

# Bryman

COLLEGE

*first established 1960*

Whittier 0804

12801 Crossroads Pkwy South  
City of Industry, CA 91746  
(562) 908-2500

**This campus is a branch of:**  
National Institute of Technology  
230 E. Third Street  
Long Beach, CA 90802  
(562) 437-0501

Publishing Date August 6, 2004

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Effective August 6,, 2004 through December 31, 2005

Bryman College, 12801 Crossroads Pkwy South, City of Industry, CA 91746 was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section §94310. The Bureau's approval means that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the state or Bureau.

**Approved programs are:**

DEGREE PROGRAM:

ASSOCIATE OF OCCUPATIONAL STUDIES IN MEDICAL OFFICE MANAGEMENT

DIPLOMA PROGRAMS:

DIPLOMA IN X-RAY TECHNICIAN (LIMITED PERMIT) (D.O.T. 078362026)

DIPLOMA IN MEDICAL ASSISTING (D.O.T.079367010)

DIPLOMA IN DENTAL ASSISTING (D.O.T. 079371010)

DIPLOMA IN MEDICAL LABORATORY ASSISTANT/PHLEBOTOMIST (D.O.T.078381014 and D.O.T. 079364022)

DIPLOMA IN MEDICAL INSURANCE BILLING & CODING (D.O.T. 079367014)

DIPLOMA IN MASSAGE THERAPIST (D.O.T. 334374010)

DIPLOMA IN BUSINESS MANAGEMENT/ ADMINISTRATIVE ASSISTANT (D.O.T. 237367038, D.O.T. 216482010 and D.O.T. 195367014)

The College does not offer classes in ESL "English as a Second Language".

Instruction is in residence with facility occupancy level accommodating 300 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. For diploma programs, this school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Refer to the Financial Information section for specific programs.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the education director or School President. Complaints not resolved within thirty days may be directed to the Bureau for Private Postsecondary and Vocational Education, PO Box 980818, West Sacramento, CA 95798-0818, telephone (916) 445-3427.

All information in the content of this school catalog is current and correct and is so certified as true by



Dr. Nader Timsah  
School President

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## **ABOUT CORINTHIAN SCHOOLS, INC.**

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

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

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

The College, previously known as "Whittier College of Technology" was in existence since 1969. It was acquired by Educorp, Inc. in 1988 and in 1990 was renamed Nova Institute of Health Technology. Corinthian Colleges, Inc. acquired the College in October 2000 and its name was changed to Bryman College.

The College maintains all approvals from the Bureau for Private Postsecondary and Vocational Education as well as its Accreditation by the ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology) and was reaccredited as of August 2000.

In 1994, the College was granted approval as a degree granting institution by the Bureau for Private Postsecondary and Vocational Education under California Education Code Section §94310, and moved to its current facility.

This campus is a branch campus of National Institute of Technology in Long Beach, California.

### **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.

### **STATEMENT OF NON-DISCRIMINATION**

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

## **FACILITY**

Bryman College is housed within a building consisting of 5,700 square feet of classroom space and 11,100 square feet of laboratory space with a total area of 39,370 square feet. The facility is modern, air conditioned and handicapped accessible. The facility can accommodate 300 students at any one time.

The College is conveniently close to the 605 (San Gabriel)/60 (Pomona) Freeways. Each classroom is equipped with supportive materials to enrich and broaden the students' knowledge and training. Classrooms and laboratories are equipped for a maximum class size of 30 students and usually average between 20 and 25 students for theory and 15-20 for laboratory.

### **LIBRARY**

The library contains an ever-growing collection of publications, periodicals and audiovisual materials. Access to the World Wide Web and a variety of Colleges and Universities libraries are available through the Internet.

All students have access to the library during the library hours and can borrow books.

### **COMPUTER LAB**

The College has over 150 computers in 7 different rooms, 8 network printers and a variety of software directly related to the various courses in addition to general applications such as typing tutors, ten-key, word processing, spreadsheet and database.

## **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 (ACCSCCT).
- Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This school is not a public institution.
- 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, Federal Work-Study (FWS) and Cal Grant 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.
- Offer programs for eligible participants under the Workforce Investment Act (WIA).
- Member of the California Association of Private Postsecondary Schools.
- Approved by the State of California Department of Health, Radiologic Health Branch for the X-Ray Course in Limited Permit Radiology.
- Approved by the California Board of Dental Examiners for the Dental Radiography Course.

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



# ADMISSIONS

## ADMISSION REQUIREMENTS

### NON-DEGREE PROGRAMS

All applicants must have a high school diploma or equivalent. Applicants who possess a high school diploma or equivalent must take the SRA Test published by NCS and achieve a minimum score of 69.

Applicants who are at least 18 years of age and do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit provision. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. and by a personal interview with the school administrator. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills.

Applicants may apply for Diploma.

### X-Ray Technician (Limited Permit) Program

Applicants to the X-Ray Technician (Limited Permit) Program may be required to pass the X-Ray entrance exam with a minimum score of 70.

### DEGREE PROGRAMS

All applicants must have a high school diploma or a recognized equivalency certificate (G.E.D.).

### Medical Laboratory Assistant/Phlebotomist

Graduates from the Medical Laboratory Assistant/Phlebotomist program must have a H.S diploma or recognized equivalency in order to apply for the State Phlebotomy certification if they decide to be certified by the state as CERTIFIED PHLEBOTOMY TECHNICIAN 1. More information is available at the student services department.

## ADMISSION PROCEDURES

All applications are taken in person. An appointment is necessary. Successful completion of an entrance examination is necessary, the admissions office will arrange for the exam to be administered. The admissions office is open from 9 AM to 6 PM Monday through Thursday, and Fridays from 8 AM to 4 PM. Students may enroll daily for up-coming start dates. All applicants will be given a tour of the facility before their enrollment.

## ADMINISTRATION POLICIES

### ACADEMIC SCHEDULE

The academic year is divided into four quarters, each quarter consists of 12 weeks. Students may enroll in morning, afternoon, or evening courses, but must follow the proper course sequence in terms of prerequisites.

The College is open five days a week. Classes start monthly with the exception of the X-Ray Technician- Limited Permit program which starts quarterly. A complete school calendar with all start dates is included at the end of this catalog.

### MODULAR PROGRAM

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction called Modules each of which is approximately four weeks in length.

## GRADING SYSTEM

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

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
F	Failing	69-0	0.0
I	Incomplete		
W	Withdrawal		
CR	Credit for Advanced Placement		
TR	Credit for Previous Education		

Students are graded on objective written tests based on class lectures and reading assignments and on the acquisition of practical demonstrable skills. Any assignment not submitted as due or any test missed will be awarded a zero. Students will have two weeks to make up the required work or the zero will be included on the student's permanent record.

## CLOCK HOURS/CREDIT HOURS

The school uses a Quarter Hour Credit Unit System. The following ratios apply to all programs offered at the College:

- 1 Quarter Hour Credit Unit for every 10 lecture clock hours.
- 1 Quarter Hour Credit Unit for every 20 laboratory clock hours.
- 1 Quarter Hour Credit Unit for every 30 externship clock hours.

For programs whose credits are not acceptable towards a degree offered at the College and for Financial Aid purposes only, the following ratio applies:

- 1 Quarter Hour Credit Unit for every 20 clock hours.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction. An academic year is equivalent to 36 weeks with a minimum of 36 Quarter Credit Units.

