

Bryman

COLLEGE

2003-2004 CATALOG

SanBernardino0603

217 Club Center Drive,
Suite A
San Bernardino, California 92408
(909) 777-3300

Accredited by the Accrediting Council for Independent Colleges
and Schools to award certificates and diplomas
and Approved to Operate by the Bureau for Private
Postsecondary and Vocational Education.

2003 - 2004 CATALOG

Bryman College
SanBernardino0603

Publishing Date June 2003

Copyright © 2002 by Corinthian Schools, Inc., Santa Ana, California

Effective June 1, 2003 through December 31, 2004

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

Bryman College, 217 Club Center Drive, Suite A, San Bernardino, CA 92408, was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

- Computerized Office Applications 720 Clock Hours/54 Credit Units
- Massage Therapy 720 Clock Hours/57 Credit Units
- Medical Assisting 720 Clock Hours/47 Credit Units
- Medical Office Management 720 Clock Hours/47 Credit Units
- Medical Clinical Assistant 360 Clock Hours/27 Credit Units
- Network Administration AA Degree 1,200 Clock Hours/100 Credit Units
- Network Administration, Diploma 920 Clock Hours/72 Credit Units

Instruction is in residence with facility occupancy level accommodating 800 students at any one time.

California statute requires that students, who successfully complete courses of study, be awarded appropriate diplomas or certificates verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the college and to discuss personal educational occupational plans with college personnel prior to enrolling or signing enrollment agreements. This college currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify. 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 college president. Unresolved complaints may be directed to:

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

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



College President

Table of Contents

| | |
|--|-----------|
| <i>About Corinthian Schools, Inc.</i> | 1 |
| School History and Description | 1 |
| Statement of Non-Discrimination | 2 |
| Accreditations, Approvals and Memberships | 3 |
| Hours of Operation | 5 |
| Student Holidays..... | 8 |
| <i>Modular Programs</i> | 9 |
| Computerized Office Applications Program | 9 |
| Massage Therapy Program | 12 |
| Medical Assisting Program..... | 15 |
| Medical Clinical Assistant Program..... | 18 |
| Medical Office Management Program..... | 20 |
| <i>Quarter Program</i> | 23 |
| Network Administration Program | 23 |
| <i>Admissions</i> | 28 |
| Requirements and Procedures | 28 |
| Allied Health Programs..... | 29 |
| Network Administration Program | 29 |
| Credit for Previous Education or Training..... | 29 |
| <i>Academic Policies</i> | 30 |
| Unit of Credit | 30 |
| Academic..... | 30 |
| Financial Aid..... | 30 |
| Grading | 30 |
| Class Size..... | 31 |
| Attendance Requirements | 31 |
| Tardiness/Early Departure | 32 |
| Reentry Policy..... | 32 |
| Make-up Work | 32 |
| Veteran Students | 32 |
| Leave of Absence Policy..... | 32 |
| Re-admission Following a Leave of Absence..... | 32 |
| Failure to Return from a Leave of Absence..... | 33 |
| Effects of Leave of Absence on Satisfactory Academic Progress..... | 33 |
| Satisfactory Academic Progress | 33 |
| Requirements..... | 33 |
| Academic Probation..... | 34 |
| Reinstatement Policy..... | 34 |
| Incompletes..... | 35 |
| Withdrawals | 35 |
| Exit Interviews..... | 35 |
| Repeat Policy | 35 |
| Maximum Program Completion Time..... | 36 |
| Additional Information on Satisfactory Academic Progress | 36 |
| Student Appeal Process | 37 |
| Required Study Time | 37 |
| Academic Advisement and Tutoring..... | 37 |

| | |
|--|-----------|
| Termination Procedures..... | 37 |
| Transferability of Credits..... | 37 |
| Information Technology Program Student Disclosure..... | 37 |
| Family Educational Rights and Privacy Act..... | 38 |
| <i>Administrative Policies</i> | 40 |
| <i>Dress Code</i> | 41 |
| Health/Medical Care..... | 42 |
| Weather Emergencies..... | 42 |
| Clothing and Personal Property..... | 42 |
| <i>Financial Information</i> | 43 |
| Tuition and Fees..... | 43 |
| Miscellaneous Expenses..... | 43 |
| Voluntary Prepayment Plan..... | 43 |
| Cancellation/Refund Policy..... | 43 |
| Cancellations..... | 43 |
| Refunds..... | 44 |
| <i>Student Services</i> | 50 |
| <i>Corinthian Schools, Inc.</i> | 52 |
| <i>Statement of Ownership</i> | 53 |

About Corinthian Schools, Inc.

This college is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate colleges 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 colleges 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 college will maintain its long-standing reputation for innovation and high-quality private vocational education.

School History and Description

Bryman College is the oldest private business college in San Bernardino County and has been in continuous operation since 1907. The college achieved Associates of Arts degree granting status in January 2003.

The college was founded by Mr. and Mrs. George Longmire and operated under the name of Longmire's Business College until 1945, when it became Skadron College of Business. National Education Corporation acquired the college in 1982. In 1983, the name of the college was changed to National Education Center® - Skadron College of Business Campus. The college was acquired by Corinthian Schools, Inc. in July 1995. The college name was later changed to Bryman College.

The college facility has been designed for training students for the working world. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

The one-story facility has over 24,000 square feet containing 18 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library/study area containing reference and reading materials related to the academic programs, restrooms and public areas.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Bryman College of Business is located near the interchange of the I-10 and I-215 freeways. Located on Club Center Drive, west of Waterman Avenue, the college is close to many convenient eating establishments and a variety of shopping malls.

Mission Statement and Objectives

Bryman College maintains that each student, regardless of sex, race, color, religion, socio-economic status, age, or ability, is best prepared for effective living in a rapidly changing society by committing to life-long learning. The College is committed to the idea that continuing to acquire knowledge and useful skills enriches the life of the individual and then society.

The College believes that educational programs should promote excellence by focusing on optimizing students' abilities as directed by their desires and needs. Bryman College is committed to providing the best opportunity for its students to acquire basic skills and knowledge in technically oriented fields. The College encourages an environment in which students are: intellectually curious and aesthetically aware, thinking and working creatively, developing self-discipline and economic sufficiency, understanding the obligations of democratic living, and are living in harmony with others.

In order to accomplish its mission, the College is striving to constantly improve its educational programs; help each student to develop into a skilled and contributing person; maintain regular involvement with all segments of the community; provide effective management and utilization of its human and financial resources.

In order to ensure continued fulfillment of its mission, the College has established the following goals:

1. The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
2. The College will seek to train its students in essential skills, competencies and attitudes. This will result in students that have successful careers and are committed to continued learning. The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
3. The College will strive to develop all students in their intellectual potential resulting in their independent thinking and intelligent decision-making.
4. The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal the College, the students, the community, and all citizens of the region served, will be better prepared for the technical, social and economic changes that will occur.

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The college 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 college president. The college president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the CSi Student Help Line, (800) 874-0255.

Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780 to offer certificates and diplomas.
- The college became a degree granting (Associates of Arts) in January 2003.
- 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 college is not a public institution.
- The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education. Graduates are eligible to apply for the Certified Medical Assistant Examination (CMA).
- The school is a member of the American Massage Therapy Association Council of Schools.
- Authorized under federal law to enroll non-immigrant alien students.
- Eligible students may obtain Social Security benefits.
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Parent Loan for Undergraduate Students (FPLUS), Federal Work-Study (FWS), Federal Family Educational Loan Program (FFEL) and Cal Grant programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the California Association of Private Postsecondary Schools.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Programs are approved for WIA and WtW.

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

Administration

| | |
|-----------------|------------------------------|
| Al Nederhood | College President |
| Timothy Lee | Director of Admissions |
| Linda Irvin | Director of Education |
| Sherry Williams | Director of Finance |
| | Director of Placement |
| Donna McCord | Extern Coordinator |
| Sara Bickley | Registrar |
| Angelic Bustos | Student Services Coordinator |
| Gale England | Evening Program Supervisor |

Faculty

Business Programs

| | |
|----------------|---|
| Greg Sloan * | M.B.A., B.A., Cal State San Bernardino, CA |
| Jane Gustafson | B.A., UCLA, Los Angeles, CA |
| Michael Ross | B.A., Loma Linda University, Loma Linda, CA |

Massage Therapy Program

| | |
|------------------|--|
| Melissa Wollin * | LMT, Nova Institute, Ontario, CA |
| Alicia DeLeon | LMT, Boulder School of Massage Therapy, CO |
| Mark Gray | D.C., L.A. Chiropractic Licensed Massage Therapist |
| Kim Harman | MT, CA Health Institute, San Bernardino, CA |
| Janet Miller | B.A., CA State San Bernardino |
| | LMT, So. CA School of Massage, Riverside, CA |
| Patrick Pierson | LMT, Nova Institute, Ontario, CA |
| Judith Rizzo | MT, Occupation Certification |
| Chris Roberts | MT, Phoenix Therapeutic Massage College, Phoenix, AZ |
| Brenda Tate | MT, Nova Institute, Ontario, CA |
| Johana Zavala | MT, Dahan Institute of Massage, Las Vegas, NV |

Medical Administrative Assistant Program

| | |
|---------------|-----------------------------|
| Joanne Murray | Occupational Qualifications |
|---------------|-----------------------------|

Medical Assisting Program

| | |
|-----------------------|--|
| Dora Perez* | CMA, Program Manager |
| Maria Araullo | B.S., University of Santo Tomas, Manilla, Phillipines |
| Lisa Braley | Medical Assisting Diploma, San Bernardino Adult School |
| Patricia DuBiel | Occupational Qualifications |
| Gale England | Certified Medical Assistant, National Certification |
| Theresa Henderson | Certified Medical Assistant, National Certification |
| Karen Kennedy | Certified Medical Assistant, National Certification |
| Staci Meads | Occupational Qualifications |
| Linda Price | Certified Medical Assistant, National Certification |
| Suzanne Rottschaeffer | A.S., Nursing, Long Beach City College |
| Jackie Sanchez | LVN, Summit College, San Bernardino, CA |
| Roberta Stanfield | Occupational Qualifications |
| Jonette Yazzie | Occupational Qualifications |

Network Administration Program

| | |
|----------------|---|
| Thomas Dismuke | Certifications: M.C.P., M.C.P.+I., M.C.S.E., Windows NT 4, Windows 2000, C.T.I, A+, Cisco, Novell |
| Shawn Sloan | Certifications: M.C.P., M.C.S.E., Windows NT, A+, C.C.N., NetWare 5 |

Medical Office Management Program

Dora Perez * CMA, Program Manager
Stephanie Felix Occupational Qualifications
Joanne Murray Occupational Qualifications
Adetra Jones Occupational Qualifications
Lilia Ramos MOM Diploma

Skillbuilding

Peggy Luptak Occupational Qualifications

* Department Head/Program Coordinator

Hours of Operation

Office

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

School

Allied Health Programs

| | | |
|---------------------|-------------------------|-----------|
| 6:00 AM to 9:50 AM | Monday through Friday | Morning |
| 8:00 AM to 11:50 AM | Monday through Friday | Morning |
| 8:30 AM to 12:20 PM | Monday through Friday | Morning |
| 9:00 AM to 12:50 PM | Monday through Friday | Morning |
| 12:10 PM to 4:00 PM | Monday through Friday | Afternoon |
| 12:30 PM to 4:20 PM | Monday through Friday | Afternoon |
| 5:30 PM to 10:20 PM | Monday through Thursday | Evening |

Weekend Program

| | | |
|---------------------|---------------------|---------|
| 5:30 PM to 10:20 PM | Fridays | Evening |
| 8:00 AM to 5:00 PM | Saturday | Day |
| 8:00 AM to 5:00 PM | Alternating Sundays | Day |

Medical Clinical Assisting Program

| | | |
|--------------------|-----------------------|---------|
| 8:30 AM to 2:00 PM | Monday through Friday | Morning |
|--------------------|-----------------------|---------|

Business Programs

Computerized Office Applications Program

| | | |
|---------------------|-------------------------|-----------|
| 8:00 AM to 11:50 AM | Monday through Friday | Morning |
| 12:10 PM to 4:00 PM | Monday through Friday | Afternoon |
| 5:30 PM to 10:20 PM | Monday through Thursday | Evening |

Network Administration

| | | |
|---------------------|-------------------------|---------|
| 5:30 PM to 10:20 PM | Monday through Thursday | Evening |
|---------------------|-------------------------|---------|

Academic Calendars

**Indicates AM Start Only*

| 1st AM/PM START MA/MOM/*MT/*COA | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 11/26/02 | 1/8/03 |
| 1/10/03 | 2/7/03 |
| 2/11/03 | 3/11/03 |
| 3/13/03 | 4/9/03 |
| 4/11/03 | 5/9/03 |
| 5/13/03 | 6/10/03 |
| 6/12/03 | 7/11/03 |
| 7/14/03 | 8/8/03 |
| 8/12/03 | 9/9/03 |
| 9/11/03 | 10/8/03 |
| 10/10/03 | 11/6/03 |
| 11/10/03 | 12/9/03 |
| 12/11/03 | 1/22/04 |

| 2nd AM/PM START MA/MOM/*COA/*MCA/*CTCAM | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 12/18/02 | 1/29/03 |
| 1/31/03 | 2/28/03 |
| 3/3/03 | 3/28/03 |
| 3/31/03 | 4/28/03 |
| 4/30/03 | 5/28/03 |
| 5/30/03 | 6/26/03 |
| 6/30/03 | 7/29/03 |
| 7/30/03 | 8/26/03 |
| 8/28/03 | 9/25/03 |
| 9/29/03 | 10/24/03 |
| 10/28/03 | 11/24/03 |
| 11/26/03 | 1/8/04 |
| 1/12/04 | 2/9/04 |

| 1st EVE MA/MOM/MT START | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 11/26/02 | 1/7/03 |
| 1/9/03 | 2/6/03 |
| 2/11/03 | 3/11/03 |
| 3/13/03 | 4/9/03 |
| 4/14/03 | 5/8/03 |
| 5/13/03 | 6/10/03 |
| 6/12/03 | 7/10/03 |
| 7/14/03 | 8/7/03 |
| 8/12/03 | 9/9/03 |
| 9/11/03 | 10/8/03 |
| 10/13/03 | 11/6/03 |
| 11/11/03 | 12/9/03 |
| 12/11/03 | 1/22/04 |

