# 2003-2004 CATALOG
# National Institute of Technology

NIT-Michigan 0103

### Main Campus:
26111 Evergreen Road, Suite 201
Southfield, Michigan 48076-4491
(248) 799-9933
Toll Free (877) 782-1290

### Branch Campus:
23400 Michigan Avenue, Suite 200
Dearborn, Michigan 48124
(313) 562-4228
(313) 562-5774 (fax)
Toll Free (888) 463-0494

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

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# *Table of Contents*

# *About Corinthian Schools, Inc.*

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

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

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

## *School History and Description*

### *Southfield Campus*
National Institute of Technology was originally a member of RETS Electronic Schools which were established in Detroit 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 Southfield, Michigan. The name of the school was changed to National Institute of Technology on June 30, 1996.

The Southfield campus is located on the first and second floors of Central Park Place, and occupies over 32,000 square feet. The facility contains 19 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 Southfield 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 adjacent to the building and on the west side of Central Park Boulevard. Public transportation is available near the school location.

### *Dearborn Campus*
The National Institute of Technology (NIT) in Dearborn, MI opened in January 2001 as a branch campus of the NIT in Southfield, Michigan. The school is conveniently located on Michigan Avenue in the city of Dearborn, Michigan. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. Public transportation is available at 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.

## Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (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.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for the Veterans Administration's Vocational Rehabilitation Services.
- Provides training services for the Michigan Department of Career Development/Michigan Rehabilitation Services.
- Member of the Michigan Association of Career Schools.
- Authorized under federal law to enroll non-immigrant alien students.
- Member of the National Vocational-Technical Honor Society (Southfield Campus Only).
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Southfield Campus Only).

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

# Southfield Campus Information

## Administration

| | |
|---|---|
| Marchelle Weaver | School President |
| Joe Hughes | Admissions Director |
| Tom Doyle | Placement Director |
| Susan Howell | Finance Director |
| Debora Dearring | Education Director |

## Faculty

### Allied Health Department

| | |
|---|---|
| **Mary Brown, CMA, EMT/P | Southeastern EMS Academy, Troy, MI |
| Karen Chowdhury, CMA, Certificate | Carnegie Institute, Troy, MI |
| Sheila Dorjevski, Diploma | Ross Medical Education Center, Clinton Twp., MI |
| Layna Fernandez-Tyus, AA | Wayne County Community College, Detroit, MI |
| Tashun Gardner, CMA, Diploma | Ross Medical Education Center, Oak Park, MI |
| Carol Grier, Certificate | Georgia Medical Institute, Jonesboro, GA |
| Iris Hall, BBA, MA, Ed | Davenport University, Dearborn, MI |
| | Central Michigan University, Southfield, MI |
| *Yvette Harris, CMA, RMA, Diploma | Ross Medical Education Center, Oak Park, MI |
| Emma Hill, CMA, RMA, Certificate | Maric College of Medical Careers, San Marcos, CA |
| Felicia Johnson, Diploma | Southwest Kansas Technical School, Liberal, KS |
| Wendy McDaniel RMA,CMA,Certificate | Ross Medical Education Center, Detroit, MI |
| Cynthia Morrison, Diploma | Highland Park Community College, Highland Park, MI |
| Monique Beckem, BA, MBA | University of Toledo, Toledo, OH |
| | University of Phoenix, Southfield, MI |
| Melinda Santiago, Diploma | National Institute of Technology, Southfield, MI |
| Patricia Scott, CMA, Diploma | Ross Medical Education Center, Oak Park, MI |
| LaBarbara Whitehead, CMA, LPN, BRE | Midwestern Baptist College, Pontiac, MI |
| Vickie Williams, Diploma | National Institute of Technology Southfield, MI |
| Lori Young, Diploma | Professional Careers Institute, Indianapolis, IN |

