

# 2001-2002 CATALOG National Institute of Technology

San Antonio 1201

## Main Campus:

3622 Fredericksburg Road  
San Antonio, Texas 78201  
(210) 733-6000

## Branch Campuses:

National Institute of Technology 4150 Westheimer, Suite 200 Houston, Texas 77027 (713) 629-1637	National Institute of Technology 255 Northpoint, Suite 100 Houston, Texas 77060 (281) 447-7037
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National Institute of Technology  
7151 Office City Drive, Suite 200  
Houston, TX 77087  
(713) 645-7404

Accredited by the Accrediting Commission of Career Schools and  
Colleges of Technology and Approved and Regulated by the  
Texas Workforce Commission, Proprietary Schools Section,  
Austin, Texas.

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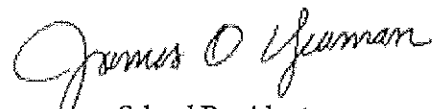
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Effective December 1, 2001 through December 31, 2002

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

  
School President

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# Table of Contents

<b>About Corinthian Schools, Inc.</b> .....	<b>1</b>
School History and Description.....	1
Educational Philosophy.....	1
Statement of Non-Discrimination.....	2
Accreditations, Approvals and Memberships.....	2
Administration.....	2
Faculty.....	2
Hours of Operation.....	3
<b>Academic Calendars</b> .....	<b>5</b>
Student Holidays.....	6
<b>Modular Programs</b> .....	<b>7</b>
Computerized Business Applications.....	7
Program Outline.....	7
Course Descriptions.....	8
Electronics and Computer Engineering Technology.....	11
Program Outline.....	11
Course Descriptions.....	13
Medical Administrative Assistant Program.....	16
Program Outline.....	17
Course Descriptions.....	18
Medical Assisting Program.....	21
Program Outline.....	21
Course Descriptions.....	23
<b>Quarter Program</b> .....	<b>26</b>
Network Administration Program.....	26
Program Outline.....	26
Course Descriptions.....	27
<b>Admissions</b> .....	<b>30</b>
Requirements and Procedures.....	30
Credit for Previous Education or Training.....	31
<b>Administrative Policies</b> .....	<b>32</b>
Grading.....	32
Student Awards.....	32
Graduation Requirements.....	32
Satisfactory Academic Progress.....	32
Requirements.....	32
Academic Probation.....	33
Reinstatement Policy.....	33
Incompletes.....	33
Withdrawals.....	34
Exit Interviews.....	34
Repeat Policy.....	34
Maximum Program Completion Time.....	34
Additional Information on Satisfactory Academic Progress.....	35
Student Appeal Process.....	35
Required Study Time.....	36
Class Size.....	36

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Unit of Credit.....	36
Academic .....	36
Financial Aid .....	36
Attendance Requirements .....	36
Tardiness/Early Departure.....	37
Reentry Policy.....	37
Make-up Work .....	37
Veteran Students .....	38
Leave of Absence Policy .....	38
Effects of Leave of Absence on Satisfactory Academic Progress.....	38
Clothing and Personal Property .....	38
Dress Code .....	38
Allied Health Programs.....	39
Code of Conduct .....	39
Alcohol and Substance Abuse Statement .....	39
Weather Emergencies .....	39
Academic Advisement and Tutoring.....	39
Disabled Students .....	40
Health/Medical Care.....	40
Termination Procedures .....	40
Information Technology Program Student Disclosure .....	40
Transferability of Credits .....	40
Comparability of Programs.....	40
Student Complaint/Grievance Procedure.....	41
Policy and Program Changes .....	41
<b>Financial Information .....</b>	<b>42</b>
Tuition and Fees .....	42
Voluntary Prepayment Plan.....	42
Individual Course Instruction.....	42
Additional Fees and Expenses .....	42
Cancellation/Refund Policy .....	42
Cancellations .....	42
Refunds .....	43
Financial Assistance .....	46
<b>Student Services.....</b>	<b>48</b>
Placement Assistance .....	48
Student Activities .....	48
Transportation Assistance .....	48
Field Trips.....	48
Special Lectures.....	48
Drug and Alcohol Abuse Prevention.....	48
Advising .....	48
<b>Family Educational Rights and Privacy Act .....</b>	<b>49</b>
<b>Corinthian Schools .....</b>	<b>50</b>
Statement of Ownership .....	50

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## About Corinthian Schools, Inc.

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

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

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

## School History and Description

National Institute of Technology in San Antonio, Texas, was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In October 1987 the school moved to its present location in San Antonio and the curriculum was expanded to include a Medical Assisting Program. The school was acquired by Corinthian Schools, Inc. in July 1995. The school name was changed to National Institute of Technology on November 26, 1996.

The modern air conditioned facility is designed for training students for the working world. The building has over 30,000 square feet containing 28 classrooms, administrative offices, student lounge, restrooms a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

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 school is conveniently located one mile inside Loop 410 on Fredericksburg Road.

## Educational Philosophy

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

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

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## Statement of Non-Discrimination

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

## Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Approved and regulated by the Texas Workforce Commission, Proprietary Schools Section, Austin, Texas.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the National Association for Health Professionals.
- Member of the North San Antonio Chamber of Commerce.
- Member of the San Antonio Hispanic Chamber of Commerce.
- Member of Career Schools and Colleges of Texas.

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

## Administration

James O. Yeaman	School President
James Alexander	Admissions Director
Janet Chestnut	Placement Director
Cheryl Hedlund	Finance Director
Richard Boggs	Education Director

## Faculty

### Business Department

Di Dooley, PhD.	University of Palmers Green, London, England
Stewart Hess, B.S.	University of Maryland, College Park, MD
Ken Hofmockel, B.B.A., M.B.A.	University of New Mexico, Albuquerque, NM,
Al Jaramillo, B.S.B.A.	University of Southern Colorado

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Thomas Lake, B.A.  
Isela Rios-Moreno, B.S.O.E.

Central Connecticut State University  
Wayland Baptist University, San Antonio, TX

**Electronics Department**

Alex Aguilera, A.A.S.  
Freddy Baker, B.S., M.S.

St. Phillips College, San Antonio, TX  
Texas Tech, Lubbock, TX  
Air Force Institute of Technology, Wright-Patterson AFB, OH  
Hallmark Institute of Technology, San Antonio, TX  
Community College of the Air Force, U.S. Air Force

James Cain, A.A.S.

Douglas Cardenas  
William Clabo

Occupational Qualifications  
Occupational Qualifications  
United States Air Force, Madison, WI

Mark Gearhart, A.A.S., B.S.  
Randall Hall

Embry-Riddle Aeronautical University  
Certificate, Texas Engineering Extension Service

Ralph Kelley, B.A.  
Michael Natusch, B.A.