| 2nd EVE MA/MOM START | |
|--|------------|
| <i>Start</i> | <i>End</i> |
| 12/18/02 | 1/29/03 |
| 1/30/03 | 2/27/03 |
| 3/3/03 | 3/27/03 |
| 3/31/03 | 4/24/03 |
| 4/29/03 | 5/27/03 |
| 5/29/03 | 6/25/03 |
| 6/30/03 | 7/28/03 |
| 7/30/03 | 8/26/03 |
| 8/28/03 | 9/25/03 |
| 9/30/03 | 10/27/03 |
| 10/29/03 | 11/25/03 |
| 11/26/03 | 1/7/04 |

| Massage Therapy PM START 2003 MT – 12:30-4:30pm | |
|--|------------|
| <i>Start</i> | <i>End</i> |
| 11/26/02 | 1/8/03 |
| 1/10/03 | 2/7/03 |
| 2/11/03 | 3/11/03 |
| 3/13/03 | 4/9/03 |
| 4/11/03 | 5/9/03 |
| 5/13/03 | 6/10/03 |
| 6/12/03 | 7/10/03 |
| 7/14/03 | 8/8/03 |
| 8/12/03 | 9/9/03 |
| 9/11/03 | 10/8/03 |
| 10/10/03 | 11/6/03 |
| 11/10/03 | 12/9/03 |
| 12/11/03 | 1/22/04 |

| EVE COAN START | |
|-----------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/6/03 | 2/18/03 |
| 2/20/03 | 4/2/03 |
| 4/7/03 | 5/15/03 |
| 5/19/03 | 6/30/03 |
| 7/1/03 | 8/12/03 |
| 8/13/03 | 9/24/03 |
| 9/25/03 | 11/05/03 |
| 11/06/03 | 12/18/03 |
| | |
| | |
| | |

| PM START 2003 MT – 12:00-4:00pm | |
|--|------------|
| <i>Start</i> | <i>End</i> |
| 1/27/03 | 2/24/03 |
| 2/26/03 | 3/25/03 |
| 3/27/03 | 4/25/03 |
| 4/28/03 | 5/23/03 |
| 5/28/03 | 6/24/03 |
| 6/26/03 | 7/24/03 |
| 7/28/03 | 8/22/03 |
| 8/26/03 | 9/23/03 |
| 9/25/03 | 10/22/03 |
| 10/24/03 | 11/20/03 |
| 11/24/03 | 1/6/04 |

| MA/MOM/MT 1st AM/PM START | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 1/26/04 | 2/23/04 |
| 2/25/04 | 3/23/04 |
| 3/25/04 | 4/22/04 |
| 4/26/04 | 5/21/04 |
| 5/25/04 | 6/22/04 |
| 6/24/04 | 7/22/04 |
| 7/26/04 | 8/20/04 |
| 8/24/04 | 9/21/04 |
| 9/23/04 | 10/20/04 |
| 10/22/04 | 11/18/04 |
| 11/22/04 | 1/4/05 |
| | |

| MA/MOM/PCA 2nd AM/PM START | |
|--|------------|
| <i>Start</i> | <i>End</i> |
| 1/12/04 | 2/9/04 |
| 2/11/04 | 3/10/04 |
| 3/12/04 | 4/8/04 |
| 4/12/04 | 5/7/04 |
| 5/11/04 | 6/8/04 |
| 6/10/04 | 7/8/04 |
| 7/12/04 | 8/6/04 |
| 8/10/04 | 9/7/04 |
| 9/9/04 | 10/6/04 |
| 10/8/04 | 11/4/04 |
| 11/8/04 | 12/7/04 |
| 12/9/04 | 1/20/05 |

| 3rd PM MT Start | |
|-----------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/8/04 | 2/5/04 |
| 2/9/04 | 3/8/04 |
| 3/10/04 | 4/6/04 |
| 4/8/04 | 5/6/04 |
| 5/10/04 | 6/7/04 |
| 6/9/04 | 7/7/04 |
| 7/9/04 | 8/5/04 |
| 8/9/04 | 9/3/04 |
| 9/7/04 | 10/4/04 |
| 10/6/04 | 11/2/04 |
| 11/4/04 | 12/3/04 |
| 12/7/04 | 1/18/05 |

| MA/MOM/MT 1st EVE START | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 1/26/04 | 2/23/04 |
| 2/25/04 | 3/23/04 |
| 3/25/04 | 4/21/04 |
| 4/26/04 | 5/20/04 |
| 5/25/04 | 6/21/04 |
| 6/23/04 | 7/21/04 |
| 7/26/04 | 8/19/04 |
| 8/24/04 | 9/21/04 |
| 9/23/04 | 10/20/04 |
| 10/25/04 | 11/18/04 |
| 11/22/04 | 1/3/05 |
| 1/5/05 | 2/1/05 |

| 2nd EVE START MA/MOM/MT | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 1/12/04 | 2/9/04 |
| 2/11/04 | 3/10/04 |
| 3/15/04 | 4/8/04 |
| 4/12/04 | 5/6/04 |
| 5/11/04 | 6/8/04 |
| 6/10/04 | 7/8/04 |
| 7/12/04 | 8/5/04 |
| 8/10/04 | 9/7/04 |
| 9/9/04 | 10/6/04 |
| 10/11/04 | 11/4/04 |
| 11/8/04 | 12/6/04 |
| 12/8/04 | 1/19/05 |

| 3rd EVE MT START | |
|------------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/12/04 | 2/9/04 |
| 2/11/04 | 3/10/04 |
| 3/15/04 | 4/8/04 |
| 4/13/04 | 5/10/04 |
| 5/12/04 | 6/9/04 |
| 6/14/04 | 7/12/04 |
| 7/14/04 | 8/10/04 |
| 8/12/04 | 9/9/04 |
| 9/13/04 | 10/7/04 |
| 10/12/04 | 11/8/04 |
| 11/9/04 | 12/7/04 |
| 12/9/04 | 1/20/05 |

| EVE COAN START | |
|-----------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/5/04 | 2/26/04 |
| 3/2/04 | 4/21/04 |
| 4/26/04 | 6/16/04 |
| 6/21/04 | 8/11/04 |
| 8/16/04 | 10/6/04 |
| 10/11/04 | 12/1/04 |
| 12/6/04 | 2/9/05 |

| 1st COA START | |
|---------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/27/04 | 3/9/04 |
| 3/11/04 | 4/22/04 |
| 4/26/04 | 6/7/04 |
| 6/9/04 | 7/21/04 |
| 7/23/04 | 9/2/04 |
| 9/7/04 | 10/18/04 |
| 10/20/04 | 12/2/04 |
| 12/6/04 | 1/31/05 |

| 8am-12 pm/ START *COA | |
|----------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/21/03 | 3/4/03 |
| 3/6/03 | 4/16/03 |
| 4/21/03 | 6/2/03 |
| 6/4/03 | 7/17/03 |
| 7/18/03 | 8/28/03 |
| 9/2/03 | 10/13/03 |
| 10/15/03 | 11/25/03 |
| 12/1/03 | 1/26/04 |

| 2nd 8am-12 pm/ START *COA | |
|---|------------|
| <i>Start</i> | <i>End</i> |
| 5/30/03 | 7/14/03 |
| 7/18/03 | 8/28/03 |
| 8/29/03 | 10/10/03 |
| 10/16/03 | 11/26/03 |
| 12/3/03 | 1/28/04 |