### Technical Department

| | |
|---|---|
| Ronald Anderson, Diploma, CCNA, Server+ | National Institute of Technology, Southfield, MI |
| William Arsenault, A+, MCP, CNI, Diploma | National Education Center, Eastpointe, MI |
| Thomas Baffy, Diploma | National Institute of Technology, Livonia, MI |
| James Belitsos, BA | University of Michigan, Dearborn, MI |
| John Bonadies, BS | Southern Illinois University, Carbondale, IL |
| *Laurence Bowers II, A+, MCP, CNI, Diploma | National Institute of Technology, Livonia, MI |
| Nancy Carr, A+, MCP, CNI, Certificate | Detroit Business Institute, Detroit, MI |
| Antonio Cesaro, A+, MCP, MCSE/W2K, CCNA, Diploma | National Institute of Technology, Southfield, MI |
| Aaron Jones, Diploma | National Institute of Technology, Southfield, MI |
| Darin Lawrence, BS | Southern Illinois University, Carbondale, IL |

| | |
|---|---|
| William Lee, BA | Siena Heights University, Adrian, MI |
| Jim Lewis, Diploma, A+, N+, MCP+L, CAN, MCSE 40, MCSE 2000 | Computer Learning Center, Troy, Michigan |
| Curtis Mince, A+, Diploma | DeVry Institute of Technology, Irving, TX |
| Brian Moynihan, BS, MA, MCSE+I, MCSE 2000, CCNA, A+, NET+, | Concordia College, Ann Arbor, Michigan |
| Ronald J Muylaert, Diploma | National Institute of Technology, Southfield, MI |
| Theodore Nicikowski, Diploma | National Institute of Technology, Southfield, MI |
| Amy Pavlic, Diploma | National Institute of Technology, Livonia, MI |
| Jonathan Sher, BBA, MCSE, MCP+I, CNI | Eastern Michigan University, Ypsilanti, MI |
| Kweilin Smith, Diploma, LPN | National Institute of Technology, Southfield, MI McPherson Community Health Center, Howell, MI |
| Richard Strock, Diploma | Electronics Institute of Technology, Detroit, MI |
| Robert Tabor, Diploma | Lawrence Technological University, Southfield, MI |
| Andrew White, MA, N+, MCSA, Server+, i-net+, ITProject+, CIW | University of Phoenix, Troy, MI |
| **Richard Wilbourn, BAS | Siena Heights University, Adrian, MI |

\* Department Chairperson
\*\* Lead Instructor

## *Hours of Operation*

*Office*:

| | | |
|---|---|---|
| 8:00 AM to | 8:00 PM | Monday through Thursday |
| 8:00 AM to | 5:00 PM | Friday |
| 9:00 AM to | 1:00 PM | Saturday |

*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 |
| 1:00 PM to | 6:00 PM | Monday through Thursday | Afternoon |
| 6:00 PM to | 11:00 PM | Monday through Thursday | Evening |

## Academic Calendars

### Computer Technology

| 2003 | |
|---|---|
| Start Dates | End Dates |
| Jan 6 Mon | Mar 27 Thurs |
| Apr 7 Mon | Jun 26 Thurs |
| Jul 7 Mon | Sep 25 Thurs |
| Oct 6 Mon | Dec 23 Thurs |

### Electronics and Computer Technology

| 2003 | |
|---|---|
| Start Dates | End Dates |
| Jan 6 Mon | Mar 27 Thurs |
| Apr 7 Mon | Jun 26 Thurs |
| Jul 7 Mon | Sep 25 Thurs |
| Oct 6 Mon | Dec 23 Thurs |

### Network Systems Support

| 2003 | |
|---|---|
| Start Dates | End Dates |
| Jan 27 Mon | Apr 24 Thurs |
| Apr 28 Mon | Jul 24 Thurs |
| Jul 28 Mon | Oct 23 Thurs |
| Oct 27 Mon | Jan 23 '04 Fri |

### Medical Assisting

| 2003 | |
|---|---|
| Start Dates | End Dates |
| Jan 6 Mon | Jan 30 Thurs |
| Feb 3 Mon | Feb 27 Thurs |
| Mar 3 Mon | Mar 27 Thurs |
| Apr 7 Mon | May 1 Thurs |
| May 5 Mon | May 30 Fri |
| Jun 2 Mon | Jun 26 Thurs |
| Jul 7 Mon | Jul 31 Thurs |
| Aug 4 Mon | Aug 28 Thurs |
| Sep 2 Tue | Sep 25 Thurs |
| Oct 6 Mon | Oct 30 Thurs |
| Nov 3 Mon | Nov 26 Wed |
| Dec 1 Mon | Dec 23 Tue |