## TRANSFER CREDIT POLICY

### FROM OTHER INSTITUTIONS (For Degree Programs Only)

- A. Bryman College reserves the right to determine if a transcript is official, and which courses may be accepted for transfer credit. It is the official policy of the Office of Admissions and Records to transfer accepted credit into the student's file, and retain the original document. These documents cannot be returned to the applicant or forwarded to another institution or agency.
- B. Evaluation Process: Admission Education Directors, upon receiving an official transcript will determine if any transferable course(s) have essentially the same content and credit/hours as courses offered by this institution. For this determination, the admission office may request the course description/outline and any other document establishing equivalency of the transferable course(s). All the transferable course(s) will be documented on the transfer credit form and must be approved by the admission committee. Upon approval of the admission committee acceptable credit will transfer into the student file and official transcript.

The Chairperson of the Admissions Committee (School President or Dean/ Academic Director) is responsible for transfer evaluation based on the Admission Committee's recommendation and/or decision.

1. Transfer credit will be awarded for coursework or relevant training experiences documented by official transcript that indicates the units or hours of training in each subject.
2. Transferred credits cannot exceed 50% of the required credits for the AOS Degree.

3. Credits earned in an Accredited and State Approved Institutions are directly transferable.
4. Transferable courses must have essentially the same content as Bryman College courses for which transfer credit is being applied. The Admission Committee will determine transferability of credits.
5. A grade of "C" (2.0) or above is required for transfer.
6. Transfer credit is granted only when the total hours for any given course have been documented.
7. Course work taken at another institution after admission to Bryman College is not transferable unless approved in advance in writing by the Dean / Academic Director.
8. It is an Official Policy of the Office of Admissions and Records to transfer accepted credit into the student's file, student's official transcript and retain the original document.
9. Course work transferred into the degree programs is not included when computing Grade Point Average.

## **CREDIT BY EXTERNAL EXAMINATION**

### **College Level Examination Program**

Bryman College accepts CLEP credit for mathematics, American History, Social and Natural Sciences and Humanities.

### **Advanced Placement Examination**

Bryman College grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for the Mathematics, History and Biology.

## **PRIOR LEARNING ASSESSMENT**

### **DEGREE PROGRAMS**

Applicants with extensive documented life experience directly related to the Associate of Occupational Studies Degree Majors offered by the College, may establish equivalency through the Prior Learning Assessment Program in order to apply in satisfaction of some of the degree requirements.

The Prior Learning must be equivalent to a College or a University level of learning and demonstrates a balance between theory and practice.

Applicants must submit in writing to the Education Director a list of his/her relevant experiences, requesting to participate in PLA program. If sufficiency of the experiences is evident, the applicant will be able to submit a portfolio, documenting each College or University level learning experience.

Each College or University level learning experience documented in the portfolio will be evaluated by a faculty qualified in that specific subject area to determine the equivalency of the student's prior experiences to the College or University level and the amount of credit for that experience.

The subject expert evaluating the prior learning assessment portfolio, shall prepare a written report indicating his assessment methods and the nature of the student's prior experience, the bases for his/her determination that the prior experiences is equivalent to College/University level learning and the balance between theory and practice. This report must show: to what College or University level the experience is equivalent, and the number of credits to be awarded.

The Education Director will review the faculty determinations and report the final assessment to the admissions office to be placed on the student's transcript.

Prior experience learning credit applied toward a degree shall be limited to 18 credits.

The combined credits by transfer or awarded by prior learning experience shall not exceed 54 units.

### **VOCATIONAL PROGRAMS**

The school does not accept prior learning assessment.

## ATTENDANCE

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

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

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

Students are not permitted to make up absences for the classroom-training portion of their program. \*

However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the school.

### **\*For the Medical Laboratory Assistant/Phlebotomist Program(ONLY):**

The student MUST complete all classroom, laboratory and clinical/externship phlebotomy hours of training in order to qualify for a Bryman phlebotomy certificate (the following are the phlebotomy requirements as per CA State Dept. of Health Services-Laboratory Field Services Branch, Phlebotomy Program): High school diploma or GED + 20.75 Bryman basic hours classroom instruction + 23.35 Bryman advanced hours of classroom instruction + 40 hours practical instruction including 50 successful venipunctures & 10 skin punctures and 1 arterial observations.

### **TARDINESS/EARLY DEPARTURE**

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

### **REENTRY POLICY**

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

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. 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.

### **STUDENT APPEAL PROCESS**

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

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

### **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.

## **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.

## **EXTERNSHIP/CLINICAL TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within three weeks from the last day of their final classroom module.

Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship/clinical site. Bryman College recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will 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/clinical 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/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

## **SATISFACTORY ACADEMIC PROGRESS**

### **REQUIREMENTS**

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

In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 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 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next module. Students on academic probation are considered to be making satisfactory academic progress.

### **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. They are required to repeat a failed

module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 but have achieved a GPA of at least 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 for the module will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 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 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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

### **INCOMPLETES**

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

### **WITHDRAWALS**

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic, personal hardship or immediate call to Active Duty Military Service (WZ) 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 grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

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

### **EXIT INTERVIEWS**

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

### **REPEAT POLICY**

Students who fail a module must retake that module. A grade of "F" in any course within a module will constitute failure of the entire module and will require repeating the entire module. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

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

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

### **MAXIMUM PROGRAM COMPLETION TIME**

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

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

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

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

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

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

### **ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS**

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

## **GRADUATION REQUIREMENTS**

To qualify for graduation and a diploma, a student must complete a prescribed course of study with a minimum average of 70% (C), meet the credit-hour and skill requirements for the program, meet the school's attendance and conduct policies and satisfy his/her financial obligations to the school.

### **COMMENCEMENT**

Commencement exercises are held every year. Commencement is an impressive tradition and members of the graduating class are expected to participate in the event.

## **LEAVE OF ABSENCE POLICY**

The institution permits students to request leaves of absence during any 12 month period as long as the leaves do not exceed a total of 180 days as long as there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President or Director of Education with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student's file.

## **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

## **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program and the institution will invoke the Cancellation/Refund Policy.

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

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

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

## **STUDENT 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 College 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 College 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.



## **SEXUAL HARASSMENT POLICY**

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Olympia Career Training Institute is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Individuals who feel they have a complaint or a matter they wish to discuss may report the problem directly to the school's administrative officers.

## **DRESS CODE POLICY**

Normal standards of business dress apply to all students and unconventional clothing cannot be permitted at school. Students who receive a uniform and lab coat are required to wear them at all times when on campus. Students are highly encouraged to purchase another set of uniforms.

Students must also meet the demands of professional office attire for cleanliness and neatness. Dirty attire, torn jeans, ornate jewelry, facial or tongue piercings, elaborate hairstyles and non-traditional outerwear are not permitted in the school, just as they are not permitted on the job. Fingernails are to be kept short and clean. Shorts, micro-mini skirts or bare midriff clothes, and rubber thongs are not acceptable. No sandals or beach "flip flops" are allowed. Leggings are not allowed instead of pants. Hats and sunglasses are not allowed in class.

Students enrolled in Allied Health programs must wear uniform and closed shoes.

## **STUDENT RECORDS**

Student records are maintained under the student's Social Security Number (SSN). Please notify the Registrar's Office if you do not wish your SSN used and the Registrar will assign an alternate number that is based on your SSN.

### **CHANGE OF ADDRESS**

A change of address must be reported immediately to the Registrar's Office.

### **TRANSCRIPTS AND DIPLOMAS**

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

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

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

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

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

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

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

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

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

considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President. Please direct all inquiries to:

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

## **STUDENT ACTIVITIES AND SERVICES ORIENTATION**

All new students are required to attend orientation prior to the first day of school. In this orientation, students will be welcomed by the Education Director and become familiar with the school's policies and expectations, financial aid regulations and student services.

### **ADVISING**

To help you achieve your fullest personal development and make the best use of the instruction offered, the school offers guidance and advising beginning with your first admission's interview. Once enrolled as a student, you may expect to receive continuing guidance as needed from the faculty as well as administrative staff. The faculty and staff are available to advise students on any problem that could have an adverse effect on their ability to successfully complete the course. Problems that are beyond the scope of the staff will be handed on a referral basis to various agencies in the area.