Incarnate Word, San Antonio, TX  
University of Connecticut

Fred Nava  
Charles W. Jones B.S.O.E.  
Raphael Simmons

Occupational Qualifications  
Wayland Baptist University, San Antonio, TX  
College of the Air Force

**Medical Administration Department**

Robyn Childress

Occupational Qualifications  
Baylor College of Medicine

**Medical Health Department**

Rosa Barbosa, M.D.  
Elizabeth Burchfield  
John Ethredge, A.A.S.  
Rosario Faller, M.D.  
Jean-Richard Lagoueyte  
Louis Nistal, M.D.  
Roberto Ramirez, M.D.  
John Ridlon, B.B.A., A.A.S.

Universidad Nacional Autonoma de Neuvoleon, Neuvoleon, Mexico  
Occupational Qualifications  
University of the State of New York, Albany, NY  
Universidad Metropolitana Barranquilla, Columbia  
Occupational Qualifications, Army Academy of Health Sciences  
Universidad Nacional Autonoma de Mexico, Mexico City, Mexico  
Universidad Nacional Autonoma de Mexico, Mexico City, Mexico  
St. Phillips College, San Antonio, TX  
McKendree College, Lebanon, IL

Ben Santos

Occupational Qualifications  
Academy of Health Sciences, U.S. Army Medical Corps.

Billie Swanda

Certificate, Sentara School of Medical Technicians

**Network Administration Department**

Eric Funderburk

Occupational Qualifications  
Texas A&M University

Brian Jones, A.A.S.  
Larry Muller, A.S.  
Santiago Sanchez, A.A.  
Terry Smith, M.B.A.

Community College of Air Force, United States Air Force  
University of the State of New York, Albany, NY  
St Phillips College, San Antonio, TX  
University of Northern Colorado, Greeley, CO

**Hours of Operation**

**Office:**

7:30 AM to 7:00 PM Monday through Thursday  
7:30 AM to 5:00 PM Friday

School:

<b>Business (Morning)</b>	<b>Medical Health (Morning)</b>	<b>Medical Health (Morning)</b>
7:30 - 8:20 8:30 - 9:20 9:30 - 10:20 10:40 - 11:30 11:40 - 12:30	8:30 - 9:20 9:30 - 10:20 10:40 - 11:30 11:40 - 12:30	10:00 - 10:50 11:00 - 11:50 12:10 - 1:00 1:10 - 2:00
<b>Breaks:</b> 8:20 - 8:30 9:20 - 9:30 10:20 - 10:40 11:30 - 11:40	<b>Breaks:</b> 9:20 - 9:30 10:20 - 10:40 11:30 - 11:40	<b>Breaks:</b> 10:50 - 11:00 11:50 - 12:10 1:00 - 1:10

<b>Medical Health (Morning)</b>	<b>Medical Health (Afternoon)</b>	<b>Network Admin (Morning)</b>
6:00 - 6:50 7:00 - 7:50 8:10 - 9:00 9:10 - 10:00	12:30 - 1:20 1:30 - 2:20 2:30 - 3:20 3:30 - 4:20 4:30 - 5:30	8:00 - 8:50 9:00 - 9:50 10:10 - 11:00 11:10 - 12:00 12:10 - 1:00
<b>Breaks:</b> 6:50 - 7:00 7:50 - 8:10 9:00 - 9:10	<b>Breaks:</b> 1:20 - 1:30 2:20 - 2:30 3:20 - 3:30 4:20 - 4:30	<b>Breaks:</b> 8:50 - 9:00 9:50 - 10:10 11:00 - 11:10 12:00 - 12:10

<b>Medical Administrative Asst. (Morning)</b>	<b>Technical (Morning)</b>	<b>All Evening Programs</b>
7:30 - 8:20 8:30 - 9:20 9:30 - 10:20 10:40 - 11:30 11:40 - 12:30	7:30 - 8:20 8:30 - 9:20 9:30 - 10:20 10:40 - 11:30 11:40 - 12:30 12:40 - 1:30	6:00 - 6:50 7:00 - 7:50 8:10 - 9:00 9:10 - 10:00 10:00 - 10:50
<b>Breaks:</b> 8:20 - 8:30 9:20 - 9:30 10:20 - 10:40 11:30 - 11:40	<b>Breaks:</b> 8:20 - 8:30 9:20 - 9:30 10:20 - 10:40 11:30 - 11:40 12:30 - 12:40	<b>Breaks:</b> 6:50 - 7:00 7:50 - 8:10 9:00 - 9:10

Note: Depending on quarterly class load, students in the Network Administration program may not be scheduled for class during every period.



# Academic Calendars

The following Academic Calendars detail the beginning and end dates of individual terms for each program offered. To determine the projected end date for a program, count down the number of terms in the program from the projected start date. The projected end date assumes uninterrupted attendance and full-time externship hours (if applicable).

The number of terms for each program is as follows:

- Computerized Business Applications 9 Modules
- Electronics and Computer Engineering Technology 10 Modules
- Medical Administrative Assistant 8 Modules
- Medical Assisting 8 Modules
- Network Administration 4 Quarters

<b>Electronics &amp; Computer Engineering Technology</b> Day - Five Day Week (Monday through Friday)	
2001	
Start Dates	End Dates
Dec 12 Wed	Jan 28 '02 Mon
2002	
Start Dates	End Dates
Jan 30 Wed	Mar 6 Wed
Mar 8 Fri	Apr 12 Fri
Apr 15 Mon	May 17 Fri
May 20 Mon	Jun 24 Mon
Jun 26 Wed	Aug 1 Thu
Aug 5 Mon	Sep 9 Mon
Sep 11 Wed	Oct 15 Tue
Oct 17 Thu	Nov 20 Wed
Nov 21 Thu	Jan 10 '03 Fri

<b>Electronics &amp; Computer Engineering Technology</b> Evening - Four Day Week (Monday through Thursday)	
2001	
Start Dates	End Dates
Nov 19 Mon	Jan 24 '02 Thu
2002	
Start Dates	End Dates
Jan 29 Tue	Mar 21 Thu
Mar 25 Mon	May 14 Tue
May 20 Mon	Jul 11 Fri
Jul 15 Tue	Sep 4 Wed
Sep 5 Thu	Oct 28 Mon
Oct 29 Tue	Dec 16 Thu

<b>Medical Assisting</b> Day - Five Day Week (Monday through Friday)	
2002	
Start Dates	End Dates
Jan 3 Thu	Jan 31 Thu
Feb 4 Mon	Mar 4 Mon
Mar 6 Wed	Apr 3 Thu
Apr 8 Mon	May 3 Fri
May 7 Tue	Jun 4 Tue
Jun 10 Mon	Jul 9 Wed
Jul 11 Thu	Aug 7 Wed
Aug 12 Mon	Sep 9 Mon
Sep 11 Wed	Oct 8 Tue
Oct 14 Mon	Nov 8 Fri
Nov 12 Tue	Dec 11 Thu
Dec 16 Mon	Jan 27 '03 Mon

