

Everest

INSTITUTE

Michigan 100906

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Accredited by the Accrediting Commission of Career Schools and Colleges
of Technology and Licensed by the Michigan Department
of Labor and Economic Growth.

Publishing Date October 2006

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Effective October 9, 2006, through December 31, 2007

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ABOUT CORINTHIAN SCHOOLS, INC.

This school is a part of Corinthian Schools, Inc. (CSI). CSI was formed in 1995 to own and operate schools across the nation that focus on high-demand, 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 and Canada, 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

Everest Institute, formerly 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 in June of 1996 and to Everest Institute in October of 2006.

The Southfield campus is located on the first and second floors of Central Park Place and occupies over 35,000 square feet. The facility contains 20 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

Everest Institute in Dearborn, Michigan, opened in January 2001 as a branch campus of Everest Institute in Southfield, Michigan. After subsequent expansions, the campus occupies 32,000 square feet. The school is conveniently located in the Village Plaza on Michigan Avenue in the city of Dearborn, Michigan, on the northwest corner of Michigan Avenue and Outer Drive. The attractive facility includes computer, medical assisting, medical billing, pharmacy technician and massage therapy laboratories, lecture rooms, a resource center, a student lounge, and administrative areas, as well as ample parking. 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.

Detroit Campus

Everest Institute in Detroit, Michigan, opened in November 2003 as a branch campus of Everest Institute in Southfield, Michigan. The school is conveniently located in downtown Detroit in the Stroh River Place. The modern, air-conditioned facility is designed for training students for the working world. The attractive facility has approximately 23,676 square feet and includes computer labs, medical assisting labs, medical billing/coding classrooms, a pharmacy technician lab, a massage therapy lab, lecture rooms, a resource center, student lounge, a career resources office 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.

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

These schools voluntarily undergo 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 Labor and Economic Growth
- 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 Labor and Economic Growth/Michigan Rehabilitation Services
- Member of the American Academy of Professional Coders
- Member of the Michigan Association of Career Schools
- Member of the National Technical Honor Society (Southfield and Detroit Campuses 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.

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 at 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 enrollment:

- 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);
- 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.

Applicants for the Pharmacy Technician Program and Network Systems Support Program must possess a high school diploma, its recognized equivalent, or a GED. Applicants must obtain a passing score on the CPAt.

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, if applicable. 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 Pharmacy Technician Program and Network Systems Support Program. 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 in modular programs under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure the ability of the prospective student 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.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5 which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in the Pharmacy Technician program will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above may prohibit clinical site placement and program completion.

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.

ADMINISTRATIVE POLICIES

GRADING

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

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	
L	Leave of Absence			L	Leave of Absence	
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, especially

if included in a portfolio. 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 minimum grade of 70%;
- 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 courses with a minimum grade of 1.0;
- Complete all required classroom training with a minimum cumulative grade point average of 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 1.5 times the planned program length.

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

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

Students whose cumulative GPA falls below 70 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 chair and Director of Education. Extreme academic or personal hardship is considered the only justification for withdrawal.

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

Students 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. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

When students repeat a module or course, the higher of the two grades received for that module or course is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

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

NOTE: 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 1.5 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 contact hours/credit hours according to the Enrollment Agreement.

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

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

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

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

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

Externship

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program (if applicable) in accordance with the 14 calendar day attendance rule (see Attendance Requirements below). The required number of externship contact hours/credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 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 period to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 14 calendar 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 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.

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 at least 50 minutes of instruction within a 60 minute period. 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 35 students in allied health programs and 40 students in technical programs.

APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeals Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeals Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeals Committee are final.

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.

A student enrolled in a modular program must sit in class by the second scheduled class of the program to be considered enrolled for the module. Students who miss more than 20 percent of the total classroom hours scheduled for the program or two consecutive weeks of classes 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 class period. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days (4 consecutive school days for weekend students) will be dropped from the training program. Students in modular programs returning on the next scheduled class day may appeal the automatic 14 calendar-day drop. If the appeal is granted, the student may remain in school.

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 7 school days in order to continue their training without interruption. 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 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 students find that they will unavoidably absent, he/she should notify the school.

Should a Network Systems Support 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 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 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 more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes 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. 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 (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

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 may 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.

STUDENT CONDUCT CODE

Background

The school maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the school and to prepare for what the student might later expect to find in a professional-level work environment.

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

Student Conduct Code

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

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of school property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the school. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the school's or another's property; or harassment or intimidation of others.

Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the School President or a designated school official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the school has reason to believe that a student has violated the student conduct code, the school shall conduct an investigation and follow up with the student in the appropriate manner.

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

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the school may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the school deems appropriate. The school may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the school.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

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

Academic Integrity

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

The school encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the School President, student advisor or instructor. It is important that school

personnel are aware of any such problems on school campuses. The School President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the School President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

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. Proper personal hygiene should be practiced at all times.

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.

Jewelry worn should be appropriate for the workforce. Earrings worn should be post or stud. Hoops are only permitted if a small finger cannot fit inside. Rings should be kept to a minimum. The only permitted piercings are earrings. Hair colors must be a natural tone. Medical Assisting students must tuck in their necklaces, and cannot wear bracelets.

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 may not be 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 class work. 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's 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, and prior education and training for any transferred credits.

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 educational records. They are:

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Direction of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. 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 or by email at StudentRelations@cci.edu.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President. Please direct all inquiries to:

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

POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. CCI 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

Tuition and Fees charts can be found in Appendix B: Tuition and Fees.
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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.

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

The cost of textbooks is included in tuition. Some equipment may also be included in the cost of a particular program. Please see your Admissions Representative for details. Incidental supplies, such as paper and pencils, are to be furnished by students.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Official Withdrawals

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of

- a) the date that the student provides to The School official notification of his or her intent to withdraw or
- b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

Refund Policies

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

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

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

Date of Withdrawal versus Date of Determination (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's last date of attendance. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator). Days in which a student was on an approved leave of absence (where applicable) are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment—including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

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

Requirements for Graduation

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).

3. Meet any additional program specific requirements as stated in The School catalog.

Severability

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

Miscellaneous

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

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 (SLM) and College Loan Corporation (CLC) Alternative Loan Programs

SLM Financial and CLC provide a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a 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 \$2,000 scholarships will be awarded at the Southfield Campus.
- Six \$1,000 scholarships will be awarded at the Dearborn Campus.
- Four \$1,000 scholarships will be awarded at the Detroit 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.

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.

PROGRAMS BY LOCATION

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.			
	Dearborn	Detroit	Southfield
Dental Assisting	<input checked="" type="checkbox"/>		
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant			<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Quarter-Based Programs			
A Quarter-Based Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.			
	Dearborn	Detroit	Southfield
Computer Technology			<input checked="" type="checkbox"/>
Electronics Computer Technology			<input checked="" type="checkbox"/>
Network Systems Support	<input checked="" type="checkbox"/> *		
*No longer enrolling new students			

DIPLOMA PROGRAMS

DENTAL ASSISTING

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

v 1-1

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of this program is to provide graduates with the skills and knowledge that will qualify them for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

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

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Module A - Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module B - Dental Radiography

6.0 Quarter Credit Hours

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students

are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module C - Dental Specialties

6.0 Quarter Credit Hours

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module D - Operatory Dentistry

6.0 Quarter Credit Hours

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module E - Laboratory Procedures

6.0 Quarter Credit Hours

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module F - Dental Anatomy and Orthodontics

6.0 Quarter Credit Hours

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module G - Dental Health

6.0 Quarter Credit Hours

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module X - Dental Assisting Externship

5.0 Quarter Credit Hours

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MASSAGE THERAPY

Diploma Program - 9 Months

720 Clock Hours/54.0 Credit Units

v 1-0

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

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, pathology, business and success skills, and health and wellness.

Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

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

Module A - Business and Ethics

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

Module D – Eastern Theory and Practice

6.0 Quarter Credit Hours

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

Module E – Energy & Non-Traditional Therapies, Wellness & CPR

6.0 Quarter Credit Hours

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

Module F – Deep Tissue, Myofascial Release & Pin and Stretch

6.0 Quarter Credit Hours

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

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques

6.0 Quarter Credit Hours

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

Module H – Clinical and Sports Massage

6.0 Quarter Credit Hours

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

Module I – Health and Wellness

6.0 Quarter Credit Hours

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

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

v 1-0

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	TOTAL	280	280	160	720	47.0

Module A: Office Finance

6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hours

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, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's 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. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, 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. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures

6.0 Quarter Credit Hours

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management

6.0 Quarter Credit Hours

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures

6.0 Quarter Credit Hours

Module G 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, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X - Medical Administrative Assistant Externship

5.0 Quarter Credit Hours

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160

MEDICAL ASSISTING

Diploma Program - 8 Months
720 Clock Hours/47.0 Credit Units

v 1-1

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Program 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 and 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	Mayo Stands	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. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process

by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

Module B - Clinical Assisting and Pharmacology

40/40/6.0

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

Module C - Medical Insurance, Bookkeeping, and Health Sciences

40/40/6.0

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

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

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

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

Module E - Laboratory Procedures

40/40/6.0

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

Module F - Endocrinology and Reproduction

40/40/6.0

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

Module G - Medical Law, Ethics, and Psychology

40/40/6.0

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

Module X - Externship

0/160/5.0

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

MEDICAL INSURANCE BILLING AND CODING

Diploma Program - 6 Months
560 Clock Hours/35 Credit Units

v 0-0

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

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. 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 externship.

Completion of the Medical Insurance Billing and Coding 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 X	Externship	160	5.0
Program Total		560	35

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.

Module X – Externship

0/160/5.0

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship (Externship hours may vary from class hours). 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.

PHARMACY TECHNICIAN

Diploma Program - 8 Months
720 Clock Hours/47.0 Credit Units

v 1-0

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
PROGRAM TOTAL		720	47.0

Major Equipment

Computers	Pharmaceutical weights set
Laminar Flow Hood	Spatulas
Porcelain mortar and pestle	Glass mortar and pestle
Class A prescription balance	Conical graduates
Counter balance	Cylindrical graduates
Anatomy and physiology models: Skeleton Head and Torso (with removable organs)	
Anatomy and Physiology Charts	

Module Descriptions

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

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous systems are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

6.0 Quarter Credit Hours

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System

6.0 Quarter Credit Hours

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the

Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System

6.0 Quarter Credit Hours

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X - Clinical Externship

5.0 Quarter Credit Hours

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

QUARTER-BASED PROGRAMS

COMPUTER TECHNOLOGY

Diploma Program - 9 Months

720 Clock Hours/54.0 Credit Units

v0-0

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

ELECTRONICS COMPUTER TECHNOLOGY

Diploma Program - 18 Months

1440 Clock Hours/108.0 Credit Units

v 1-0

The Electronics Computer Technology (ECT) program teaches students the technical skills required to succeed in the fast-paced world of electronics and computers. As industries become more dependent on these technologies, many career opportunities exist for students that master them. The ECT curriculum explores electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, and computer technology. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, repair and preventive maintenance technicians, computer repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer and electronics fields.

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

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Units
Quarter 1: Direct Current (DC) and Alternating Current (AC)			
ECT1000	Direct Current (DC) and Alternating Current (AC)	120/00/00/120	12.0
ECT1050	Direct Current (DC) Laboratory and Alternating Current (AC) Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Quarter 2: Electronic Devices and Integrated Circuits			
ECT1200	Electronic Devices and Integrated Circuits	120/00/00/120	12.0
ECT1250	Electronic Devices and Integrated Circuits Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Quarter 3: Digital Electronics			
ECT2000	Digital Electronics	120/00/00/120	12.0
ECT2050	Digital Electronics Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Quarter 4: Computer Software			
CTT1010	Computer Software	120/00/00/120	12.0
CTT1060	Computer Software Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Quarter 5: Computer Hardware and Operating Systems			
CTT2010	Computer Hardware and Operating Systems	120/00/00/120	12.0
CTT2060	Computer Hardware and Operating Systems Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Quarter 6: Networking Fundamentals			
NCC1010	Networking Fundamentals	120/00/00/120	12.0
NCC1060	Networking Fundamentals Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
Diploma Total		720/720/00/1440	108.0

Major Equipment

Analog/Digital Trainers
 Digital Multimeters
 Frequency Counters
 Oscilloscopes
 Printers

Computers
 Function Generators
 Logic Analyzers
 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.

ECT1000 Direct Current (DC) and Alternating Current (AC) 12 Credit Units

This course introduces students to the field of electronics 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 include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Students will also learn techniques for studying and test taking. Prerequisite: None. Lecture hours: 120. Lab hours: 0.

ECT1050 Direct Current (DC) and Alternating Current (AC) Laboratory 6 Credit Units

In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to Direct Current (DC) and Alternating Current (AC) circuits. The course introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), and RC, RL and RCL circuits while using various test instruments to analyze circuits. The test instruments include digital multimeters, signal generators, oscilloscopes and power supplies. Prerequisite: None. Lecture hours: 0. Lab hours: 120.

ECT1200 Electronic Devices and Integrated Circuits 12 Credit Units

This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECT1000, ECT1050. Lecture hours: 120. Lab hours: 0.

ECT1250 Electronic Devices and Integrated Circuits Laboratory 6 Credit Units

This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices and Integrated Circuits. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. They will also build and troubleshoot a basic FM Transmitter and an AM/FM receiver. Prerequisite: ECT1000, ECT1050. Lecture hours: 0. Lab hours: 120.

ECT2000 Digital Electronics 12 Credit Units

This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits consisting of logic gates, display devices and counters. They will also gain knowledge of microprocessor components, bus systems, clocks, and LCD displays. The interfacing of analog devices to digital systems will be discussed. Prerequisite: ECT1200, ECT1250. Lecture hours: 120. Lab hours: 0.

ECT2050 Digital Electronics Laboratory 6 Credit Units

This laboratory course provides hands-on support for the concepts learned in Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operations of the laboratory projects using various test instruments, such as logic probes, pulsed, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECT1200, ECT1250. Lecture hours: 0. Lab hours: 120.

CTT1010 Computer Software 12 Credit Units

This course introduces students to the personal computer, basic computer system architecture, and the Windows desktop environment. Students will learn about the common types of desktop applications (word processing, spreadsheet, and presentation software), operating systems, graphics manipulation software, and hardware utilities. Students also develop customer relations and interpersonal skills. Prerequisite: None. Lecture hours: 120.
Lab hours: 0.

CTT1060 Computer Software Laboratory 6 Credit Units

This laboratory course provides hands-on support for the concepts learned in Computer Software. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will create basic documents using word processing, spreadsheet, and presentation applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 120.