### Medical Administrative Assisting

| 2003 | |
|---|---|
| Start Dates | End Dates |
| Jan 21 Tue | Feb 13 Thurs |
| Feb 17 Mon | Mar 13 Thurs |
| Mar 17 Mon | Apr 17 Thurs |
| Apr 21 Mon | May 15 Thurs |
| May 19 Mon | Jun 12 Thurs |
| Jun 16 Mon | Jul 17 Thurs |
| Jul 21 Mon | Aug 14 Thurs |
| Aug 18 Mon | Sep 11 Thurs |
| Sep 15 Mon | Oct 16 Thurs |
| Oct 20 Mon | Nov 13 Thurs |
| Nov 17 Mon | Dec 11 Thurs |
| Dec 15 Mon | Jan 23 '04 Thurs |

### Student Holidays

| | 2003 | |
|---|---|---|
| | Holiday | Make-up |
| New Year's Day | Jan 1 – 2 | |
| Martin Luther King, Jr. Day | Jan 20 | Jan 24 |
| President's Day | Feb 17 | Feb 21 |
| Spring Recess | Mar 31 – Apr 3 | |
| Memorial Day | May 26 | May 30 |
| Summer Recess | Jun 30 – Jul 3 | |
| Independence Day | Jul 4 | |
| Labor Day | Sep 1 | Sep 5 |
| Fall Recess | Sep 29 – Oct 2 | |
| Thanksgiving | Nov 27 | Nov 21 |
| Winter Recess | Dec 24 –Jan 1 '04 | |

# Dearborn Campus Information

## Administration

| | |
|---|---|
| Becky L. Anderson | School President |
| Tony Abernathy | Education Director |
| Kathy Galasso | Admissions Director |
| Essie D. Morgan | Finance Director |
| Jennifer Vignone | Career Services Director |

## Faculty

### Allied Health Department

| | |
|---|---|
| Patricia Allen, BA, RMA | Spring Arbor College, Spring Arbor, MI |
| Anne Chahine, RN | Henry Ford Community College, Dearborn, MI |
| Thelma Dixon, AS | Wayne County Community College |
| Janie Montgomery, AS | John A. Gupton University, Nashville, TN |
| Deneda Person, RMA | Ross Technical Institute, Southfield, MI |
| Lana Sherwin, RMA | Ross Medical Education Center, Livonia, MI |
| Robin Smith, CMA, RMA, CMM | Pontiac Business Institute, Pontiac, MI |
| Geri Taylor, BA, CMA | Davenport University, Dearborn, MI |
| Gale Webb, RMA | Ross Medical Education Center, Livonia, MI |

### Technical Department

| | |
|---|---|
| Reginald Blackwell | Certifications:  A+, MCP |
| Matthew Karbowski, AS | Oakland Community College, Oak Park, MI |
| | Certifications:  A+, PC Tech, Visual Basic 5.0 Prog. |
| Thomas Kropp, AA | Schoolcraft College, Livonia, MI |
| | Certifications:  A+, MCP, CNI, Network+ |
| Christopher Rattray | Dorsey Schools, Southgate, MI |
| | Certifications:  A+, MCP |
| Randall Rousse, BS | Michigan State University, East Lansing, MI |
| Bassam Tabbakh | Certifications:  A+, CCNA, MCP+1, MCSE, LPIC-1 |

## Hours of Operation

### Office:

| | | |
|---|---|---|
| 7:30 AM to | 9:00 PM | Monday through Thursday |
| 8:00 AM to | 4:30 PM | Friday |

### School: Monday through Thursday

| Morning | | Afternoon | | Evening | |
|---|---|---|---|---|---|
| 8:00 AM to | 1:00 PM | 11:00 AM to | 4:00 PM | 5:00 PM to | 10:00PM |
| 8:30 AM to | 1:30 PM | 1:00 PM to | 6:00 PM | 6:00 PM to | 11:00 PM |
| 9:00 AM to | 2:00 PM | | | | |
| 10:00 AM to | 3:00 PM | | | | |