<b>Network Administration</b> Day - Five Day Week (Monday through Friday) Evening - Four Day Week (Monday through Thursday)	
2001	
Start Dates	End Dates
Dec 10 Mon	Mar 18 '02 Mon
2002	
Start Dates	End Dates
Mar 25 Mon	Jun 18 Tue
Jun 24 Mon	Sep 18 Wed
Sep 23 Mon	Dec 17 Wed

<b>Computerized Business Applications &amp; Medical Administrative Assistant</b> Morning & Evening Four Day Week (Monday through Thursday)	
<b>Medical Assisting</b> Afternoon/Evening Four Day Week (Monday through Thursday)	
<b>2002</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 3 Thu	Jan 31 Thu
Feb 4 Mon	Mar 4 Mon
Mar 6 Wed	Apr 2 Wed
Apr 8 Mon	May 2 Thu
May 7 Tue	Jun 4 Tue
Jun 10 Mon	Jul 8 Tue
Jul 11 Thu	Aug 7 Wed
Aug 12 Mon	Sep 9 Mon
Sep 11 Wed	Oct 8 Tue
Oct 14 Mon	Nov 7 Thu
Nov 12 Tue	Dec 10 Wed
Dec 16 Mon	Jan 27 '03 Mon

## Student Holidays

	2001	2002
Martin Luther King, Jr. Day	Jan 15	Jan 21
President's Day	Feb 19	Feb 18
Spring Recess	Apr 13	Mar 29
Memorial Day	May 28	May 27
Independence Day	July 4	July 4-5
Labor Day	Sep 3	Sep 2
Thanksgiving	Nov 22-23	Nov 28-29
Winter Recess	Dec 24 – Jan 2 '02	Dec 23 – Jan 3 '03

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## Modular Programs

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

### Computerized Business Applications

#### Diploma Program - 9 Months

720 Clock Hours/53.0 Credit Units

DOT: General Clerk 209.562 010

The Computerized Business Applications program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10 key pad. Proficiency is attained in the use of word processing, spreadsheet, desktop publishing and accounting software on the computer.

The skills learned in this program will equip students to obtain an entry-level position in business, industry or government. Upon completion of the program, students will be awarded a diploma.

#### Program Outline

Module/Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module A</b>			
MW110	Word Processing	20/40/00/60	4.0
MK101	Keyboarding 1	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module B</b>			
MG105	English	60/00/00/60	6.0
MK102	Keyboarding 2	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>
<b>Module C</b>			
MI120	Spreadsheet	20/40/00/60	4.0
MK103	Keyboarding 3	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module D</b>			
MA200	Accounting	40/20/00/60	5.0
MK104	Keyboarding 4	00/20/00/20	1.0
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module E</b>			
MM130	Mathematics	60/00/00/60	6.0
MK105	Keyboarding 5	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>

Module/Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module F</b>			
MC200	Computerized Report Preparation	20/20/00/40	3.0
MC220	Database	00/20/00/20	1.0
MK106	Keyboarding 6	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module G</b>			
MB110	Introduction to Business	60/00/00/60	6.0
MK107	Keyboarding 7	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>
<b>Module H</b>			
MD220	Desktop Publishing	20/40/00/60	4.0
MK108	Keyboarding 8	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module I</b>			
MC240	Career Skills	20/20/00/40	3.0
MC260	Customer/Inter-Office Relations	20/00/00/20	2.0
MK109	Keyboarding 9	00/20/00/20	1.0
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
	<b>Program Total</b>	<b>340/380/00/720~</b>	<b>53.0</b>

## Major Equipment

Calculators                      Laser Printers  
 Desktop Computers              Projector

## 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 "40/00/4.0" indicates that the course consists of 40 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 4.0 credit units.

### MA200 Accounting 40/20/5.0

In this course, students learn the complete accounting cycle analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trail balance. The accounting equation and debits are introduced. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying accounting principles and proper input techniques to a computerized software package. Prerequisite: None

### MB110 Introduction to Business 60/00/6.0

This course covers contemporary business environment and the management of organization, people and production. Economic challenges, ethics and social responsibilities of business are examined. The course will include management of human resources, production, operations, and marketing. We will examine various forms of business ownership and will examine ways in which businesses are financed. The student will prepare a business plan for starting a business. Prerequisite: None

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**MC200 Computerized Report Presentation**

20/20/3.0

The computer and MS PowerPoint will be used to translate written business reports into graphic presentations. The student will learn how to develop, gather, and prepare visuals to illustrate report contents and will create a visual presentation using MS PowerPoint. Prerequisite: None

**MC220 Database**

00/20/1.0

In this course, students develop skills in using microcomputer-based databases. Using Microsoft Access students learn to create, design, edit, data validation, and print databases. Prerequisite: None

**MC240 Career Skills**

20/20/3.0

This course will deal with the foundations of planning and developing a career path. Topics will include resume preparation, job search, interviewing techniques, on-the-job development, and long-term career planning. Prerequisite: None

**MC260 Customer/Inter-Office Relations**

20/00/2.0

Two general areas of personal relations are included in this course. It will deal with inter-employee pressures and relationships and with the interface of the employee with the customer. Prerequisite: None

**MD220 Desktop Publishing**

20/40/4.0

Begins with an overview of the types of special publications that a business might generate. The course will concentrate on newsletters and brochures and will cover the design, production and distribution of these documents. Prerequisite: None

**MG105 English**

60/00/6.0

This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentence. Vocabulary and spelling are also included. This course is designed to strengthen the student's writing skills, with special emphasis on capitalization and punctuation. Students write various types of sentences and learn the elements of good writing style. Also included are vocabulary and frequently confused words. Prerequisite: None

**MI120 Spreadsheet**

20/40/4.0

In this course, students develop skills in using microcomputer-based spreadsheets. Using Microsoft Excel students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package in business applications. Students will extend their spreadsheet skills. Prerequisite: None

**MK101 Keyboarding 1**

00/20/1.0

Training and practice in proper computer keyboarding techniques will begin using Individual Typing. Prerequisite: None

**MK102 Keyboarding 2**

00/20/1.0

Using the typing software and various exercises the student will develop speed and accuracy. Prerequisite: None

**MK103 Keyboarding 3**

00/20/1.0

A continuation of Keyboarding. Prerequisite: None

**MK104 Keyboarding 4**

00/20/1.0

Continued practice and further development of speed and accuracy. Prerequisite: None

**MK105 Keyboarding 5**

00/20/1.0

Instruction and practice to achieve greater speed and accuracy in the entry of both alpha and numeric data. Prerequisite: None

