing Commands

Knowledge of exciting desktop publishing features such as setting styles (automatic formatting), graphics, tables, columns and macro programming commands.

MODULE 3

120 Hours

Microsoft Outlook/Business Math/Business English

Familiarization with Microsoft Outlook as well as a review of mathematical and English skills and concepts required to prepare the student for the business world.

MODULE 4

120 Hours

Microsoft Access 2000 / Database Management

Basic database skills such as working with tables and multiple tables, adding and editing data, sorting records, creating forms and multiple table query as well as adding graphics to reports.

MODULE 5

120 Hours

Microsoft Excel 2000/ Spreadsheet

How to create, save, edit, retrieve and print a basic spreadsheet, also rows and columns, how to enter numbers and tables and create simple task by using Microsoft Excel.

Advanced Excel

How to plan and create style sheet, produce a display ad, create drop shadows and alter the shape of a graphic as well as export text back to a word processing application.

MODULE 6**120 Hours****PageMaker 6.5 (Desktop Publishing)**

Introduction to desktop publishing concepts and techniques. Creation of a practice newsletter using the basic features and tool box including printing and saving the document as a template.

Intermediate PageMaker

Familiarization with the tools and techniques to enhance publications. Creation of a 3-fold brochure using master pages, kerning, and the cropping tool as well as understanding the steps involved in producing a publication.

MODULE 7**120 Hours****Microsoft PowerPoint 2000 / Presentation Skills**

Basic presentation skills to better communicate both inter office and with clients by using Power Point software. Creating reports and records, enhancing both basic oral and written communications in regards to human relations and written communications in regards to human relations and office management procedures.

MODULE 8**60 Hours****Job Search and Interviewing Skills**

Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.

Computer LAN Technician

This program teaches the fundamentals of personal computers and gives the student the ability to upgrade, repair, assemble and support IBM and IBM compatible computers and computer networking. Students will learn the installation and maintaining networks and routers. Students completing this course will receive a Diploma and be qualified for entry-level employment as a Computer Technician.

Program Length: 630 Clock Hours

Day 30 hours per week for 21 weeks
Evening 25 hours per week for 25weeks

MODULE 1 120 Hours

Introduction to Computer

Explanation of different types of hardware/ software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2 120 Hours

Electronics/Communication

Explanation of electronic components Ohm's law, DC and AC, signal analysis, power supply computer components and parts as well as DOS and Windows 9.X and 2000 operating system, introduction to networking and different cables.

MODULE 3 120 Hours

Hardware Troubleshooting

How to repair, upgrade IBM compatible computers with emphasis on hard drive installation, system configurations and troubleshooting problems. Maintenance and repair of all the other components and parts such as I/O card, mother board and disk drives is also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 4 120 Hours

CISCO

Introduction to LAN/WAN technologies OSI reference model, Ethernet, Token Ring, Bridges, Routers, Router Configuration, Access List Construction and Encapsulation.

MODULE 5 120 Hours

Microsoft Windows 2000 Level I

This course will give you practical experience installing, configuring, and administering Microsoft Windows 2000 Professional and Windows 2000 Server.

MODULE 6 30 Hours

Job Search and Interviewing Skills

Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.

Computer LAN Technician Specialist

This course is designed for individuals who want to enter the computer industry. Students will gain extensive hands-on training as a computer/ LAN technician. Their training will range from testing electronic components, troubleshooting and repairing personal computers to installation and maintenance of Computer Network Operating Systems including Novell, Microsoft NT, DOS, Windows, UNIX and CISCO Routers. Students completing this course will receive a diploma and be qualified for entry-level employment as computer LAN technician.

Program Length: 900 Clock Hours

Day 30 hours per week for 30 weeks
Evening 25 hours per week for 36weeks

MODULE 1 120 Hours

Introduction to Computer

Explanation of different types of hardware/ software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2 120 Hours

Electronics/Communication

Explanation of electronic components Ohm's law, DC and AC, signal analysis, power supply computer components and parts as well as DOS and Windows 9.X and 2000 operating system, introduction to networking and different cables.

MODULE 3 120 Hours

Hardware Troubleshooting

How to repair, upgrade IBM compatible computers with emphasis on hard drive installation, system configurations and troubleshooting problems. Maintenance and repair of all the other components and parts such as I/O card, mother board and disk drives is also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

Review MS-DOS 6.22 and Windows 98. Focus on the basic commands to set-up systems, manage files, and create batch files for the purpose of troubleshooting

MODULE 4 120 Hours

SCO UNIX Operating System

UNIX is another major operating system in the industry due to its speed and network capabilities. Topics include basic commands, file system, shells, *vi* and *ex* editor, *grep* and *sed* and basic system administration.