CTT2010 Computer Hardware and Operating Systems**12 Credit Units**

This course focuses on the hardware and operating systems found in today's personal computers (PCs). Students will learn about computer commands, functions, and terminology through practical discussion about the installation, configuration, and upgrade of Windows operating systems. They will study a variety of computer hardware components and their related functions. Other topics discussed include troubleshooting and repair procedures. Prerequisite: CTT1010, CTT1060. Lecture hours: 120. Lab hours: 0.

CTT2060 Computer Hardware and Operating Systems Laboratory**6 Credit Units**

This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. Students will learn to install, configure, and troubleshoot personal computer (PC) operating systems and hardware, including system boards, memory, power supplies, storage devices, and sound cards. Prerequisite: CTT1010, CTT1060. Lecture hours: 0. Lab hours: 120.

NCC1010 Networking Fundamentals**12 Credit Units**

This course introduces students to the terminology, operating systems, hardware, and administration of computer networks. These topics include network topology, TCP/IP, the OSI reference model, and security. Students will gain knowledge about basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT2010, CTT2060. Lecture hours: 120. Lab hours: 0.

NCC1060 Networking Fundamentals Laboratory**6 Credit Units**

This laboratory course provides hands-on support for the concepts learned in Networking Fundamentals. 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. Prerequisite: CTT2010, CTT2060. Lecture hours: 0. Lab hours: 120.

NETWORK SYSTEMS SUPPORT

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

v 1-1

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

Major Equipment

Personal Computer Routers Cable Makers/Testers
Assorted Software Hubs

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.

NC01 Networking Concepts 80/40/10.0

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.

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.

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.

CORINTHIAN SCHOOLS, INC.

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

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

Bryman College

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

Bryman Institute

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

Everest College

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

Everest Institute

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

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

Florida Metropolitan University

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

Georgia Medical Institute

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

Kee Business College

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

Las Vegas College

Henderson, NV (main campus)

National Institute of Technology

Long Beach, CA (main campus)

National School of Technology

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

Olympia Career Training Institute

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

Olympia College

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

WyoTech

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

STATEMENT OF OWNERSHIP

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

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Jim Wade
Stephen Nodal
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TITLE

Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Executive Vice President, Legislative and Regulatory Affairs
Executive Vice President, Marketing
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Real Estate
Senior Vice President, Chief Accounting Officer and Assistant Secretary
Senior Vice President, Investor Relations & Corporate Communications
Senior Vice President, Academic Affairs
Senior Vice President and Chief Information Officer
Senior Vice President, Human Resources
Vice President, Human Resources
Vice President, Marketing

CORINTHIAN SCHOOLS, INC.

DIRECTORS

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

OFFICERS

David G. Moore
Jack D. Massimino
William Murtagh
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

SOUTHFIELD CAMPUS INFORMATION

ADMINISTRATION		
Marchelle Weaver	President	BA, Michigan State University, East Lansing MI
Theresa Gardner	Education Director	BSW, Mary Grove College, Detroit MI
Valerie Brenneman	Assoc. Education Director	BA, University of Arizona, Tucson AZ
Sherrie Hanes-Leach	Director of Student Accounts	BS, Madonna, Livonia, Michigan
Santiago Rocha	Admissions Director	BS, Alameda College, Chicago IL
Wendell Coleman	Admissions Manager	Cornerstone University, Grand Rapids MI
Thomas Doyle	Career Services Director	BS, Central Michigan University, Mt. Pleasant MI
DEPARTMENT CHAIRS		
Laurence Bowers	Technical Chair	A+, MCP, CNI, Diploma, National Institute of Technology, Southfield, MI
Richard Wilbourn	Lead Instructor	BAS, Siena Heights University, Adrian MI
Yvette Harris	Allied Health Chair	CMA, RMA, Ross Medical Education Center, Oak Park MI
Mary Brown	Lead Instructor	CMA, EMT/P Southeastern EMS Academy, Troy MI
Emma Hill	Lead Instructor	CMA, RMA, Diploma, Maric College of Medical Careers, San Marcos CA
Layna Fernandez-Tyus	Lead Instructor	AAS, Wayne County Community College; Diploma, Ann Arbor Institute of Massage Therapy
ALLIED HEALTH INSTRUCTORS		
Acquana Adams	Diploma Surgery; Primary and Basic Management Course; Certificate,	
Gina Allen	Certificate, Ross Medical Education Center, Livonia MI	
Deborah Baker	Certificate, Lawrence Technical University, Southfield, Michigan	
Tabetha Barnett	Certificate, Lawton School, Southfield, Michigan	
Debbie Bennett	CMA, Diploma, National Institute of Technology Southfield, MI	
Shontel Boyd	Diploma, National Institute of Technology, Southfield MI	
Karen Chowdhury	CMA, Certificate, Carnegie Institute, Troy MI	
Valerie Clement	CMA, Henry Ford Community College, Dearborn, MI	
Pauletha Jasper	BA, Davenport University, Dearborn, MI	
Felicia Johnson	Diploma, Southwest Kansas Technical School, Liberal KS	
Jones, Valeree	BA, Shaw University, Raleigh, NC	
Bonnie Jordan	Certified Phlebotomist, Diploma, Michigan Paraprofessional, Southfield, MI	
Mary Krenznel	BA, LMT, Wayne State University, Detroit MI Irene's School of Myomassology, Southfield MI	
Toni Martin	Certificate, Mary Grove College, Detroit, MI	
Cassandra Miller	AAS, Forsyth Technical Community College, Winston Salem, N.C.	
Theresa O'Bryant	BS, Lawrence University, Southfield, MI, CMT, Alternative Healing and Massage Licensing School, Sterling Heights MI	
Deneda Person	RMA, Ross Education Center, Southfield MI	
Elizabeth Phipps	Certificate, Michigan Institute of Myomassology, Berkley, MI	
John Powell	BA, MT, Calvin College, Grand Rapids MI Boulder College of Massage Therapy, Boulder CO	
Sonya Robert	Diploma, CMA, Ross Medical Education Center, Detroit MI	
Juanita Scallions	CCS-P, American Health Information Management Association	
TECHNICAL INSTRUCTORS		
Ronald Anderson	BAS Siena Heights University, Adrian MI A+, N+, MCP, MCSE, MCSA, MCDBA, Server +, CCNA	
William Arsenault	A+, MCP, CNI, Diploma, National Education Center, Eastpointe MI	
James Belitsos	BA, University of Michigan, Dearborn, MI	
John Bonadies	BS, Southern Illinois University, Carbondale IL	
Nancy Carr	A+, MCP, CNI, Certificate, Detroit Business Institute, Detroit, MI	
Antonio Cesaro	Diploma, National Institute of Technology, Southfield, MI A+, MCP, MCP+I, MCSE, MCSE+I, CCNA, N+	
Aaron Jones	Diploma, National Institute of Technology, Southfield, MI A+, N+,	
William Lee	BA, Siena Heights University, Adrian MI A+	
Amy Pavlic	Diploma, National Institute of Technology, Livonia, MI	
Robert Tabor	Diploma, Lawrence Technological University, Southfield, MI	
Andrew White	MA, University of Phoenix, Southfield MI BA, Michigan State University, Lansing MI A+, N+, MCSA, Server +, I-Net +, IT Project +, CIW	

