

**2001-2002 CATALOG**  
**National Institute of**  
**Technology**  
Southfield1201

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Accredited by the Accrediting Commission of Career Schools  
and Colleges of Technology and  
Licensed by the Michigan Department of Education.

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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

National Institute of Technology in Livonia, Michigan, was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Schools, Inc. acquired the school. In February, 1996, the campus moved to its present location in Southfield, Michigan. The name of the school was changed to National Institute of Technology on June 30, 1996.

The campus is located on the fifth floor of the Travelers Tower Building, a landmark facility in Southfield, Michigan, and occupies 22,200 square feet. The facility contains 14 classrooms designed for theory and laboratory instruction, as well as administrative offices.

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 located in the suburban city of Southfield with direct accessibility to I-696 and the Lodge Expressway between 10 and 11 Mile Roads on Evergreen Road. Ample parking is available on the west side of Central Park Boulevard, just across the street from Travelers Towers. Covered parking is offered on a first come, first serve basis. Public transportation is available near the school location.

## 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.

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## Statement of Non-Discrimination

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

## Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Licensed to operate by the State of Michigan, Department of Career Development.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the Michigan Association of Career Schools.
- Member of the National Vocational-Technical Honor Society.
- Authorized under federal law to enroll non-immigrant alien students.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

## Administration

Andrew Vignone	School President
Timothy Ehlers	Admissions Director
Tom Doyle	Placement Director
Susan Howell	Finance Director
Marchelle Weaver	Education Director

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## Faculty

### Allied Health Department

Mary Brown, C.M.A., E.M.T./P.  
Karen Chowdhury, C.M.A., Certificate  
Valarie Clement, C.M.A.  
\* Debora Dearing, B.S.  
Sheila Dorjevski, Diploma  
Layna Fernandez-Tyus, A.A.  
Tashun Gardner, C.M.A., Diploma  
Carol Grier, Certificate  
Iris Hall, B.B.A.  
\*\*Yvette Harris, C.M.A., R.M.A., Diploma  
Emma Hill, C.M.A., R.M.A., Certificate  
Sandie Johnson, Certificate  
Wendy McDaniel, R.M.A., Certificate  
Cynthia Morrison, Diploma  
  
Monique Norfus, B.A.  
Patricia Scott, C.M.A., Diploma  
Geraldine Ward-Connerly, C.M.A., A.M.T., A.S.  
  
LaBarbara Whitehead, C.M.A., L.P.N., B.R.E.  
Michelle Williams, Certificate  
Lori Young, Diploma

### Technical Department

Ronald Anderson, Diploma  
William Arsenault, A+, MCP, CNI, Diploma  
John Bonadies, B.S.  
\*Laurence Bowers II, A+, MCP, CNI, Diploma  
Nancy Carr, A+, MCP, CNI, Certificate  
Antonio Cesaro, A+, MCP, MCSE/W2K, CCNA,  
Diploma  
Antoinette Everett, B.A.  
Craig Grunewald, B.S.E.E.  
Thomas Kropp, A+, Network+, A.A., MCP, CNI  
William Lee, B.A.  
Curtis Mince, A+, Diploma  
Ronald J. Muylaert, Diploma  
Divya Nanjappa, B.A., MCSE, CCNA, N+  
Amy Pavlic, Diploma  
Jonathan Sher, B.B.A., MCSE, MCP+I, CNI  
Richard Strock, Diploma  
Robert Tabor, Diploma  
Gregory Sluka, C.N.A.  
Andrew White, M.A., N+  
\*\*Richard Wilbourn, B.A.S.

\* Department Chairperson

\*\* Lead Instructor

Southeastern EMS Academy, Troy, MI  
Carnegie Institute, Troy, MI  
Occupational Qualifications  
University of Detroit Mercy, Detroit, MI  
Ross Medical Education Center, Clinton Twp., MI  
Wayne County Community College, Detroit, MI  
Ross Medical Education Center, Oak Park, MI  
Georgia Medical Institute, Jonesboro, GA  
Davenport University, Dearborn, MI  
Ross Medical Education Center, Oak Park, MI  
Maric College of Medical Careers, San Marcos, CA  
Focus Hope, Detroit, MI  
Ross Medical Education Center, Detroit, MI  
Highland Park Community College, Highland  
Park, MI  
University of Toledo, Toledo, OH  
Ross Medical Education Center, Oak Park, MI  
Highland Park Community College, Highland  
Park, MI  
Midwestern Baptist College, Pontiac, MI  
Crockett Vocational Technical Center, Detroit, MI  
Professional Careers Institute, Indianapolis, IN

National Institute of Technology, Southfield, MI  
National Education Center, Eastpointe, MI  
Southern Illinois University, Carbondale, IL  
National Institute of Technology, Livonia, MI  
Detroit Business Institute, Detroit, MI  
National Institute of Technology, Southfield, MI

University of Michigan, Ann Arbor, MI  
Lawrence Technological University, Southfield, MI  
Schoolcraft College, Livonia, MI  
Siena Heights University, Adrian, MI  
DeVry Institute of Technology, Irving, TX  
National Institute of Technology, Southfield, MI  
University of Michigan, Flint, MI  
National Institute of Technology, Livonia, MI  
Eastern Michigan University, Ypsilanti, MI  
Electronics Institute of Technology, Detroit, MI  
Lawrence Technological University, Southfield, MI  
Kent State University, Kent, Ohio  
University of Phoenix, Troy, MI  
Siena Heights University, Adrian, MI