MASSAGE THERAPY

WEEKEND START –alternate 2/3/2/3/2 (Fri/Sat/Fri./Sat/Sun)

Friday = 4hrs/Saturday & Sunday = 8hrs

| Weekend 2002/2003 | |
|------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 9/20/02 | 10/25/02 |
| 10/26/02 | 11/24/02 |
| 12/6/02 | 1/24/03 |
| 1/25/03 | 3/02/03 |
| 3/7/03 | 4/11/03 |
| 4/12/03 | 5/18/03 |
| 5/30/03 | 7/11/03 |
| 7/12/03 | 8/10/03 |
| 8/15/03 | 9/26/03 |
| 9/27/03 | 10/26/03 |
| 10/31/03 | 12/12/03 |

| Weekend 2004/2005 | |
|------------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 1/2/04 | 2/20/04 |
| 2/21/04 | 3/21/04 |
| 3/26/04 | 5/7/04 |
| 5/8/04 | 6/13/04 |
| 6/18/04 | 7/30/04 |
| 7/31/04 | 8/29/04 |
| 9/10/04 | 10/15/04 |
| 10/16/04 | 11/14/04 |
| 11/19/04 | 1/21/05 |
| 1/22/05 | 1/27/05 |
| 3/4/05 | 4/15/05 |

| Weekend 2005 | |
|-------------------------|------------|
| <i>Start</i> | <i>End</i> |
| 4/16/05 | 5/15/05 |
| 5/20/05 | 7/8/05 |
| 7/9/05 | 8/7/05 |
| 8/12/05 | 9/23/05 |
| 9/24/05 | 10/23/05 |
| 10/28/05 | 12/9/05 |

No Weekend Classes on the Following Dates:

| 2003 | | | |
|-------------|------|-------|-------|
| 1/17 | 4/19 | 7/6 | 11/30 |
| 1/18 | 4/20 | 8/29 | 12/26 |
| 1/19 | 5/23 | 8/30 | 12/27 |
| 2/14 | 5/24 | 9/1 | 12/28 |
| 2/15 | 5/25 | 11/27 | |
| 2/16 | 7/4 | 11/28 | |
| 4/18 | 7/5 | 11/29 | |

| 2004 | | | |
|-------------|------|-----|-------|
| 1/16 | 4/9 | 7/2 | 11/26 |
| 1/17 | 4/10 | 7/3 | 11/27 |
| 1/18 | 4/11 | 7/4 | 11/28 |
| 2/13 | 5/28 | 9/3 | 12/24 |
| 2/14 | 5/29 | 9/4 | 12/25 |
| 2/15 | 5/30 | 9/5 | 12/26 |
| | | | |

| 2005 | | | |
|-------------|------|-------|-------|
| 1/1 | 2/20 | 7/1 | 11/26 |
| 1/2 | 3/25 | 7/2 | 11/27 |
| 1/14 | 3/26 | 7/3 | 12/23 |
| 1/15 | 3/27 | 9/2 | 12/24 |
| 1/16 | 5/27 | 9/3 | 12/25 |
| 2/18 | 5/28 | 9/4 | |
| 2/19 | 5/29 | 11/25 | |

Student Holidays

| | 2003 | 2004 |
|---|----------------|----------------|
| New Year's Day | Jan 1 | Jan 1 |
| Martin Luther King, Jr.'s Birthday (observed) | Jan 20 | Jan 20 |
| President's Day (observed) | Feb 17 | Feb 16 |
| Good Friday | Apr 18 | Apr 9 |
| Memorial Day (observed) | May 26 | May 26 |
| Independence Day | July 3 & 4 | July 4 & 5 |
| Labor Day | Sep 1 | Sep 6 |
| Thanksgiving | Nov 27 – 28 | Nov 25 – 26 |
| Winter Recess | Dec 22 – Jan 2 | Dec 22 – Jan 1 |

Modular Programs

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

Computerized Office Applications Program

Diploma Program - 9 Months (Day & Evening)

720 Clock Hours/54.0 Credit Units

DOT: Administrative Clerk

219.362 010

The Computerized Office Applications Program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10-key pad. Proficiency is attained in the use of word processing, spreadsheet, database and accounting software. The skills learned in this program will equip students to obtain an entry-level position in business, industry or government. Upon successful completion of the program, students will be awarded a diploma.

Program Outline

| <i>Module</i> | <i>Course Title</i> | <i>Clock Hours</i> | <i>Credit Units</i> |
|-----------------|--|--------------------|---------------------|
| <i>Module A</i> | | | |
| MB140 | Business Writing Presentations | 30 | 3.0 |
| MI100 | Intro To Information Processing | 60 | 4.0 |
| MS100 | Skillbuilding | 30 | 2.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| <i>Module B</i> | | | |
| MG105 | Business Writing –Techniques & Grammar | 30 | 3.0 |
| MS101 | Skillbuilding | 30 | 2.0 |
| MI110 | Intro To Internet | 60 | 4.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| <i>Module C</i> | | | |
| MB210 | Office Operations | 30 | 3.0 |
| MB400 | Business Documentation | 60 | 4.0 |
| MS102 | Skillbuilding | 30 | 2.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| <i>Module D</i> | | | |
| MA100 | Accounting Principles | 60 | 5.0 |
| MA110 | Computerized Accounting | 30 | 2.0 |
| MS103 | Skillbuilding | 30 | 2.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| <i>Module E</i> | | | |
| MI140 | Spread Sheet Management | 30 | 3.0 |
| MB180 | Records & Data Management | 60 | 4.0 |
| MS104 | Skillbuilding | 30 | 2.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| <i>Module F</i> | | | |
| MB130 | Business Mathematics | 30 | 3.0 |
| MI150 | Database Management | 60 | 4.0 |
| MS105 | Skillbuilding | 30 | 2.0 |
| | <i>Total</i> | <i>120</i> | <i>9.0</i> |
| | <i>Program Total</i> | <i>720</i> | <i>54.0</i> |

Major Equipment

PC Projector
Personal Computers

Course Descriptions

Program Description: Corinthian College's Computerized Office Applications program provides students with the skills necessary to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. The student develops word processing and data entry speed and accuracy on the keyboard and 10-Key pad. Proficiency is attained in the use of word processing, spreadsheet, database and accounting software.