DEARBORN CAMPUS INFORMATION

ADMINISTRATION		
Joe Belliotti	School President	
Thomas G. Schiavi	Director of Education	
Larry Baranski	Director of Admissions	
Coleen Puckett	Director of Student Finance	
Jennifer Vignone-Jones	Career Services Director	
ALLIED HEALTH INSTRUCTORS		
Beth Ann Akers, RN	Medical Assisting	Wayne County Community College, Detroit, MI
Johnny Barnes, Jr.	Pharmacy Tech	Ferris State University
Susan Binkley	Massage Chair	Michigan School of Myomassology, Berkley, MI
Phyllis Cadwell	Medical Assisting	Michigan Paraprofessional Technical Institute
Kizzy Carr	Medical Assisting	National Institute of Technology
Tammara Greenfield	Dental Assisting	Ross Medical Education Center
Carol Gunstrom	Medical Chair	Detroit College of Business, Dearborn, MI
Lisa Gutowski	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Pam Johnson	Medical Billing	University of Phoenix, Southfield, MI
Patrice Love, MBA	Medical Assisting	Davenport University, Dearborn, MI
Lisa Lowry	Medical Billing	Academy of Health Careers, Oak Park MI
Arthur Margerm	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Fay Mitchell	Medical Chair	Davenport University, Dearborn, MI
Gloria Newell	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Lori Newman	Medical Billing	National Institute of Technology, Dearborn, MI
Cheryl Nykanen, CphT	Pharmacy Tech	Henry Ford Community College, Dearborn, MI
Diane Plewa-Hatmaker, CphT	Pharmacy Tech	Henry Ford Community College, Dearborn, MI
Annie Price, CMA	Medical Assisting	Cleveland Job Corps
Bobbie Jo Rau	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Joy Sanders	Medical Assisting	Detroit College of Business, Dearborn, MI
Jennifer Scott	Dental Assisting	James Maley Technical School, Taylor, MI
Lana Sherwin, RMA	Medical Assisting	Ross Medical Education Center, Livonia, MI
Robin Smith, CMA, RMA, CMM	Medical Billing	Pontiac Business Institute, Pontiac, MI
Sandra Sofianidis	Medical Assisting	SW Oakland Vocational Center, Walled Lake, MI
Willie Thomas	Medical Billing	Lewis College of Business, Detroit, MI
Katrina Washington, RMA	Medical Assisting	Ross Medical Education Center, Oak Park, MI
Lucille Wickham	Medical Assisting	Ross Medical Education Center, Livonia, MI
INFORMATION TECHNOLOGY INSTRUCTORS		
Thomas Baffy, Program Chair	Network Systems Support	Certifications: A+, Network +, I-net+, CCNA, CCNE, MCSE, Microsoft Certified Trainer

DETROIT CAMPUS INFORMATION

ADMINISTRATION		
Joseph Egelski	School President	MBA, Wayne State University Detroit, MI BS, Wayne State University Detroit, MI
Debora Dearring	Director of Education	BS, Mercy College Detroit, MI
Lajanis Allen	Director of Student Finance	MBA, University of Phoenix, Southfield, MI BSB, University of Phoenix, Southfield, MI
Mike Draheim	Director of Admissions	BA, Central Michigan University Mt. Pleasant, MI
Steven Gwisdalla	Career Services Director	BA, Michigan State University East Lansing, MI
Charice Hawkins	Director of Student Accounts	BA, Davenport University, Dearborn, MI
DEPARTMENT CHAIR		
Ta'Shun White	Medical Chair	BCLS, CMA, HIV Counselor BS Pending, Central Michigan University, Mt. Pleasant, MI Certificate, Ross Educational Center, Southfield, MI
SENIOR INSTRUCTORS		
Felicia Stewart	Medical Assisting	Certificate, Ross Medical Education Center Detroit, MI
Delmetria Williams	Medical Insurance Billing and Coding	AAPC BA, Wayne State University Detroit, MI
MEDICAL ASSISTING INSTRUCTORS		
Takara Bolton	Medical Assisting	Diploma, National Institute of Technology Southfield, MI
Lotanya Dortch	Medical Assisting	Certificate, Ross Learning, Detroit, MI
Toure Gaddis	Medical Assisting	Diploma, National Institute of Technology Southfield, MI
Benita Moore	Medical Assisting	Diploma, National Institute of Technology Southfield, MI
Yulonda Pack	Medical Assisting	Diploma, National Institute of Technology Southfield, MI
Michelle Spencer	Medical Assisting	Diploma, National Institute of Technology Southfield, MI
Pamela Tyson	Medical Assisting	Certificate, Professional Career Institute Southfield, MI
MESSAGE THERAPY INSTRUCTORS		
Clifford Jordan	Massage Therapy	Certificate of License, City of Detroit Diploma, Healing Hands Holistic Health Center Clinton Township, MI
Kathleen Merholz	Massage Therapy	Certificate of License, City of Detroit Certificate, Life Path School of Massage Therapy Peoria, IL
Anita Norwood	Massage Therapy	Certificate of License, City of Detroit BA, Southern Christian University Montgomery, AL Diploma, Health Enrichment Center Lapeer, MI
Anastasia Tomassi	Massage Therapy	Certificate of License, City of Detroit CMT, Health Enrichment Center Lapeer, MI
MEDICAL INSURANCE BILLING/CODING (MIBC) INSTRUCTORS		
Marcella MacLean	MIBC	Certificate, Clintondale Adult Education/Macomb Intermediate School District Macomb, MI
PHARMACY TECHNICIAN INSTRUCTORS		
Idoria Johnson	Pharmacy Technician	Wayne County Community College, Detroit, MI
Valarie Kelly	Pharmacy Technician	AA, Wayne County Community College, Detroit, MI
Joyce Vahle	Pharmacy Technician	CPHT AA, Henry Ford Community College, Dearborn, MI
Timaka Wilson	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College Detroit, MI

APPENDIX B: TUITION AND FEES

SOUTHFIELD CAMPUS

Program	Program Length	Credit Units	Tuition
Computer Technology	3 Quarters	54	\$12,200
Electronics Computer Technology	6 Quarters	108	\$24,000
Medical Administrative Assistant	8 Modules	47	\$11,800
Medical Assisting	8 Modules	47	\$11,800
Medical Insurance Billing and Coding	6 Modules	35	\$8,800
Massage Therapy	9 Modules	54	\$12,500

DEARBORN CAMPUS

Program	Program Length	Credit Units	Tuition
Dental Assisting	8 Modules	47	\$12,500
Massage Therapy	9 Modules	54	\$12,500
Medical Assisting	8 Modules	47	\$11,800
Medical Insurance Billing and Coding	6 Modules	35	\$8,800
Network Systems Support	3 Quarters	55	\$14,025
Pharmacy Technician	8 Modules	47	\$11,800

DETROIT CAMPUS

Program	Program Length	Credit Units	Tuition
Massage Therapy	9 Modules	54	\$12,500
Medical Assisting	8 Modules	47	\$11,800
Medical Insurance Billing and Coding	6 Modules	35	\$8,800
Pharmacy Technician	8 Modules	47	\$11,800

APPENDIX C: CALENDARS

SOUTHFIELD ACADEMIC CALENDARS

Electronics Computer Technology Computer Technology Mon - Thur	
2006 Schedule	
Start Date	End Date
Tues, Jan 3, 2006	Thur, March 23, 2006
*Mon, Jan 9, 2006	Thurs, March 30, 2006
Mon, April 3, 2006	Thur, June 22, 2006
*Mon, April 10, 2006	Thurs, 29, 2006
Wed, July 5, 2006	Thur, Sept. 21, 2006
*Mon, July 10, 2006	Thurs, Sept 28, 2006
Mon, Oct 2, 2006	Thur, Dec. 21, 2006
* Denotes ECT only	