MODULE 5 120 Hours

Local Area Networking

Understanding of how LAN works. As well as learning about different types of LAN will be covered. Installation and operation of Novell software, system administration, setup and system manager.

MODULE 6**120 Hours****CISCO**

Introduction to LAN/WAN technologies OSI reference model, Ethernet, Token Ring, Bridges, Routers, Router Configuration, Access List Construction and Encapsulation.

MODULE 7**120 Hours****Microsoft Windows 2000 Level I**

This course will give you practical experience installing, configuring, and administering Microsoft Windows 2000 Professional and Windows 2000 Server.

MODULE 8**60 Hours****Job Search and Interviewing Skills**

Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.

Homeland Security Specialist

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) Diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS Diploma program helps prepare graduates for careers in the Security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

PROGRAM OUTLINE

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
HS01A	Civil and Criminal Justice	60	20	7
HS02A	Emergency Planning and Security Measures	60	20	7
HS03A	Security: Principles, Planning, and Procedures	60	20	7
HS04A	Tactical Communications	60	20	7
HS05A	Domestic and International Terrorism	60	20	7
HS06A	Emergency Medical Services and Fire Operations	40	40	6
HS07A	Business and Ethics for Security Specialists	80	40	10
Program Total		420	180	51

MODULE DESCRIPTIONS

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

HS01A Civil and Criminal Justice

60/20/7.0

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02A Emergency Planning and Security Measures

60/20/7.0

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

HS03A Security: Principles, Planning and Procedures

60/20/7.0

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04A Tactical Communications

60/20/7.0

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05A Domestic and International Terrorism

60/20/7.0

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06A Emergency Medical Services and Fire Operations

40/40/6.0

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07A Business and Ethics for Security Specialists

80/40/10.0

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

Telecommunications Technician

This program is designed for individuals who want to enter the telecommunications industry. Students will gain extensive hands-on training as a Telecommunications Technician. The training will range from testing, troubleshooting and repair of analog and digital communications systems. Computer integration for Networking (LAN) and (WAN). Voice mail installation and set-up and fiber optics. Upon completion of this course, students will receive a diploma and be qualified for entry level employment in the field of telecommunications.

Program Length: 630 Clock Hours

Day 30 hours per week for 21 weeks
Evening 25 hours per week for 25 weeks

MODULE 1 **120 Hours**

Introduction to Computer

Explanation of different types of hardware/ software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2 **120 Hours**

Electronics/Communication

Explanation of electronic components Ohm's law, DC and AC, signal analysis, power supply computer components and parts as well as DOS and Windows 9.X and 2000 operating system, introduction to networking and different cables.

MODULE 3 **120 Hours**

Telecommunication Level I - LAN/TEL

History of telecommunications from 1876 to present. Telephone acronyms, reading building blue prints. Basic telephony, basic connections/ cabling, color codes, fiber optics and DSL, house cabling, LAN cabling/ hardware troubleshooting and data communications/ planning & drawing of network.

Lab Projects

MODULE 4 **120 Hours**

Telecommunication Level II - Introduction to 1A2

1A2/system, Matrix bells, Intercom and Paging systems, troubleshooting, connectors. Voice mail installation & set up, Merlin 206/ Comdial

MODULE 5 **120 Hours**

Telecommunication Level III - Introduction to 1A3

Prostar II, 1A3/ EK 612, Nitsuko, CAT5 Termination & Codes.

MODULE 6 **30 Hours**

Job Search and Interviewing Skills

Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.

Telecommunications Technician Specialist

This program is designed for individuals who want to enter the telecommunications industry. Students will gain extensive hands-on training as a Telecommunications Technician. The training will range from testing, troubleshooting and repair of analog and digital communications systems. Computer integration for Networking (LAN) and (WAN). Voice mail installation and set-up PBX training, practical application of ITT 3100, Mitel, and SX200, including programming & troubleshooting skills. Upon completion of this course, students will receive a diploma and be qualified for entry level employment in the field of telecommunications.

Program Length: 900 Clock Hours

Day 30 hours per week for 30 weeks
Evening 25 hours per week for 36weeks

MODULE 1 120 Hours

Introduction to Computer

Explanation of different types of hardware/ software and their functions. Explanation of disk drives, keyboarding, CPU and printer.

Keyboarding

Basic keyboarding for the development of speed and accuracy. Proofreading and making corrections are also covered.

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.