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**MK106 Keyboarding 6****00/20/1.0**

A continuation of Keyboarding. Prerequisite: None

**MK107 Keyboarding 7****00/20/1.0**

A continuation of Keyboarding. Prerequisite: None

**MK108 Keyboarding 8****00/20/1.0**

A continuation of Keyboarding. Prerequisite: None

**MK109 Keyboarding 9****00/20/1.0**

A continuation of Keyboarding. Prerequisite: None

**MM130 Mathematics****60/00/6.0**

A review and update of math skills with emphasis on decimals and fractions. This course will build on prior coursework with emphasis on business math applications including taxes, interest, depreciation, etc. Prerequisite: None

**MW110 Word Processing****20/40/4.0**

A foundation skill for almost any job in the modern office is word processing. Using MS Word, the student is introduced to standard business documents such as letters and memos. The course will examine various formats and procedures for producing common business communication. Additional types of documents are introduced, including E-mail. Prerequisite: None

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## Electronics and Computer Engineering Technology

Diploma Program - 13 Months (Day) - 19 Months (Evening)

1500 Clock Hours/120.0 Credit hours

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

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

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

Upon successful completion of all areas of the 13 month program, students will be awarded a diploma.

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>DC Circuits and Applications Module</b>			
EC101	Basic Electricity and Electronics	60/00/00/60	6.0
EC103	Mathematics for Electronic Circuits	30/00/00/30	3.0
EC104	Basic Electronics/DC Circuits Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>AC Circuits and Applications Module</b>			
ED101	AC Theory	60/00/00/60	6.0
ED103	Mathematics for AC Electronics Circuits	30/00/00/30	3.0
ED104	AC Circuits Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Semiconductor Devices and Applications Module</b>			
EE201	Semiconductors	90/00/00/90	9.0
EE204	Semiconductors Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Transistors and Special Purpose Semiconductors Module</b>			
EF201	Transistors and Special Purpose Semiconductors	90/00/00/90	9.0
EF204	Transistor Circuits and Amplifiers Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Microelectronics Module</b>			
EG2011	Microelectronics	90/00/00/90	9.0
EG2041	Microelectronics Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Digital Electronics Module</b>			
EH3011	Digital Electronics	60/00/00/60	6.0
EH3031	Numbering Systems and Computer Mathematics	30/00/00/30	3.0
EH3041	Digital Electronics Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Basic Computer Operations Module</b>			
EI301	Basic Computer Operations	90/00/00/90	9.0
EI304	Computer Operations Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Electronic Communications Module</b>			
EJ2011	Electronic Communications	90/00/00/90	9.0
EJ2041	Electronic Communications Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Software and Advanced Technology Class Computers Module</b>			
EK4011	Software and Advanced Technology Class Computers	90/00/00/90	9.0
EK4041	Software and Computer Laboratory	00/60/00/60	3.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
<b>Computer Peripherals and Local Area Networks (LANs) Module</b>			
EL4T11	Computer Peripherals and Local Area Networks	50/00/00/50	5.0
EL4T21	Professional Strategies	40/00/00/40	4.0
EL4T31	Professional Strategies Laboratory	00/20/00/20	1.0
EL4T41	Computer Peripherals and Local Area Network Laboratory	00/40/00/40	2.0
	<b>Total</b>	<b>90/60/00/150</b>	<b>12.0</b>
	<b>Program Total</b>	<b>900/600/00/1500</b>	<b>120.0</b>

### Major Equipment

Analog/Digital Trainers  
Computers  
Digital Multimeters  
Frequency Counters  
Function Generators

Logic Analyzers  
Oscilloscopes  
Power Supplies  
Printers



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## Course Descriptions

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

### **EC101 Basic Electricity and Electronics**

**60/0/6.0**

This course is designed to introduce students to the field of electronics. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (DC) theory are taught. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. The concepts of voltage drop and current will be presented using Kirchoff's laws, Norton's theorem and Thevenin's theorem. Prerequisite: None

### **EC103 Mathematics for Electronic Circuits**

**30/0/3.0**

This course introduces the concepts of electrical circuit network analysis. Students learn the arithmetic and algebraic functions required to use Ohm's law, Kirchoff's laws for current and voltage, the superposition theorem, Thevenin's theorem and Norton's theorem. Prerequisite: None

### **EC104 Basic Electronics/DC Circuits Laboratory**

**0/60/3.0**

This course introduces the safe use of hand tools and soldering techniques used in the electronics industry. Students construct laboratory projects involving series, parallel and series-parallel resistive circuits, and use various test instruments such as digital multimeters and power supplies. Students complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. Prerequisite: None

### **ED101 AC Theory**

**60/0/6.0**

This course provides an introduction to the principles and applications of alternating current (AC). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits and R-L-C circuits in series and parallel circuits are analyzed. Prerequisites: EC101, EC103, EC104

### **ED 103 Mathematics for AC Electronics Circuits**

**30/0/3.0**

This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisites: EC101, EC103, EC104

### **ED104 AC Circuits Laboratory**

**0/60/3.0**

This course provides students with AC circuit applications. Students construct laboratory projects involving series, parallel and series-parallel resistive-capacitive, resistive-inductive, and resistive-capacitive-inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, oscilloscopes and power supplies to analyze these circuits. Prerequisites: EC101, EC103, EC104

### **EE201 Semiconductors**

**90/0/9.0**

This course introduces the principles of semiconductors. Diode theory and related concepts are presented. Students learn about the operation of circuits involving diodes. In addition to circuits based on standard diode function, special diode circuits are discussed. Students learn the underlying principles of transistors and transistor circuits. Transistor circuits and their application in common circuits are discussed in depth. The concepts of biasing for bipolar transistors are also presented. Prerequisites: ED101, ED103, ED104

### **EE204 Semiconductors Laboratory**

**0/60/3.0**

This course provides hands-on laboratory experience with the subjects presented in course EE201. Students construct and test circuits that show the principles of semiconductors, diode theory and related concepts. Students also test the operation of standard diodes and special-purpose diode circuits. Students test transistor circuits and their applications. The methods of biasing for bipolar transistors are also studied. Prerequisites: ED101, ED103, ED104

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**EF201 Transistors and Special-purpose Semiconductors****90/0/9.0**

This course familiarizes students with special-purpose transistors and semiconductor devices. The course focuses on silicon devices such as silicon-controlled rectifier (SCR), triac and the silicon-controlled switch (SCS), bipolar transistor devices and applications. The students learn the basic principles and applications of electronic semiconductor oscillator and amplifier circuits. Basic diode and transistor theory is reviewed to provide a foundation for the course. Prerequisites: ED101, ED103, ED104

**EF204 Transistor Circuits and Amplifiers Laboratory****0/60/3.0**

This course introduces students to laboratory experiments using transistor circuits and amplifiers that are covered in course EF201. Logical troubleshooting techniques are emphasized. Report writing skills are developed. Prerequisites: ED101, ED103, ED104