## Hours of Operation

### Office:

8:00 AM to 8:00 PM Monday through Thursday  
 8:00 AM to 6:00 PM Friday

### School:

8:00 AM to 1:00 PM Monday through Thursday Morning  
 9:00 AM to 2:00 PM Monday through Thursday Mid-Morning  
 10:00 AM to 3:00 PM Monday through Thursday Mid-Morning  
 6:00 PM to 11:00 PM Monday through Thursday Evening

## Academic Calendars

Computer Technology	
Day Schedule - Four Day Week Monday through Thursday	
2002	
Start Dates	End Dates
Jan 2 Wed	Mar 21 Thurs
Apr 1 Mon	Jun 20 Thurs
Jul 1 Mon	Sep 19 Thurs
Sep 30 Mon	Dec 19 Thurs

Electronics and Computer Technology	
Day / Evening Schedule - Four Day Week Monday through Thursday	
2001	
Sep 28 Fri	Dec 20 Thurs
Oct 1 Mon	Dec 20 Thurs
2002	
Start Dates	End Dates
Jan 2 Wed	Mar 21 Thurs
Apr 1 Mon	Jun 20 Thurs
Jul 1 Mon	Sep 19 Thurs
Sep 30 Mon	Dec 19 Thurs

Computer Technology	
Weekend Schedule Friday through Saturday	
2001	
Start Dates	End Dates
Sep 28 Fri	Mar 16 '02 Sat
2002	
Start Dates	End Dates
Mar 29 Fri	Aug 24 Sat
Sep 6 Fri	Feb 1, 2003 Sat

Network Administration	
Evening Schedule - Five Day Week Monday through Thursday & Saturday	
2001	
Start Dates	End Dates
Oct 1 Mon	Dec 22 Sat
2002	
Start Dates	End Dates
Jan 2 Wed	Mar 23 Sat
Apr 1 Mon	Jun 22 Sat
Jul 1 Mon	Sep 21 Sat
Sep 30 Mon	Dec 21 Sat



<b>Medical Administrative Assisting</b>	
Day / Evening Schedule - Four Day Week Monday through Thursday	
2001	
Start Dates	End Dates
Nov 12 Mon Dec 10 Mon	Dec 6 Thurs Jan 10 '02 Thurs
2002	
Start Dates	End Dates
Jan 14 Mon Feb 11 Mon Mar 11 Mon Apr 15 Mon May 13 Mon Jun 10 Mon Jul 15 Mon Aug 12 Mon Sep 9 Mon Oct 14 Mon Nov 11 Mon Dec 9 Mon	Feb 7 Thurs Mar 7 Thurs Apr 11 Thurs May 9 Thurs Jun 6 Thurs Jul 12 Fri Aug 8 Thurs Sep 6 Fri Oct 10 Thurs Nov 7 Thurs Dec 5 Thurs Jan 16 '03 Thurs

<b>Medical Assisting</b>	
Day / Evening Schedule - Four Day Week Monday through Thursday	
2001	
Start Dates	End Dates
Nov 26 Mon	Dec 20 Thurs
2002	
Start Dates	End Dates
Jan 2 Wed Jan 28 Mon Feb 25 Mon Apr 1 Mon Apr 29 Mon May 28 Tues June 28 Fri Jul 1 Mon Jul 29 Mon Aug 26 Mon Sep 30 Mon Oct 28 Mon Nov 25 Mon	Jan 24 Thurs Feb 22 Fri Mar 21 Thurs Apr 25 Thurs May 23 Thurs Jun 20 Thurs Jul 25 Thurs Jul 25 Thurs Aug 22 Thurs Sep 19 Thurs Oct 24 Thurs Nov 21 Thurs Dec 19 Thurs

### Student Holidays

All Programs except Computer Technology	2001		2002	
	Holiday	Make-up	Holiday	Make-up
New Year's Eve			Dec 31 '01	Jan 4
New Year's Day	Jan 1	Jan 5	Jan 1	Jan 11
Martin Luther King, Jr. Day	Jan 15	Jan 19	Jan 21	Jan 25
President's Day	Feb 19	Feb 16	Feb 18	Feb 22
Spring Recess	Mar 26 - 29		Mar 25-28	
Memorial Day	May 28	Jun 1	May 27	May 31
Summer Recess			Jun 24-27	
Independence Day			Jul 4	Jul 12
Labor Day	Sep 3	Sep 7	Sep 2	Sep 6
Fall Recess	Sep 24 - 27		Sep 23- 26	
Thanksgiving	Nov 22	Nov 16	Nov 28	Nov 22
Winter Recess	Dec 25 - Jan 1 '02	Jan 4 & 11 '02	Dec 23-26	

Computer Technology	2001	2002
Memorial Weekend	Jun 1 - 2	May 24-25
Independence Weekend		Jul 5-6
Thanksgiving Weekend	Nov 16 - 17	Nov 29-30
Winter Recess	Dec 18 - 19	Dec 27-28

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## 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.