Medical Billing, Medical Assisting Massage Therapy Mon - Thur	
2006 Schedule	
Start Date	End Date
Tues, Jan 3, 2006	Thur, Jan 26, 2006
Mon, Jan 30, 2006	Fri, Feb 24, 2006
Mon, Feb 27, 2006	Thur, March 23, 2006
Mon, April 3, 2006	Thur, April 27, 2006
Mon, May 1, 2006	Thur, May 25, 2006
Tues, May 30, 2006	Thur, June 22, 2006
Wed, July 5, 2006	Thur, July 27, 2006
Mon, July 31, 2006	Thur, Aug 24, 2006
Mon, Aug 28, 2006	Thur, Sept 21, 2006
Mon, Oct 2, 2006	Thur, Oct 26, 2006
Mon, Oct 30, 2006	Wed, Nov 22, 2006
Mon, Nov 27, 2006	Thur, Dec 21, 2006

Massage Therapy Saturday - Sunday	
2006 Schedule	
Start Date	End Date
Saturday, Jan 7, 2006	Sunday, Jan 29, 2006
Saturday, Feb 4, 2006	Sunday, Feb 26, 2006
Saturday, March 4, 2006	Sunday, March 26, 2006
Saturday, April 1, 2006	Sunday, April 30, 2006
Saturday, May 6, 2006	Sunday, May 28, 2006
Saturday, June 3, 2006	Sunday, June 25, 2006
Saturday, July 1, 2006	Sunday, July 23, 2006

Medical Administrative Assistant Mon - Thur	
2006 Schedule	
Start Date	End Date
Tues, Jan 17, 2006	Thur, Feb 9, 2006
Mon, Feb 13, 2006	Thur, March 9, 2006
Mon, March 13, 2006	Thur, April 13, 2006
Mon, April 17, 2006	Thur, May 11, 2006
Mon, May 15, 2006	Thur, June 8, 2006
Mon, June 12, 2006	Thur, July 14, 2006
Mon, July 17, 2006	Thur, Aug 10, 2006
Mon, Aug 14, 2006	Thur, Sept 7, 2006
Mon, Sept 11, 2006	Thur, Oct 12, 2006
Mon, Oct 16, 2006	Thur, Nov 9, 2006
Mon, Nov 13, 2006	Thur, Dec 7, 2006
Mon, Dec 11, 2006	Thur, Jan 11, 2007

Student Holidays 2006		
All Programs		
	Holiday	Make Up
New Year's	Mon, Jan. 2	Fri, Jan. 6
Martin Luther King, Jr. Day	Mon, Jan. 16	Fri, Jan. 20
President's Day	Mon, Feb. 20	Fri, Feb. 24
Spring Recess	March 27 - March 30	
Easter	Sunday, April 16	No Classes That Weekend
Memorial Day	Mon, May 29	Fri, June 2
Summer Recess	June 26 - June 29	
Independence Day	Mon, July 3	Fri, July 7
	Tues, July 4	Fri, July 14
Labor Day	Mon, Sept. 4	Fri, Sept. 8
Fall Recess	Sept. 25 - Sept. 28	
Thanksgiving	Thur, Nov. 23	Fri, Nov. 17
Winter Recess	Dec. 22 - Dec. 31	

Medical Administrative Assistant Mon - Thur	
2007	
Start Date	End Date
Jan 16, 2007 Tues	Feb 9, 2007 Thurs
Feb 12, 2007 Mon	Mar 8, 2007 Thurs
Mar 12, 2007 Mon	Apr 12, 2007 Thurs
Apr 16, 2007 Mon	May 10, 2007 Thurs
May 14, 2007 Mon	Jun 7, 2007 Thurs
Jun 11, 2007 Mon	Jul 13, 2007 Fri
Jul 16, 2007 Mon	Aug 9, 2007 Thurs
Aug 13, 2007 Mon	Sep 7, 2007 Fri
Sep 10, 2007 Mon	Oct 11, 2007 Thurs
Oct 15, 2007 Mon	Nov 8, 2007 Thurs
Nov 12, 2007 Mon	Dec 6, 2007 Thurs
Dec 10, 2007 Mon	Jan 17, 2008 Thurs

Student Holidays 2007		
	Holiday	Make-Up
New Year's Day	Jan 1	Jan 5
Martin Luther King, Jr. Day	Jan 15	Jan 19
President's Day	Feb 19	Feb 23
Spring Recess	Mar 26- Mar 29	
Memorial Day	May 28	Jun 1
Summer Recess	Jun 25- Jun 28	
Independence Day	Jul 4-5	Jul 13 & 20
Labor Day	Sep 3	Sep 7
Fall Recess	Sep 24-Sep 27	
Thanksgiving	Nov 22	Nov 16
Winter Recess	Dec 24-31	

Medical Assisting Massage Therapy Medical Insurance Billing/Coding Mon - Thur	
2007	
Start Date	End Date
Jan 2, 2007 Tues	Jan 25, 2007 Thurs
Jan 29, 2007 Mon	Feb 23 2007 Fri
Feb 26, 2007 Mon	Mar 22, 2007 Thurs
Apr 2, 2007 Mon	Apr 26, 2007 Thurs
Apr 30, 2007 Mon	May 2, 2007 Thurs
May 29, 2007 Tues	Jun 21, 2007 Thurs
Jul 2, 2007 Mon	Jul 26, 2007 Thurs
Jul 30, 2007 Mon	Aug 23, 2007 Thurs
Aug 27, 2007 Mon	Sep 20, 2007 Thurs
Oct 1, 2007 Mon	Oct 25, 2007 Thurs
Oct 29, 2007 Mon	Nov 21, 2007 Wed
Nov 26, 2007 Mon	Dec 20, 2007 Thurs

Electronics Computer Technology Computer Technology Mon - Thur	
2007	
Start Date	End Date
Jan 2, 2007 Tues	March 22, 2007 Thurs
April 2, 2007 Mon	June 21 2007 Thurs
July 2, 2007 Mon	Sept 20. 2007 Thurs
Oct 1, 2007 Mon	Dec 20, 2007 Thurs

DEARBORN ACADEMIC CALENDARS

Student Holidays-Dearborn 2006-2007 - WEEKDAYS		
Holiday Dates	Official Holidays	Make-up Dates
2006-2007	2006-2007	2006-2007
Dec.18, 2006- Jan 1, 2007	Winter Recess MA/MT/MIBC/NSS/PT/DA	January 5, 2007
January 15, 2007	Martin Luther King Jr., Day	January 19, 2007
February 19, 2007	Presidents' Day	February 23, 2007
April 9,- April 13, 2007	Spring Recess MA/MT/MIBC/NSS/PT/DA	
May 28, 2007	Memorial Day	June 1, 2007
July 4, 2007	Independence Day	
July 2,- July 6, 2007	Summer Recess MA/MT/MIBC/NSS/PT/DA	
September 3, 2007	Labor Day	
September 3,- Sept.7, 2007	Fall Recess MA/MT/MIBC/NSS/PT/DA	
November 22, 2007	Thanksgiving	November 30, 2007
December 17, 2007 - January 1, 2008	Winter Recess MA/MT/MIBC/NSS/PT/DA	January 4, 2008 & January 11,2008

Student Holidays-Dearborn 2006-2007 - WEEKEND		
Holiday Dates	Official Holidays	Make-up Dates
December 23-24 & 30-31, 2006	Winter Recess	There are no make-up days for the weekend students.
April 7, & 8, 2007	Spring Recess- MA/MT	
July 7, & 8, 2007	Summer Recess- MA/MT	
September 1, & 2, 2007	Fall Recess- MA/MT	
November 24, & 25, 2007	Thanksgiving- MA/MT	
December 22-23 & 29-30, 2007	Winter Recess	There are no make-up days for the weekend students.