## Academic Calendars

### Computer Technology Program

| 2003 | | | |
|---|---|---|---|
| Start Dates | | End Dates | |
| Jan 27 | Mon | Apr 17 | Thur |
| Apr 28 | Mon | Jul 17 | Thur |
| Jul 28 | Mon | Oct 16 | Thur |
| Oct 20 | Mon | Jan 22 '04 | Thur |

### Network Systems Support Program

| 2003 | | | |
|---|---|---|---|
| Start Dates | | End Dates | |
| Jan 13 | Mon | Apr 3 | Thur |
| Jan 27 * | Mon | Apr 17 | Thur |
| Apr 7 | Mon | Jul 3 | Thur |
| Apr 28 * | Mon | Jul 17 | Thur |
| Jul 14 | Mon | Oct 2 | Thur |
| Oct 6 | Mon | Jan 8 '04 | Thur |

### Medical Assisting and Medical Insurance Billing/Coding I Programs

| 2003 | | | |
|---|---|---|---|
| Start Dates | | End Dates | |
| Jan 21 | Tue | Feb 13 | Thur |
| Feb 18 | Tue | Mar 13 | Thur |
| Mar 17 | Mon | Apr 10 | Thur |
| Apr 14 | Mon | May 15 | Thur |
| May 19 | Mon | Jun 12 | Thur |
| Jun 16 | Mon | Jul 10 | Thur |
| Jul 21 | Mon | Aug 14 | Thur |
| Aug 18 | Mon | Sep 11 | Thur |
| Sep 15 | Mon | Oct 9 | Thur |
| Oct 13 | Mon | Nov 6 | Thur |
| Nov 10 | Mon | Dec 4 | Thur |
| Dec 8 | Mon | Jan 15 '04 | Thur |

* Network Systems Support System start dates marked with an asterisk (*) are available only to continuing students who began their program on the October 28, 2002 start date.

## Student Holidays

| | 2003 | |
|---|---|---|
| | Holiday | Make-up |
| New Year's Day | Jan 1 | |
| Martin Luther King, Jr. Day | Jan 20 | Jan 24 |
| President's Day | Feb 17 | Feb 21 |
| Spring Recess | Apr 21 – 24 | |
| Memorial Day | May 26 | May 30 |
| Summer Recess – MA/MIBC | Jul 14 - 17 | |
| Summer Recess – CT | Jul 21 – 24 | |
| Labor Day | Sep 1 | Sep 5 |
| Thanksgiving | Nov 27 | Nov 21 |
| Winter Recess | Dec 22 – Jan 1 '04 | |

# 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

This program is offered only at the Southfield Campus.

*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.  The school 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.  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 | 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 |
| | *Program Total* | *720* | *47* |

## 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.

### 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.

# *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. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

## *Program Outline*

| Module | 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 |
| | *Program Total* | *720* | *47* |

## *Major Equipment*

| | | |
|---|---|---|
| Autoclave | Microscopes | Hematology Testing Equipment |
| Personal Computers | Teletrainer | Sphygmomanometers |
| Electrocardiography Machine | Stethoscopes | Training Manikins |
| Surgical Instruments | Examination Tables | Mayo Stands |

## 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.

### 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.

# *Medical Insurance Billing/Coding I Program*

This program is offered only at the Dearborn campus.

*Diploma Program* - 6 Months (Day)
560 Clock Hours/35 Credit Units
DOT: Health Claims Examiner/Medical Billing     214.362-022

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

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

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

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E 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 E, students participate in a 160-clock-hour practicum or externship.

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

## *Program Outline*

| Module | Module Title | Clock Hours | Credit Units |
|--------|--------------|-------------|--------------|
| Module A | Introduction to Medical Insurance and Managed Care | 80 | 6.0 |
| Module B | Government Programs | 80 | 6.0 |
| Module C | Electronic Data Interchange and Modifiers | 80 | 6.0 |
| Module D | Medical Documentation, Evaluation, and Management | 80 | 6.0 |
| Module E | Health Insurance Claim Forms | 80 | 6.0 |
| Module F | Practicum OR | *160 | *5.0 |
| Module X | Externship | *160 | *5.0 |
| | *Program Total* | *560* | *35* |

**\*Students must complete either a Practicum or an Externship, but not both**

## *Major Equipment*
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 and 40 hours of laboratory or externship work, which together provide a total of 6.0 credit units.