MODULE 2 120 Hours

Electronics/Communication

Explanation of electronic components Ohm's law, DC and AC, signal analysis, power supply computer components and parts as well as DOS and Windows 9.X and 2000 operating system, introduction to networking and different cables.

MODULE 3 120 Hours

Hardware Troubleshooting

How to repair, upgrade IBM compatible computers with emphasis on hard drive installation, system configurations and troubleshooting problems. Maintenance and repair of all the other components and parts such as I/O card, mother board and disk drives is also covered. Lab Projects

MS -DOS 6.22 / Windows 98 Operating Systems

MS-DOS 6.22 and Windows 98 are the standard operating systems for IBM and IBM compatible computers. Focus on the basic commands to set-up systems, manage files, and create batch files.
Lab Projects

MODULE 4 120 Hours

Telecommunication Level I - LAN/TEL

History of telecommunications from 1876 to present. Telephone acronyms, reading building blue prints. Basic telephony, basic connections/ cabling, color codes, fiber optics and DSL, house cabling, LAN cabling/ hardware troubleshooting and data communications/ planning & drawing of network. Lab Projects

MODULE 5	120 Hours
Telecommunication Level II - Introduction to 1A2	
1A2/system, Matrix bells, Intercom and Paging systems, troubleshooting, connectors. Voice mail installation & set up, Merlin 206/ Comdial	
MODULE 6	120 Hours
Telecommunication Level III - Introduction to 1A3	
Prostar II, 1A3/ EK 612, Nitsuko, CAT5 Termination & Codes.	
MODULE 7	120 Hours
Telecommunication Level IV - Introduction to PBX	
Practical application ITT 3100, Mitel SX200, Panter II PBX including programming & troubleshooting skills.	
MODULE 8	60 Hours
Job Search and Interviewing Skills	
Focus on interviewing techniques, psychology of sales and resume creation. This class is designed to help prepare students for re-entering the job market.	

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 the 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, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into 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:

- Completed Application;
- Administration and evaluation of 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.

This campus 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, and
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. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, 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. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. 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 re-enter more than one year after their test date, must take the test again.

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.

Administrative 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 is as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
D	Poor	69-60
F	Failing	59-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Course Repeat Codes	
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 must:

- Complete all required classroom modules with a cumulative grade point average (GPA) of at least 70 percent;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.

Satisfactory Academic Progress

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent for the module will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent 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 percent 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 at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 30 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. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

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

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

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

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

Exit Interviews

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

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

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

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Maximum Program Completion Time

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

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

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

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

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

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal Process

Students are required to adhere to all of the policies and procedures of the school. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for readmittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

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 and lab classes average 10 to 20 students. The maximum class size is 25 students for all programs.

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.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

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

Students are not permitted to make up absences for the classroom-training portion of their program.

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

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Generally, a period of 15 minutes may be used to determine tardiness or early departure. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

Reentry Policy

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

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

Make-up Work

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

Leave of Absence Policy

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

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

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

Re-admission Following a Leave of Absence

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

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

Failure to Return from a Leave of Absence

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

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

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

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately. Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable purposes. The leave, and any extension, may not exceed 60 calendar days. Note: Students will be granted an LOA only if the courses required for the continuation of their studies are scheduled on their return date.

Written requests for a leave of absence - properly approved, dated and signed by the student and either the School President, Director of Education or appropriate department head - will be maintained in the student's file. Additional charges will not be assessed during the leave of absence.

A student who fails to return from the leave on the date indicated in the written request will be terminated from the training program.

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 progression in their training program will be available at the time of re-entry.
- 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.

Weather Emergencies

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

Clothing and Personal Property

All personal property is the sole responsibility of the student, and 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.

Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The school reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

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.

Dress Code

Students are expected to dress appropriately. Clothes should be clean and neat, with no rips. Jeans and t-shirts are allowed as long as they meet these guidelines. Students are **not allowed** to wear any shorts, tank tops, beach attire, sandals or workout clothes.

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.

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.

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.

Transferability of Credits

The School President 's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and 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.

Comparability of Programs

Students who want information regarding how tuition, fees and program length compare to other institutions should contact the Accrediting Council for Continuing Education and Training 1722 N Street NW, Washington, DC 20036. Additionally, an addendum will be published annually by ACCET that will list each vocational Title IV eligible institution and include the name of each eligible program offered by the institution, the length of the program in clock and/or credit hours, and the tuition/fees charged.