Medical Assisting & Medical Insurance Billing and Coding 2006-2007	
Start Date	End Date
*Aug 28 Mon	*Sep 28 Thur
*Oct 2 Mon	*Oct 26 Thur
*Oct 30 Mon	*Nov 22 Thur
*Nov 27 Mon	Jan 5, 2007 Thur
Jan 8 Mon	Feb 1 Thur
Feb 5 Mon	Mar 1 Thur
Mar 5 Mon	Mar 29 Thur
Apr 2 Mon	May 3 Thur
May 7 Mon	Jun 1 Thur
Jun 4 Mon	Jun 28 Thur
Jul 9 Mon	Aug 2 Thur
Aug 6 Mon	Aug 30 Thur
Sep 10 Mon	Oct 4 Thur
Oct 8 Mon	Nov 1 Thur
Nov 5 Mon	Nov 30 Fri
Dec 3 Mon	Jan 11, 2008 Fri

Network Systems Support 2006-2007	
Start Date	End Date
*Aug 7 Mon	*Sep 21 Thur
*Sep 25 Mon	*Nov 2 Thur
*Nov 6 Mon	*Dec 14 Thur
Jan 2 Mon	Feb 8 Thur
Feb 12 Mon	Mar 22 Thur
Mar 26 Mon	May 10 Thur
May 14 Mon	Jun 21 Thur
June 25 Mon	Aug 9 Thur
Aug 13 Mon	Sep 27 Thur
Oct 1 Mon	Nov 8 Thur
Nov 12 Mon	Jan 4, 2008 Fri

Pharmacy Tech 2006-2007	
Start Date	End Date
*Aug 7 Mon	*Aug 31 Thur
*Sep 11 Mon	*Oct 5 Thur
*Oct 9 Mon	*Nov 2 Thur
*Nov 6 Mon	*Nov 30 Thur
*Dec 4 Mon	Jan 11, 2007 Thur
Jan 16 Mon	Feb 8 Thur
Feb 12 Mon	March 8 Thur
Mar 12 Mon	Apr 5 Thur
Apr 16 Mon	May 10 Thur
May 14 Mon	Jun 7 Thur
Jun 11 Mon	Jul 12 Thur
Jul 16 Mon	Aug 9 Thur
Aug 13 Mon	Sep 13 Thur
Sept 17 Mon	Oct 11 Thur
Oct 15 Mon	Nov 8 Thur
Nov 12 Mon	Dec 6 Thur
Dec 10 Mon	Jan 17, 2008 Thur

Massage Therapy 2006-2007	
Start Date	End Date
*Aug 14 Mon	*Sep 14 Thur
*Sep 18 Mon	*Oct 12 Thur
*Oct 16 Mon	*Nov 9 Thur
*Nov 13 Mon	*Dec 7 Thur
*Dec 11 Mon	Jan 18, 2007 Thur
Jan 22 Mon	Feb 15 Thur
Feb 20 Mon	Mar 15 Thur
Mar 19 Mon	Apr 19 Thur
Apr 23 Mon	May 17 Thur
May 21 Mon	Jun 14 Thur
Jun 18 Mon	Jul 17 Thur
Jul 23 Mon	Aug 16 Thur
Aug 20 Mon	Sept 20 Thur
Sept 24 Mon	Oct 18 Thur
Oct 22 Mon	Nov 15 Thur
Nov 19 Mon	Dec 13 Thur
Jan 2, 2008 Mon	Jan 24 2008 Thur

Dental Assisting 2006-2007	
Start Date	End Date
*Aug 28 Mon	*Sep 28 Thur
*Oct 2 Mon	*Oct 26 Thur
*Oct 30 Mon	*Nov 22 Thur
*Nov 27 Mon	Jan 5, 2007 Thur
Jan 8 Mon	Feb 1 Thur
Feb 5 Mon	Mar 1 Thur
Mar 5 Mon	Mar 29 Thur
Apr 2 Mon	May 3 Thur
May 7 Mon	Jun 1 Thur
Jun 4 Mon	Jun 28 Thur
Jul 9 Mon	Aug 2 Thur
Aug 6 Mon	Aug 30 Thur
Sep 10 Mon	Oct 4 Thur
Oct 8 Mon	Nov 1 Thur
Nov 5 Mon	Nov 30 Wed
Dec 3 Mon	Jan 11, 2008

Massage Therapy/Medical Assisting - Weekends 2006-2007	
Start Date	End Date
*Aug 5 Sat	*Aug 27 Sun
*Sep 9 Sat	*Oct 1 Sun
*Oct 7 Sat	*Oct 29 Sun
*Nov 4 Sat	*Nov 26 Sun
*Dec 2 Sat	Jan 7, 2007 Sun
Jan 13 Sat	Feb 4 Sun
Feb 10 Sat	Mar 4 Sun
Mar 10 Sat	Apr 1 Sun
Apr 14 Sat	May 6 Sun
May 12 Sat	Jun 3 Sun
Jun 9 Sat	Jul 1 Sun
Jul 14 Sat	Aug 5 Sun
Aug 11 Sat	Sep 9 Sun
Sept 15 Sat	Oct 7 Sun
Oct 13 Sat	Nov 4 Sun
Nov 10 Sat	Dec 9 Sun
Dec 15 Sat	Jan 20, 2008

*Denotes 2006 dates

DETROIT ACADEMIC CALENDARS

Pharmacy Technician & Massage Therapy 4 Day/Week 2006	
Start Dates	End Dates
Mon, Jan 09	Thur, Feb 02
Mon, Feb 06	Thur, March 02
Mon, March 06	Thur, March 30
Mon, April 03	Thur, April 27
Mon, May 01	Thur, May 25
Mon, June 05	Thur, June 29
Wed, July 05	Thur, July 27
Mon, July 31	Thur, Aug 24
Mon, Aug 28,	Thur, Sept 21
Mon, Sept 25	Thur, Oct 19
Mon, Oct 23	Thur, Nov 16
Mon, Nov 20	Thur, Dec 14
Mon, Dec 18	Fri, Jan 19, 2007

Student Holidays Pharmacy Technician & Massage Therapy - 4 day week 2006	
M L King, Jr. Day	Jan 16
President's Day	Feb 20
Good Fri	April 14
Summer Recess	May 28 - June 4
Independence Day	July 4
Labor Day	Sep 4
Thanksgiving Break	Nov 23-24
Winter Recess	Dec 23 - Jan 1, '07