MA100 Accounting Principles

40/20/5.0

In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included. Prerequisite: None

MA110 Computerized Accounting

10/20/2.0

In this course, students are introduced to accounting applications on the personal computer. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying basic accounting principles and proper input techniques to a computerized software package. Prerequisite: None

MB130 Business Mathematics

30/0/3.0

In this course, students learn how to perform a variety of calculations commonly used in business. The course begins with a review of basic mathematics and goes on to a variety of business problems using equations and formulas. The use of the 10 key pad is included. Prerequisite: None

MB140 Business Presentations

30/0/3.0

This course emphasizes the importance of effective public speaking in the business world. Students become familiar with various types of business presentations and the steps in developing them. Oral presentations are given on appropriate business subjects. Mock job interviews are conducted. Prerequisite: None

MB180 Records and Data Management

20/40/4.0

This course is an overview of traditional, electronic, and micrographic record-keeping systems. The emphasis is on records filing and data entry. Students develop basic skills in alphabetic, subject, numeric and geographic filing and indexing through practical applications. Hands-on projects help students build speed and accuracy in data entry. Prerequisite: None

MB210 Office Operations

30/0/3.0

This course is an overview of modern technology and its effect on business. Students are introduced to a variety of business machines that increase office productivity. Proper telephone procedures and the use of audio-visual aids are covered. Prerequisite: None

MB400 Business Documentation

20/40/4.0

This course introduces students to basic document research techniques and document style and format. Projects include researching a topic and writing appropriate business correspondence or documents. Students use word processing software to produce a final document in mailable form. Prerequisite: None

MG105 Business Writing – Techniques & Grammar

30/0/3.0

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

MI100 Introduction to Information Processing

20/40/4.0

This course introduces students to the IBM PC and its operating software. Students learn to identify the components of computer hardware and the uses of Personal Computer/Microsoft Windows. In the lab, students become familiar with the Windows operating system and learn to apply Windows concepts to applications software. Prerequisite: None

MI110 Introduction to the Internet

20/40/4.0

This course is an overview of computer hardware software, and career opportunities associated with the Internet and the World Wide Web. Provides the basic skills necessary to use software applications such as Microsoft Internet Explorer. Provides the student with an in-depth review of the facilities and resources that are available on the Internet and the World Wide Web (WWW). This course also investigates web page construction and examines the primary "language" of the WWW; hyper text mark-up language (HTML). Prerequisite: None

MS100 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn parts of the typewriter, keyboard touch techniques and setting margins and tabs. Prerequisite: None

MS101 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn symbols and numbers on the keyboard and document handling. Prerequisite: None

MS102 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn horizontal and vertical centering, word division and letter styles. Prerequisite: None

MS103 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn formation of business letters and tables, word processing editing features, note-taking and test-taking techniques. Prerequisite: None

MS104 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business and proper use of the 10-key pad. Data entry projects are completed. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, correction of typed copy, page formatting and budgets. Prerequisite: None

MS105 Skillbuilding

10/20/2.0

This course develops keyboarding skills on the computer. Students learn to use word processing software to create business and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn to format envelopes and manage files. Prerequisite: None

Massage Therapy Program

Diploma Program - 9 Months

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.

Program Outline

| Module | Module Title | Clock Hours | Credit Units |
|---------------|--|--------------------|---------------------|
| Module A | Massage Therapy | 80 | 6 |
| Module B | Massage Fundamentals | 80 | 7 |
| Module C | Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques | 80 | 6 |
| Module D | Sports Massage, Reflexology, and Shiatsu Massage | 80 | 6 |
| Module E | Polarity and Non-Traditional Massage Therapies | 80 | 6 |
| Module F | Anatomy and Physiology for the Massage Therapist | 80 | 6 |
| Module G | Clinical Massage Therapy | 80 | 6 |
| Module H | Business and Success Skills | 80 | 7 |
| Module I | Health and Wellness | 80 | 7 |
| | Program Total | 720 | 57.0 |

Module Descriptions

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

Module A - 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
- Manual lymphatic drainage
- Infant massage

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
- Swedish massage

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 and post-natal 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
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

Module F - Anatomy and Physiology for the Massage Therapist

80/0/6.0

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
- Advanced Therapeutic Massage Strategies

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
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy
- Acupressure

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:

- Personal development skills
- Learning methods and study habits
- Professionalism
- Choosing a business status
- Choosing a massage setting
- Business ethics
- Client communications
- Marketing as a massage therapist
- Referrals
- Professional ethics for massage therapists
- Tax preparation
- Bookkeeping and record keeping
- Professional compliance
- Resume writing and interviewing skills
- 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

40/40/7.0

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)

Major Equipment

Massage Tables
CPR Manikins
AV Equipment

Massage Chairs
Anatomical Charts
Overhead Projectors

Medical Assisting Program

Diploma Program - 8 Months (Day & Evening Classes)

720 Clock Hours/47.0 Credit Units

DOT: 079.367-010 Medical Assistants

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

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

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

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

Program Outline

| <i>Module</i> | <i>Module Title</i> | <i>Clock Hours</i> | <i>Credit Units</i> |
|---------------|--|--------------------|---------------------|
| Module A | Patient Care and Communication | 80 | 6.0 |
| Module B | Clinical Assisting, Pharmacology | 80 | 6.0 |
| Module C | Medical Insurance, Bookkeeping and Health Sciences | 80 | 6.0 |
| Module D | Cardiopulmonary and Electrocardiography | 80 | 6.0 |
| Module E | Laboratory Procedures | 80 | 6.0 |
| Module F | Endocrinology and Reproduction | 80 | 6.0 |
| Module G | Medical Law, Ethics, and Psychology | 80 | 6.0 |
| Module X | Externship | 160 | 5.0 |
| | <i>Program Total</i> | 720 | 47.0 |

Major Equipment

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

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory and 40 hours of laboratory or externship work, 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 are also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students 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 included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods and prepare for and assist with minor office surgical procedures. Students will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. Students study essential medical terminology, build their 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 on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build their 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 enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build 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 or clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build 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 their keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module G – Medical Law, Ethics, and Psychology

40/40/6.0

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students also have the opportunity to build their 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 college 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 Clinical Assistant Program

Certificate Program - 3 Months

360 Clock Hours/27.0 Credit Units

DOT:Medical Assistant

079.362-010

The health care field offers a variety of opportunities for graduates of the Medical Clinical Assistant Program. In this program, students receive training in back-office skills required in a medical or clinical environment. Graduates will be proficient in a variety of patient care tasks and in the use of related equipment and supplies.

The objective of the Medical Clinical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as back-office medical assistants, medical office surgical floaters, phlebotomists and medical office EKG technicians.

This training program is divided into three learning units called modules. Students must complete modules A through C starting with any module and continuing in any sequence until all three modules are completed. Modules A through C 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.

In each module, students learn and apply practical skills, develop proficiency using various types of equipment, and study related medical terminology.

Completion of the Medical Clinical Assistant Program is acknowledged by the awarding of a certificate.