### Medical Administrative Assistant Program

#### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Receptionist 237.367 038

Medical Clerk 205.362 018

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, electronic typewriters, calculators, transcription machines and teletrainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G 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 a 160-clock-hour externship. Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

#### Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Patient Billing and Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

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## Major Equipment

Autoclave	Sphygmomanometer	Calculators
Stethoscopes	Electronic Typewriters	Teletrainers
Patient Examination Tables	Transcription Machines	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 - Office Finance

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### Module B - Patient Processing and Assisting

40/40/6.0

In Module B, students learn to set up patient records, and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Instruction in this module stresses the importance of asepsis and sterile technique in today's health care environment. Students are trained in general first aid for common medical office emergency procedures, including checking vital signs and bandaging. A cardiopulmonary resuscitation (CPR) course is taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### Module C - Medical Insurance

40/40/6.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations, and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### Module D - Insurance Plans and Collections

40/40/6.0

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, Champus and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### Module E - Patient Billing and Office Procedures

40/40/6.0

In Module E, students are introduced to a computerized accounting system and perform the accounting cycle steps on a microcomputer. Patient billing is an integral part of the module. Students study the medical office and the procedures and technology that enable it to function efficiently. Additional emphasis is placed on the hardware and software that can assist in the decision making process. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with essential medical terminology.

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**Module F - Patient Care and Computerized Practice Management****40/40/6.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. In addition, students learn basic techniques for patient positioning in complete physical, pelvic and rectal examinations. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. A review of basic mathematical functions, with manual and electronic applications, is included. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with essential business terminology.

**Module G - Dental Administrative Procedures****40/40/6.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures - including appointment scheduling, processing patients, insurance billing and coding and law and ethics - are presented. Students are also given an introduction to radiography and radiation safety. They study correspondence and practice writing effective letters and memos. Students develop speed and accuracy on the keyboard as well as the 10-key pad. Students also become familiar with essential dental terminology.

**Module X - Externship****0/160/5.0**

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

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## Medical Assisting Program

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Assistant

079.367-010

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

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

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

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

### Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

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## Major Equipment

Autoclave	Microscopes
Blood Chemistry Analyzer	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Electronic Typewriters	Surgical Instruments
Examination Tables	Teletrainer
Mayo Stands	Training Manikins

## Module Descriptions

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

### Module A - Patient Care and Communication

40/40/6.0

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems are also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### Module B - Clinical Assisting and Pharmacology

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### Module C - Medical Insurance, Bookkeeping, and Health Sciences

40/40/6.0

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

### Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**Module G - Medical Law, Ethics, and Psychology****40/40/6.0**

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**Module X - Externship****0/160/5.0**

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

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## Quarter Programs

A Quarter Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.

### Computer Technology

#### Diploma Program - 9 Months, 15 Months (Part time)

720 Clock Hours/54.0 Credit Units

Computer technology is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as any other group.

The Computer Technology program is designed to satisfy students' desire to learn a technical skill in a field that has experienced rapid growth. The curriculum explores both the fundamentals and advanced theory in integrated circuits, microprocessors and computer technology. Laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of digital computers and hands-on experience with test equipment.

Graduates of the program are qualified for entry-level positions such as computer service technician and installation technician. Graduates are also qualified for positions as sales representatives in the computer, electronics (including electronic office equipment) and microprocessing fields.

Upon successful completion of all areas of the 9 month program, students will be awarded a diploma.

#### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 1 - Computer Software</b>			
EI401B	Software and Applications	120	12.0
EI404B	Software and Applications Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 2 - Computer Systems and Peripherals</b>			
EJ501B	AT Computer Systems/Peripherals	120	12.0
EJ504B	AT Computer Systems/Peripherals Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 3 - Communications and Networking</b>			
EK601B	Electronic Communications/Networking	120	12.0
EK604B	Electronic Communications/Networking Laboratory	120	6.0
	Total	240	18.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

#### Major Equipment

Digital Trainers	Computers
Digital Multimeters	Function Generators
Printers	Power Supplies



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## Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

### **EI 401 Software and Applications**

**120/0/12.0**

This course introduces students to common types of software, software applications (word processing, database, spreadsheet, graphics and utilities), operating systems and environments. The installation, configuration, optimization and troubleshooting of the software are also covered. Students continue to develop customer relations and people skills. Prerequisite: None

### **EI 404 Software and Applications Laboratory**

**0/120/6.0**

This course provides hands-on experiences that build on the concepts and skills presented in EI401. Students construct a computer and install, configure, optimize, de-install and troubleshoot software. Students practice their customer relations and people skills through role-playing exercises. Prerequisite: None

### **EJ 501 AT Computer Systems/Peripherals**

**120/0/12.0**

This course introduces students to AT class computer systems and common computer peripherals. Students learn the basic operation, installation, set-up and troubleshooting of AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students continue to develop customer relations and people skills. Prerequisites: EI401B, EI404B

### **EJ 504 AT Computer Systems/Peripherals Laboratory**

**0/120/6.0**

This course provides hands-on experiences that build on the concepts and skills presented in EJ501. Students install, set-up and troubleshoot AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401B, EI404B

### **EK 601 Electronic Communications/Networking**

**120/0/12.0**

This course covers principles and essential characteristics of electronic communication systems and computer networking. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, optical and digital communications, modems and local area networks (LANs). Students continue to develop customer relations and people skills. Prerequisites: EI401B, EI404B

### **EK 604 Electronic Communications/Networking Laboratory**

**0/120/6.0**

In this course, students use laboratory experimentation to reinforce and apply concepts learned in course EK601 and other courses. Students participate in demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems, fiber optics and LANs. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401B, EI404B

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## Electronics and Computer Technology Program

### Diploma Program - 18 Months

1440 Clock Hours/108.0 Credit Units

Electronics is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as any other group.

The Electronics and Computer Technology Program is designed to satisfy students' desire to learn a technical skill in a field that has experienced rapid growth. The curriculum explores both the fundamentals and advanced theory in electronics, integrated circuits, microprocessors and computer technology. Laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of digital computers and hands-on experience with test equipment.