### **TUTORING PROGRAM**

The school supports an active and effective tutoring program. This program is available to students upon approval of their request by their instructor and the Education Director. Tutoring schedule is confirmed by the Registrar's office.

The school also encourages group study. Students may use school facilities (classrooms, laboratories or library) for convening group study. Group studies may convene during school hours, based on availability of rooms and non-conflicting class schedules.

### **CAREER SERVICES DEPARTMENT**

The College maintains a policy of placement assistance to all our graduates. Although we cannot guarantee a position, the placement office attempts to place every graduate. The Career Services Department offers assistance with resume writing, interviewing, job search techniques, arrangement of interviews, and refresher classes. Graduates are welcome to return to the school for testing and refresher classes within a reasonable time from graduation date. There is never a charge to recent graduates in good standing for placement assistance.

### **COLLEGE WORK STUDY PROGRAM**

Some campus jobs are available to students who qualify under the Federal College Work Study Program (FCWS).

### **HOUSING AND CHILD CARE ACCOMMODATIONS**

The College does not provide housing or childcare assistance. However, student housing accommodations are readily available in the area.

## STUDENT LOUNGE

The student lounge is located inside the campus providing students with a break area and vending machines and an additional outside break area.

## STUDENT HANDBOOK

A Student Handbook is published annually and is distributed to all new students at orientation. The Handbook contains all pertinent information regarding the school, including operations and special services available.

## FINANCIAL INFORMATION TUITION AND FEES

	Program* Length	Total * Hours	Credit * Units	Tuition*	Textbooks and Equipment*
<b>Degree Program</b>					
Medical Office Management (AOS Degree)					Including Major
Massage Therapist Major	18 Months	1,296	108	\$22,163	\$1,782
Medical Insurance Biller Major	18 Months	1,296	108	\$21,598	\$1,425
X-Ray Technician - Limited Permit Major	18 Months	1,332	93	\$22,948	\$1,184
X-Ray Technician – (incl. GS) Limited Permit Major	21 Months	1,548	111	\$26,398	\$1,419
<b>Diploma Programs</b>					
Business Management/ Administrative Assistant	9 Months	648	54	\$10,788	\$812.12
Dental Assisting	8 Months	720	47	\$10,650	\$262.91
Massage Therapy	9 Months	720	57	\$11,375	\$1,080.35
Medical Assisting	8 Months	720	47	\$10,415	\$701.45
Medical Insurance Billing & Coding	6 Months	560	35	\$8,190	\$497.40
Medical Lab Assistant/Phlebotomist	8 Months	720	47	\$10,810	\$392.95
X-Ray Technician - Limited Permit	9 Months	684	39	\$12,160	\$371.93

### MISCELLANEOUS FEES AND EXPENSES

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

## CANCELLATION/REFUND POLICY

### CANCELLATIONS

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

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

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

Students who received equipment from the school must return any equipment received with 30 days following the Notice of Cancellation. Students who have not visited the school prior to enrollment may withdraw without penalty.

following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

## **REFUNDS**

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

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

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

### **Refund Policies**

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

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

In 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 or uniforms 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 institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost for textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.

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

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

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

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

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

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (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 College must return the lesser of:

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

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

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

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

### **Remittance to the Federal Government**

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

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

### **Bureau for Private Postsecondary and Vocational Education Refund Policy for Diploma Programs**

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.

5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

### **Sample Calculation**

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

1. The total tuition is \$8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
4. The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3,790 total).
5. Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3,790).

### **Bureau for Private Postsecondary and Vocational Education Refund Policy for Degree Programs**

Prior to the completion of 60% of the course of instruction, refunds are based on the total number of clock hours in the period of enrollment. Refunds for students completing 60% or less of the period of enrollment will be calculated as follows:

1. Add the registration fee, not to exceed one hundred dollars (\$100), to the total charges for the period in which the student is enrolled.
2. Divide this figure by the total number of hours for the courses taken during the enrollment period.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

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

#### *Sample Calculation*

A student enrolled in three courses for a given quarter. The three courses totaled 12 credits and 120 clock hours. The student was charged \$2,352 in tuition, a \$25 Registration Fee and \$250 for books and equipment. The student withdrew from school after attending 36 hours (3 weeks at 12 hours per week) and did not return the books and equipment. The student had paid the school \$1,250 for that quarter's tuition and fees.

1. The student is entitled to a refund since he/she completed less than 60% of the quarter (36 hours divided by 120 hours equals 30%).
2. The total tuition charges for the quarter are \$2,377 (\$2,352 plus \$25).
3. The hourly charge for instruction is \$19.81 (\$2,377 divided by 120).
4. The amount owed by the student is \$713.16 (\$19.81 multiplied by 36) plus \$250 for books and equipment (\$963.16 total).
5. The refund is \$286.84 (\$1,250 less \$963.16).

### **State of California Student Tuition Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an

economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The School committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident, your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Students seeking an STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file an STRF application within two years of the final judgment.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary and Vocational Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 445-3427

As of January 1, 2002, California Education Code Section 94945 requires the College to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2002 is Three Dollars (\$3.00) per Thousand Dollars of tuition paid, rounded to the nearest Thousand Dollars. The fee for 2003 is Two Dollars and Fifty-Cents (\$2.50) per Thousand Dollars of Tuition paid, rounded to the nearest Thousand Dollars.

You are not required to pay the STRF fee if your tuition is entirely funded directly by a third-party payer, such as an employer or a government program, or if you are not a California resident. You will also not be eligible for payment



from the STRF if you fall into these categories. STRF payment eligibility is governed by California Education Code Section 94944.

## **FINANCIAL ASSISTANCE**

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

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

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

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

### **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)**

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

### **FEDERAL PELL GRANT**

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

### **FEDERAL STAFFORD LOAN (FSL)**

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

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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

### **FEDERAL WORK STUDY (FWS)**

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

### **SALLIE MAE ALTERNATIVE LOAN PROGRAM (SLM)**

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### **STUDENT TUITION ASSISTANCE RESOURCE LOAN (STAR LOAN)**

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

### **CALIFORNIA ASSOCIATION OF PRIVATE POSTSECONDARY SCHOOLS (CAPPS) SCHOLARSHIPS**

Two full (maximum tuition and fees for one program) scholarships, which include cost of books and supplies, will be awarded each year by an independent selection committee. The committee, appointed each year by CAPPS, will

review applications and award scholarships on the basis of merit and career interest. Adults and graduating high school seniors are eligible to participate. Applications and more information can be obtained directly from CAPPS: Scholarship Committee, 3020 Old Ranch Parkway, Suite 300, Seal Beach, CA, 90740, (310) 799-5525, or by contacting the Admissions Department or a local high school guidance counselor.

## **VETERAN'S BULLETIN**

### **LEAVE OF ABSENCE**

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 180 days. A written request for a leave must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

### **ABSENCE/CLASS CUTS/MAKE-UP WORK**

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The school must be notified to the absences within 24 hours, and the reason must be supported by documentary evidence or the veteran student's absence will be recorded as unexcused. Full days absence, as well as partial days absence (e.g. leaving class early), are accumulated through the month. Veteran students are not permitted class cuts. Class cuts will be recorded as unexcused absences. Training allowances are not payable for time spent on make-up work.

### **ADMINISTRATIVE CERTIFYING OFFICIALS**

Dr. Nader Timsah, M.D.	School President
Tina Voong	Financial Aid Director

### **ENROLLMENT POLICY**

Students may enroll any day the school is in session. Classes start monthly.

