2001 CATALOG
National Institute
of Technology

Atlanta NIT 01-01

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Atlanta, GA 30329
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Main Campus
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Cross Lanes, West Virginia 25313
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Effective January 2, 2001 through December 31, 2001

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

School President

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About Corinthian Schools, Inc.

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

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

Corinthian Schools, Inc. is dedicated to providing vocational and technical training which 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

The National Institute of Technology campus in Atlanta, GA, on the east side of the Atlanta metroplex, began classes in May, 2000. It occupies approximately 18,000 square feet comprised of classrooms, laboratories, student lounge, resource center, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The campus is conveniently located on the frontage road on the west side of the Northeast Expressway (Interstate 85) just south of Clairmont Road. The school occupies the first and second floors of its own stand-alone building. Ample parking is available on-site. In addition public transportation is available on the frontage road.

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, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IV - 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 CSi Student Help Line, (800) 874-0255.

Approvals and Memberships

•   Approved and regulated by the Nonpublic Postsecondary Education Commission, Tucker, GA.

School approvals and memberships are displayed in the lobby. The school president can provide additional information.

Administration

Name	Position	Credentials
John Mills	School President	B. S. Degree in Business Administration Experience as School President and Vice President of Operations
TBA	Education Director	
David Hall	Admissions Director	B. S. in Business Management 16 years experience as Director of Admissions, President, Regional Director and Vice President in Marketing
Cynthia Reed MT(ASCP)	Placement Director	B. S. in Biology & Medical Technology Experience as a School President, Dean of Ed. and Instructor for Medical Laboratory Technicians and Medical Administration and Assisting 15 Years in Hospital blood banks and clinics
Donna Johnson-Smith	Finance Director	10 years proprietary school experience as Business Office Manager and Financial Services Manager
Sherry Lee	Registrar	Certificates in Information Systems & Medical Admin. Asst. Experience as Information Systems Administrator Educational Support Coordinator for Corporate Support & School Operations
Tanisha Reed	Admissions Representative	B. A. degree in Spanish, Minor in Psychology Six (6) years Administrative experience
Richelle Bew	Admissions Representative	A. A. degree in Business Administration, Extensive experience in Financial Aid, Scholarships and Grants
Lynette Cook-Thomas	Admissions Representative	A. A. degree in Liberal Arts Experience in extensive Customer Service
Eric Holmes	Admissions Representative	B. A. in business administration 10 years experience as Admission Representative
Debra Rhone	Admissions Representative	B. A. in Marketing, 4 years experience in marketing

Anthony Boea	Admissions Representative	Microsoft Certified Professional
		Microsoft Certified System Engineer
		10 years combined exp. in Sales and Information Tech
		2 years experience as Admission Representative
Sheila Robinson	Financial Services Rep	Extensive customer service experience background
Katherine Kay	Bookkeeper	Four years customer service experience background
Elaine Stephens	Receptionist	B. A. in English Literature, six (6) years post graduated education in English Literature and Linguistics
		Extensive teaching background at the College Level

Faculty

Dialysis Technician Program

Name	Credentials
Marilyn Pittman-Gray	Licensed Practical Nurse
	Eighteen years nursing experience as a Licensed Practical Nurse
Katherine McClure	Licensed Practical Nurse
	10 years experience as a Licensed Practical Nurse
Victoria Coburn	A.A.S. degree in nursing
	Extensive experience as a Registered Nurse

Medical Insurance Billing/Coding Program

Name	Credentials
Maya Patterson	Certified in Medical Insurance Billing and Coding
	Extensive experience as A/R Manager and Office Manager
Jerry Monroe	B. S. Degree in Biology
	Certificates in Medical Coding, Medical Assisting and Phlebotomy
	Extensive experience in Medical Billing Management and Quality Assurance
Yolonda Tong	B. S. Degree in Microbiology and Nursing, AA degree in Dental Hygiene
	5 years. experience in Medical Insurance Billing and Coding
Carla Witherspoon	B. A. Degree in Communication Broadcasting Journalism
	Received Teachers Certification 2000

Microsoft Office User Specialist

Name   **Credentials**
Gwendolyn Syphoe   B. A. degree in Liberal Arts
                                    Certified Microsoft Office User Specialist
Kenneth Pyles   Masters degree in Accounting, and J. D. in law
                                    Extensive experience as a Information Systems Consultant

Respiratory Care Technician

Name   **Credentials/Position**
Dwight Perry   A.S. in Advance Respiratory and B. S. Healthcare Management
                                    Extensive experience within the Allied Health industry

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Hours of Operation

Office :