SOUTHFIELD ~ ACADEMIC CALENDAR 2008

Computer Technology

2008	
Start Dates	End Dates
Jan 7 Mon	Mar 27 Thurs
Apr 7 Mon	Jun 26 Thurs
Jul 7 Mon	Sep 25 Thurs
Oct 6 Mon	Dec 23 Tues

Electronics Computer Technology

2008	
Start Dates	End Dates
Jan 7 Mon	Mar 27 Thurs
Apr 7 Mon	Jun 26 Thurs
Jul 7 Mon	Sep 25 Thurs
Oct 6 Mon	Dec 23 Tues

Medical Administrative Assisting

2008	
Start Dates	End Dates
Jan 22 Tues	Feb 14 Thurs
Feb 19 Tues	Mar 13 Thurs
Mar 17 Mon	Apr 17 Thurs
Apr 21 Mon	May 15 Thurs
May 19 Mon	June 12 Thurs
June 16 Mon	July 17 Thurs
July 21 Mon	Aug 14 Thurs
Aug 18 Mon	Sept 11 Thurs
Sept 15 Mon	Oct 16 Thurs
Oct 20 Mon	Nov 13 Thurs
Nov 17 Mon	Dec 11 Thurs
Dec 15 Mon	

Medical Assisting

2008	
Start Dates	End Dates
Jan 7 Mon	Jan 31 Thurs
Feb 4 Mon	Feb 26 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 26 Fri
Oct 6 Mon	Oct 30 Thurs
Nov 3 Mon	Nov 26 Wed
Dec 1 Mon	Dec 23 Tue

Massage Therapy

2008	
Start Dates	End Dates
Jan 7 Mon	Jan 31 Thurs
Feb 4 Mon	Feb 26 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 26 Fri
Oct 6 Mon	Oct 30 Thurs
Nov 3 Mon	Nov 26 Wed
Dec 1 Mon	Dec 23 Tue

Massage Therapy, Medical Assisting and Medical Insurance Billing/Coding 5 Day/Week 2006	
Start Dates	End Dates
Wed, Jan 25	Wed, Feb 22
Thur, Feb 23	Wed, March 22
Thur, March 23	Thur, April 20
Fri, April 21	Thur, May 18
Fri, May 19	Fri, June 16
Mon, June 26	Mon, July 24
Tues, July 25	Mon, Aug 21
Tues, Aug 22	Tues, Sept 19
Wed, Sept 20	Tues, Oct 17
Wed, Oct 18	Tues, Nov 14
Wed, Nov 15	Thur, Dec 14
Mon, Dec 18	Mon, Jan 22, 2007

Student Holidays Massage Therapy, Medical Assisting & Medical Insurance Billing/Coding - 5 day week 2006	
M L King, Jr. Day	Jan 16
President's Day	Feb 20
Good Fri	April 14
Memorial Day	May 29
Summer Recess	June 17 - 25
Independence Day	July 4
Labor Day	Sept 4
Thanksgiving Break	Nov 23-24
Winter Recess	Dec 23 - Jan 1 '07

Medical Assisting, Medical Insurance Billing and Coding and Massage Therapy (5-day Program)		Pharmacy Tech and Massage Therapy (4-day Program)	
Start Date	End Date	Start Date	End Date
Jan 24, 2007	Feb 21, 2007	Jan 22, 2007	Feb 15, 2007
<i>President's Day: Feb 19, 2007</i>		<i>President's Day: Feb 19, 2007</i>	
Feb 23, 2007	March 22, 2007	Feb 20, 2007	March 15, 2007
March 26, 2007	April 23, 2007	March 19, 2007	April 12, 2007
<i>Good Fri: April 13, 2007</i>		<i>Good Fri: April 13, 2007</i>	
April 25, 2007	May 22, 2007	April 16, 2007	May 10, 2007
May 24, 2007	June 21, 2007	May 14, 2007	June 7, 2007
June 25, 2007	July 27, 2007	June 11, 2007	July 12, 2007
<i>Break Week: July 2 - 6, 2007</i>		<i>Break Week: July 2 - 6, 2007</i>	
July 31, 2007	Aug 27, 2007	July 16, 2007	Aug 9, 2007
Aug 29, 2007	Sept 26, 2007	Aug 13, 2007	Sept 7, 2007
Labor Day	Sept 3, 2007	Sept 10, 2007	Oct 4, 2007
Sept 28, 2007	Oct 25, 2007	Oct 8, 2007	Nov 1, 2007
Oct 29, 2007	Nov 27, 2007	Nov 5, 2007	Nov 30, 2007
<i>Thanksgiving: Nov 22, 2007</i>		<i>Thanksgiving: Nov 22, 2007</i>	
Nov 29, 2007	Dec 21, 2007	Dec 3, 2007	Jan 8, 2008
<i>Christmas Break: Dec 24, 2007 - Jan 3, 2008</i>		<i>Christmas Break: Dec 24, 2007 - Jan 3, 2008</i>	

APPENDIX D: HOURS OF OPERATION

SOUTHFIELD HOURS OF OPERATION

Office:

8:00 AM to	8:00 PM	Mon through Thur
8:00 AM to	5:00 PM	Fri
9:00 AM to	1:00 PM	Saturday

School:

7:00 AM to	12PM	Mon though Thur	Morning
8:00 AM to	1:00 PM	Mon through Thur	Morning
9:00 AM to	2:00 PM	Mon through Thur	Mid-Morning
10:00 AM to	3:00 PM	Mon through Thur	Mid-Morning
12:00PM to	5:00pm	Mon through Thur	Afternoon
1:00 PM to	6:00 PM	Mon through Thur	Afternoon
6:00 PM to	11:00 PM	Mon through Thur	Evening

DEARBORN HOURS OF OPERATION

Office:

7:30 AM to	8:00 PM	Mon through Thur
8:00 AM to	4:30 PM	Fri

School: Mon through Thur

Morning		Afternoon		Evening	
8:00 AM to	1:00 PM	11:00 AM to	4:00 PM	5:00 PM to	10:00PM
9:00 AM to	2:00 PM	12:00 PM to	5:00 PM	6:00 PM to	11:00 PM
10:00 AM to	3:00 PM	1:00 PM to	6:00 PM	Weekend	
				7:00 AM to	5:00 PM

DETROIT HOURS OF OPERATION

Hours of Operation

Office:

8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	4:00 PM	Friday
10:00 AM to	2:00 PM	Saturday

Class Schedules:

6:00 AM to	10:00 AM	Mon through Fri
8:00 AM to	12:00 PM	Mon through Fri
10:00 AM to	2:00 PM	Mon through Fri
12:00 PM to	4:00 PM	Mon through Fri
2:00 PM to	6:00 PM	Mon through Fri
6:00 PM to	10:00 PM	Mon through Fri
8:00 AM to	1:00 PM	Mon through Thur
1:00 PM to	6:00 PM	Mon through Thur
6:00 PM to	11:00 PM	Mon through Thur

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Massage Therapy **Monday-Thursday**
Medical Insurance Billing & Coding

2007	
Start Date	End Date
Sep 27, 2007 Thurs	Oct 24, 2007 Wed

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■ **ADDENDUM Effective March 29, 2007, additional modular start dates have been added for the DEARBORN campus:**

Medical Assisting 2007	
Start Date	End Date
Mar 29, 2007	May 3, 2007

■ **ADDENDUM Effective March 29, 2007, additional modular start dates have been added for the SOUTHFIELD campus:**

Massage Therapy 2007	
Start Date	End Date
Mar 31, 2007 Sat	Apr 25, 2007 Wed

Electronics Computer Technology Monday-Thursday 2007	
Start Date	End Date
April 9, 2007 Mon	June 28, 2007 Thurs

■ **ADDENDUM Effective March 16, 2007, the following language is added on page 15 of the catalog:**