Program Outline

| <i>Module</i> | <i>Module Title</i> | <i>Clock Hours</i> | <i>Credit Units</i> |
|----------------------|--|---------------------------|----------------------------|
| Module A | Patient Care and Assisting | 120 | 9.0 |
| Module B | Physical Therapy and Pharmacology | 120 | 9.0 |
| Module C | Clinical Assisting and Laboratory Procedures | 120 | 9.0 |
| | <i>Program Total</i> | <i>360</i> | <i>27.0</i> |

Major Equipment

| | |
|-----------------------------|----------------------|
| Autoclave | Stethoscopes |
| Blood Chemistry Analyzer | Surgical Instruments |
| Electrocardiography Machine | TENS Unit |
| Examination Tables | Training Manikins |
| Hydrocollator | Sphygmomanometers |
| Intermittent Traction Unit | Microscopes |
| Mayo Stands | |

Module Descriptions

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

Module A - Module A - Patient Care and Assisting

60/60/9.0

Module A emphasizes patient care, including assisting the physician with the complete physical examination; positioning and draping; and patient education. Students study the anatomy and physiology of the musculoskeletal, circulatory and respiratory systems. Students perform invasive procedures including injections and venipuncture. Students check vital signs; perform EKGs, stress testing and Holter monitor hookups; and study the electrical pathways of the heart. Students are trained in cardiopulmonary resuscitation (CPR), rescue breathing, and airway and face mask management. Students also learn the legal responsibilities of the physician and back-office assistant during office emergencies. Terminology will be stressed.

Module B - Physical Therapy and Pharmacology

60/60/9.0

Module B emphasizes the principles relating to pharmacology and the techniques practiced by a physical therapy aide. Students are introduced to basic massage techniques and the principles of ultrasound, electro-neuro stimulations and TENS therapy. Students perform patient positioning appropriate to each physical therapy modality and demonstrate an understanding of the importance of proper patient positioning for traction. Students study principles of pharmacology, including conversions and formula calculations, and are introduced to the Physician's Desk Reference. Students study anatomy and physiology of the sense organs and the central nervous system. Students perform invasive procedures including injections and venipuncture, and check vital signs. Students learn to take a written or oral order for medication and calculate it in order to arrive at the correct dosage and route of administration. Terminology will be stressed.

Module C - Clinical Assisting and Laboratory Procedures

60/60/9.0

In Module C, students learn clinical assisting techniques and laboratory procedures. They study the importance of asepsis and sterile techniques, and demonstrate the ability to control infection using proper procedures. Students perform invasive procedures including injections and venipuncture. They check vital signs and utilize proper sterile techniques in preparation for office surgeries. Basic laboratory procedures will be demonstrated, and emphasis will be placed on the proper documentation of each completed procedure as well as the results obtained. Students practice collection and management of laboratory specimens obtained while performing routine tests, including hematology and UA. Terminology will be stressed.

Medical Office Management Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

| | |
|----------------------|-------------|
| Medical Receptionist | 237.367 038 |
| Medical Clerk | 205.362 018 |

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

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

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

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

Program Outline

| <i>Module</i> | <i>Module Title</i> | <i>Clock Hours</i> | <i>Credit Units</i> |
|----------------------|---|---------------------------|----------------------------|
| Module A | Office Finance | 80 | 6.0 |
| Module B | Patient Processing and Assisting | 80 | 6.0 |
| Module C | Medical Insurance | 80 | 6.0 |
| Module D | Insurance Plans and Collections | 80 | 6.0 |
| Module E | Patient Billing and Office Procedures | 80 | 6.0 |
| Module F | Patient Care and Computerized Practice Management | 80 | 6.0 |
| Module G | Dental Administrative Procedures | 80 | 6.0 |
| Module X | Externship | 160 | 5.0 |
| | <i>Program Total</i> | <i>720</i> | <i>47.0</i> |

Major Equipment

| | |
|------------------------|---------------------------|
| Autoclave | Calculators |
| Electronic Typewriters | Patient Examination Table |
| Personal Computers | Sphygmomanometer |
| Stethoscopes | Teletrainer |
| Transcription Machine | |

Module Descriptions

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

Module A - Office Finance **40/40/6.0**

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

Module B - Patient Processing and Assisting **40/40/6.0**

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

Module C - Medical Insurance **40/40/6.0**

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

Module D - Insurance Plans and Collections **40/40/6.0**

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

Module E - Patient Billing and Office Procedures **40/40/6.0**

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

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

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

Module G - Dental Administrative Procedures

40/40/6.0

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

Module X – Externship

0/160/5.0

Upon successful completion of classroom training, medical office management 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 college 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.

Quarter Program

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

Academic Associates Degree Network Administration Program

(Currently not enrolling in this program.)

Degree Program - 24 Months

1200 Clock Hours/100.0 Credit Units

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

Upon successful completion of all areas of the 24-month program, students will be awarded an Academic Associates Degree in Network Administration.

Program Outline

| <i>Course</i> | <i>Course Title</i> | <i>Clock Hours</i> | <i>Quarter Credit Hours</i> |
|---|-----------------------------------|-----------------------------|-----------------------------|
| General Education (24 Credits): | | | |
| PSYP 2015 | General Psychology | 40 | 4.0 |
| MACP 2104 | College Algebra | 40 | 4.0 |
| ENCP 1108 | Composition I | 40 | 4.0 |
| ENCP 1109 | Composition II | 40 | 4.0 |
| POS 2041 | American National Govt. | 40 | 4.0 |
| AFLP 2010 | Intro. To American Lit. | 40 | 4.0 |
| | Quarter Credit Hours | | 24.0 |
| Other Required Courses (6 Credits) | | | |
| | | Clock Hours | Quarter Credit Hours |
| SLS 1130 | Strategies for Success | 40 | 4.0 |
| SLS 1055 | Professional Development | 30 | 2.0 |
| | Quarter Credit Hours | | 6.0 |
| Core Courses (70 Credits): | | Quarter Credit Hours | |
| <i>Course</i> | <i>Course Title</i> | <i>Clock Hours</i> | <i>Credit Units</i> |
| CGS 1270 | Introduction to Desktop Computing | 50 | 4.0 |
| CGS 1275 | Computer Operating Systems | 50 | 4.0 |
| CGS 1280 | Computer Hardware Concepts | 50 | 4.0 |
| CEN 1800 | Diagnostics and Troubleshooting | 30 | 2.0 |
| CGS 1300 | Computer Networking Fundamentals | 30 | 2.0 |
| CEN 1335 | Introduction to UNIX | 50 | 4.0 |
| CEN 2100 | Linux Operating System | 50 | 4.0 |
| CEN 1505 | Novell Administration I | 50 | 4.0 |

| | | | |
|----------|---|-------------|--------------|
| CEN 2505 | Novell Administration II | 50 | 4.0 |
| CET 1600 | Cisco Routers I | 50 | 4.0 |
| CET 2610 | Cisco Routers II | 50 | 4.0 |
| CGS 2210 | Windows 2000 Professional | 50 | 4.0 |
| CEN 2306 | Windows 2000 Server | 50 | 4.0 |
| CEN 2320 | Windows 2000 Network Infrastructure | 50 | 4.0 |
| CEN 2600 | Windows 2000 Directory Services Infrastructure I | 30 | 2.0 |
| CEN 2650 | Windows 2000 Directory Services Infrastructure II | 50 | 4.0 |
| CEN 2700 | Windows 2000 Directory Services Design | 50 | 4.0 |
| CEN 2711 | Implementing and Supporting Microsoft Proxy Server | 50 | 4.0 |
| CEN 2720 | Implementing and Supporting Microsoft Exchange Server | 50 | 4.0 |
| | Technical Program Courses Subtotal | 890 | 70.0 |
| | General Education Courses Subtotal | 240 | 24.0 |
| | Other Required Courses Subtotal | 70 | 6.0 |
| | Program Total | 1200 | 100.0 |

Major Equipment

| | |
|--------------|-----------------------|
| Computers | Local Area Network |
| Printers | Cisco Routers |
| Network Rack | Removable Hard Drives |

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 work, and provides a total of 6.0 credit units.