8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

Modular Programs – Medical Insurance Billing/Coding & Dialysis Technician		
(Morning)	(Afternoon)	(Evening)
8:00 - 8:50	1:00 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 - 5:00	9:10 - 10:00
		10:00 - 10:50

Modular Programs – Medical Insurance Billing/Coding & Dialysis Technician		
Breaks:	Breaks:	Breaks:
8:50 - 9:00	1:50 - 2:00	6:50 - 7:00
9:50 - 10:10	2:50 - 3:10	7:50 - 8:10
11:00 - 11:10	4:00 - 4:10	9:00 - 9:10

Academic Calendars

Class Schedules for Dialysis Technician, Medical Insurance Billing/Coding Programs
Morning Schedule – Five (5) Day Week (Monday through Friday) Afternoon Schedule – Four (4) Day Week (Monday through Thursday) Evening Schedule – Four (4) Night Week (Monday through Thursday)

2001				2002			
Start Dates		End Dates		Start Dates		End Dates	
Jan 25	Thur	Feb 22	Thur	Jan 30	Wed	Feb 27	Wed
Feb 26	Mon	Mar 23	Fri	Feb 28	Thur	Mar 27	Wed
Mar 26	Mon	Apr 20	Fri	Mar 28	Thur	May 23	Thur
Apr 24	Tues	May 21	Mon	May 27	Mon	June 24	Mon
May 23	Wed	June 20	Wed	June 26	Wed	July 24	Wed
June 25	Mon	July 23	Mon	July 26	Fri	Aug 22	Thur
July 25	Wed	Aug 21	Tues	Aug 26	Mon	Sept 23	Mon
Aug 23	Thur	Sept 20	Thur	Sept 24	Tues	Oct 21	Mon
Sept 24	Mon	Oct 19	Fri	Oct 23	Wed	Nov 19	Tues
Oct 22	Mon	Nov 16	Fri	Nov 20	Wed	Dec 19	Thur
Nov 20	Tue	Dec 19	Wed	Dec 20	Fri		
Dec 21	Fri	Jan 28	Mon				

Class Schedules for Respiratory Care & Microsoft Office User Specialist
Morning/Evening Schedule (Respiratory Care, Monday through Thursday) Morning Schedule (MOUS, Monday through Friday) Evening Schedule (MOUS, Monday through Thursday)

2001				2002			
Start Dates		End Dates		Start Dates		End Dates	
Jan 30	Tues	Apr 24	Tues	Jan 21	Mon	Apr 12	Fri
Apr 26	Thur	July 19	Thur	Apr 17	Wed	July 9	Tues
July 23	Mon	Oct 15	Mon	July 15	Mon	Oct 4	Fri
Oct 17	Wed	Jan 18,02	Fri	Oct 8	Tues		

Student Holidays

	2001
New Year's Day	Jan 1
Martin Luther King, Jr.'s Birthday (observed)	Jan 15
President's Day (observed)	Feb 19
Memorial Day (observed)	May 28
Independence Day	Jul 4
Labor Day	Sep 3
Thanksgiving	Nov 22-23
Winter Recess	Dec 24 – 31

Modular/Quarter Programs

The Dialysis Technician and Medical Insurance Billing/Coding Programs are 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.

The Respiratory Care and Microsoft Office User Specialist Programs are quarter-based programs. A quarter is a term approximately 10 to 12 weeks in length. All programs are measured in Quarter Credit Units.

Respiratory Care

Diploma Program - 15 Months
1180 Clock Hours/62.0 Credit Units
DOT:
Respiratory Therapist   076.361-014

This program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The Respiratory Care Practitioner (RCP) is a key member of the medical team, specializing in diagnostics, treatments and procedures in the care of patients with respiratory problems. The graduate will be prepared to take the entry-level certification examination of the National Board for Respiratory Care. The program combines relevant academic studies in the classroom with clinical training in hospitals.