### **CREDIT EVALUATION POLICY**

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based on either a written exam, an oral exam, or both. Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

### **CONDITION FOR RE-ENROLLMENT**

Re-enrollment or re-entrance for students who have been dropped, will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

### **MAXIMUM CAPACITY BY COURSE**

MEDICAL ASSISTING	120
X-RAY TECHNICIAN (LIMITED PERMIT)	30
MEDICAL INSURANCE BILLING & CODING	30
DENTAL ASSISTING	30
MEDICAL LAB ASSISTANT/PHLEBOTOMIST	30
BUSINESS MANAGEMENT /	
ADMINISTRATIVE ASSISTANT	30
MASSAGE THERAPIST	100
AOS MEDICAL OFFICE MANAGEMENT	30

### **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific payment problems, the Veteran should call the DVA nationwide toll free number 1-800-827-1000.

## **PROGRAMS OF STUDY**

### **DIPLOMA PROGRAMS**

- Business Management/ Administrative Assistant
- Dental Assisting
- Massage Therapist
- Medical Assisting
- Medical Insurance Billing & Coding
- Medical Laboratory Assistant/Phlebotomist
- X-Ray Technician (Limited Permit)

### **DEGREE PROGRAM**

- Associate of Occupational Studies in Medical Office Management

## DIPLOMA PROGRAMS

### BUSINESS MANAGEMENT/ADMINISTRATIVE ASSISTANT

This program prepares graduates for entry-level positions in Business Management. As a Business Management/ Administrative Assistant, graduates will command basic knowledge of Business structures and laws, automated and computerized procedures and basic accounting and tax principles.

#### GRADUATION REQUIREMENTS

**Diploma Program:** To receive a diploma the student must successfully complete 3 quarters of GS102, BT101 and BT102

<u>COURSE</u>	<u>CREDIT UNITS</u>	<u>CLOCK HOURS</u>
<b>GS102 GENERAL SCIENCE II</b>	<b>18</b>	<b>216</b>
<b>GS21 Mathematics, GS21B; BT06A E-Commerce</b> Mathematics provides students with the basic mathematical concepts, measuring systems, business problems, interest and taxes. E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations.	6	72
<b>GS22 English, GS22A</b> This course is designed as a comprehensive review of grammar, spelling and vocabulary intended to strengthen the student's background in preparation for more advanced managerial positions.	6	72
<b>GS23 Human Resources, GS23; Information Processing I-A, BT01A</b> Human Resources provides students with the issues related to human resources in the development of business. Information Processing I-A is the study of Windows, Microsoft Word and WordPerfect with desktop publishing.	6	72
<b>BT101 BUSINESS TECHNOLOGY I</b>	<b>18</b>	<b>216</b>
<b>BT10 Principles of Business, BT10; Information Processing I-B, BT01B</b> Principles of Business is a survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues. Information Processing I-B is the study of Microsoft Word on the Web and Microsoft Excel.	6	72
<b>BT20 Office Communications I-A, BT03A; Information Processing II-A, BT02A</b> Office Communications I-A familiarizes the student with the composition of business letters, memos and business messages. Information Processing II-A is the study of Microsoft Access and computer keyboarding including keypad.	6	72
<b>BT30 Office Communications I-B, BT03B; Information Processing II-B, BT02B</b> Office Communications I-B familiarizes the student with writing reports including the use of graphics and oral and non-verbal communication. Information Processing II-B is the study of Microsoft PowerPoint, Microsoft Outlook and the Internet.	6	72
<b>BT102 BUSINESS TECHNOLOGY II</b>	<b>18</b>	<b>216</b>
<b>BT04 Principles of Accounting, BT04</b> This course will cover the principles and application of business accounting as well as medical office accounting. The federal and state income taxes will also be discussed.	6	72
<b>BT05 Advanced and Computerized Accounting, BT05</b> This course introduces accounting applications on the personal computer, information input, accounts receivable, payables, general ledger system, and financial statements. Students will also become familiar with the CA Simply Accounting Software.	6	72
<b>BT06 Business/Office Management, BT06</b> Principles of operating a small business, management, administrative assisting techniques, business forms and documents, principles of filing and record keeping, business office technologies.	6	72

#### MAJOR EQUIPMENT

Computers, Accounting Software, television, VCR, overhead projector, Printers.

All courses within the diploma programs are fully acceptable for credit toward the Associate of Occupational Studies Degree in "Medical Office Management" offered at the College.

## DENTAL ASSISTING

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT: Dental Assistant 079-371.010

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

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.

Upon successful completion of the Dental Assisting Program students will receive a diploma.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Administrative Procedures	80	6
Module B	Dental Radiography	80	6
Module C	Dental Sciences	80	6
Module D	Operative Dentistry	80	6
Module E	Laboratory Procedures	80	6
Module F	Dental Anatomy and Orthodontics	80	6
Module G	Dental Health	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

### MAJOR EQUIPMENT

Dental stations with Doctor & Assistant Chair, Dental X-Ray unit attached to the stations, Automatic processor (for x-ray film development), Manual Processor (for x-ray film development), Autoclave for sterilization of the instruments, Set of hand instruments needed in the dental practice, Set of impression material, Computer Lab to demonstrate automation in the Dental office, Television, VCR, Videotapes, Light curing machine, Amalgamators, Lathe machines, Model trimmers, View boxes, Timers, Movable tray, Dexters, Gypsum vibrators, Gypsum container, cassettes (for tray setups), Toflemiere trays, Aspirating syringes, Oral surgery trays, Orthodontic trays, Prosthodontics trays, Set of Restorative instruments, Mixing bowls, Typodonts, Stands, Ultrasonic cleaner, Handpieces, Anatomical Skull.

### Module Descriptions

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

#### Module A - Administrative Procedures -

40/40/6.0

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

**Module B - Dental Radiography -****40/40/6.0**

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining the best possible diagnostic quality. Theory, laboratory skills and clinical practice comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont). Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality. Related dental terminology is also taught.

**Module C - Dental Sciences -****40/40/6.0**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operator disinfection using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

**Module D - Operative Dentistry -****40/40/6.0**

This module introduces students to chairside assisting duties and techniques practiced in general dentistry, with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials (including amalgam, composites, glass ionomers and sealants) are presented. Students practice procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students learn basic concepts of psychology and communication, with emphasis on helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

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

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins. Prosthodontics as a specialty is presented, with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

**Module F - Dental Anatomy and Orthodontics -****40/40/6.0**

In this module, students focus on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students will chart oral conditions of other students with guidelines for mouth mirror inspection.

**Module G - Dental Health -****40/40/6.0**

This module focuses on oral pathology and periodontics. Placement of periodontal surgical dressings is demonstrated and practiced on manikins. Preventive dentistry is also emphasized. Related areas of nutrition and fluorides are presented. Students are also taught resume preparation and completion of employment applications. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins.

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

Upon successful completion of classroom training, dental 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.