Graduates of the program are qualified for entry-level positions, such as computer service technician, electronic laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, digital and computer electronics. Graduates are also qualified for positions as sales representatives in the computer, electronics (including electronic office equipment) and microprocessing fields.

Upon successful completion of all areas of the 18 month program, students will be awarded a diploma.

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 1 - Basic Electricity and Electronics</b>			
EC101	DC/AC Electronics	120	12.0
EC104	DC/AC Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 2 - Solid State Devices and Integrated Circuits</b>			
EE201	Semiconductors/Microelectronic Technology	120	12.0
EE204	Semiconductors/Microelectronic Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 3 - Digital and Microprocessors</b>			
EH301	Digital/Microprocessor Technology	120	12.0
EH304	Digital/Microprocessor Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 4 - Computer Software</b>			
EI401	Software and Applications	120	12.0
EI404	Software and Applications Laboratory	120	6.0
	Total	240	18.0

Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 5 - Computer Systems and Peripherals</b>			
EJ501	AT Computer Systems/Peripherals	120	12.0
EJ504	AT Computer Systems/Peripherals Laboratory	120	6.0
	<b>Total</b>	<b>240</b>	<b>18.0</b>
<b>Quarter 6 - Communications and Networking</b>			
EK601	Electronic Communications/Networking	120	12.0
EK604	Electronic Communications/Networking Laboratory	120	6.0
	<b>Total</b>	<b>240</b>	<b>18.0</b>
	<b>Program Total</b>	<b>1,440</b>	<b>108.0</b>

## Major Equipment

Analog/Digital Trainers	Computers
Digital Multimeters	Function Generators
Frequency Counters	Logic Analyzers
Oscilloscopes	Power Supplies
Printers	

## Course Descriptions

### EC101 DC/AC Electronics

120/0/12.0

This course, designed to introduce students to the field of electronics, covers sources of electricity, atomic theory, and the principles and practices of fundamental direct current (DC) and alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series parallel circuits for resistors are presented. Other topics, including the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current, are studied. The phase relations among resistive inductive (R L) circuits, resistive capacitive (R C) circuits, and R L C circuits in series and parallel circuits are analyzed. Students also learn techniques for studying and test-taking. Prerequisite: None

### EC104 DC/AC Laboratory

0/120/6.0

This course introduces the safe use of hand tools, and soldering techniques used in the electronics industry. Students construct and analyze the operation of laboratory projects involving series, parallel and series parallel resistive, capacitive, inductive, resistive capacitive, resistive inductive and resistive capacitive inductive circuits while using various test instruments, such as analog volt ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies, to analyze these circuits. Students complete a project demonstrating their skills and ability to integrate key concepts related to DC/AC circuits. Prerequisite: None

### EE201 Semiconductors/Microelectronic Technology

120/0/12.0

This course introduces the principles of semiconductors and microelectronic technology. Students learn the theory, operational concepts and troubleshooting of diodes, transistors, special-purpose semiconductor devices, integrated circuit operational amplifiers, integrated voltage regulators and power supplies. Students also learn customer relations and people skills. Prerequisites: EC101, EC104

### EE204 Semiconductors/Microelectronic Laboratory

0/120/6.0

This course provides hands-on laboratory experience with the subjects presented in course EE201. Students construct and test circuits that demonstrate the principles of semiconductors, special-purpose semiconductors and microelectronic devices. Students also test and learn to troubleshoot diodes, transistors, special-purpose

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semiconductors, integrated circuit operational amplifiers, power supplies, voltage regulators and related circuitry. Prerequisites: EC101, EC104

**EH301 Digital/Microprocessor Technology**

120/0/12.0

This course teaches students the principles of digital and microprocessor technology. Areas covered include basic gates, logic symbols, truth tables, timing diagrams, logic families, flip-flops, counters, shift registers, A/D, D/A and memory. Students are also introduced to numbering systems and computer mathematics. The operational concepts and sequences of the IBM PC microprocessor system board and supporting circuitry are discussed in detail. Students continue to develop customer relations and people skills. Prerequisites: EE201, EE204

**EH304 Digital/Microprocessor Laboratory**

0/120/6.0

This course prepares students to work on digital electronic and microprocessor circuitry. Students construct, test, analyze and troubleshoot digital and microprocessor circuitry using a variety of test equipment, including digital trainers, oscilloscopes, logic probes, digital multimeters and logic analyzers. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EE201, EE204

**EI401 Software and Applications**

120/0/12.0

This course introduces students to common types of software, software applications (word processing, database, spreadsheet, graphics and utilities), operating systems and environments. The installation, configuration, optimization and troubleshooting of the software are also covered. Students continue to develop customer relations and people skills. Prerequisites: EH301, EH304

**EI404 Software and Applications Laboratory**

0/120/6.0

This course provides hands-on experiences that build on the concepts and skills presented in EI401. Students construct a computer and install, configure, optimize, de-install and troubleshoot software. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EH301, EH304

**EJ501 AT Computer Systems/Peripherals**

120/0/12.0

This course introduces students to AT class computer systems and common computer peripherals. Students learn the basic operation, installation, set-up and troubleshooting of AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students continue to develop customer relations and people skills. Prerequisites: EI401, EI404

**EJ504 AT Computer Systems/Peripherals Laboratory**

0/120/6.0

This course provides hands-on experiences that build on the concepts and skills presented in EJ501. Students install, set-up and troubleshoot AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401, EI404

**EK601 Electronic Communications/Networking**

120/0/12.0

This course covers principles and essential characteristics of electronic communication systems and computer networking. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, optical and digital communications, modems and local area networks (LANs). Students continue to develop customer relations and people skills. Prerequisites: EI401, EI404

**EK604 Electronic Communications/Networking Laboratory**

0/120/6.0

In this course, students use laboratory experimentation to reinforce and apply concepts learned in course EK601 and other courses. Students participate in demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems, fiber optics and LANs. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401, EI404

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## Network Administration Program

### Diploma Program - 12 Months

920 Clock Hours/72.0 Credit Units

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level systems engineer or network administrator.