Completion of the Respiratory Care program is acknowledged by the awarding of a diploma.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
RT 101	Integrated Sciences	80	7
RT 102	Medical Gas Therapy	80	7
RT 103	Clinical Applications & Therapeutics	80	7
RT 201	Clinical Medicine I	140	6
RT 202	Clinical Medicine II	120	6
RT 301	Pulmonary Functions & Cardiopulmonary Pathophysiology	140	6
RT 302	Continuous Mechanical Ventilation I	170	6
RT 303	Continuous Mechanical Ventilation II	170	6
RT 304	Clinical Medicine III & Professional Development	180	9
RT 305	Respiratory Care Review	20	2
	Program Total	**1180**	**62**

Major Equipment

Gas Powered Resuscitator   Medical Gas Cylinders
Oxygen Delivery Systems   Intermittent Positive Pressure Breathing Machines
Regulators and Flowmeters   Mechanical Ventilators
Air Compressors   Pulmonary function testing equipment
Briggs Adaptors   Pneumotachometer
Assorted Humidifiers and Nebulizers   Artificial Airways
Portable Electric Suction Pump

Course Descriptions
Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours, clinical hours, and credit units. For example, the listing "40/40/60/8.0" indicates that the course consists of 40 hours of lecture/theory, 40 hours of laboratory work, 60 hours of clinical work, and provides a total of 8.0 credit units.

RT 101 Integrated Sciences
60/20/0/7.0
This course introduces the students to college policy, the role of the RCP, and hospital organization. In addition students learn medical terminology and the metric conversions required in respiratory therapy. Cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Prerequisite: Acceptance into the Respiratory program.

RT 102 Medical Gas Therapy
60/20/0/7.0
In this course students learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy. Students learn the conditions that indicate the use of oxygen therapy, the potential hazards, the different oxygen delivery devices, and how to assemble and troubleshoot all necessary equipment. Prerequisite RT 101.

RT 103 Clinical Applications & Therapeutics
60/20/0/7.0
In this course the student learns to describe, define and calculate drugs used in Respiratory Care. The student learns the mechanics of bronchodilation and specific bronchodilators used, their receptor sites, duration and dosage. An understanding of the indications, dosages and effects of Xanthines, Parasympatholytics, steroids, and Cromolyn Sodium are presented. The types and uses of mucokinetics are studied. The student will learn theory and perform CPR. Students also learn to perform patient assessment and auscultation, and are able to describe various sounds. Prerequisites: RT 101 and 102.

RT 201 Clinical Medicine I
20/0/120/6.0
This course is designed for students to work in both a classroom and clinical site environment. Students learn the need for and application of secretion removal techniques. The student will learn to perform and know indications and contraindications for hyperinflation therapy along with equipment utilized. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. Prerequisites: RT 101, 102, and 103.

RT 202 Clinical Medicine II
30/0/90/6.0
In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisites: RT 101, 102,103 and 201.

RT 301 Pulmonary Functions and Cardiopulmonary Pathophysiology
20/0/120/6.0
This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisites: RT 101, 102,103, 201, and 202.

RT 302 Continuous Mechanical Ventilation I
12/8/150/6.0
In this course the student learns the various mechanical ventilators used, examines indications for continuous mechanical ventilation, and learns how to set-up a ventilator. The student learns how to monitor a ventilator patient, apply PEEP/CPAP and apply intermittent mandatory ventilation. Prerequisites: RT 101, 102, 103, 201, 202, and 301.

RT 303 Continuous Mechanical Ventilation II
12/8/150/6.0
In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students learn the needs and application of ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisites: RT 101, 102, 103, 201, 202, 301, and 302.

RT 304 Clinical Medicine III and Professional Development
40/20/120/9.0
In this course **a**n overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and presented to the class. Prerequisites: RT 101, 102, 103, 201, 202, 301, 302, and 303.

RT 305 Respiratory Care Review
20/0/0/2.0
This course is a comprehensive review of material presented in the respiratory classes taken to date. It is intended to prepare the student for the NBRC entry-level exam. The course will combine the use of preparatory texts, computer simulated programs and audio tapes with accompanying workbooks. Prerequisites: RT 101, 102, 103, 201, 202, 301, 302, 303, and 304.

Dialysis Technician Program

Diploma Program - 8 Months
720 Clock Hours/46.0 Credit Units
DOT:
Dialysis Technician   078.362-014

The objective of the Dialysis Technician Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as Dialysis Technicians in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics, and facilities. In addition to studying concepts and hands-on applications required of today's dialysis technicians, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

The combination of introduced skills taught in this program, will prepare students for the ever-changing and highly-technological field of hemodialysis. Students study all aspects of hemodialysis, including principles and practices associated with dialysis and renal failure, anatomy and physiology of the kidney and cardiovascular system, fluid and electrolyte balance, hematologic aspects and infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of chronic renal failure, psychosoical aspects seen in hemodialysis patients, and peritoneal dialysis and renal transplantation.

The Dialysis Technician Program is a 720 Clock Hour/46 Credit Unit course of study, consisting of eight individual self-contained learning units, called modules. Students are required to complete modules A through G, beginning with any module and continuing in any sequence until all seven modules have been completed. These seven modules stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in the eighth module, called an externship, which consists of 160 Clock Hours of hands-on experience working in the field of hemodialysis.