ACADEMIC CREDIT TRANSFER POLICY FOR AAMA-APPROVED MEDICAL ASSISTING PROGRAMS
 In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

■ **ADDENDUM Effective March 15, 2007, the following language is added under the "Accreditations, Approvals and Memberships" section:**

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The Medical Assisting diploma program (Southfield campus only) is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

■ **ADDENDUM Effective March 15, 2007, the following start date calendar is added for the DEARBORN campus:**

DENTAL ASSISTING		
Start	End	
3/29/07	5/3/07	(Students will be off April 16th, return April 17th)
5/7/07	6/1/07	
6/4/07	6/28/07	
7/9/07	8/2/07	
8/6/07	8/30/07	
9/10/07	10/4/07	
10/8/07	11/1/07	
11/5/07	11/30/07	
12/3/07	1/11/08	

■ **ADDENDUM Effective February 13, 2007, the cancellation and refund language in the catalog is replaced with the following, to match the new enrollment agreements:**

BUYER'S RIGHT TO CANCEL – Cancellation

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

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

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OFFICIAL WITHDRAWALS

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

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

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

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

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

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

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Date of Withdrawal versus Date of Determination (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's last date of attendance. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator). Days in which a student was on an approved leave of absence (where applicable) are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment—including tuition, fees, and other charges—if the student terminates the training after completing more than 60 percent of the period of enrollment.

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

REQUIREMENTS FOR GRADUATION

A student must:

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

MICHIGAN REFUND POLICY

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by The School before enrollment. An application fee of not more than \$25.00 may be retained by The School if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with The School. All refunds shall be returned within 30 days.

■ **ADDENDUM – Effective January 9, 2007**

Start date calendars for the DETROIT campus are updated as follows:

Medical Assisting, Medical Insurance Billing and Coding and Massage Therapy (5-day Program)		Pharmacy Tech and Massage Therapy (4-day Program)	
Start Date	End Date	Start Date	End Date
<i>Martin Luther King, Jr. Day: Jan 15, 2007</i>		<i>Martin Luther King, Jr. Day: Jan 15, 2007</i>	
Jan 24, 2007	Feb 21, 2007	Jan 22, 2007	Feb 15, 2007
<i>Presidents' Day: Feb 19, 2007</i>		<i>Presidents' Day: Feb 19, 2007</i>	
Feb 23, 2007	March 22, 2007	Feb 20, 2007	March 15, 2007
March 26, 2007	April 23, 2007	March 19, 2007	April 12, 2007
<i>Good Friday: April 6, 2007</i>		<i>Good Friday: April 6, 2007</i>	
April 25, 2007	May 22, 2007	April 16, 2007	May 10, 2007

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May 24, 2007	June 21, 2007
<i>Memorial Day: May 28, 2007</i>	
June 25, 2007	July 27, 2007
<i>Break Week: July 2 - 6, 2007</i>	
July 30, 2007	Aug 24, 2007
Aug 27, 2007	Sept 24, 2007
<i>Labor Day: Sept 3, 2007</i>	
Sept 25, 2007	Oct 22, 2007
Oct 23, 2007	Nov 19, 2007
Nov 20, 2007	Dec 19, 2007
<i>Thanksgiving Break: Nov 22-23, 2007</i>	
Dec 20, 2007	Jan 26, 2008
<i>Christmas Break: Dec 24, 2007 - Jan 3, 2008</i>	

May 14, 2007	June 7, 2007
<i>Memorial Day: May 28, 2007</i>	
June 11, 2007	July 12, 2007
<i>Break Week: July 2 - 6, 2007</i>	
July 16, 2007	Aug 9, 2007
Aug 13, 2007	Sept 7, 2007
<i>Labor Day: Sept 3, 2007</i>	
Sept 10, 2007	Oct 4, 2007
Oct 8, 2007	Nov 1, 2007
Nov 5, 2007	Nov 30, 2007
<i>Thanksgiving Break: Nov 22-23, 2007</i>	
Dec 3, 2007	Jan 8, 2008
<i>Christmas Break: Dec 24, 2007 - Jan 3, 2008</i>	

■ **ADDENDUM – Effective January 4, 2007**

The following language replaces the Appeals policy language in the catalog:

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

Attendance Violations

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

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

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

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

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

■ **ADDENDUM - Effective January 1, 2007**

Tuition and fees are updated as follows:

Dearborn Campus

Program	Program Length	Credit Units	Tuition

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Massage Therapy	9 Modules	54	\$12,700
Medical Assisting	8 Modules	47	\$12,100
Pharmacy Technician	8 Modules	47	\$12,100
Dental Assisting	8 Modules	47	\$12,700

Southfield Campus

Program	Program Length	Credit Units	Tuition
Computer Technology	3 Quarters	54	\$12,400
Electronics Computer Technology	6 Quarters	108	\$24,400
Medical Administrative Assistant	8 Modules	47	\$12,100
Medical Assisting	8 Modules	47	\$12,100
Massage Therapy	9 Modules	54	\$12,700

Detroit Campus

Program	Program Length	Credit Units	Tuition
Massage Therapy	9 Modules	54	\$12,700
Medical Assisting	8 Modules	47	\$12,100
Pharmacy Technician	8 Modules	47	\$12,100

■ ADDENDUM - Effective December 5, 2006

The following start date calendar is added for the DETROIT campus:

Massage Therapy, Weekend Classes Detroit Campus	
Start Date	Start Date
Dec 30, 2006	Jan 27, 2007
Jan 28, 2007	Feb 24, 2007
Feb 25, 2007	March 24, 2007
March 25, 2007	April 22, 2007
April 28, 2007	May 20, 2007
May 26, 2007	June 17, 2007
June 23, 2007	July 15, 2007
July 21, 2007	Aug 12, 2007
Aug 18, 2007	Sept 9, 2007
Sept 15, 2007	Oct 7, 2007
Oct 13, 2007	Nov 4, 2007
Nov 10, 2007	Dec 2, 2007
Dec 8, 2007	Jan 5, 2008

■ ADDENDUM - Effective December 5, 2006

Additional modular start and end dates calendar have been added for the DEARBORN campus:

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2006	
MEDICAL ASSISTING	
Start Date	End Date
Dec 28, 2006 Thu	Feb 1, 2007 Thu
2006	
DENTAL ASSISTING	
Start Date	End Date
Dec 30, 2006 Sat	Jan 28, 2007 Thu
Feb 3 Sat	Feb 25 Sun
Mar 3 Sat	Mar 25 Sun
Mar 31 Sat	Apr 29 Sun
May 5 Sat	May 27 Sun
Jun 2 Sat	Jun 24 Sun
Jun 30 Sat	Jul 29 Sun
Aug 4 Sat	Aug 26 Sun
Sep 8 Sat	Sep 30 Sun
Oct 6 Sat	Oct 28 Sun
Nov 3 Sat	Dec 2 Sun
Dec 1 Sat	Dec 23 Sun

■ **ADDENDUM - Effective December 5, 2006**

Additional modular start and end dates calendar have been added for the **SOUTHFIELD** campus:

Electronics Computer Technology	
Monday - Thursday	
2007	
Start Date	End Date
Jan 8, 2007 Thurs	Mar 29, 2008 Thurs

Massage Therapy Monday-Thursday	
2006-2007	
Start Date	End Date
Dec 28, 2006 Thurs	Jan 24, 2007 Wed