**EG2011 Microelectronics****90/0/9.0**

This course introduces linear and digital integrated circuits. The operational amplifier is explored in depth, and the applications of the operational amplifier in DC, audio applications, summing amplifiers, difference amplifiers and other integrated circuits are presented. A review of diodes and transistors is included. Prerequisites: EE201, EE204

**EG2041 Microelectronics Laboratory****0/60/3.0**

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EG2011 and other courses. It includes demonstrations and experiments using integrated circuits and operational amplifiers. Prerequisites: EE201, EE204

**EH3011 Digital Electronics****60/0/6.0**

This course teaches students the principles of digital electronics. Areas covered include basic gates, logic symbols, truth tables, Boolean algebra, timing diagrams, logic families, integrated logic circuits, latches, flip-flops, counters, shift registers, A/D, D/A and memory. This information forms the building blocks for understanding microcomputer systems. Prerequisites: EE201, EE204

**EH3031 Numbering Systems and Computer Mathematics****30/0/3.0**

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students practice addition and subtraction in all numbering systems, and multiplication and division in binary. Prerequisites: EE201, EE204

**EH3041 Digital Electronics Laboratory****0/60/3.0**

This course prepares students to work on digital electronic circuitry. The fundamentals include construction and using test equipment to troubleshoot basic and complex digital electronic circuits. Prerequisites: EE201, EE204

**EI301 Basic Computer Operations****90/0/9.0**

This course presents an introduction to computers and basic computer technology. Included is a comprehensive discussion of operating systems. The course entails the operation, configuration and troubleshooting of Operating Systems, systems hardware and peripheral equipment to include printers, support IC's, Memory, data storage devices, cable, sound and video systems. Prerequisites: EE201, EF204

**EI304 Computer Operations Laboratory****0/60/3.0**

This course provides hands-on experience in assembly and disassembly of a stand-alone PC at the basic technician level. Students practice installing, configuring and updating operating systems, partitioning hard drives, configuring video and sound systems, installing and configuring applications programs, multiple boot systems and special purpose hardware. Prerequisites: EE201, EE204

**EJ2011 Electronic Communications****90/0/9.0**

This course teaches students the basic principles of both modern analog and digital communications systems. It covers the characteristics of communications electronics, to include transmitters, receivers, modulation techniques,

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telephone systems, multiplexing techniques, data and optical communications systems. Emphasis is placed on modern modulator and demodulator techniques for computerized communications systems, to include LAN's and the Internet. Prerequisites: EF201, EG2011, E12011

**EJ2041 Electronic Communications Laboratory**

**0/60/3.0**

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EJ2011 and previous courses. It includes lab experiments in digital modulation techniques, telephone circuits, modems, fiber optics transmitters/receivers, and peer-to-peer computer networks. Prerequisites: EF204, EG2041, E12041

**EK4011 Software and Advanced Technology Class Computers**

**90/0/9.0**

This course introduces students to common application software, and environments. Students configure and troubleshoot computer applications. Prerequisites: EI301, EI304

**EK4041 Software and Computer Laboratory**

**0/60/3.0**

This course provides hands-on experiences that build on the concepts and skills presented in EK4011. Students install, configure and de-install various operating systems and application software. Students also perform application configuration and troubleshooting exercises. Prerequisites: EI301, EI304

**EL4T11 Computer Peripherals and Local Area Networks**

**50/0/5.0**

This course provides an introduction to computer peripherals, Internet technology and Local Area Networks (LANs). Students learn the basic operation, installation and set up of keyboards, video systems, mass storage devices, special I/O devices, printing systems, modems, and LAN software and equipment. Troubleshooting is also covered. Prerequisites: EI301, EI304

**EL4T21 Professional Strategies**

**40/0/4.0**

This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor, and resume preparation. Students are expected to develop a business letter and resume during the course.

**EL4T31 Professional Strategies Laboratory**

**0/20/1.0**

In this course, students develop important skills in the area of customer relations through role-playing exercises and case study analyses. Prerequisite: EI301, EI304

**EL4T41 Computer Peripherals and Local Area Network Laboratory**

**0/40/2.0**

This course provides hands-on experience that builds on the concepts presented in EL4T11. Students will set up, configure and troubleshoot computer equipment and LANs. Prerequisites: EI301, EI304

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## Medical Administrative Assistant Program

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Record Technician	079.362-014
Medical Claims Representative	191.167-022
Medical Biller	201.367-010
Medical Transcriber	203.582-058
Medical Clerk	205.362-018
Medical Reviewer	209.687-018
Medical Account Information Clerk	210.367-010
Medical Bookkeeper	210.382-014
Medical Insurance Clerk	214.362-022
Medical Receptionist	237.367-038
Medical Collection Clerk	241.357-010

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

Training will include health information coding, using both CPT and ICD-CM codes, filing insurance claims, receiving payment, posting payment and calculating the correct adjustment, as well as maintaining the financial and medical records. Courses in typing, word processing, and business mathematics will enable the graduate to prepare bank deposits and balance receipts. Students receive instruction in the use of transcribing machines with headsets and foot pedals, how to listen to recordings by physicians and transcribe dictated reports into a format that is clear and comprehensible for the reader.

The objective of the Medical Administrative Assistant Program is to provide graduates with the skills and knowledge required in a medical environment or insurance company. Students will develop administrative skills through a variety of media. Medical Administrative Assistant students will practice using personal computers, calculators, transcription machines and teletrainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Through simulated examination procedures, students will receive practice in CPR, taking a patient's vital signs, and charting these statistics.

This training program is divided into eight learning units called modules. Students must first complete Modules A through G, starting with any module and continuing in any sequence until all seven are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of Modules A through G and the comprehensive written and laboratory skills examination, students participate in their final module, a 160-clock-hour externship. Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

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## Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module A</b>			
MAA200	Office Finances	40/0/0/40	4.0
MM200	Office Finance Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module B</b>			
MAA210	Patient Processing and Assisting	40/0/0/40	4.0
MM210	Patient Processing Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module C</b>			
MAA220	Medical Insurance	40/0/0/40	4.0
MM220	Medical Insurance Forms Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module D</b>			
MAA230	Insurance Plans & Collections	40/0/0/40	4.0
MM230	Medical Insurance Plans Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module E</b>			
MAA240	Patient Billing & Office Procedures.	40/0/0/40	4.0
MM240	Office Procedures Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module F</b>			
MAA250	Patient Care & Computerized Practice Management	40/0/0/40	4.0
MM250	Computerized Practice Management Skillbuilding	0/40/0/0	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module G</b>			
MAA260	Dental Administration Proc.	40/0/0/40	4.0
MM260	Dental Office Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module X</b>			
MAA270	Externship	0/0/160/160	5.0
	<b>Program Total</b>	<b>280/280/160/720</b>	<b>47.0</b>

## Major Equipment

Personal Computers	Teletrainer	Stethoscopes
Transcription Machines	Personal Computers	Medisoft
Calculators	MS Word	Training Manikins
MS Excel		

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## Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "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.