Upon successful completion of the Dialysis Technician Program, students will receive a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	The Dialysis Environment	80	7.0
Module B	Principles of Dialysis and Renal Failure	80	7.0
Module C	Hemodialysis Devices	80	6.0
Module D	Hemodialysis Procedures	80	5.0
Module E	Dialyzer Reprocessing	80	5.0
Module F	Water Treatment	80	5.0
Module G	Vascular Access	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**46.0**

Major Equipment

Classroom model of kidney	IV pole with table attachment
Portable CPR mannikins	Sphygomanometers with B/P cuffs
Venipuncture training arm	Desk calculators
Dialysis machine	Mayo stand

Module Descriptions

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

Module A   The Dialysis Environment
60/20/7.0
Most beginning students lack an overall sense of the context of dialysis. This introductory module describes the history of dialysis, including the development of the technology and the Medicare End-stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for dialysis technicians, and discusses professionalism in the dialysis setting.

Module B   Principles of Dialysis and Renal Failure
60/20/7.0
Although many of the aspects of dialysis treatment involve equipment and technical devices, every new technician must learn that the patient is the most important aspect of his or her job. By understanding both the principles of dialysis and the patient's experiences, the technician will be better able to communicate causes of the patient's symptoms and/or complications. In addition to studying the scientific principles behind dialysis at a basic level, in this module the student will learn about normal renal function and what happens when the kidneys no longer work. How dialysis removes excess fluid and waste from the patient's body is addressed. Also discussed is the application of the dialysis prescription in order to describe how the elements of the prescription work together to provide adequate dialysis. Finally, this module compares the functions of dialysis to the functions of the kidneys to help the student understand why dialysis cannot replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

Module C   Hemodialysis Devices
40/40/6.0
Impressive technical advances over the past half century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. Dialyzers and dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described as the vital aspects of dialysis equipment. Monitoring devices are described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also discussed.

Module D   Hemodialysis Procedures and Complications
20/60/5.0
Every facility has developed preferred methods for performing dialysis-related tasks. The specific techniques used at a given facility for individual steps in a procedure should be passed on to the new technician by a preceptor or teacher who can demonstrate step-by-step processes. This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to equipment clean-up. Each procedure is named and defined, with a description and

purpose providing the reason for the procedure and key points offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving a patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, and documentation, are also covered in detail. This module also contains detailed charts describing complications that can occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

Module E   Dialyzer Reprocessing
20/60/5.0
Performed correctly, dialyzer reprocessing can mean economic savings and increased patient well-being. This module describes the history of dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new dialyzer to documenting every step of the process. National regulations and guidelines on dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

Module F   Water Treatment
20/60/5.0
The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations regarding water quality and water treatment are described.

Module G   Vascular Access
40/40/6.0
The patient's vascular access is his or her lifeline-without a properly functioning access, the patient cannot receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that can occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

Module X   Externship
00/160/5.0
Upon successful completion of classroom training, Dialysis Technician students participate in a 160-hour externship. Serving in an externship at an approved facility, gives externs an opportunity to work with the principles and practices obtained in the classroom. During this phase of training, students work under the direct supervision of a Registered Nurse, who will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Microsoft® Office User Specialist

Diploma Program - 12 Months
920 Clock Hours/68.0 Credit Units
DOT:
Word Processing   203.382-030
Computer Operator   213.362-010

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. The major core courses will prepare students to sit for the assorted Microsoft Office User Specialist certification examinations. Graduates will qualify for the wide range of administrative assistant occupations.

Completion of the Microsoft Office User Specialist program is acknowledged by the awarding of a diploma.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
CGS 1326	Project Development	10	20	2
CGS 1520	Introduction to Database	10	20	2
CGS 1522	Introduction to Spreadsheets	10	20	2
CGS 1550	Introduction to Presentations	10	20	2
OST 1145	Speedbuilding Skills	10	20	2
OST 2705	Introduction to Word Processing	10	20	2
CGS 1410	Essentials of Communication & Document Formats	10	20	2
CGS 1501	Computer Fundamentals	30	20	4
CGS 2075	Spreadsheets Core Skills	30	20	4
CGS 2137	Presentations Core Skills	30	20	4
CGS 2175	Database Management Core Skills	30	20	4
OST 2716	Word Processing Core Skills	30	20	4
CGS 2532	Spreadsheets Expert Skills	30	20	4
CGS 2602	Presentations Expert Skills	30	20	4
CGS 2640	DataBase Management Expert Skills	30	20	4
OST 2737	Word Processing Expert Skills	30	20	4
CIS 2801	Office 2000 Integration of Data	10	20	2
CGS 2805	Microsoft Office & Web Browsers	10	20	2
CIS 2955	Externship I		60	2
SLS 1500	Workplace Relationships	10	20	2
SLS 1120	Strategies for Success	40		4
SLS 1321	Career Skills	10	20	2
EN 120	Business Communications	40		4
	Total Program:	460	460	68

Major Equipment

Personal Computers
Network Server
Laser Printer

Course Descriptions

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

CGS 1501 Computer Fundamentals
30/20/4.0
This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming.