## MASSAGE THERAPY

### Diploma Program - 9 Months (Day)/11 Months (Evening)

720 Clock Hours/57.0 Credit Units

DOT: Massage Therapist

334.374 010

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

This 720-hour program consists of nine self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

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

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

### Major Equipment

Massage Tables

CPR Manikins

AV Equipment

Massage Chairs

Anatomical Charts

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A	Introduction to Massage Therapy	80	6.0
Module B	Massage Fundamentals	80	7.0
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6.0
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6.0
Module E	Polarity and Non-Traditional Massage Therapies	80	6.0
Module F	Anatomy and Physiology for the Massage Therapist	80	6.0
Module G	Clinical Massage Therapy	80	6.0



<b>Module H</b>	Business and Success Skills	80	7.0
<b>Module I</b>	Health and Wellness	80	7.0
	<b>Program Total</b>	<b>720</b>	<b>57.0</b>

## Module Descriptions

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

### Module A - Introduction to Massage Therapy 40/40/6.0

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

### Module B - Massage Fundamentals 60/20/7.0

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications

### Module C - Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques 40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

### Module D - Sports Massage, Reflexology, and Shiatsu Massage 40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

### **Module E - Polarity and Non-Traditional Massage Therapies**

40/40/6.0

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

### **Module F - Anatomy and Physiology for the Massage Therapist**

40/40/6.0

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

### **Module G - Clinical Massage Therapy**

40/40/6.0

In this module students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

### **Module H - Business and Success Skills**

60/20/7.0

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the Internet
- Anger and obstacle management

- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

### **Module I - Health and Wellness**

60/20/7.0

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

# MEDICAL ASSISTING

**Diploma Program - 8 Months**

720 Clock Hours/47.0 Credit Units

DOT: Medical Assistant                      079.367-010

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

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

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

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

## Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

## Major Equipment

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

## Module Descriptions

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

### Module A -Patient Care and Communication -

**40/40/6.0**

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



**Module B -Clinical Assisting and Pharmacology -****40/40/6.0**

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

**Module C -Medical Insurance, Bookkeeping, and Health Sciences -****40/40/6.0**

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

**Module D -Cardiopulmonary and Electrocardiography -****40/40/6.0**

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

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

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

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

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

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

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

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

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

## MEDICAL INSURANCE BILLING & CODING

**Diploma Program** - 6 Months

560 Clock Hours/35.0 Credit Units

DOT: Health Claims Examiner/Medical Billing

214.362-022

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

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

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

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

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

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Module A</b>	Introduction to Medical Insurance and Managed Care	80	6.0
<b>Module B</b>	Government Programs	80	6.0
<b>Module C</b>	Electronic Data Interchange and Modifiers	80	6.0
<b>Module D</b>	Medical Documentation, Evaluation, and Management	80	6.0
<b>Module E</b>	Health Insurance Claim Forms	80	6.0
<b>Module X</b>	Externship	160	5.0
	<b>Program Total</b>	<b>560</b>	<b>35.0</b>

### Major Equipment

Calculators

Personal Computers

## **Module Descriptions**

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

### **Module A - Introduction to Medical Insurance and Managed Care**

**40/40/6.0**

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

### **Module B - Government Programs**

**40/40/6.0**

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

### **Module C - Electronic Data Interchange and Modifiers**

**40/40/6.0**

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

### **Module D - Medical Documentation, Evaluation, and Management**

**40/40/6.0**

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

### **Module E - Health Insurance Claim Forms**

**40/40/6.0**

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

### **Module X - Externship**

**0/160/5.0**

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and



practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

## MEDICAL LABORATORY ASSISTANT/PHLEBOTOMIST

The Medical Laboratory Assistant/Phlebotomist course prepares graduates for entry-level work in clinical and hospital medical laboratories. Laboratory Technicians perform the more routine laboratory tests under the supervision of Medical Technologists and Pathologists. Graduates operate automated and semi-automated diagnostic equipment and perform phlebotomy.

### GRADUATION REQUIREMENTS - Diploma Program

To receive a diploma the student must successfully complete 8 months of MLTA, MLTB, MLTC, MITD, MLTE, MLTF, MLTG & MLTX.

### Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
MLTA	Hematology	80	6
MLTB	Immunoematology/Immunology/Serology	80	6
MLTC	Chemistry	80	6
MLTD	Urinalysis, Customer service & Computers training	80	6
MLTE	Bacteriology	80	6
MLTF	Microbiology	80	6
MLTG	Safety, EKG, CPR & Lab Management	80	6
MLTX	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

### MAJOR EQUIPMENT

Volumetric pipettes, Graduated cylinder, TD pipettes, TC pipettes, Erlenmeyer flask, Beakers, Oxford pipettes, Pipette pump, Pipette bulb, Thomas pipette, Test tube racks, Autopipette, Heating blocks, Spectrophotometer, Microscopes, Analytical balance, Glass slides, Cover slips, Wintrobe tubes, Westergren tubes, Blood Pressure cuff, stethoscope, Thermometers, Autolet Centrifuge, Microhematocrit centrifuge, Urinometer, Refractometer, Hematocrit reader, Gloves, Slide rotator, Immunoassay analyzer, Inoculation loops,, Hemocytometer, Hemoglobinometer, Different reagents, chemicals, media and solutions, Incubator, Refrigerators, Freezer, Heating Block, Super mixer II, Autoclave, Spirometer, Lab Counter, Interphasded computer & printer, Television, VCR, Overhead projector.

### COURSE DESCRIPTIONS

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

#### **MLTA Hematology** **40/40/6.0**

Introduction to the hematology and coagulation laboratory procedures and departments. Phlebotomy and related anatomy and physiology are also covered.

#### **MLTB Immunoematology/Immunology/Serology** **40/40/6.0**

Introduction to the blood bank and serology departments, and laboratory procedures. Theory or methodology, quality control and safety for related tests.

#### **MLTC Chemistry** **40/40/6.0**

Basic chemistry including measurements, solutions and spectrophotometric analysis.

#### **MLTD Urinalysis, Customer Service & Computers Training**

Chemical and microscopic urinalysis techniques. Customer/Patients service, Computers application in the Medical Lab

#### **MLTE Bacteriology** **40/40/6.0**

Basic Bacteriology, media, collection and storing. Bacterial culture, biochemical testing and identification.

#### **MLTF Microbiology** **40/40/6.0**

Introduction to Microbiology, organisms, basic culture and identification. Parasitology, mycology and virology areas will be covered.

**MLTG Safety, EKG, CPR & Lab Management**

Introduction to general Lab Safety. CPR and First Aid. Cardiac physiology and obtaining EKG tracing. Introduction to laboratory management principles and regulations.

**MLTX Externship**

Phlebotomy to meet state requirements/Laboratory Field Services.

**0/160/5.0**

## X-RAY TECHNICIAN - LIMITED PERMIT

### Diploma Program -9 Months

9 Months (Day) / 9 Months (Evening)

684 Clock Hours/39.0 Credit Units

DOT: X-Ray Technician - Limited Permit

078.362-026

The course of study in X-Ray prepares graduates to perform entry-level limited permit radiography in clinics and doctors' offices. The program provides didactic training in physics and anatomy as well as hands-on-training in taking x-rays in THREE limited permit categories. The program is followed by a 12 week externship, completion of the Clinical Training in three categories within the 12 weeks fulfills the externship requirement. Graduates of the Diploma program can take the Limited Permit X-Ray License Exam administered by the State of California Department of Health. The exam can be taken for the Categories completed during the Clinical Training, no more than three categories could be applied for each time the exam is given. The school will cover the cost of one exam if the graduate applies for the State Exam within 30 days of completion of the externship.

### ADMISSION REQUIREMENTS

In addition to Bryman College's admission requirements, one of the following is required:

Completion of a recognized Medical Assisting training program consisting of at least six (6) months and passing score on the X-Ray Entrance Examination

OR

Verified Medical Assisting clinical work experience and passing score on the X-Ray Entrance Examination

Documentation of eligibility is required in all cases.

### GRADUATION REQUIREMENTS - Diploma Program

To receive a diploma, the student must successfully complete 3 quarters of XR101, XR102 and XR103.