### **MAA200 Office Finance**

40/0/4.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module, including tracing delinquent claims & insurance problem solving. They also become familiar with essential medical terminology associated with health and disease; lymphatic and immune systems; and digestive system. Prerequisite: None

### **MAA210 Patient Processing and Assisting**

40/0/4.0

In Module B, students learn to set up patient records, and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are trained in checking vital signs and cardiopulmonary resuscitation (CPR). They also become familiar with essential medical terminology associated with an introduction to the human body and respiratory system. Prerequisite: None

### **MAA220 Medical Insurance**

40/0/4.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and Workers' Compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations, and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Office & Insurance Collection Strategies are also included. They also become familiar with essential medical terminology associated with cardiovascular system; eyes and ears; and endocrine system. Prerequisite: None

### **MAA230 Insurance Plans and Collections**

40/0/4.0

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. Medical Ethics and law are also included. They also become familiar with essential medical terminology associated with reproductive system; diagnostic procedures; and pharmacology. Prerequisite: None

### **MAA240 Patient Billing and Office Procedures**

40/0/4.0

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 become familiar with the Microsoft Excel Program as well as Disability Income Insurance and legal issues affecting insurance claims. They also become familiar with essential medical terminology associated with urinary system; nervous system; and integumentary system. Prerequisite: None

### **MAA250 Patient Care and Computerized Practice Management**

40/0/4.0

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 in this module. In addition, students learn basic techniques for taking patients' vital signs. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. They also become familiar with essential medical terminology associated with skeletal system; muscular system; and nervous system. Prerequisite: None

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**MAA260 Dental Administrative Procedures****40/0/4.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students also become familiar with essential dental terminology. Prerequisite: None

**MAA270 Externship****0/160/5.0**

Upon successful completion of classroom training, medical administrative assistant students participate in a 160 hour externship. Serving an externship at an approved facility allows externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the student's permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MAA200-MAA260, MM200-MM260

**MM200 Office Finance Skillbuilding****0/40/2.0**

In this course students will work with Electronic Data Interchange, be able to trace delinquent claims and do insurance problem solving, discover services rendered in the hospital setting, and explore the internal network of a hospital. Basic keyboarding skills on the computer keyboard and 10 key are learned. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

**MM210 Patient Processing Skillbuilding****0/40/2.0**

In this course students acquire skills and will be able to process insurance claim forms and medical insurance codes. They will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

**MM220 Medical Insurance Forms Skillbuilding****0/40/2.0**

In this course students will be able to process insurance claim forms and medical insurance codes correctly. They will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

**MM230 Medical Insurance Plans Skillbuilding****0/40/2.0**

In this course students will be able to identify the nuances of Medicare, TRICARE, CHAMPVA, Medicaid and other state insurance programs. They will progress in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

**MM240 Office Procedures Skillbuilding****0/40/2.0**

In this course students will know the legal issues affecting insurance claims, medical records, disability income insurance, and disability benefit programs. They will have progressed in skills in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

**MM250 Computerized Practice Management Skillbuilding****0/40/2.0**

In this course students will master managed care systems, covered services and rates, medical coding, reimbursement systems, and billing on the UB-92. They will progress in keyboarding and 10 key on the computer. Students will demonstrate their knowledge of essential medical terminology through usage and evaluations. Prerequisite: None

**MM260 Dental Office Skillbuilding****0/40/2.0**

In this course students will be able to use dental codes and decide their relativity to dental insurance claims. They will exhibit mastery for completing dental insurance forms. Students will demonstrate progress in keyboarding and

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10 key on the computer. They will demonstrate knowledge of essential medical terminology through use and examinations. Prerequisite: None

Note: Students will be required to meet increasing standards of keyboarding and 10 key skills based on the number of modules completed at the time of each assessment.



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## Medical Assisting Program

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT: Medical Assistant 079.367-010

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

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

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

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module A</b>			
CL100	Clinical Laboratory	00/30/00/30	1.5
MA100	Patient Care and Communication	40/00/00/40	4.0
MA101	Computer/Keyboarding 1	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module B</b>			
CL110	Clinical Laboratory	00/30/00/30	1.5
MA110	Clinical Assisting and Pharmacology	40/00/00/40	4.0
MA102	Computer/Keyboarding 2	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module C</b>			
CL120	Clinical Laboratory	00/30/00/30	1.5
MA120	Medical Insurance, Bookkeeping and Health Sciences	40/00/00/40	4.0
MA103	Computer/Keyboarding 3	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module D</b>			
CL130	Clinical Laboratory	00/30/00/30	1.5
MA130	Cardiopulmonary and Electrocardiography	40/00/00/40	4.0
MA104	Computer/Keyboarding	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module E</b>			
CL140	Clinical Laboratory	00/30/00/30	1.5
MA140	Laboratory Procedures	40/00/00/40	4.0
MA105	Computer/Keyboarding 5	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module F</b>			
CL150	Clinical Laboratory	00/30/00/30	1.5
MA150	Endocrinology and Reproduction	40/00/00/40	4.0
MA106	Computer/Keyboarding 6	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module G</b>			
CL154	Clinical Laboratory	00/30/00/30	1.5
MA154	Medical Law, Ethics, and Psychology	40/00/00/40	4.0
MA107	Computer/Keyboarding 7	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module X</b>			
MA160	Externship	00/00/160/160	5.0
	<b>Total</b>	<b>00/00/160/160</b>	<b>5.0</b>
	<b>Program Total</b>	<b>280/280/160/720</b>	<b>47.0</b>

## Major Equipment

Autoclave	Hydrocollator	Stethoscopes
Blood Chemistry Analyzer	Personal Computers	Surgical Instruments
Calculators	Mayo Stands	Training Manikins
Electrocardiography Machine	Microscopes	Sphygmomanometers
Examination Tables	Sterile Trays	Ultrasound Machine

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## Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "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.