OST 2705 Introduction to Word Processing
10/20/2.0
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, students will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS 1501

CGS 1550 Introduction to Presentations
10/20/2.0
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a document. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing an existing presentation. Corequisite: CGS 1501

CGS 1522 Introduction to Spreadsheets
10/20/2.0
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition, students will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and a different name, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS 1501

CGS 1520 Introduction to Database
10/20/2.0
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: CGS 1501

OST 1145 Speedbuilding Skills
10/20/2.0
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None

CGS 1410 Essentials of Communications and Document Formatting
10/20/2.0
This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None

OST 2716 Word Processing Core Skills
30/20/4.0
This course provides instruction in the essential word processing skills; it prepares students for the Microsoft Office User Specialist Word Core Certification examination. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. A major focus of the course will be on the Word 2000 core certification skill activities. Prerequisite: OST 2705

CGS 2137 Presentations Core Skills
30/20/4.0
This course provides instruction in the core presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Core Certification examination. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Students will master all PowerPoint 2000 core certification skill activities. Prerequisite: CGS 1550

CGS 2075 Spreadsheets Core Skills
30/20/4.0
This course provides instruction in the core spreadsheet skills and prepares students for the Microsoft Office User Specialist Excel Core Certification. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Students will master all Excel 2000 core certification skill activities. Prerequisite: CGS 1522

CGS 2175 Database Management Core Skills
30/20/4.0
This course provides instruction in core data management skills and prepares students for the Microsoft Office User Specialist Access Core Certification examination. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Students will master all Access 2000 core certification skill activities. Prerequisite: CGS 1520

CGS 1326 Project Development
10/20/2.0
This course prepares the student to administer and participate in effective project development.   Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisite: None.

OST 2737 Word Processing Expert
30/20/4.0
This course provides instruction for the development of expert word processing skills; it prepares students for the Microsoft Office User Specialist Word Expert Certification examination. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge, and collaborating with workgroups will also be addressed. Students will master all Word 2000 expert certification skill activities. Prerequisite: OST 2716

CGS 2532 Spreadsheet Expert Skills
30/20/4.0
This course provides instruction for the development of expert spreadsheet skills; it prepares students for Microsoft Office User Specialist Excel Expert Certification.   The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas.   Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups.   Students will master all Excel 2000 expert certification skill activities. Prerequisite: CGS 2075

CGS 2602 Presentation Expert Skills
30/20/4.0
This course provides instruction for the development of expert presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Expert Certification examination. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements.   Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Students will master all PowerPoint 2000 expert certification skill activities. Prerequisite: CGS 2137

CGS 2640 Database Management Expert Skills
30/20/4.0
This course provides instruction for the development of expert database management skills; it prepares students for the Microsoft Office User Specialist Access Expert Certification examination. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Students will master all Access 2000 expert certification skill activities. Prerequisite: CGS 2175

CIS 2801 Office 2000 Integration of Data
10/20/2.0
This capstone course provides instruction for the development of enhanced application development skills using Office 2000 software. The emphasis of the course will be to integrate, embed, and link data from the Word, Excel, PowerPoint, and Access software programs.   A focus will be on the students' mastery of object linking and embedding (OLE), embedding Excel objects in Word or PowerPoint, linking between Word, Excel and PowerPoint, updating and breaking links and using Access data in Excel workbooks or Word merges. Students

will master Microsoft Office User Specialist Certification skill-sets relating to the integration of data for all Office 2000 software. Prerequisites: OST 2737, CGS 2532, CGS 2602, CGS 2640

CGS 2805 Microsoft Office and Web Browsers
30/20/4.0
This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OST 2737, CGS 2532, CGS 2602, CGS 2640

CIS 2955 Externship
00/60/2.0
This course provides the student with on-the-job experience in a business organization practicing office productivity activities with skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced Microsoft Office professional. Emphasis will be on document production and integration, application development, and methods of improving productivity through use of the software. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications.