### *Module A – Introduction to Medical Insurance and Managed Care*                     *40/40/6.0*

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

### *Module B – Government Programs*                     *40/40/6.0*

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

### *Module C – Electronic Data Interchange and Modifiers*                 *40/40/6.0*

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

### *Module D – Medical Documentation, Evaluation, and Management*            *40/40/6.0*

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

### *Module E - Health Insurance Claim Forms*                     *40/40/6.0*

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

*Once students complete Modules A - E, they will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.*

*Module F – Practicum*                                                                                              *0/160/5.0*
Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

*Module X – Externship*                                                                                            *0/160/5.0*
Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship.  Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.  Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

# 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

This program is offered only at the Southfield Campus.

*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 |
|---|---|---|---|
| **Quarter 1 - Computer Software** | | | |
| EI401B | Software and Applications | 120 | 12.0 |
| EI404B | Software and Applications Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| **Quarter 2 - Computer Systems and Peripherals** | | | |
| EJ501B | AT Computer Systems/Peripherals | 120 | 12.0 |
| EJ504B | AT Computer Systems/Peripherals Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| **Quarter 3 - Communications and Networking** | | | |
| EK601B | Electronic Communications/Networking | 120 | 12.0 |
| EK604B | Electronic Communications/Networking Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | *Program Total* | *720* | *54.0* |

## Major Equipment

Digital Trainers

Digital Multimeters

Printers

Computers

Function Generators

Power Supplies

## 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 401B 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 404B 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 501B 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 504B 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 601B 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 604B 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

# *Computer Technology*

This program is offered only at the Dearborn Campus.

***Diploma Program*** – 9 Months
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 for those who have the technical skills that are in demand.

The Computer Technology program is designed to satisfy the student's desire to learn a technical skill in a field that is experiencing rapid growth. The curriculum explores both the fundamentals and advanced theory used in today's Personal Computer hardware, operating systems, and software technologies. Hands-on laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of computer networking technologies, as well as commonly used peripherals.

Graduates of the program are qualified for entry-level positions such as computer service technician, installation technician, and technical support. Graduates are also qualified for positions as sales representatives in the computer, electronics (including electronic office equipment) and related 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 |
|---|---|---|---|
| *Quarter 1 - Computer Software* | | | |
| EI401B | Software and Applications | 120 | 12.0 |
| EI404B | Software and Applications Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| *Quarter 2 - Computer Systems and Peripherals* | | | |
| EJ501 | Computer Hardware and Peripherals | 120 | 12.0 |
| EJ504 | Computer Hardware and Peripherals Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| *Quarter 3 - Communications and Networking* | | | |
| EK601 | Network Fundamentals and Network Operating Systems | 120 | 12.0 |
| EK604 | Network Fundamentals and Network Operating Systems Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | *Program Total* | *720* | *54.0* |

## 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 401B Software and Applications                                                          120/0/12.0
This course introduces students to common types of computer software and software applications. Students will learn about the various types of operating system software and environments used in most personal computers today. In addition, students will cover the theory and usage of common software applications, including word processing, spreadsheets, databases, graphics programs and various software utilities. Prerequisite: None

### EI 404B Software and Applications Laboratory                                                   0/120/6.0
This course provides the hands-on experiences that build upon the concepts and skills presented in EI 406. Students will learn how to install, configure, optimize and troubleshoot software. In addition, through hands-on experience, students will gain proficiency with common desktop software applications including word processing, spreadsheets, and presentation graphics software. Prerequisite: None

### EJ 501 Computer Hardware and Peripherals                                                    120/0/12.0
This course introduces students to the components and devices that make up today's personal computers and related peripherals. Students learn the basic function, installation, set-up, and troubleshooting theory related to the operation, maintenance, and repair of today's systems. In addition, students learn about related input/output devices including printers, mass storage hardware, and others. Prerequisites: EI 401, EI 404