### Major Equipment

Charts	Control panel	Technique chart	Caliper
View box	X-Ray tube	Cassettes	Primary barrier
Instructional tapes	Instructional slides	Flasher identification cards	Secondary barriers
Slide projector	Skeleton	Wall Mounted Film Holder	Phantom
Phantom Skeleton parts	X-Ray Badges	Apron holder	Positioning aids (sponges)
X-Ray machine	Table & Bucky	Tabletop Processor	Sandbags
X-Ray Apron with	Processor	Safe light	Films
Gloves			

### Program Outline

Course Number	Course Title	Clock Hours	Quarter Units
<b>LXR101</b>	<b>X-RAY TECHNICIAN I</b>		
LXR01	Radiologic Physics, Equipment & Darkroom Procedures	54	4.5
	Introduction to radiologic concepts and atomic structures; Equipment operation and care, darkroom procedures		
LXR02	X-Ray Technical Factors, Anatomy Overview	54	4.5
	Technical factors, Nursing procedures, Ethics & terminology, Structure and function of the human body and body planes		
LXR03	Radiation Protection and Safety 1, 2, 3	54	4.5
	Protection and safety measures related to the radiographic field, Film critique.		
<b>LXR102</b>	<b>X-RAY TECHNICIAN II</b>		

LXR10	Chest Anatomy & Positioning Anatomy and landmarks of the chest. Positioning of the patient.	54	4.5
LXR05	Torsoskeletal: Anatomy & Positioning Anatomical parts, landmarks, and positioning of Torsoskeletal parts.	54	4.5
LXR11	Extremities: Anatomy & Positioning Anatomical landmarks and positioning of extremities. Anatomy, positioning and types of radiographs used to visualize the genitourinary system.	54	4.5
<b>LXR103</b>	<b>EXTERNSHIP</b> Pre-requisite: Successful completion of XR101 and XR102		
LXR07NX	Externship	120	4
LXR08NX	Externship	120	4
LXR09NX	Externship	120	4
	<b>Program Total</b>	<b>684</b>	<b>39</b>

## COURSE DESCRIPTIONS

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

### **LXR01 Radiologic Physics, Equipment & Darkroom Procedures** **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic concepts and atomic structures. Principles of equipment operation and care, as well as the film development process are covered. Students will have substantial exposure to concepts of energy, states of matter, and mathematics. Prerequisites: None. Lecture hours: 36. Lab hours: 18.

### **LXR02 X-Ray Technical Factors, Anatomy Overview** **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic technical factors, patient care procedures, ethics, legal issues, interpersonal skills, job search techniques, and medical terminology. Students review the structure of the human body. Prerequisites: None. Lecture hours: 36. Lab hours: 18.

### **LXR03 Radiation Protection and Safety** **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36. Lab hours: 18.

### **LXR04 Chest: Anatomy and Positioning** **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36. Lab hours: 18.

### **LXR05 Torsoskeleton: Anatomy and Positioning** **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the torsoskeleton. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36. Lab

hours: 18.

**LXR06Extremities: Anatomy and Positioning**

**4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the bilateral upper and lower extremities. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36. Lab hours: 18.

**XR103 EXTERNSHIP**

**(12 Units)360 Hours**

Pre-requisite: Successful completion of XR101 and XR102

**XR07X Limited Radiography Externship**

**4.0 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the clinical X-Ray setting. While assigned to the clinical site, the student will assist in both patient care and office functions under the supervision of the Supervising Licentiate. The externship hours are governed by the operational hours of the clinical site the student is assigned to but shall not be less than 6 hours per day, 4 days per week. At the completion of modules XRO7, XRO8, and XRO9 the student must have completed both 90 days of externship and at least 360 hours. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 360.0 (3 classes of 120.0).

**XR08X Externship**

**4.0 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the clinical X-Ray setting. While assigned to the clinical site, the student will assist in both patient care and office functions under the supervision of the Supervising Licentiate. The externship hours are governed by the operational hours of the clinical site the student is assigned to but shall not be less than 6 hours per day, 4 days per week. At the completion of modules XRO7, XRO8, and XRO9 the student must have completed both 90 days of externship and at least 360 hours. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 360.0 (3 classes of 120.0).

**XR09X Externship**

**4.0 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the clinical X-Ray setting. While assigned to the clinical site, the student will assist in both patient care and office functions under the supervision of the Supervising Licentiate. The externship hours are governed by the operational hours of the clinical site the student is assigned to but shall not be less than 6 hours per day, 4 days per week. At the completion of modules XRO7, XRO8, and XRO9 the student must have completed both 90 days of externship and at least 360 hours. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 360.0 (3 classes of 120.0).

# DEGREE PROGRAM

## ASSOCIATE OF OCCUPATIONAL STUDIES IN MEDICAL OFFICE MANAGEMENT

This program is designed to prepare graduates for entry-level employment in Health Care Management. The program offers the advanced skills required to perform the duties of office managers for Clinics and Doctors Offices. The program uses the skills acquired in Diploma program as a platform and provides advanced training at a higher competency level.

### GRADUATION REQUIREMENTS

To receive an Associate of Occupational Studies Degree, the student must complete:

- All academic course work with a grade point average of 2.0 or higher
- The following Quarter Units and Clock Hours as required by major:

	Quarter Units	Clock Hours
Massage Therapy Major	108	1,296
Medical Insurance Billing & Coding Major	108	1,296
X-Ray Technician (Limited Permit) Major	113.4	1,332

### GENERAL AND APPLIED STUDIES REQUIREMENTS

The General and Applied Education program at Bryman College serves as a foundation for the total academic program and is intended to broaden student's knowledge beyond specific career requirements. The degree students must complete the required courses in general and applied education for a total of 27 quarter credits listed under the Medical Office Management degree course listing.

Student who desire to take general and applied education courses at other institutions must successfully complete the minimum number of courses indicated in each of the following areas:

- Minimum 9 quarter units of Natural and Physical Sciences such as Anatomy/ Physiology and Biology/Terminology
- 1 course in Social and Behavioral Sciences (Psychology)
- 1 course in English
- 1 course in E- Commerce
- 1 course in Analytical Thinking (Mathematics)
- 1 course in understanding and self-improvement (Computer Literacy)

### MEDICAL OFFICE MANAGEMENT COURSE LISTING

<b>General and Applied Studies</b>		<b>Quarter</b>	<b>Clock</b>
<b>General Studies</b>		<b>Units</b>	<b>Hours</b>
BT06A	E-Commerce	3	36
GS22A	English	6	72
GS21B	Mathematics (GE010a + GE010b)	3	36
GE015	General Psychology	3	36
GE026	Intro to Computer (GE026a + GE026b)	6	72
<b>Applied Related Education</b>			
GE011	Anatomy/Physiology	6	72
GE016	Biology/Terminology	3	36
	<b>Total</b>	<b>27</b>	<b>324</b>
<b>Core Courses</b>			
BT01A	Information Processing I-A	3	36
GS23	Human Resources	3	36

BT01B	Information Processing I-B	3	36
BT10	Principles of Business, Laws, Occupational Safety	6	72
BT03A	Office Communications I-A	3	36
BT02A	Information Processing II-A	3	36
BT03B	Office Communications I-B	3	36
BT02B	Information Processing II-B	3	36
BT04	Principles of Accounting	6	72
BT05	Advanced/ Computerized Accounting	6	72
BT06	Business/Office Management	6	72
	<b>Total</b>	<b>45</b>	<b>540</b>

### Degree Majors

For degree major, the student must complete the following hours/credit units of the courses from one of the following disciplines:

	Quarter Units	Clock Hours
<b>Massage Therapy Major</b>		
MT101	18	216
MT102	18	216
<b>Medical Insurance Billing &amp; Coding Major</b>		
MB101	18	216
MB102	18	216
<b>X-Ray Technician (Limited Permit) Major</b>		
XR101	14.7	162
XR102	14.7	162
XR103	12	360