SLS 1500 Workplace Relationships
10/20/2.0
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks.

SLS 1120 Strategies for Success
40/00/4.0
Through discussion and application, this course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment.

SLS 1321 Career Skills
10/20/2.0
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.

EN 120 Business Communications
40/00/4.0
A course designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided.

Medical Insurance Billing/Coding

Diploma Program - 5 Months
480 Clock Hours/29.0 Credit Units
DOT:
Health Claims Examiner/Medical Billing   214.362-022

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into four learning units called modules. Students must complete modules A through D starting with any module and continuing in any sequence until all four modules are completed. Modules A through D stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through D, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Medical Insurance	80	6.0
Module B	Claims Processing and Financial and Legal Management	80	6.0
Module C	Current Procedural Coding/CPT Codes	80	6.0
Module D	Diagnostic Coding/IDC-9 Codes	80	6.0
Module X	Externship	160	5.0
	Program Total	**480**	**29.0**

Major Equipment

Calculators   Personal Computers

Module Descriptions

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

module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A – Medical Insurance
40/40/6.0

Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced to and practice skills in obtaining correct ICD-9 and CPT codes. Students will also practice obtaining information from patient charts, this includes interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module B – Claims Processing and Financial and Legal Management
40/40/6.0

Module B prepares the student by identifying information necessary for accurate documentation to the patient's financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communications skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to FAX and Internet communication. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module C – Current Procedural Coding / CPT Codes
40/40/6.0

Students will practice using the correct application of CPT codes as they relate to common medical procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Students will review case studies, preparing insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module D – Diagnostic Coding / ICD-9
40/40/6.0

Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility between ICD-9 and CPT coding is stressed. DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology for specialists, as well as the proper code for each term. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module X - Externship
0/160/5.0

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Admissions

Requirements and Procedures

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

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, 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:
• 	Administration and evaluation of an applicable entrance examination; and
• 	Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).

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.

Allied Health Programs

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

Students entering the Respiratory Care program are required to have a physical examination including routine health screening laboratory tests. Respiratory Therapy students are also required to have a series of three Hepatitis B injections. Arrangements are made through the school for students to complete their physical examination, health screening laboratory tests and begin the Hepatitis B series prior to beginning the first clinical rotation. The examination, health screening and immunization charges will be included in the final price entered in the Enrollment Agreement.

Applicants for the Respiratory Therapy Program must be a high school graduate or have a recognized equivalency certificate (GED). In addition, applicants for RTT must be interviewed and accepted by the Respiratory Program Director to gain admittance to the program. Program requirements for RTT include the completion of studies in a clinical environment. It is essential that all applicants be available for any shift

assignment (AM, PM, Graveyard or Weekend). It is also essential that all applicants have the ability to travel to any clinical assignment within a 55 mile radius of the campus. Assignment to any specified shift or clinical site cannot be guaranteed. **Each student must be willing and able to accept whatever assignment is given**.

Credit for Previous Education or Training

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

Administration Policies

Academic Achievement

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:

Business Programs				Allied Health Programs		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	W	Withdrawal	
W	Withdrawal			WP	Withdrawal Passing	
WP	Withdrawal Passing			WF	Withdrawal Failing	
WF	Withdrawal Failing			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education			I	Incomplete	
I	Incomplete					

Student Awards

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

Grade Reports and Transcripts

Students will be provided reports of their grades for the previous term early in the following term. One copy of the student's official transcript will be provided without charge following graduation. One copy of a student's "unofficial" transcript (without the school seal) will be provided without charge each term upon written request. Additional copies of the student's official transcript will be provided on request for a $5.00 fee.

Graduation Requirements

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

To be eligible for graduation, students in allied health programs (except Respiratory Care) must:
• 	Complete all required classroom modules with a grade of at least 70 percent;
• 	Meet the grade requirements for the module components, if applicable; and
• 	Complete all program requirements.
• 	Successfully complete all extern requirements.

To be eligible for graduation, students in the Respiratory Care Program must:
• 	Complete all required courses with a grade of at least 70 percent;
• 	Meet all requirements described under the section on "Repeat Policy";
• 	Meet the grade requirements for the course components, as applicable;
• 	Successfully complete required clinical activities;
• 	Receive satisfactory evaluations from the clinical facility; and
• 	Complete all program requirements.

Students in business programs must:
• 	Complete all required classroom training with a cumulative grade point average of at least 2.0
• 	Pass the graduate exam, if applicable; and
• 	Complete all program requirements.