### EJ 504 Computer Hardware and Peripherals Laboratory                                            0/120/6.0
This course provides hands-on experience that builds upon the concepts and skills presented in EJ 505. Students will install, configure, optimize and troubleshoot personal computer systems and peripherals, including all related components and devices. In addition, students will learn to set-up and optimize computer functionality using various operating systems software. Prerequisites: EI 401, EI 404

### EK 601 Network Fundamentals and Network Operating Systems                                       120/0/12.0
This course provides in-depth coverage of the field of computer networking. Study of local and wide area networking topics include network topology, the OSI reference model, common protocols, transmission media and network security. Students will also be introduced to the major network operating systems used in today's corporate environments. Prerequisites: EJ 501, EJ 504

### EK 604 Network Fundamentals and Network Operating Systems Lab                                    0/120/6.0
This course enables students to apply the concepts learned in Network Fundamentals and Network O/S through the use of hands-on laboratory practice. Students will participate in exercises that cover the various tasks involved in installing, administering and troubleshooting a computer network. Topics covered include installing network hardware, installing and configuring network operating systems and protocols, and troubleshooting network problems. Prerequisites: EI 501, EI 504

# *Electronics and Computer Technology Program*

This program is offered only at the Southfield Campus.

### *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 |
|---|---|---|---|
| **Quarter 1 - Basic Electricity and Electronics** | | | |
| EC101 | DC/AC Electronics | 120 | 12.0 |
| EC104 | DC/AC Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | | | |
| **Quarter 2 - Solid State Devices and Integrated Circuits** | | | |
| EE201 | Semiconductors/Microelectronic Technology | 120 | 12.0 |
| EE204 | Semiconductors/Microelectronic Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | | | |
| **Quarter 3 - Digital and Microprocessors** | | | |
| EH301 | Digital/Microprocessor Technology | 120 | 12.0 |
| EH304 | Digital/Microprocessor Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | | | |
| **Quarter 4 - Computer Software** | | | |
| 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 |
|---|---|---|---|
| **Quarter 5 - Computer Systems and Peripherals** | | | |
| EJ501 | AT Computer Systems/Peripherals | 120 | 12.0 |
| EJ504 | AT Computer Systems/Peripherals Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| **Quarter 6 - Communications and Networking** | | | |
| EK601 | Electronic Communications/Networking | 120 | 12.0 |
| EK604 | Electronic Communications/Networking Laboratory | 120 | 6.0 |
| | Total | 240 | 18.0 |
| | **Program Total** | **1,440** | **108.0** |

## Major Equipment

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

## 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.

***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 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

# Network Systems Support

**Diploma Program** - 9 Months
720 Clock Hours/55.0 Credit Units

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

The Network Systems Support program helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

## Program Outline

| Course Number | Course Title | Clock Hours | Credit Units |
|---|---|---|---|
| CT01 | Introduction to Computer Technology | 120 | 9 |
| CT02 | Computer Hardware and Operating Systems | 120 | 9 |
| NC01 | Networking Concepts | 120 | 10 |
| NC02 | Network Routing | 120 | 9 |
| NS01 | Network Operating Systems | 120 | 9 |
| NS02 | Network Management | 120 | 9 |
| | *Program Total* | *720* | *55.0* |

## 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.

**CT01 Introduction to Computer Technology**                                       60/60/9.0
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 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. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers.

**CT02 Computer Hardware and Operating Systems**                                   60/60/9.0
This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01.

*NC01 Networking Concepts*                                                                                     *80/40/40.0*

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: CT01.

*NC02 Network Routing*                                                                                          *60/60/9.0*

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 Virtual LANs, WAN protocols, and managing a Cisco internetwork.  Prerequisite: NC01.

*NS01 Network Operating Systems*                                                                                *60/60/9.0*

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers.  Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment.  Prerequisite: NC01.

*NS02 Network Management*                                                                                       *60/60/9.0*

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role.  Students will develop a current resume and practice interviewing techniques.  Prerequisite: NS01.

# 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.

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:
1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, 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 Systems Support. 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.

### 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.

# 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 assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

## Graduation Requirements

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

To be eligible for graduation, students in allied health programs must:
•       Complete all required classroom modules with a grade of at least 70 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.