Information Technology Program Student Disclosure

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

Transcripts and Diplomas

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

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

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

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

Family Educational Rights and Privacy Act

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

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

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

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:

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

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

Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the 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 the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Continuing Education and Training (ACCET) must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting ACCET. To ensure the fastest possible processing, all complaints reported to ACCET should be in written form and should be signed by the complainant. As ACCET's policy includes forwarding a copy of the complaint to the school for response, all complainants desiring that their anonymity be preserved should state that explicitly and their names will not be released to the school. The complainant(s) will be kept informed by ACCET as to the final resolution of the complaint. A copy of ACCET's Document 49.1 – Notice to Students: Complaint Procedure is posted in the student lounge or may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Council for Continuing Education and Training
1722 N Street NW,
Washington, DC 20036
(202) 955-1113

Policy and Program Changes

The school catalog is current as of the time of printing. CSI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This 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.

Program	Clock Hours	Textbooks and Equipment	Tuition
Computerized Business Accounting	600	\$434	\$7,400
Computer/LAN Tech	630	\$289	\$7,000
Computer/LAN Tech. Specialist	900	\$427	\$8,500
Computerized Office/Business Administration	630	\$246	\$6,700
Computerized Office/Business Admin Specialist	900	\$321	\$7,800
Homeland Security Specialist	600		\$8,100
Telecommunications Technician	630	\$529	\$7,000
Telecommunications Technician Specialist	900	\$529	\$8,500

Additional Fees and Expenses

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

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.

Methods of Payment

Once a determination has been made regarding the amount of financial aid that a student qualifies for, a retail installment contract will be completed to indicate the amount of financial aid awarded and any cash payments that will be required. Students with delinquent accounts should see the business manager or school president to work out the terms to bring the account current. There are no interest charges for any payments arranged through the school to cover delinquent accounts.

Cancellation and Refund Policy

Cancellations

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

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

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

If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition - allowing for reasonable wear and tear - within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

Students who have not visited the school prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

Refunds

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due the applicant or student will be refunded within 30 days of the date of withdrawal or termination. A withdrawal is considered to have occurred if the student fails to attend scheduled classes for 10 consecutive school days. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding; any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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

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

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or

termination, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost for textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.

Federal Return of Title IV Funds Policy

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

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

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

The percentage of the payment period or period of enrollment completed is determined by the total clock hours in the payment period or period of enrollment for which the assistance is awarded divided into the lesser of:

- The number of clock hours completed* by the student in that period as of the day the student withdraws; or
- The number of clock hours that were scheduled to be completed by the student in the period as of the day the student withdrew.

For further details on scheduled hours, please see the Financial Aid Office.

* Excused absences will not count as completed hours in the Return of Title IV Funds calculation. The absences will be classified as scheduled hours that were not completed.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

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

Remittance to the Federal Government

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

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;

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6. Federal PLUS Loan Program;
 7. Federal Direct PLUS Loan Program;
 8. Federal Pell Grant Program;
 9. Federal Supplemental Educational Opportunity Grant (SEOG) Program;
 10. Other federal, state, private and/or institutional sources of aid; and
 11. The student.

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

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

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

Sample Calculation

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

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

State of California Student Tuition Recovery Fund

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.

To qualify for a STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education, specifically those who hold student visas, are not considered California residents.

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

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

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

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

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

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

Financial Assistance

This campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal 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.

Veteran Benefits

Title 38, chapter 36, U.S. code section 3671(a) and 3672(a).

Student Services

Placement Assistance

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

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, and student involvement is encouraged.

Transportation Assistance

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

Field Trips

This campus believes that observing real-life applications enriches training. 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 Abuse Prevention

Information on drug 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.

Corinthian Schools

The following schools are owned and operated by Corinthian Schools, Inc.:

Bryman College

Anaheim, CA	El Monte, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	Lynnwood, WA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Francisco, CA	San Jose, CA
Torrance, CA	West Los Angeles, CA	Whittier, CA

Bryman Institute

Brighton, MA

National Institute Of Technology

San Jose, CA

Georgia Medical Institute

Atlanta, GA	Atlanta (DeKalb), GA	Jonesboro, GA
Marietta, GA		

Kee Business College

Chesapeake, VA	Newport News, VA
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National Institute of Technology

Cross Lanes, WV	Dearborn, MI	Houston (Galleria), TX
Houston (Greenspoint), TX	Houston (Hobby), TX	Long Beach, CA
San Antonio, TX	Southfield, MI	

Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI
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Olympia College

Burr Ridge, IL	Merrillville, IN	Skokie, IL
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Skadron College

San Bernardino, CA

Statement of Ownership

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

Officers

David G. Moore	Chairman and Chief Executive Officer
Bruce Deyong	President and Chief Operating Officer
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Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis Devereux	Executive Vice President, Human Resources and Assistant Secretary
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