Satisfactory Academic Progress

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in allied health programs must:
• 	Achieve a cumulative grade percent average (GPA) of at least 70 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 program within 1 1/2 times the planned program length.

Students in business programs must:
• 	Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0 or be on academic probation);
• 	Progress at a satisfactory rate toward completion of their programs; and
• 	Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent in allied health or below 2.0 in business programs are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

The initial probationary period covers the module or quarter 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 or courses during the probationary period unless the module or courses are not offered at that time. In that case, the failed module or courses 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 (allied health) or 2.0 (business programs), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0, but have achieved a GPA of at least 70 percent or 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 for the module will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 will be withdrawn from training by the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated 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 or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

Modular Programs
Week One
When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. 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.

Week Two through the End of the Module

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

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent) as of the last day of class attendance.

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.

Quarter Programs
Weeks One and Two
When students withdraw from a course during the first two weeks or 10 school days of the quarter, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a course during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded, but will not have an impact on students' course grade or cumulative GPA. However, students are required to complete all unfinished courses prior to graduation.

Weeks Three through Twelve
After the first two weeks, students must request approval from the instructor in order to withdraw. The request must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal at this time.

If the request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the course (grade D or higher) as of the last day of attendance. "WF" indicates that a student was not passing the course (grade F) as of the last day of class attendance

Withdrawal status remains on record until students complete the course from which they withdrew. It will have no effect on the calculation of the cumulative or quarter GPA.

Students who are contemplating withdrawing from a course or quarter should be cautioned that:
- The entire scheduled length of the quarter of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate sequence of courses to be repeated or take a reduced course load, which may cause them to exceed their maximum program completion time;

- They must repeat the entire course or quarter 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 or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module or course 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 or course, the last grade received for that module or course 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 or course will replace the attendance for the original module or course.

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

Respiratory Therapy Program

Weekly test failures will result in remedial assignments, as well as mandatory attendance at "practice and review" sessions.

Failure of a major examination will result in daily remedial sessions and suspension from the clinical site for one week.

All tests, quizzes and assignments are graded on the basis of percentages as described in the section on grading policy.

Students who fail any course will be placed on academic probation. Terms of this probation will allow a maximum of two weeks to remedy the course failure and achieve a course grade of 70% or higher. Failure to achieve a passing course grade of 70% or higher within the two week period will result in termination from the program. Students who successfully achieve a passing course score of 70% or higher will remain on academic probation through the next grading period. To be removed from academic probation, students must achieve a 70% or higher on their first testing attempt for the course in the academic probationary grading period. Students who do not achieve a course grade of 70% or higher on their first attempt will be dropped from the program.

Students who are absent on test day will receive a zero for the missed test. If there are extenuating circumstances which caused the absence, students may petition the Program Director for approval to make-up the missed test. Students who fail any weekly test may not retake the test unless it resulted in a course failure.

Students are required to pass all four final examinations (pre-clinical final, mid-term examination, ventilator final, and final examination) to progress and/or graduate from the program.

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

Maximum Program Completion Time

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

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

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

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

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

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

Externship Training

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

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

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal 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 by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:
- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

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.

Unit of Credit

Academic

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

Financial Aid

This school is not currently eligible to participate in Federal Financial Aid programs

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratories is 30 students.

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 7 consecutive school days or 21 consecutive calendar days (whichever is less) will be dropped from the training program.

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

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

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

Tardiness/Early Departure

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

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.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

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.

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.
- Tuition costs 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

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's personal conduct standards. Violations include dishonesty, possession of a weapon except by designated law enforcement officers, unprofessional conduct, use of profanity, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students will be placed on probation for a maximum of 90 days. If, in the opinion of the school president, they demonstrate adherence to the personal conduct rules, the probation period may be shortened. If terminated, students may re-enter the following term with permission of the school president.

Dress Code

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

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

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Allied Health Programs

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

Academic 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 classwork. Students are encouraged to seek academic assistance through the Education Department.

Disabled Students

Disabled students should make arrangements to meet with the school president prior to the start of class to review facilities and required accommodations.

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.
- Possession of a weapon.
- 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.

Student Complaint/Grievance Procedure

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

Requests for further action should be made to:

Nonpublic Postsecondary Education Commission
2189 Northlake Parkway, Building 10, Suite 100
Tucker, Georgia 30084
(770) 414-3300

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president. Please direct all inquiries to:

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

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	Program Length	Credit Units	Textbooks (estimated)	Tuition
Respiratory Care	5 Quarters	62	$460	$12,600
Dialysis Technician	8 Modules	47	$198	$8,000
Microsoft Office User Specialist	4 Quarters	68	$420	$12,100
Medical Insurance Billing/Coding	5 Modules	29	$232	$5,650

Students entering the Respiratory Therapy program are required to have a physical examination including routine health screening, laboratory tests and a series of three Hepatitis B injections. The estimated cost for the services is $300. The examination, health screening and immunization charges will be included in the final price entered in the Enrollment Agreement.