### COURSE DESCRIPTIONS

<b>BT01A Information Processing I-A (3 Quarter Units)</b>	<b>36 Hours</b>
Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing.	
<b>BT01B Information Processing I-B (3 Quarter Units)</b>	<b>36 Hours</b>
Study of Microsoft Word on the Web and Microsoft Excel.	
<b>BT02A Information Processing II-A (3 Quarter Units)</b>	<b>36 Hours</b>
Study of Microsoft Access 97 and computer keyboarding including keypad.	
<b>BT02B Information Processing II-B (3 Quarter Units)</b>	<b>36 Hours</b>
Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet.	
<b>BT03A Office Communications I-A (3 Quarter Units)</b>	<b>36 Hours</b>
In this course students become familiar with the composition of business letters, memos and business messages.	
<b>BT03B Office Communications I-B (3 Quarter Units)</b>	<b>36 Hours</b>
In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications.	
<b>BT04 Principles of Accounting (6 Quarter Units)</b>	<b>72 Hours</b>
This course will cover the principles and application of business accounting as well as medical office accounting. The federal and state income taxes will also be discussed.	
<b>BT05 Advanced and Computerized Accounting (6 Quarter Units)</b>	<b>72 Hours</b>
This course introduce student with accounting application on the personal computer, information input, accounts receivable, payable, general ledger system and financial statements. Students will also become familiar with the CA Simply Accounting Software.	
<b>BT06 Business Management (6 Quarter Units)</b>	<b>72 Hours</b>
Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies	



<b>BT10 Principles of Business, Laws, Occupational Safety (3 Quarter Units)</b>	<b>36 Hours</b>
Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues.	
<b>BT106A E-Commerce (3 Quarter Units)</b>	<b>36 Hours</b>
E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations.	
<b>GE011 Anatomy and Physiology (6 Quarter Units)</b>	<b>72 Hours</b>
Introduction to general concepts of the structure and function of the human body.	
<b>GE015 General Psychology (3 Quarter Units)</b>	<b>36 Hours</b>
A study of the various systems, terminology and concepts of modern psychology.	
<b>GE016 General Biology and Medical Terminology (3 Unit)</b>	<b>36 Hours</b>
Study of General Biology and the Fundamentals of Medical Terminology.	
<b>GE026 Computer Basics I &amp; II (GE026a + GE026b) (6 Quarter Units)</b>	<b>72 Hours</b>
Introduction to essential computer concepts covering operating systems (DOS and Microsoft Windows), word processing software (WordPerfect, and Microsoft Word), spread sheet software (Excel) and database software (Excel).	
<b>GS21B Mathematics (3 Quarter Units)</b>	<b>36 Hours</b>
Introductory course providing students with the basic mathematical ideas such as whole numbers, addition, subtraction, multiplication, division, fractions, decimals, percentages, measurements, banking, interest and taxes.	
<b>GS22A English (6 Quarter Units)</b>	<b>72 Hours</b>
This introductory course emphasizes on clear, effective communication by utilizing vocabulary expansion	
<b>GS23 Human Resources (3 Quarter Units)</b>	<b>36 Hours</b>
This course provides students with the issues related to the human resources in the development of business.	

## ADMINISTRATION

<b>Management Team</b>	
Dr. Nader Timsah, M.D., M.B.Ch.B	School President
Lillian Gonzalez, B.A.	Director of Admissions
Joan Yourstone, B.A.	Director of Education
Tina Voong	Director of Finance
Denise Sagan, B.A.	Director of Career Services
<b>STAFF</b>	
Alexandra Gallardo	Career Advisor
Diane Chamuryan, A.O.S.	Career Advisor
Diane Villa, B.A.	Career Advisor
Nancy Aguillon, A.A.	Career Advisor
Oscar Raygoza	Career Advisor
Sylvia Bustamante	Career Advisor
Randi Perry,	School Registrar
Ileen Mota, B.A.	Student Services Coordinator
Michael Dean	Administrative Assistant
Ramon Maldonado, Jr.	Library Assistant /Book Store
Ernestina Torres	Financial Aid Representative
Alma Gamboa	Financial Aid Representative
Alemnesh Brihanu	Financial Aid Clerk
Millie Hernandez	Financial Aid Representative
Marlyn Alonzo	Student Account Representative
Stacy Atkins	Career Services Representative
Blanca Martin	Career Services Representative
Cassandra Westlake, B.A.	Career Services Representative
Vivian Acosta, RT-CRT	Externship Coordinator
Ionela DiConti, M.D, DMS-ARDMS	Externship Coordinator
Veronica Martinez, CMA	Externship Coordinator
Pamela Maiocco, CLS	Externship Coordinator
Jenny Argueta	Front Office
Socorro Diaz	Front Office
Tom Teig	Facility's
Jerry Baquera	Facility's

<b>Faculty</b>	
<b>Vivan Acosta, R.T., C.R.T.</b> X-Ray Clinical Coordinator Licensed X-Ray Technologist Diploma, Queen of Angeles Hospital School of Radiologic Technology	<b>Delia Camacho, A.A., R.D.A.</b> Department Chairperson/Instructor , Dental Assistant Program, University of California, Los Angeles, CA Associates. of Science, Glendale College, Glendale, CA
<b>Cesar Borje</b> Instructor, X-Ray Technician Program Nova Institute of Health Technology	<b>Janet Dextre, R.D.A.</b> Instructor, Dental Assistant Program Bryman College, Rosemead, CA
<b>Rebecca Floes, RDA</b> Instructor, Dental Assisting Program Centro Escolar University Manila, Phillipines	<b>Misael Tambaoan, B.S.</b> Instructor, Medical Laboratory Assistant Program B.S., Centro Escolar University, Manila, Philippines, Medical Technology

<p><b>Aza Valrie</b> Instructor, Medical Billing Program Los Angeles Southwest College</p>	<p><b>Jim Coari, M.S.J., B.B.A.</b> Instructor, Business Management M.S.J., Northwestern University, Journalism and Advertising B.B.A., Loyola University, Business Administration and Marketing</p>
<p><b>Peter Vasquez</b> Instructor, Medical Billing Program University of California, Los Angeles, CA Business Administration</p>	<p><b>Denise Spurlock, M.B.A.</b> Instructor, Business Management M.A., California State University, Los Angeles, CA, History M.B.A., Woodbury University, Economics</p>
<p><b>Althea Langevin, A.A., C.M.T.</b> Department Chairperson, Massage Therapist Program Instructor, Massage Therapist Program A.A., Long Beach City College, Dietetics Diploma, Massage School Santa Monica, Massage Technician, Certified in Pre- and Peri-natal Massage, Northern Traditional Thailand Massage, Myofascial Release, Russian Sports Massage, Acupressure, and Equine Sports Massage</p>	<p><b>Svetlana Holt, M.B.A., M.A.</b> Instructor, Business Management, English M.B.A., Woodbury University, Business Administration M.A., University of St. Petersburg, Russia, Germanic Linguistics</p>
<p><b>Ofir Galvez, C.M.T.</b> Instructor, Massage Therapist Program Nova Institute of Health Technology Certified Massage Therapist</p>	<p><b>Ronald Mendez, B.S.</b> Department Chairperson, Medical Assistant and Medical Laboratory Assistant Programs. Instructor, Medical assistant Program B.S., Medical Technology, California State University, Los Angeles, CA</p>
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## ACADEMIC CALENDARS

### 2004 Calendars

#### MA & DA

Start	End	Student Holidays
1/5/2004	2/2/2004	Martin Luther King Jr. 01/19
2/4/2004	3/3/2004	President's Day 02/16
3/8/2004	4/2/2004	Good Friday 04/09
4/5/2004	5/3/2004	
5/4/2004	6/1/2004	Memorial Day 05/31
6/2/2004	6/29/2004	4 <sup>th</sup> of July 07/05
7/1/2004	7/29/2004	
8/2/2004	8/27/2004	Labor Day 09/06
8/30/2004	9/27/2004	
9/29/2004	10/26/2004	
10/28/2004	11/24/2004	Thanksgiving Day 11/25 -11/26
11/29/2004	1/7/2005	Winter Break 12/20-12/31