## Satisfactory Academic Progress

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

In order to maintain satisfactory academic progress, students in allied health programs must:
• Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
• Progress at a satisfactory rate toward completion of their programs; and
• Complete the training program within 1 1/2 times the planned program length.

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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70 percent or 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms

## Incompletes

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

## Withdrawals

To withdraw from a module or course, students must request approval from the 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).

NOTE: The school 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 is 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. The school defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

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

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

### *Externship Training*

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. 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. The school recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student 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.

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 Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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

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

Should a Network Systems Support or Computer Technology 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 Systems Support or Computer Technology 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 Systems Support or Computer Technology 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.

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 on the date of the weather emergency. Classes that are cancelled due to weather emergencies will be rescheduled and instructors will cover any missed material to ensure completion of the entire program.

## Clothing and Personal Property

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

## Code of Conduct

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

Violations to conduct standards include, but are not limited to:
1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

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

### *Alcohol and Substance Abuse Statement*

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

## Dress Code

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.

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.

## Transferability of Credits

The School President's office provides information on schools that may accept the school' 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.

## Transcripts and Diplomas

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

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

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

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

## *Family Educational Rights and Privacy Act*

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

## Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the 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:

<div align="center">

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

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## 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. The school reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

# Financial Information

## Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

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

### Southfield Campus

| Program | Program Length | Credit Units | Textbooks and Equipment (Estimated) | Tuition |
|---------|---------------|--------------|-------------------------------------|---------|
| Computer Technology | 3 Quarters | 54 | $388 | $9,925 |
| Electronics & Computer Technology | 6 Quarters | 108 | $438 | $19,750 |
| Medical Administrative Assistant | 8 Modules | 47 | $229 | $8,950 |
| Medical Assisting | 8 Modules | 47 | $148 | $8,950 |
| Network Systems Support | 3 Quarters | 55 | $400 | $12,000 |

### Dearborn Campus

| Program | Program Length | Credit Units | Textbooks and Equipment (Estimated) | Tuition |
|---------|---------------|--------------|-------------------------------------|---------|
| Computer Technology | 3 Quarters | 54 | $809 | $9,925 |
| Medical Assisting | 8 Modules | 47 | $260 | $8,980 |
| Medical Insurance Billing/Coding I | 6 Modules | 35 | $434 | $7,000 |
| Network Systems Support | 3 Quarters | 55 | $751 | $12,000 |

### 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.

### Additional 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. 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.

*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 school must return the lesser of:
▪ The amount of SFA program funds that the student did not earn; or
▪ The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:
▪ Any SFA loan funds in accordance with the terms of the loan; and
▪ The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

*Remittance to the Federal Government*
If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:
1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

*Institutional Refund Calculation*
For students attending the school who terminate their training before completing more than 60 percent of an enrollment period, 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. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

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.

## Financial Assistance

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

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

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

The following 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.

### Sallie Mae Alternative Loan Program (SLM)
SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs.  All applicants must complete a SLM loan application during their financial aid interview.

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

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

### High School Scholarship Program

Scholarships are awarded annually to graduating high school seniors, age 17 or older as follows:
- Six $4,000 scholarships will be awarded at the Southfield Campus.
- Six $1,000 scholarships will be awarded at the Dearborn Campus.

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.

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 (Southfield Campus Only)

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.

# 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 Career Services Department. The Career Services 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

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

## Special Lectures

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

## Drug Abuse Prevention

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

## Advising

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

# Corinthian Schools, Inc.

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

*Bryman College*

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

*Bryman Institute*
Brighton, MA

*Computer Training Academy*
San Jose, CA

*Georgia Medical Institute*

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

*Kee Business College*

| | |
|---|---|
| Chesapeake, VA | Newport News, VA |

*National Institute of Technology*

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

*Olympia Career Training Institute*

| | |
|---|---|
| Grand Rapids, MI | Kalamazoo, MI |

*Olympia College*

| | | |
|---|---|---|
| Burr Ridge, IL | Merrillville, IN | Skokie, IL |

*Skadron College*

# Statement of Ownership

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

*Officers*

| | |
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