Textbooks are not included in the cost of tuition. The textbook charge will be included in the final price entered in the Enrollment Agreement. Allied health uniforms and incidental supplies, such as paper and pencils, are to be furnished by students. The estimated cost of these items is $275.

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 Business Office.

Cancellation/Refund Policy

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

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 will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment

Agreement. 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 will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund any monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation, change or discontinuance of the program, and for whom mutually satisfactory alternative arrangements cannot be made, will receive a refund of all monies paid.

Refunds

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

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

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

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

Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog.

If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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

In case 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.

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

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

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

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (numerator) and the number of calendar days completed in that period (denominator).

Return of Unearned SFA Program Funds

The College 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 College to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

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

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

Nonpublic Postsecondary Education Commission Refund Policy

For purposes of determining a refund, computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated…	Is Entitled to a Refund of…	The Institution Is Eligible to Retain…
During the first week or 5%, whichever is less, of program	100% Tuition	0
After first week or 5%, whichever is less, of program but before 10% of program is exceeded	90% Tuition	10% Tuition
After first 10%, but before 25% of program is exceeded	75% Tuition	25% Tuition
After 25%, but before 50% of program is	50% Tuition	50% Tuition

exceeded		
After 50% of program is exceeded	0	100% Tuition

For programs longer than one year (12 calendar months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be canceled and/or refunded when students terminate during the first year.

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 priority for returning funds is as follows: 1) Unsubsidized FSL, 2) Subsidized FSL, 3) FPLUS, 4) Perkins, 5) Pell, 6) FSEOG, 7) Other programs, 8) Student/Parent.

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

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

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

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

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Federal Work Study (FWS)

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

High School Scholarship Program

There is a total of $30,000 available in High School Scholarships (maximum $2,500 per student) for graduating seniors, age 17 or older. The Scholarships that will be awarded are as follows:

- Four scholarships valued at $2,500 = $10,000
- Ten Scholarships valued at $1,000 = $10,000
- Twenty Scholarships valued at $500 = $10,000

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the SRA examination, which measures competency in reading, language and mathematics. The top 20 scorers will become the finalists.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

Imagine America Scholarships

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

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

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

Student Services

Placement Assistance

Student
This campus assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

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

Special Lectures

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

Drug 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.

Family Educational Rights and Privacy Act of 1974, As Amended

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 which 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.

Corinthian Schools

National Institute of Technology located in: Atlanta, GA

The following schools are accredited by the Accrediting Commission of Career Schools and Colleges of Technology - 2101 Wilson Blvd., Ste. 302 - Arlington, VA 22201 - (703) 247-4512:

Bryman College located in: Anaheim, CA
    El Monte, CA   Reseda, CA
    San Jose, CA (Main Campus)   New Orleans, LA (Additional Location)
    San Jose, CA - North   Gardena, CA
    San Francisco, CA   Los Angeles, CA
    SeaTac, WA
    Whittier, CA   Ontario, CA

Bryman Institute located in: Brookline, MA

National Institute of Technology located in: Cross Lanes, WV
    San Antonio, TX (Main Campus)   Houston, TX - Galleria (Branch Location)
    Wyoming, MI   Southfield, MI
    Houston, TX – Greenspoint (Branch Location)
    Long Beach, CA

The following schools are accredited by the Accrediting Council for Independent Colleges and Schools - 750 First Street NE, Suite 980 - Washington, D.C. 20002-4242 - (202) 336-6780:

Skadron College located in: San Bernardino, CA

Kee Business College located in: Newport News, VA (Main Campus)
                                                                Chesapeake, VA (Branch Location)

The following schools are accredited by the Accrediting Bureau of Health Education Schools - 803 West Broad Street #730 - Falls Church, VA 22046:

Georgia Medical Institute located in: Atlanta, GA (Main Campus)
    Jonesboro, GA   Marietta, GA

Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation.

Corinthian Schools, Inc.
6 Hutton Centre Drive, Suite 400 - Santa Ana, California 92707

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David G. Moore   President / Chief Executive Officer
Paul St. Pierre   Executive Vice President, Marketing and Admissions
Dennis Devereux   Executive Vice President, Human Resources