Upon successful completion of all areas of the 12-month program, students will be awarded a diploma.

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
CGS 1270	Introduction to Desktop Computing	50	4.0
CGS 1275	Computer Operating Systems	50	4.0
CGS 1280	Computer Hardware Concepts	50	4.0
CEN 1800	Diagnostics and Troubleshooting	30	2.0
CGS 1300	Computer Networking Fundamentals	30	2.0
CEN 1335	UNIX Operating System	50	4.0
CEN 2100	Linux Operating System	50	4.0
CEN 1505	Novell Administration I	50	4.0
CEN 2505	Novell Administration II	50	4.0
CEN 2530	Cisco Routers I	50	4.0
CEN 2531	Cisco Routers II	50	4.0
CGS 2210	Windows 2000 Professional	50	4.0
CEN 2306	Windows 2000 Server	50	4.0
CEN 2320	Windows 2000 Network Infrastructure	50	4.0
CEN 2600	Windows 2000 Directory Services Infrastructure I	30	2.0
CEN 2650	Windows 2000 Directory Services Infrastructure II	50	4.0
CEN 2700	Windows 2000 Directory Services Design	50	4.0
CEN 2711	Implementing and Supporting Microsoft Proxy Server	50	4.0
CEN 2720	Implementing and Supporting Microsoft Exchange Server	50	4.0
SLS 1055	Professional Development	30	2.0
<b>Program Total</b>		<b>920</b>	<b>72.0</b>

### Major Equipment

Computers  
Local Area Network  
Printers

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## Course Descriptions

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

### **CEN 1335 UNIX Operating System**

**30/20/4.0**

This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None

### **CEN 1505 Novell Administration I**

**30/20/4.0**

This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300

### **CEN 1800 Diagnostics and Troubleshooting**

**10/20/2.0**

This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280 and CGS 1275

### **CEN 2100 Linux Operating System**

**30/20/4.0**

This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None

### **CEN 2306 Windows 2000 Server**

**30/20/4.0**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300

### **CEN 2320 Windows 2000 Network Infrastructure**

**30/20/4.0**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CGS 2210 and CEN 2306

### **CEN 2505 Novell Administration II**

**30/20/4.0**

Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505

### **CEN 2530 Cisco Routers I**

**30/20/4.0**

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300

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**CEN 2531 Cisco Routers II****30/20/4.0**

This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CEN 2530

**CEN 2600 Windows 2000 Directory Services Infrastructure I****10/20/2.0**

Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320

**CEN 2650 Windows 2000 Directory Services Infrastructure II****30/20/4.0**

This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600

**CEN 2700 Windows 2000 Directory Services Design****30/20/4.0**

This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650

**CEN 2711 Implementing and Supporting Microsoft Proxy Server****30/20/4.0**

This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320

**CEN 2720 Implementing and Supporting Microsoft Exchange Server****30/20/4.0**

This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320

**CGS 1270 Introduction to Desktop Computing****30/20/4.0**

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also 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, and random letter, symbol, and number drills.

**CGS 1275 Computer Operating Systems****30/20/4.0**

This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270

**CGS 1280 Computer Hardware Concepts****30/20/4.0**

This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270

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**CGS 1300 Computer Networking Fundamentals****10/20/2.0**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None

**CGS 2210 Windows 2000 Professional****30/20/4.0**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300

**SLS 1055 Professional Development****10/20/2.0**

This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Prerequisite: None



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# 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 in the program.

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

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

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

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

This campus does not offer training in English as a Second Language.

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

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

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

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

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### **Allied Health Programs**

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

### **Credit for Previous Education or Training**

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

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## Administration Policies

### Grading

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

Business and Technical 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	I	Incomplete	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

### Student Awards

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

### Graduation Requirements

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

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

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

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

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements; and
- Complete all the required 120 hours of externship (if applicable).

### Satisfactory Academic Progress

#### Requirements

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

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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.

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

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

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

### **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 (technical 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.

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## **Withdrawals**

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

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

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

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

## **Exit Interviews**

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

## **Repeat Policy**

Students 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.

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.

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

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

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

### **Required Study Time**

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

### **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**

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

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

### **Class Size**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 40 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 25 students. The maximum class size for laboratories is 28 students in allied health programs and 40 students in technical programs.

### **Attendance Requirements**

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

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

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student

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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.

Should a Network Administration student's absences exceed 15 percent of the total hours of the scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a Network Administration student's absences exceed 20 percent of the total hours for a class or classes, the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation, the student is to meet with the Director of Education to discuss his/her attendance and academic progress in an effort to improve the student's overall performance. Should a Network Administration student's absences exceed 25 percent of the total hours scheduled for a class or classes, the student may be withdrawn from the class or classes if the instructor(s) and the Director of Education concur that the student's academic performance is below the level to pass the course.

### **Tardiness/Early Departure**

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

### **Reentry Policy**

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

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

### **Make-up Work**

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

### **Leave of Absence Policy**

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



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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.
- Financial aid and/or 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.