General Education Course Descriptions

PSYP 2015 General Psychology

40/0/4.0

Course Description: This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. This course is offered online. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: None

MACP 2104 College Algebra

40/0/4.0

Course Description: The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: None

POS 2041 American National Government

40/0/4.0

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. This course is offered online. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000 Prerequisite: None

ENCP 1108 Composition I

40/0/4.0

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. This course is offered online. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: None

ENCP 1109 Composition II

40/0/4.0

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the student's skills in composing essays and other written communication, including the documented research paper. This course is offered online. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: ENC 1106 Composition I

AFLP 2010 Introduction to American Literature

40/0/4.0

This course concentrates on the major writers of Modern American literature. This course is offered online. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: None

Technology Course Descriptions

SLS 1130 Strategies for Success

40/0/4.0

Through discussion and application, this course is designed to promote proper study habits and skills which will enable the student to compete successfully in the higher education environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Prerequisite: None

CEN 1335 Introduction to UNIX

30/20/4.0

This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO.

CEN 1505 Novell Administration I

30/20/4.0

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

CEN 1800 Diagnostics and Troubleshooting

10/20/2.0

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

CEN 2100 Linux Operating System

30/20/4.0

This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs.

CEN 2306 Windows 2000 Server

30/20/4.0

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

CEN 2320 Windows 2000 Network Infrastructure

30/20/4.0

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

CEN 2505 Novell Administration II

30/20/4.0

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

CET 1600 Cisco Routers I

30/20/4.0

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

CET 2610 Cisco Routers II **30/20/4.0**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CGS 1300 Computer Networking Fundamentals

10/20/2.0

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network.

CGS 2071 Spreadsheets

30/20/4.0

This course expands on the student's basic knowledge of Excel and applies the knowledge to solving common financial problems. Prerequisites: CGS 2110 and ACG 2001

CGS 2110 Computer Applications

30/20/4.0

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.

CGS 2210 Windows 2000 Professional

30/20/4.0

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

SLS 1055 Professional Development

10/20/2.0

This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers.

Admissions

Requirements and Procedures

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

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

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

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

- Administration and evaluation of applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian).

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

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

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

1. Furnish proof by providing the college with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest. The test used is the SRA Reading - Arithmetic Index with a minimum passing score of 69. Students enrolling in the Network Administration are required to pass the CPAt examination with a minimum score of 150.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The college 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. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the college's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting college, or are terminated by the college and re-enter more than one year after their test date, must take the test again.

Allied Health Programs

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

Network Administration Program

Students enrolling in the Network Administration program must be high school graduates or have achieved a recognized equivalency certificate (GED). As a requirement for admission into this program, enrollees must achieve a minimum passing score of 150 on the CPAt entrance test.

Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the college with an official transcript from the educational institution. The Education Director will review the official transcript to determine those courses for which a student may receive transfer credit. Students in modular programs will have their credits evaluated, and if applicable, the previous training then allows the students to challenge by examination up to three modules within a program.

Academic Policies

Unit of Credit

Academic

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction. This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

Grading

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

| <i>Business and Technical Programs</i> | | | | <i>Allied Health Programs</i> | | |
|--|-------------------------------|-------------------|--------------------|-------------------------------|-------------------------------|-------------------|
| <i>Grade</i> | <i>Meaning</i> | <i>Percentage</i> | <i>Point Value</i> | <i>Grade</i> | <i>Meaning</i> | <i>Percentage</i> |
| A | Excellent | 100-90 | 4.0 | A | Excellent | 100-90 |
| B | Very Good | 89-80 | 3.0 | B | Very Good | 89-80 |
| C | Good | 79-70 | 2.0 | C | Good | 79-70 |
| D | Poor | 69-60 | 1.0 | F | Failing | 69-0 |
| F | Failing | 59-0 | 0.0 | I | Incomplete | |
| I | Incomplete | | | W | Withdrawal | |
| W | Withdrawal | | | CR | Credit for Advanced Placement | |
| CR | Credit for Advanced Placement | | | TR | Credit for Previous Education | |
| TR | Credit for Previous Education | | | | | |

Student Awards

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

Graduation Requirements

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

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

- Complete all required classroom training with a cumulative grade point average of at least 2.0; and
- Complete all program requirements.

To be eligible for graduation, students in Medical Assisting and Medical Office Management Programs must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete a total of 160 clock hours in an approved externship;
- Complete all program requirements; and
- Receive satisfactory evaluations from the externship facility.

Students in the Medical Administrative Assistant and Medical Clinical Assistant Programs must:

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

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 26 students. The maximum class size is 32 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes are 30 students. The maximum size for laboratory classes is 32 students.

Attendance Requirements

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. 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 college.

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 college.

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

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Any tests or examinations missed due to absence cannot be made up. The only exception to this policy is a documented compelling reason for the absence (e.g. illness with a doctor's note) or approval of the Education Director.

Veteran Students

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

Leave of Absence Policy

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

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

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 college after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

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

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered, which may exceed the maximum 180-day leave policy resulting in the student being dropped.
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

Satisfactory Academic Progress

Requirements

Students must show satisfactory academic progress.

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

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

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

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

In order to maintain satisfactory academic progress, students receiving veterans' benefits must:

- Achieve a cumulative grade point average (GPA) of at least 2.0/70% or be on academic probation
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within the normally approved program length (the rate of progress paragraph in this section does not apply to veteran students).

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

Students who have reached the twenty-five percent (25%) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent or 1.25 and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the college.

Academic Probation

Programs of More than 600 Clock Hours

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 the 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 70 percent or 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0 but have achieved a GPA of at least 70 percent or 2.0 for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 for the term will be withdrawn from training by the college.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the college.

Programs of Less than 600 Clock Hours

Students in programs of less than 600 clock hours will be allowed one probationary period. This probationary period covers the module that starts immediately after students have been placed on academic probation. If by the end of the probationary period students achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent they are notified that the probationary status is removed. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the probationary period will be withdrawn from training by the college.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the Director of Education's or 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. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

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

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module/course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew.

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

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

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a college official. This meeting can help the college 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. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. 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. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module 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 modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Maximum Program Completion Time

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame 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 twenty-five percent (25%) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit hours/units attempted. Students whose rates of progress are less than 55 percent at the twenty-five percent (25%) point of their maximum program completion time will be placed on probation.

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.

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 after the halfway point of the maximum program completion time, their training program will be interrupted.

Externship Training

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

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

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal Process

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

Students whose training programs are terminated by the college 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 college administration. Students must initiate the process by submitting a written request for re-admittance to the college president. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

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

Required Study Time

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

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department.

Termination Procedures

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

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

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

Transferability of Credits

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

Information Technology Program Student Disclosure

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

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

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 college 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 college without the consent of the student unless the student specifically requests that the information not be released. The college 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 College 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.

Colleges accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the college has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

Policy and Program Changes

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

Administrative Policies

Code of Conduct

Background

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

- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

Student Conduct Code

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

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

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

First Offense

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

Second Offense

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

Threats to Health/safety

Immediate dismissal with dismissal letter

Appeals

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

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.