### **CL100 Clinical Laboratory** 0/30/1.5

In this course, students learn about patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students also have the opportunity to work with and review patient charts and perform additional front office skills related to records management and appointment scheduling. Students will also check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL110 Clinical Laboratory** 0/30/1.5

In this course, students learn the importance of asepsis and sterile technique in today's health care environment. Students will learn about basic bacteriology and its relationship to infection and disease control. Students will also learn how to use the autoclave, set up standard surgical trays and practice sterile technique. They will also learn about basic pharmacology and how to administer medication. They will also check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL120 Clinical Laboratory** 0/30/1.5

In this course, students develop skills in bandaging techniques, including spiral, sling, surgitube, figure eight and triangle. Students will also study anatomy and physiology of the digestive system, in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. They will also check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL130 Clinical Laboratory** 0/30/1.5

In this course, students develop skills used in performing an electrocardiogram (EKG), including patient preparation and tracing and mounting the EKG. Students also learn to perform cardiopulmonary resuscitation, as well as check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL140 Clinical Laboratory** 0/30/1.5

In this course, students practice collecting and labeling specimens and become familiar with the microscope. Students develop skills in performing a urinalysis, obtaining throat cultures and obtaining and testing routine diagnostic hematology. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL150 Clinical Laboratory** 0/30/1.5

In this course, students learn to assist with diagnostic examinations and laboratory tests, including those performed on the pediatric patient. Students also learn how to instruct patients in health promotion practices and to perform certain invasive procedures, such as checking vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology. Prerequisite: None

### **CL154 Clinical Laboratory** 0/30/1.5

Students practice physical and therapeutic techniques and procedures such as back massage and hot and cold applications on simulated patients or manikins. They practice positioning patients properly for ultrasound treatment and electro-neuro stimulation. Students perform invasive procedures and check vital signs. Students

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develop basic keyboarding skills on the typewriter and computer keyboard, and become familiar with essential medical terminology. Prerequisite: None

**MA100 Patient Care and Communications**

40/0/4.0

This course emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the nervous system and the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students also become familiar with the self-directed job search. Prerequisite: None

**MA101 Computer/Keyboarding 1**

0/10/0.5

Training and practice in proper computer keyboarding techniques will begin using Individual Typing. Prerequisite: None

**MA102 Computer/Keyboarding 2**

0/10/0.5

Using the typing software and various exercises, the students will develop speed and accuracy and build on their keyboarding and word processing skills. Prerequisite: None

**MA103 Computer/Keyboarding 3**

0/10/0.5

Using the typing software and various exercises, the students will continue to develop speed and accuracy and build upon their keyboarding and word processing skills. Prerequisite: None

**MA104 Computer/Keyboarding 4**

0/10/0.5

Continued practice and further development of speed and accuracy and word processing skills. Prerequisite: None

**MA105 Computer/Keyboarding 5**

0/10/0.5

A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None

**MA106 Computer/Keyboarding 6**

0/10/0.5

A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None

**MA107 Computer/Keyboarding 7**

0/10/0.5

A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None

**MA110 Clinical Assisting and Pharmacology**

40/0/4.0

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. Students also become familiar with the self-directed job search. Prerequisite: None

**MA120 Medical Insurance, Bookkeeping and Health Sciences**

40/0/4.0

This course introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students also become familiar with the self-directed job search. Prerequisite: None

**MA130 Cardiopulmonary and Electrocardiography**

40/0/4.0

This course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students also become familiar with the self-directed job search. Prerequisite: None

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**MA140 Laboratory Procedures****40/0/4.0**

This course introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students also become familiar with the self-directed job search. Prerequisite: None

**MA150 Endocrinology and Reproduction****40/0/4.0**

In this course students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students also become familiar with the self-directed job search. Prerequisite: None

**MA154 Medical Law, Ethics, and Psychology****40/0/4.0**

In this course, students become aware of the basic techniques used in therapeutic medicine and learn the musculoskeletal structures of the body as they relate to therapeutic care. Students learn about the equipment and modalities used in physical therapy. The module also includes discussion of current ethical issues related to health care, as well as current trends in normal and abnormal psychology, as they relate to health care. Students also become familiar with the self-directed job search. Prerequisite: None

**MA160 Externship****0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: CL100-CL154, MA100-MA154

Note: Students will be required to meet increasing standards of keyboarding and 10 key skills based on the number of modules completed at the time of each assessment.

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## Quarter Program

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

## Network Administration Program

### Diploma Program - 12 Months

920 Clock Hours/72.0 Credit Units

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities such as an entry-level systems engineer or an entry-level network administrator.

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

### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
CGS 1270	Introduction to Desktop Computing	30/20/00/50	4.0
CGS 1275	Computer Operating Systems	30/20/00/50	4.0
CGS 1280	Computer Hardware Concepts	30/20/00/50	4.0
CEN 1800	Diagnostics and Troubleshooting	10/20/00/30	2.0
CGS 1300	Computer Networking Fundamentals	10/20/00/30	2.0
CEN 1335	UNIX Operating System	30/20/00/50	4.0
CEN 2100	Linux Operating System	30/20/00/50	4.0
CEN 1505	Novell Administration I	30/20/00/50	4.0
CEN 2505	Novell Administration II	30/20/00/50	4.0
CEN 2530	Cisco Routers I	30/20/00/50	4.0
CEN 2531	Cisco Routers II	30/20/00/50	4.0
CGS 2210	Windows 2000 Professional	30/20/00/50	4.0
CEN 2306	Windows 2000 Server	30/20/00/50	4.0
CEN 2320	Windows 2000 Network Infrastructure	30/20/00/50	4.0
CEN 2600	Windows 2000 Directory Services Infrastructure I	10/20/00/30	2.0
CEN 2650	Windows 2000 Directory Services Infrastructure II	30/20/00/50	4.0
CEN 2700	Windows 2000 Directory Services Design	30/20/00/50	4.0
CEN 2711	Implementing & Supporting Microsoft Proxy Server	30/20/00/50	4.0
CEN 2720	Implementing & Supporting Microsoft Exchange Server	30/20/00/50	4.0
SLS 1055	Professional Development	10/20/00/30	2.0
<b>Program Total</b>		<b>520/400/00/920</b>	<b>72.0</b>

### Major Equipment

Computer Stations                      Networks  
Printers

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## Course Descriptions

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

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

30/20/4.0

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

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

30/20/4.0

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

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

10/20/2.0

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

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

30/20/4.0

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

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

30/20/4.0

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

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

30/20/4.0

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

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

30/20/4.0

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

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

30/20/4.0

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills.

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

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

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

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



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

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

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

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

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

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

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# Admissions

## Requirements and Procedures

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

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty to ask questions relating to the campus, curriculum career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment in the program.

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

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

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

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

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

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

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file
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 retest(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.
3. The entrance test requirement for students enrolling in all programs except Network Administration is to pass the SRA examination with a minimum score of 69. For those students requiring retesting, the test instrument is the CPA with a required minimum passing score of 125. Students enrolling in the Network Administration program are required to pass the CPA examination with a minimum score of 150.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for all programs under the Ability to Benefit Provision except Network Administration. Applicants for the Network Administration Program must have a high school diploma, official transcript or GED. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school

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reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test which is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again. The entrance test used is the CPAI with a required passing score of 129. To achieve the passing score of 129 applicants must receive a minimum score of 43 in Language, 42 in Numerical, and 44 in Reading to enroll.