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## **Clothing and Personal Property**

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

## **Code of Conduct**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

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

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

## **Alcohol and Substance Abuse Statement**

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

## **Dress Code**

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. . Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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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. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. 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 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 for after school hours. The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

### **Termination Procedures**

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

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

Students to be terminated are notified in writing and may appeal to the school president.

### **Information Technology Program Student Disclosure**

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

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

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## **Transferability of Credits**

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

## **Comparability of Programs**

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

## **Student Complaint/Grievance Procedure**

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to 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.

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## 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 and Equipment (Estimated)	Tuition
Medical Assisting	8 Modules	47	\$148	\$8,550
Medical Administrative Assistant	8 Modules	47	\$229	\$8,460
Electronics & Computer Technology	6 Quarters	108	\$438	\$18,850
Network Administration	5 Quarters	66	\$612	\$19,750
Computer Technology	3 Quarters	54	\$388	\$9,450

Students may make payments using VISA, MasterCard, or Discover cards.

### Voluntary Prepayment Plan

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

### Miscellaneous Fees and Expenses

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

### Cancellation/Refund Policy

#### Cancellations

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

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

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

If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition - allowing for reasonable wear and tear - within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student.

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The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

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

### **Refunds**

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

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

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

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

### **Refund Policies**

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

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

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

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

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

## **Deborah Perry**

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**From:** Andrew Vignone  
**Sent:** Thursday, November 02, 2000 4:35 PM  
**To:** Pan Fuchs  
**Cc:** Deborah Perry; Emma Hill; Iris Freisner; Larry Bowers; Mickey Weaver; Yvette Harris; Alethea Nichols; Coleen Puckett; Dawn Riemma; Loretta Gonzalez-Prendes; Rosalie Minnella; Sherrie Leach; Susan Howell; Geraldine Jessup; Timothy Ehlers  
**Subject:** Computer Technology Schedule

Pan, we'll need an addendum to incorporate the new CT schedule. They only attend Friday-Saturdays in 240 hour, 20 week terms.

The 2000-2001 schedule is as follows:

<b>Start Date</b>	<b>End Date</b>
October 20, 2000	April 7, 2001
April 20, 2001	September 15, 2001
September 28, 2001	March 16, 2002

### **HOLIDAYS 2000/01 and 1st Quarter 2002**

#### **2000**

Thanksgiving Observance 11/17-18, 2000

Winter Recess 12/29, 12/30

#### **2001**

New Year's Day Observance 1/5, 1/6

MLK Observance 1/19, 1/20

President's Day Observance 2/16, 2/17

Spring Recess 4/13, 4/14

Memorial Day Observance 6/1, 6/2

Labor Day Observance 9/7, 9/8

Fall Recess 9/21, 9/22

Thanksgiving Observance 11/16, 11/17

Winter Recess 12/28, 12/29

#### **2002**

New Year's Day Observance 1/4, 1/5

MLK Observance 1/18, 1/19

President's Day Observance 2/22, 2/23

Spring Recess 3/22, 3/23

Please let me know if there are any questions, but we need it ASAP as the first group has already started without a grad date!





**Student Holidays \***  
**Medical Assisting, Medical Administrative Assisting,**  
**Electronics Computer Technology and Network Administration**

Student Holidays	2002	
	Holiday	Make-up
New Year's Eve	Dec 31, 2001	Jan 4, 2002
New Year's Day	Jan 1, 2002	Jan 11, 2002
Martin Luther King's Birthday (observed)	Jan 21, 2002	Jan 25, 2002
President's Day	Feb 18, 2002	Feb 22, 2002
Memorial Day	May 27, 2002	May 31, 2002
Independence Day	Jul 4, 2002	Jul 12, 2002
Labor Day	Sep 2, 2002	Sep 6, 2002
Thanksgiving	Nov 28, 2002	Nov 22, 2002

**Student Holidays \***  
**Computer Technology**

Student Holidays	2002 Holiday
Memorial Weekend	May 24-25, 2002
Independence Weekend	Jul 5-6, 2002
Thanksgiving Weekend	Nov 29-30, 2002
Christmas Weekend	Dec 27-28, 2002

\* Southfield Campus



**NATIONAL INSTITUTE OF TECHNOLOGY  
SOUTHFIELD, MICHIGAN  
2001 CATALOG**

**Addendum #1 - Effective June 22, 2001**

*The sections titled Veteran Students on pages 32 and 40 are hereby deleted.*

**Addendum #2 - Effective June 22, 2001**

*The following replaces the Network Administration calendar on page 5:*

<b>Network Administration</b>	
<b>Evening Schedule - Five Day Week</b>	
<b>Monday through Thursday &amp; Saturday</b>	
<b>2001</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 2 Tues	Mar 24 Sat
Jan 8 Mon	Mar 31 Sat
Apr 2 Mon	Jun 23 Sat
Jul 2 Mon	Sep 22 Sat
Jul 9 Mon	Sep 29 Sat
Oct 1 Mon	Dec 22 Sat
<b>2002</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 2 Wed	Mar 23 Sat
Apr 1 Mon	Jun 22 Sat
Jul 1 Mon	Sep 21 Sat
Sep 30 Mon	Dec 21 Sat

**Addendum #3 - Effective June 22, 2001**

*The following replaces the Computer Technology calendar on page 4:*

<b>Computer Technology</b>	
<b>Weekend Schedule</b>	
<b>Friday through Saturday</b>	
<b>2001</b>	
<b>Start Dates</b>	<b>End Dates</b>
Apr 20 Fri	Sep 15 Sat
Sep 28 Fri	Mar 16 '02 Sat
<b>2002</b>	
<b>Start Dates</b>	<b>End Dates</b>
Mar 29 Fri	Aug 24 Sat
Sep 6 Fri	Feb 1, 2003 Sat