#### MA & DA

Start	End	Student Holidays
1/15	2/12	Martin Luther King Jr. 01/19
2/17	3/15	President's Day 02/16
3/17	4/14	Good Friday 04/09
4/15	5/12	
5/17	6/14	Memorial Day 05/31
6/16	7/14	4 <sup>th</sup> of July 07/05
7/19	8/13	
8/16	9/13	Labor Day 09/06
9/15	10/12	
10/14	11/10	
11/15	12/14	Thanksgiving Day 11/25 - 11/26
12/1	1/26/2005	Winter Break 12/20 - 12/31

**GS-MT, GS-MIB, BMA, and MLA**

<b>Start</b>	<b>End</b>	<b>Student Holidays</b>
1/5	1/29	Martin Luther King Jr. 01/19
2/2	2/26	President's Day 02/16
3/1	3/25	
3/29	4/22	Good Friday 04/09
4/26	5/20	
5/24	6/21	Memorial Day 05/31
6/23	7/21	4 <sup>th</sup> of July 07/05
7/26	8/19	
8/23	9/20	Labor Day 09/06
9/22	10/19	
10/21	11/17	Thanksgiving Day 11/25 - 11/26
11/18	12/16	Winter Break 12/20 - 12/31

**X-Ray**

<b>Start</b>	<b>End</b>	<b>Student Holidays</b>
1/5	1/29	Martin Luther King Jr. 01/19
2/2	2/26	President's Day 02/16
3/1	3/25	
4/5	4/29	Good Friday 04/09
5/4	5/27	Memorial Day 05/31
6/2	6/29	
7/6	7/29	4 <sup>th</sup> of July 07/05
8/3	8/30	
8/31	9/28	Labor Day 09/06
9/29	10/26	
10/27	11/23	Thanksgiving Day 11/25 - 11/26
11/29	1/6/2005	Winter Break 12/20 - 12/31

**MT & MIBC Morning & Afternoon**

<b>Start</b>	<b>End</b>	<b>Student Holidays</b>
7/26/2004	8/20/2004	
8/23/2004	9/20/2004	LABOR DAY; 09/06
9/22/2004	10/19/2004	
10/21/2004	11/17/2004	
11/18/2004	12/17/2004	TGV, 11/25 & 11/26 WINTER BREAK; 12/20 TO 12/31



**MT & MIBC Morning & Afternoon**

Start	End	Student Holidays
7/26/2004	8/20/2004	
8/23/2004	9/20/2004	LABOR DAY; 09/06
9/22/2004	10/19/2004	
10/21/2004	11/17/2004	
11/18/2004	12/17/2004	TGV, 11/25 & 11/26 WINTER BREAK; 12/20 TO 12/31

**2005 Calendars****MA & DA**

Start	End	Student Holidays
		Martin Luther King ,Jr. 1/17/05
1/27	2/24	President's Day 2/21/05
2/28	3/28	Good Friday 3/25/2005
3/30	4/26	
4/28	5/25	
5/26	6/23	Memorial Day 5/30
6/29	7/27	4 <sup>th</sup> of July 7/04
7/28	8/24	
8/29	9/26	Labor Day 9/05
9/28	10/25	
10/27	11/23	Thanksgiving 11/24-11/25
11/28	1/6/2006	Winter Break 12/19 - 12/30

**MA & DA**

Start	End	Student Holidays
1/10	2/7	Martin Luther King Jr. 1/17
2/9	3/9	President's Day 2/21
3/14	4/11	Good Friday 3/25
4/12	5/10	
5/12	6/9	Memorial Day 5/30
6/13	7/11	4 <sup>th</sup> of July 7/04
9/12	10/7	
10/11	11/7	
11/9	12/8	Thanksgiving Day 11/24 - 11/25
12/12	1/20/2006	Winter Break 12/19 - 12/30

## ACADEMIC CALENDARS (Continued)

### 2005 Calendars

#### MA & DA

Start	End	Student Holidays
1/27	2/24	Martin Luther King Jr. 01/17, President's Day 02/21
2/28	3/28	Good Friday 03/25
3/30	4/26	
4/28	5/25	
5/26	6/23	Memorial Day 05/30
6/29	7/27	4 <sup>th</sup> of July 07/04
7/28	8/24	
8/29	9/26	Labor Day 09/05
9/28	10/25	
10/27	11/23	Thanksgiving Day 11/24 - 11/25
11/28	1/6/2006	Winter Break 12/19- 12/30

#### MA & DA

Start	End	Student Holidays
1/10	2/7	Martin Luther King Jr. 01/17
2/9	3/9	President's Day 02/21
3/14	4/11	Good Friday 03/25
4/12	5/10	
5/12	6/9	Memorial Day 05/30
6/13	7/11	4 <sup>th</sup> of July 07/04
7/13	8/9	
8/11	9/8	Labor Day 09/05
9/12	10/7	
10/11	11/7	
11/9	12/8	Thanksgiving Day 11/24 - 11/25
12/12	1/20/2006	Winter Break 12/19- 12/30

**GS-MT, GS-MIB, BMA, MLA**

<b>Start</b>	<b>End</b>	<b>Student Holidays</b>
1/3	1/31	Martin Luther King Jr. 01/17
2/2	3/2	President's Day 02/21
3/7	3/31	Good Friday 03/25
4/4	4/28	
5/2	5/26	Memorial Day 05/30
5/31	6/27	
6/29	7/27	4 <sup>th</sup> of July 07/04
8/1	8/25	
8/29	9/26	Labor Day 09/05
9/28	10/25	
10/27	11/23	Thanksgiving Day 11/24 - 11/25
11/28	1/5	Winter Break 12/19 - 12/30

**X-Ray**

<b>Start</b>	<b>End</b>	<b>Student Holidays</b>
1/10	2/3	Martin Luther King Jr. 01/17
2/9	3/9	President's Day 02/21
3/14	4/7	Good Friday 03/25
4/11	5/5	
5/9	6/6	Memorial Day 05/30
6/7	7/5	4 <sup>th</sup> of July 07/04
7/6	8/2	
8/8	9/1	Labor Day 09/05
9/6	10/3	
10/4	10/31	
11/1	11/29	Thanksgiving Day 11/24 - 11/25
12/5	1/12/2006	Winter Break 12/19 - 12/30

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**Massage Therapy & MIBC  
Morning & Afternoon**

<b>Start</b>	<b>End</b>	
1/3/2005	1/31/2005	Martin Luther King Jr. 01/17
2/2/2005	3/2/2005	President's Day 02/21
3/7/2005	4/4/2005	Good Friday 03/25
4/6/2005	5/3/2005	
5/5/2005	6/2/2005	Memorial Day 05/30
6/7/2005	7/5/2005	4 <sup>th</sup> of July 07/04
7/6/2005	8/2/2005	
8/4/2005	8/31/2005	Labor Day 09/05

9/6/2005	10/3/2005	
10/5/2005	11/1/2005	
11/3/2005	12/2/2005	
12/5/2005	1/13/2006	Thanksgiving Day 11/24 - 11/25 Winter Break 12/19 - 12/30

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**Massage Therapy & MIBC  
Evening**

<b>Start</b>	<b>End</b>	
1/3/2005	2/7/2005	Martin Luther King Jr. 01/17
2/9/2005	3/16/2005	President's Day 02/21
3/21/2005	4/21/2005	Good Friday 03/25
4/25/2005	5/26/2005	
5/31/2005	7/5/2005	Memorial Day 05/30
7/6/2005	8/9/2005	4 <sup>th</sup> of July 07/04
8/11/2005	9/15/2005	
9/19/2005	10/20/2005	Labor Day 09/05
10/24/2005	11/28/2005	Thanksgiving Day 11/24 - 11/25
11/30/2005	1/17/2006	Winter Break 12/19 - 12/30