### **Allied Health Programs**

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

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

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

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## 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 or point value is as follows:

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

### Student Awards

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

### Graduation Requirements

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

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

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

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

- Complete all required classroom training with a cumulative grade point average of at least 2.0
- Pass the graduate exam, if applicable; and
- Complete all program requirements.
- Successfully complete all extern requirements.

### Satisfactory Academic Progress

#### Requirements

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

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

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

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

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

Students whose cumulative GPA falls below 70 percent in allied health or below 2.0 in business or 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.

Each module is a grading period. Allied health program modules are four weeks in length, technical program modules are five weeks for the day schedule and seven weeks for the evening schedule. Students will receive grade/progress reports following the end of each module.

### **Academic Probation**

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent (allied health) or 2.0 (business or 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 term, 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 second probationary period 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 after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

### **Incompletes**

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they

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will receive a failing grade of "F" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

### **Withdrawals**

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

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

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

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

### **Exit Interviews**

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

### **Repeat Policy**

Students in allied health programs who receive less than a 70% term GPA for a module must retake that module. Students in the business and technical programs must repeat the entire module if they fail any course within the module. Students in the Network Administration program must repeat any failed course. A failing grade that must be repeated remains in effect in the GPA until the module/course is repeated and a new grade is earned. Students may repeat a failed module/course only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length in credits attempted.

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

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

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

### **Maximum Program Completion Time**

#### **Classroom Training**

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame

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as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

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

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

#### **Externship Training**

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

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

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

#### **Additional Information on Satisfactory Academic Progress**

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

#### **Student Appeal Process**

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

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

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

## **Required Study Time**

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

## **Class Size**

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

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

## **Unit of Credit**

### **Academic**

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour 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 hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour 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.

## **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.

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



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

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

Students who exceed 20% of the total program hours will be dropped from school and will be ineligible to appeal to reenter school until after they have been out of school for one grading period.

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

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

### **Tardiness/Early Departure**

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

### **Reentry Policy**

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

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

### **Make-up Work**

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

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## **Veteran Students**

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

## **Leave of Absence Policy**

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable purposes.

The leave, and any extension, may not exceed the lesser of 30 school days or 60 calendar days.

Written requests for a leave of absence - properly approved, dated and signed by the student and either the school president, education director or appropriate department head - will be maintained in the student's file.

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

## **Effects of Leave of Absence on Satisfactory Academic Progress**

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

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

## **Clothing and Personal Property**

All personal property is the sole responsibility of the student 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.

## **Dress Code**

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

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

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

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

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## **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. One uniform is 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.

## **Code of Conduct**

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

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

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

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

## **Alcohol and Substance Abuse Statement**

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

## **Weather Emergencies**

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

## **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.

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## Disabled Students

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

## Health/Medical Care

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

## Termination Procedures

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

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

## Comparability of Programs

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

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## **Student Complaint/Grievance Procedure**

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

Requests for further action should be made to:

Texas Workforce Commission  
Proprietary Schools Section  
101 East 15th Street  
Austin, TX 78778-0001

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

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

## **Policy and Program Changes**

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

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## Financial Information

### Tuition and Fees

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

Program	Program Length	Credit Hours	Textbooks and Equipment (Estimated)	Tuition
Computerized Business Applications	9 Modules	53	\$495	\$9,500
Electronics & Computer Engineering Technology	10 Modules	120	\$1,368	\$16,600
Medical Assisting	8 Modules	47	\$144	\$8,925
Medical Administrative Assistant	8 Modules	47	\$519	\$8,925
Network Administration	5 Quarters	66	\$1,193	\$19,500

### 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.

### Individual Course Instruction

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

### Additional Fees and Expenses

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

### Cancellation/Refund Policy

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

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

### Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of

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cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days (weekends and legal holidays excluded) of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund any other monies paid. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within five days (weekends and legal holidays excluded) following either the regularly scheduled orientation or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid. Students who enrolled as a result of the school's deliberate misrepresentation of advertising or promotional materials may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

### **Refunds**

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

### **Refund Policies**

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

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

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

**Textbook and Equipment Return/Refund Policy**

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

**Federal Return of Title IV Funds Policy**

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

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

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

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

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

**Return of Unearned SFA Program Funds**

The institution must return the lesser of:

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

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

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



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

**Remittance to the Federal Government**

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

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

**Texas Workforce Commission, Proprietary Schools Section Refund Requirements**

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

<b>A Student Who Withdraws or Is Terminated...</b>	<b>Is Entitled to a Refund of...</b>	<b>The Institution Is Eligible to Retain...</b>
During the first week or 10% of the course, whichever is less	90% of Tuition	10% of Tuition
After the first week or 10% of the course, whichever is less, but within the first three weeks or 20% of the course, whichever is less	80% of Tuition	20% of Tuition
After the first three weeks or 20% of the course, whichever is less, but within the first 25%	75% of Tuition	25% of Tuition
After 25%, but before 50% of the course	50% of Tuition	50% of Tuition
After 50%, but before 75% of the course	10% of Tuition	90% of Tuition
After completion of 75% of the course	0	100% of Tuition

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

## **Financial Assistance**

This 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 campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

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

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

The following 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 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

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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)**

This program provides jobs for qualified students who are unable to continue their education without additional assistance. FWS enables students to earn money for educational expenses by working on campus or for an off-campus employer assigned by the school.

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## **Student Services**

### **Placement Assistance**

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

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

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

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

### **Student Activities**

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

### **Transportation Assistance**

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

### **Field Trips**

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

### **Special Lectures**

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

### **Drug and Alcohol Abuse Prevention**

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

### **Advising**

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

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## Family Educational Rights and Privacy Act of 1974, As Amended

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

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

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

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

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

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

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## Corinthian Schools, Inc.

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

### Bryman College

Anaheim, CA  
Hayward, CA  
Ontario, CA  
West Los Angeles, CA

El Monte, CA  
Los Angeles, CA  
Reseda, CA  
Whittier, CA

Gardena, CA  
New Orleans, LA  
San Francisco, CA  
San Jose, CA

### Bryman Institute

Brighton, MA

### Career Training Academy

Pleasanton, CA

San Jose, CA

### Georgia Medical Institute

Atlanta, GA

Jonesboro, GA

Marietta, GA

### Harbor Medical College

Torrance, CA

### Kee Business College

Chesapeake, VA

Newport News, VA

### National Institute of Technology

Atlanta, GA  
Houston (Galleria), TX  
Long Beach, CA

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

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

### Olympia Career Training Institute

Grand Rapids, MI

Kalamazoo, MI

### Olympia College

Merrillville, IN

Skokie, IL

### Skadron College

San Bernardino, CA

## Statement of Ownership

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

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