**Addendum #4 - Effective June 22, 2001**

*The following are added to the Academic Calendars on page 4:*

<b>Medical Administrative Assisting</b>	
Day / Evening Schedule - Four Day Week Monday through Thursday	
2002	
Start Dates	End Dates
Jan 14 Mon	Feb 7 Thurs
Feb 11 Mon	Mar 7 Thurs
Mar 11 Mon	Apr 11 Thurs
Apr 15 Mon	May 9 Thurs
May 13 Mon	Jun 6 Thurs
Jun 10 Mon	Jul 12 Fri
Jul 15 Mon	Aug 8 Thurs
Aug 12 Mon	Sep 6 Fri
Sep 9 Mon	Oct 10 Thurs
Oct 14 Mon	Nov 7 Thurs
Nov 11 Mon	Dec 5 Thurs
Dec 9 Mon	Jan 16, 2003 Thurs

<b>Medical Assisting</b>	
Day / Evening Schedule - Four Day Week Monday through Thursday	
2002	
Start Dates	End Dates
Jan 2 Wed	Jan 24 Thurs
Jan 28 Mon	Feb 22 Fri
Feb 25 Mon	Mar 21 Thurs
Apr 1 Mon	Apr 25 Thurs
Apr 29 Mon	May 23 Thurs
May 28 Tues	Jun 20 Thurs
June 28 Fri	Jul 25 Thurs
Jul 1 Mon	Jul 25 Thurs
Jul 29 Mon	Aug 22 Thurs
Aug 26 Mon	Sep 19 Thurs
Sep 30 Mon	Oct 24 Thurs
Oct 28 Mon	Nov 21 Thurs
Nov 25 Mon	Dec 19 Thurs

**Addendum #5 - Effective June 22, 2001 for all classes beginning after July 1, 2001**

*The following replaces the tuition chart on page 37:*

Program	Program Length	Credit Units	Tuition
Medical Assisting	8 Modules	47	\$8,550
Medical Administrative Assistant	8 Modules	47	\$8,460
Electronics & Computer Technology	6 Quarters	108	\$18,850
Network Administration	5 Quarters	66	\$19,750
Computer Technology	3 Quarters	54	\$9,450



## Transferable Credits from the National Institute of Technology - Southfield to the University of Phoenix

Course Number	Course Title	Catalog Year	Quarter Hours	Transfer Yes/No	UOP LD/UD	
					Semester Credits	GE
<b>Electronics and Computer Technology Program</b>						
EC101	DC/AC Electronics	98-99	12	Y	4.0LD	S/T
EC104	DC/AC Laboratory	98-99	6	Y	2.0 LD	S/T
EE201	Semiconductors/Microelectronic Technology	98-99	12	Y	4.0 LD	S/T
EE204	Semiconductors/Microelectronic Laboratory	98-99	6	Y	2.0 LD	S/T
EH301	Digital/Microprocessor Technology	98-99	12	Y	4.0 LD	S/T
EH304	Digital/Microprocessor Laboratory	98-99	6	Y	2.0 LD	S/T
EI401	Software and Applications	98-99	12	Y	4.0LD	S/T
EI404	Software and Applications Laboratory	98-99	6	Y	2.0 LD	S/T
EJ501	AT Computer Systems/Peripherals	98-99	12	Y	4.0LD	S/T
EJ504	AT Computer Systems/Peripherals Laboratory	98-99	6	Y	2.0 LD	S/T
EK601	Electronic Communications/Networking	98-99	12	Y	4.0LD	S/T
EK604	Electronic Communications/Networking Laboratory	98-99	6	Y	2.0 LD	S/T
<b>Medical Administrative Assistant Program</b>						
Module A	Office Finance	98-99	6	Y	1.0 LD	
Module B	Patient Processing and Assisting	98-99	6	N		
Module C	Medical Insurance	98-99	6	N		
Module D	Insurance Plans and Collections	98-99	6	N		
Module E	Patient Billing and Office Procedures	98-99	6	Y	1.0 LD	
Module F	Patient Care and Computerized Practice Management	98-99	6	Y	1.0 LD	
Module G	Dental Administrative Procedures	98-99	6	Y	1.0 LD	
Module X	Externship	98-99	5	N		
<b>Medical Assisting Program</b>						
Module Z	Medical Assisting Foundation Skills	98-99	6	Y	0.5 LD	
Module A	Patient Care Communication	98-99	6	Y	1.0 LD	
Module B	Clinical Assisting and Pharmacology	98-99	6	Y	1.0 LD	P/B
Module C	Medical Insurance, Bookkeeping and Health Sciences	98-99	6	Y	1.0 LD	
Module D	Cardiopulmonary and Electrocardiograph	98-99	6	Y	0.5 LD	P/B
Module E	Laboratory Procedures	98-99	6	Y	0.5 LD	
Module F	Endocrinology and Reproduction	98-99	6	Y	1.0 LD	P/B
Module X	Externship	98-99	5	Y	1.0 LD	
<b>Networking Administration Program</b>						
CGS1326	Project Development	98-99	2	Y	1.0 LD	
CGS1501	Computer Fundamentals	98-99	4	Y	2.7 LD	S/T
CGS1520	Introduction to Database	98-99	2	Y	1.0 LD	
CGS1522	Introduction to Spreadsheets	98-99	2	Y	1.0 LD	
CGS1550	Introduction to Presentation	98-99	2	Y	1.0 LD	
CIS1561	Hardware Concepts	98-99	4	Y	1.0 LD	
CIS1575	Networking Fundamentals	98-99	4	Y	2.7 LD	S/T
CIS1800	Core Technologies	98-99	4	Y	2.7 LD	S/T
CIS1850	Windows® Technical Support	98-99	4	Y	2.7 LD	S/T
CIS1875	Novell Administration	98-99	4	Y	2.7 LD	S/T
CIS2222	TCP/IP	98-99	4	Y	2.7 LD	S/T
CIS2320	Windows NT® Enterprise	98-99	4	Y	2.7 LD	S/T
CIS2422	Internet Information Server	98-99	2	Y	1.3 LD	
CIS2875	Novell Advanced Administration	98-99	4	Y	2.7 LD	S/T
CIS2890	Installation and Configuration for Networks	98-99	4	Y	2.7 LD	S/T
CIS2911	Multiplatform Networking	98-99	4	Y	2.7 LD	S/T
CIS2950	Externship I	98-99	2	◆	LD	
CIS2952	Externship II	98-99	2	◆	LD	
OST2705	Introduction to Word Processing	98-99	2	N		
SLS1120	Strategies for Success	98-99	4	β	LD	
SLS1320	Career Skills	98-99	2	β	LD	
SLS1500	Workplace Relationships	98-99	2	Y	1.0 LD	