Dress Code

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

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

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

Students dressed inappropriately will not be admitted to college. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken. Dress code violations will be based upon the reasonable judgment of the Director of Education or College President in determining standards of normal business and/or professional attire.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the college's dress code policy. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Student Disability Services/Accommodations

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

Health/Medical Care

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

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

Weather Emergencies

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

Clothing and Personal Property

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

Financial Information

Tuition and Fees

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

| <i>Program</i> | <i>Program Length</i> | <i>Credit Units</i> | <i>Tuition</i> | <i>Textbooks and Equipment</i> |
|----------------------------------|------------------------------|----------------------------|-----------------------|---------------------------------------|
| Computerized Accounting | 3 Modules | 31 | \$5,250* | \$252 |
| Computerized Office Applications | 6 Modules | 54 | \$8,750 | \$527 |
| Massage Therapy | 9 Modules | 61 | \$9,500 | \$749 |
| Medical Assisting | 8 Modules | 47 | \$9,000** | \$342 |
| Medical Clinical Assistant | 3 Modules | 27 | \$4,350 | \$220 |
| Medical Office Management | 8 Modules | 47 | \$8,750 | \$312 |
| Network Administration AA Degree | 6 Quarters | 100 | \$21,500 | \$1,100 |
| Network Administration Diploma | 4 Quarters | 72 | \$18,000 | \$795 |

*Students enrolling in the Computerized Accounting program will receive a computer during their second month if their tuition account is current and all required funding paperwork is complete. Students who prefer to forego a computer as part of the program will have tuition of \$4,350.

** Students enrolling in the Medical Assisting program have the option of purchasing additional supplies and equipment for \$290 in which case the charges for textbooks and equipment are \$553.

Miscellaneous 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.

Voluntary Prepayment Plan

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

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 college. If the agreement is not accepted by the college, 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 college address shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

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

If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition - allowing for reasonable wear and tear - within 30 days following the date of student cancellation, the college will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the college may retain the equipment cost paid by the student. The college will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the college.

Students who have not visited the college prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of the college 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 the 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 college of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the college 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 college 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 college 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 college 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).

State of California Student Tuition Recovery Fund

California law requires that this institution pay a fee each time a student enrolls. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

To qualify for an STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education, specifically those who hold student visas, are not considered California residents.

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 college 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, Calif. 95798-0818
(916) 327-7190

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.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policies and procedures. The Finance Department can provide this information upon request.

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 college 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 college'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 college, an adjustment in the amount they owe may be made, subject to the refund policy of the college. 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 college. 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 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 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 college.

Federal Perkins Loan

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Bryman College Scholarship

\$35,000 in scholarships, excluding supplies, are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the college.

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the college for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the designated deadline.

All applicants must take the Career Programs Assessment Test (CPAT), which measures competency in reading, language and mathematics. The top 10 scorers will become the finalists.

A panel of college officials and/or representatives of local employers interview finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the college to account for scholarships that are offered but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

California Association of Private Postsecondary Schools (CAPPS)

Five (maximum \$7,000) 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, 629 J Street, Suite 250, Sacramento, CA 95814, or by contacting the Admissions Department or a local high school guidance counselor

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Student Services

Placement Assistance

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

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

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

Library and Other Learning Resources

Bryman College has a library that contains approximately 1,000 volumes and a variety of magazines related to the College's curricula. The library is available to all students during regular College hours. Books and magazines may be checked out from the library by contacting the Director of Career Services. Appropriate reference, research and information resources are maintained and made available to support and augment the college's curricular offerings.

The College also has Internet access in all of its computer labs with a total of 100 PCs available for student use. In addition, LIRN (Library Internet Resources Network), an extensive online periodical and newspaper database, is available through all student laboratory PCs. Instructors are available to assist students who need special tutoring or other learning assistance on an as-needed basis.

Housing Information

Bryman College does not maintain, supervise or contract for any dormitory facilities for its students. Nor does the college have any responsibility to assist students in finding or arranging housing. All of the students that attend Bryman College commute to the college from local communities, and they have arranged for housing prior to attending the college. The Director of Education or the College President can make emergency housing referrals to local aid agencies. There is a wide range of affordable housing in the areas surrounding the college.

Student Activities

Throughout the college year, activities that encourage college spirit and develop student leadership may be offered. The college believes that participation in these activities is an important part of the educational process, and student involvement is encouraged. Student activities, such as the annual blood drive, are organized and administered by students.

Study Groups

Instructors facilitate peer study groups among the students by assigning lab projects to student teams. This collaborative approach to assignments encourages the kinds of interactions that would occur in a job setting. Also, students form study teams to prepare for examinations. The teams discuss key topics, prepare flash cards and review class notes.

Transportation Assistance

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

Field Trips

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

Special Lectures

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

Drug Abuse Prevention

Information on drug abuse prevention is available at the college for all students and employees. Students should see the Director of Education or the College President.

Advising

The college provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the college has information available on community resources that address these types of problems. Students should see the Director of Education or the College President.

Corinthian Schools, Inc.

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

Bryman College

Anaheim, CA
Hayward, CA
New Orleans, LA
Reseda, CA
San Jose, CA
Whittier, CA

El Monte, CA
Los Angeles, CA
Ontario, CA
San Bernardino, CA
Torrance, CA

Gardena, CA
Lynnwood, WA
Renton, WA
San Francisco, CA
West Los Angeles, CA

Bryman Institute

Brighton, MA

National Institute Of Technology

San Jose, CA

Georgia Medical Institute

Atlanta, GA
Marietta, GA

Atlanta, GA (DeKalb)
Norcross, GA

Jonesboro, GA

Kee Business College

Chesapeake, VA

Newport News, VA

National Institute of Technology

Atlanta, GA
Dearborn, MI
Houston (Hobby), TX
San Jose, CA

Austin, TX
Houston (Galleria), TX
Long Beach, CA
Southfield, MI

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

National School of Technology

North Miami Beach, FL

Hialeah, FL

Miami, FL (Kendall)

Olympia Career Training Institute

Grand Rapids, MI

Kalamazoo, MI

Olympia College

Burr Ridge, IL
Skokie, IL

Chicago, IL

Merrillville, IN

Wyo-Tech Technical Institute

Laramie, WY

Blairsville, PA

Statement of Ownership

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

DIRECTORS

David G. Moore
Paul R. St. Pierre
Dennis L. Devereux

OFFICERS

| | |
|-------------------|---|
| David G. Moore | Chairman and Chief Executive Officer |
| Bruce Deyong | President and Chief Operating Officer |
| Paul St. Pierre | Executive Vice President, Marketing and Admissions |
| Dennis N. Beal | Executive Vice President, Chief Financial Officer and Treasurer |
| Dennis Devereux | Executive Vice President, Administrative Services and Assistant Secretary |
| Beth A. Wilson | Executive Vice President, Operations |
| Nolan Miura | Vice President, Strategic Planning & Business Development & Assistant Treasurer |
| Mary H. Barry | Senior Vice President, Academic Affairs |
| Stan A. Mortensen | Vice President, General Counsel and Corporate Secretary |