LD = Lower Division  
UD = Upper Division

E = General Education  
M = Mathematics

CA = Comm. Arts

HU = Humanities

SS = Social Science

P/B = Physical & Biological Science

S/T = Science & Technology

PE = Physical Education

◆ Students who complete an applicable degree program may receive credit for externship/internship courses.

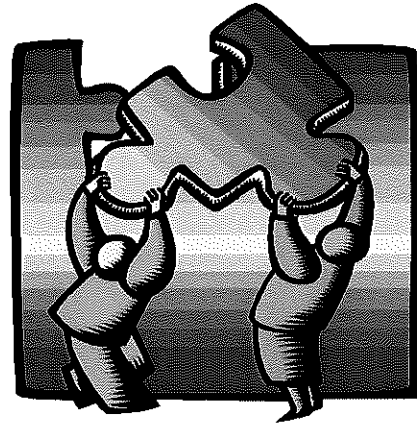
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### **Federal Return of Title IV Funds Policy**

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

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

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

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

### **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 (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

**Institutional Refund Calculation**

For students who are attending this campus for the first time and terminate their training before completing more than 60 percent of their first enrollment period (academic year), the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. The institution will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

In the second and subsequent periods of enrollment, the school will refund tuition, fees and other charges as follows:

<b>Time of Withdrawal</b>	<b>Amount School Refunds</b>
On or before first day of class	100% of total tuition charges for enrollment period
After first day of class but before 10% of enrollment period is completed	90% of total tuition charges for enrollment period
After 10% but before 25% of enrollment period is completed	50% of total tuition charges for enrollment period
After 25% but before 50% of enrollment period is completed	25% of total tuition charges for enrollment period

**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.

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

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

### **Federal Pell Grant**

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

### **Federal Stafford Loan (FSL)**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **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**

Six \$4,000 scholarships are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the school.

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.

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All applicants must take the Career Programs Assessment Test (CPAT), which measures competency in reading, language and mathematics. The top 15 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.

### **Adult Scholarship Program**

The school awards 12 adult scholarships in the amount of \$1,000 each during the calendar year. Six scholarships are awarded in January and six scholarships in July of each year. Winners may choose any of the curricula offered by the school.

To be eligible for these scholarships, the applicant must be at least 18 years of age. All applicants must take the Career Program Assessment Test (CPAT), which measures competency in reading, language and mathematics.

The top scorers semiannually will become finalists. All finalists are required to write an essay of not more than 250 words describing their career goals and motivation relevant to the program in which they plan to enroll (or are enrolled). A panel of outside school officials and representatives of local employers interview finalists about their personal and career goals. This panel will select winners by consensus vote and rank all finalists. In the event that scholarships are offered, but not accepted, alternates may be selected according to rank established by the panel.

Scholarships will be awarded semiannually. Individuals may apply after enrollment, or after starting school. Application deadlines are published semiannually.

Scholarship awards will be credited to the recipient's tuition at this school. Scholarships are not transferable and they cannot be exchanged for cash or refunded. The scholarship recipient must start school within 3 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 the end of the year in which they are awarded.

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## **Student Services**

### **Placement Assistance**

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

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

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

### **Student Activities**

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

### **Housing Assistance**

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

### **Transportation Assistance**

The school maintains information on public transportation.

### **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.

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## 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 that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

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### Bryman Institute

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### Career Training Academy

Pleasanton, CA

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### Georgia Medical Institute

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Long Beach, CA

Cross Lanes, WV  
Houston (Greenspoint), TX  
San Antonio, TX

Dearborn, MI  
Houston (Hobby), TX  
Southfield, MI

### Olympia Career Training Institute

Grand Rapids, MI

Kalamazoo, MI

### Olympia College

Merrillville, IN

Skokie, IL

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San Bernardino, CA

## Statement of Ownership

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

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Addendum #1 - Effective December 28, 2001

*The following replaces the information in the tuition chart on page 33 for the Network Administration program:*

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition
Network Administration	4 Quarters	72	\$612	\$19,750

